



Accreditation:

- **Higher Learning Commission
of the North Central Association of Colleges
and Schools**

- **Accreditation Commission for
Education in Nursing**

- **Kansas Board of Regents**

- **Commission on Accreditation of Allied Health
Education Programs**
(Discipline; Emergency Medical Technician, Paramedic)

2016-2018 ACADEMIC CATALOG

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CATALOG DISCLAIMER INFORMATION

All contents of this publication are accurate as of July 1, 2016. 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

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 Melanie Hands, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.

EQUAL OPPORTUNITY/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 (including pregnancy), age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation 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. Vice President for Instruction and Student Services, coordinates the college’s efforts to comply with Title IX. Students concerned about the above should contact Ryan Ruda, Vice President for Instruction and Student Services, 620-276-9597, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Sara Koehn, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846.

MESSAGE FROM THE PRESIDENT

Welcome to Garden City Community College! Our contemporary campus is located on 65 acres of opportunity underpinned with quality and excellence! Students attending GCCC come from 15-18 countries and 40-45 U.S. States annually.

GCCC has a rich tradition of serving students since 1919, which is longer than any other continuous serving community college in Kansas. There are many accolades associated with GCCC:

- Named by the *Aspen Institute* among the top 10% of community colleges in America for 2015.
- Ranked #31 in the list of the top community colleges in the nation by "*The 50 Best Community Colleges*".
- *CNN Money Magazine* ranked GCCC in the top 24 community colleges in the nation.
- GCCC was named as a Military Friendly college again in 2015.
- GCCC was ranked #13 by *affordablecolleges.com* in the 50 most affordable community colleges in America.
- GCCC was selected as the "*Rural Community College of the Year in 2014*" by the Rural Community College Alliance.



At GCCC we are constantly striving to improve our offerings to help students achieve career success in the classroom and beyond. Students from many backgrounds start here at GCCC and work together toward degrees, career preparation, and richer lives through learning. Our state-of-the art labs, classrooms, and technologies will deliver opportunities for student success.

At Garden City Community College, you are truly "Someone in a Place for Everyone". The door is open and our faculty and staff are here for you. Whether you are a recent high school graduate or returning to the classroom for the first time in many years, we want to do everything we can to ensure your success and help you to achieve your educational goals.

Sincerely,

A handwritten signature in black ink, which reads "Herbert J. Swender". The signature is fluid and cursive.

Dr. Herbert J. Swender
President

2016-2017 ACADEMIC CALENDAR

Aug 2016						
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August

- 8 Division/Dept Day (Faculty Reports)
- 12 Orientation/Assessment Day
- 16 Classes Begin (Fall 2016 Main and 1st 8 Week sessions)

September

- 5 LABOR DAY - No Classes
- 6 Classes Begin (12 Weeks)

October

- 7 Classes End (1st 8 Weeks) Midterm Grades Due @ 1:00 PM
- 10 Classes Begin (2nd 8 Weeks)

November

- 3 Last Day to Withdraw from Classes (Fall Main Session)
- 7 Spring Enrollment Begins (CURRENT enrolled students only)
- 21 THANKSGIVING BREAK Begins (Campus closed thru November 27)
- 28 Classes Resume
- Spring Enrollment Begins (ALL students)

December

- 6 Final Exams Begin
- 9 Classes End (Main, 2nd 8 and 12 Week sessions) Final Exams End
- 12 Final Grades Due @ 10:00 AM
- 13 Last Faculty Work Day

- 19 CHRISTMAS BREAK Begins (Campus Closed until January 3)
- 30 Fall Semester Ends

January

- 3 Campus Reopens (Faculty Reports)
- 6 Division/Department Day
- 10 Classes Begin (Spring 2017 Main and 1st 8 Week sessions)

February

- 6 Classes Begin (12 Weeks)
- 20 PRESIDENT'S DAY - No Classes

March

- 1 Summer Enrollment Begins (ALL Students)

- 3 Classes End (1st 8 Weeks) Midterm Grades Due @ 1:00 PM
- 6 Classes Begin (2nd 8 Weeks)
- 13 SPRING BREAK Begins - No Classes until March 20
- 20 Classes Resume

April

- 6 Last Day to Withdraw from Classes (Spring Main Session)
- 7 Enrollment/Advising/Testing Day Fall Enrollment Begins (CURRENT Enrolled Students Only)
- 14 EASTER BREAK Begins (Campus Closed until April 16)
- 18 Classes Resume

- 24 Fall Enrollment Begins (ALL students)

May

- 5 COMMENCEMENT @ 7:00 PM Classes End (Main, 2nd 8 and 12 Week sessions)
- 9 Final Exams Begin
- 12 Final Exams End
- Last Faculty Work Day
- Spring Semester Ends

- 15 Final Grades Due @ 10:00 AM Summer Session 1 Begins (3 weeks)
- 22 Summer Session 2 Begins (6 weeks)
- 29 MEMORIAL DAY - No Classes

June

- 2 Summer Session 1 Ends
- 5 Summer Session 3 Begins (6 weeks)
- 30 Summer Session 2 Ends

July

- 3 Summer Session 4 Begins (3 weeks)
- Summer Session 5 Begins (6 weeks-ends August 11)
- 4 INDEPENDENCE DAY - No Classes
- 14 Summer Session 3 Ends
- 21 Summer Session 4 Ends
- 31 Summer Session 6 Begins (2 weeks-ends August 11)

Feb 2017						
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☐ - Denotes Holiday

Fall Semester: August 15 - December 30, 2016

Spring Semester: January 10 - May 12, 2017

FALL 1st 8 Week: 8/15/16 - 10/3/16; 2nd 8 Week: 10/10/16 - 12/5/16; 12 Week: 11/5/16 - 12/5/16

SPRING 1st 8 Week: 1/10/17 - 3/5/17; 2nd 8 Week: 3/6/17 - 5/1/17; 12 Week: 2/6/17 - 5/1/17

THIS CALENDAR IS SUBJECT TO CHANGE.

(Check with your Advisor or the Office of the Vice President of Instructional Services for changes.)

2017-2018 ACADEMIC CALENDAR

Aug 2017						
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- ### August
- 7 Division/Dept Day (Faculty Reports)
 - 11 Orientation/Assessment Day
 - 15 Classes Begin (Fall 2017 Main and 1st 8 Weeks sessions)

- ### September
- 4 LABOR DAY - No Classes
 - 5 Classes Begin (12 Weeks)

- ### October
- 6 Classes End (1st 8 Weeks) Midterm Grades Due @ 1:00 PM
 - 9 Classes Begin (2nd 8 Weeks)

- ### November
- 2 Last Day to Withdraw from Classes (Fall Main Session)
 - 6 Spring Enrollment Begins (CURRENT enrolled students only)
 - 20 THANKSGIVING BREAK Begins (Campus closed thru November 25)
 - 27 Classes Resume
- Spring Enrollment Begins (ALL students)

- ### December
- 5 Final Exams Begin
 - 8 Classes End (Main, 2nd 8 and 12 Week sessions)
 - Final Exams End
 - 11 Final Grades Due @ 10:00 AM
 - 12 Last Faculty Work Day

- 18 CHRISTMAS BREAK Begins (Campus Closed until January 2)
- 29 Fall Semester Ends

- ### January
- 2 Campus Reopens (Faculty Reports)
 - 5 Division/Department Day
 - 9 Classes Begin (Spring 2018 Main and 1st 8 Week sessions)

- ### February
- 5 Classes Begin (12 Weeks)
 - 19 PRESIDENT'S DAY - No Classes

- ### March
- 1 Summer Enrollment Begins (ALL students)

- 2 Classes End (1st 8 Weeks) Midterm Grades Due @ 1:00 PM
- 5 Classes Begin (2nd 8 Weeks)
- 12 SPRING Break Begins - No Classes until March 19
- 19 Classes Resume
- 30 EASTER BREAK Begins (Campus Closed until April 3)

- ### April
- 3 Classes Resume
 - 5 Last Day to Withdraw from Classes (Spring Main Session)
 - 13 Enrollment/Advising/Testing Day Fall Enrollment Begins (CURRENT Enrolled Students Only)
 - 30 Fall Enrollment Begins (ALL students)

- ### May
- 4 COMMENCEMENT @ 7:00 PM Classes End (Main, 2nd 8 and 12 Week sessions)
 - 8 Final Exams Begin
 - 11 Final Exams End
 - Last Faculty Work Day
 - Spring Semester Ends

- 14 Final Grades Due @ 10:00 AM Summer Session 1 Begins (3 weeks)
- 21 Summer Session 2 Begins (6 weeks)
- 28 MEMORIAL DAY - No Classes

- ### June
- 1 Summer Session 1 Ends
 - 4 Summer Session 3 Begins (6 weeks)
 - 29 Summer Session 2 Ends

- ### July
- 2 Summer Session 4 Begins (3 weeks)
 - Summer Session 5 Begins (6 weeks - ends August 10)
 - 4 INDEPENDENCE DAY - No Classes

- 13 Summer Session 3 Ends
- 20 Summer Session 4 Ends
- 30 Summer Session 6 Begins (2 weeks - ends August 10)

Feb 2018						
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Jun 2018						
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Fall Semester: August 14 - December 23, 2017

Spring Semester: January 9 - May 11, 2018

FALL 1st 8 Weeks: 8/15/17 - 10/6/17; 2nd 8 Weeks: 10/9/17 - 12/8/17; 12 Weeks: 9/5/17 - 12/8/17

SPRING 1st 8 Weeks: 1/9/18 - 3/2/18; 2nd 8 Weeks: 3/5/18 - 5/4/18; 12 Weeks: 2/5/18 - 5/4/18

- Denotes Holiday

THIS CALENDAR IS SUBJECT TO CHANGE.

(Check with your Advisor or the Office of the Vice President of Instructional Services for changes.)

GENERAL INFORMATION

- **Accreditation**
- **Mission**
- **Educational Philosophy**
- **College 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, 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. The GCCC Practical Nursing Program and the Associate Degree Program are approved by the Kansas State Board of Nursing. In addition, the Associate Degree Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Certain GCCC programs have also obtained other specific individual accreditations, including Commission on Accreditation of Allied Health Education Programs; Emergency Medical Technician, and Paramedic.

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, Council on High Education Accreditation 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 illustrate writing skills
2. Students will demonstrate oral communication skills
3. Students will develop critical thinking 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. 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 didn't pass in a Kansas legislative committee in Topeka, and a second attempt was also rejected in 1962.

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

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

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.

In 2011 Dr. Herbert J. Swender became the sixth President of Garden City Community College. Garden City Community College continued to grow along with the economic development in Southwest Kansas, and in 2014 GCCC realized a 7% increase in enrollment—the highest increase of the 19 Kansas Community Colleges.

In September of 2013, it was apparent that there was not enough room for students to be housed. The residence halls were filled to capacity with students on a waiting list. In 2014 construction began on new student housing. The units have four bedrooms, two bathrooms, and feature wireless internet, cable, a laundry room that has dual purpose as a storm shelter for all residents, locked storage facilities, and kitchenettes. Just across from the college on Spruce

Street, the housing opened in January of 2015. Governor Sam Brownback and over 100 people attended the ribbon cutting ceremony for Broncbuster Housing.

The college has received numerous accolades in the past four years including 2014 “Outstanding College of the Year”, awarded by the Rural Community College Alliance (RCCA); CNN Money Magazine ranked GCCC among the top 24 community colleges in the nation; GCCC ranked #31 in the list of top community colleges in the nation by “The 50 Best Community Colleges”; GCCC was named to Aspen Institute’s top 10% of community colleges in America for 2015, and GCCC has been listed as a “Military Friendly” college for three years.

GCCC administration was thrilled to roll out a mobile classroom in 2013 that was funded by the TRAC 7 grant. The mobile classroom has internet access, and up to 25 instructional computers, which can provide on-site training at various locations, in areas such as Serv-Safe and agriculture.

In the fall of 2014, the college opened its brand new Phase I, multi-sports complex with seating for 3,000 spectators. The new sports complex is home to Track and Field, Soccer, and Broncbuster Football. The Complex is located near campus housing and other field sports offered at GCCC. The inaugural game was played against Highland Community College on August 30, 2014. The Busters won the game 29-26. The complex has quickly become a hub for the community events, and hosted the 1A Regional Track meet in 2015 and 2016. GCCC hosted the NJCAA Region VI Track & Field Championships in May 2016. In the summer of 2016, plans are moving forward to put a building on the north end of the complex that will serve as a temporary locker room for the visiting team, maintenance facility, and will add extra restrooms to the complex.

In a bold and innovative move for education in Western Kansas, Dr. Herbert Swender, announced plans to offer on-campus baccalaureate programs beginning in the fall of 2014 through partnerships with four-year universities. The program opened doors on the GCCC campus in the fall of 2014 offering Bachelor’s in Accounting, Business Administration, Criminal Justice, Healthcare Management, Information Technology, Management, and Nursing. This prototype makes GCCC the first community college in the state to house an on-site baccalaureate program with its own set of instructors, staff, and classes. Classes are offered online, blended or hybrid, and on-site courses.

During the month of June, the Garden City Community College Board of Trustees, unanimously voted to transition the existing Department of Campus Safety to a professional law enforcement agency. The licensed police department proposal, recommended by Dr. Swender, includes several full-time and part-time commissioned police officers, along with the current full-time position held by Rodney Dozier, GCCC Campus Police Chief. After receiving state approval of all required documentation, the GCCC Police Department’s first official day was July 1, 2014. In March, 2015, a tornado siren was installed on campus and linked with the City of Garden City system.

The 2015 summer saw major improvements to buildings and parking lots at Garden City Community College. Several buildings were updated to make better use of space, and

remodels brought the campus up to current code.

The Broncbuster Bookstore moved from the basement of the Beth Tedrow student center to what used to be the College Endowment room. The storefront offers a contemporary, sleek design, and the upgrades have made the bookstore look like one you find at any major university. Next to the bookstore is a new cyber café and coffee bar where students can have tables and chairs as well as WIFI access to utilize. Outside of the storefront is a newly renovated student lounge area complete with a gas fireplace and TV.

The bookstore old location in the basement of the Beth Tedrow Student Center has become the new activities center for students. The old Student Government Association office merged into the conference room next door and become an additional large meeting room to be utilized on campus. All restrooms were remodeled to become ADA compliant, and the cafeteria has a new entrance.

At the Dennis Perryman Athletic Center, the lobby area received a complete remodel. The tile and display cases were all revamped. The gym has new entrance doors, and the restrooms were updated and redone to become ADA compliant. A brightly colored mural featuring the history of GCCC student-athlete success now greets visitors as they enter the lobby. The mural depicts the athletic accomplishments of student-athletes who have started at Garden City Community College, and then moved on to have stellar athletic careers at four year universities and beyond. Among those depicted on the 27' x 9' mural, are Dayton Moore, now the General Manager of the 2015 World Series Champions, Kansas City Royals.

The summer of 2015 also saw a new welding center moved to the back of the old skating rink just across from campus on Spruce Street. The state-of-the art facility complete with 24 fully equipped stalls and a plasma table is helping GCCC to make forward strides in the welding program which received a \$1,975,549.00 grant. Funding for this expansion was provided by the U.S. Department of Labor via a consortia grant titled, Trade Adjustment Assistance Community College and Career Training Grant.

The board authorized Administration to negotiate a lease for office space in the Beth Tedrow Student Center with the Kansas Army National Guard. The Kansas Army National Guard would like to relocate their local recruiting office to the GCCC campus. The Kansas Army National Guard (KANG) has also requested space on the GCCC campus in partnership to establish a regional education and training center. The front office complex of the property located at 1802 E. Spruce Street has been designated as a place that would meet the needs for a joint venture. Administration has been authorized by the board to negotiate a multi-year lease with KANG. More details on the venture will be announced when negotiations have been completed. The target date for completion of the joint venture is tentatively August 1, 2016. Taskforce Broncbuster will provide an opportunity for soldiers to gain valuable civilian and military education in a traditional student role. GCCC has been designated as Military Friendly for the past three years, and offers VA Benefits and technical training to prepare military students to transition into the workforce. This venture aligns with efforts by local government entities to attract the military to Garden City to help with growing needs in the Garden City workforce.

In order to accommodate an increase in enrollment and a need for housing, GCCC administration purchased a set of apartments just south of the college from Wagner Apartments. The apartments aptly named “Broncbuster Suites” were refreshed with replacing of carpet, paint, and new furnishings over the summer in order to be ready for move-in in the fall semester of 2016. The 28 apartments at Broncbuster Suites will house up to an additional 88 students beginning August of 2016.

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 person 18 years of age or older.
5. A graduate of an approved home-school program. The home-school must be in compliance with the regulations set forth by the state in which it is located.
6. Students who are enrolled in an eligible career pathway program, on or after July 1, 2014, and who are not high school graduates, may be eligible to receive Title IV aid if the student meets one of the following ATB alternatives:
 - Passes an independently administered Department of Education approved ATB test.
 - Completes at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.

A student who meets one of those alternatives may use that alternative to establish his or her Title IV eligibility at any eligible Title IV institution where the student *enrolls in an eligible career pathway program.*

“Eligible career pathway programs contain 2 components:

- *An adult education component, and*
- *A Title IV eligible postsecondary program component”*

The Adult Education Component is defined as academic instruction and education services below the postsecondary level that increases an individual’s ability to:

- read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- Transitions to postsecondary education and training;
- Obtains employment

The definition of eligible program includes all coursework of Title IV academic programs;

- Be at least a two-academic-year program that is acceptable for full credit toward a bachelor's degree;
 - or
 - Be at least a one-academic-year training program that leads to a certificate, or other non-degree recognized credential, and prepares students for gainful employment in a recognized occupation.
7. 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:
- Concurrent Enrollment Partnership student, a person who is in grades 10, 11, or 12, or who is gifted and is in grade 9; has been admitted to an eligible post-secondary education institution as a degree-seeking or non-degree seeking student; and is enrolled in courses at a high school at which approved high school faculty teach college credit courses during the normal school day.
 - Students who are enrolled in grade 9 and are classified by school district as “gifted” according to the State Department of Education’s definition, K.A.R. 91-40-1 (bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.

“Special student” status may be changed to “degree-seeking” status upon graduation from an accredited high school or approved home-school or approved home-school program, or upon the successful completion of a GED examination, or 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: Cosmetology, Nursing, Practical Nursing, Emergency Medical Services Technology, John Deere Agricultural Technology, Automotive Technology, Information Technology, Oil Production Technology, Culinary Management 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.

ADMISSIONS PROCEDURE

NEW STUDENTS

Students must obtain, complete, and submit the following:

1. An Application for Admission.
2. An official high school/home-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 a Placement Assessment through the Mary Jo Williams Assessment Center located in the SCSC.
 - * Applicants are strongly advised to take the ACT Assessment for scholarship, advising, and counseling purposes (GCCC’s ACT code is 1414).
 - * Official transcripts must be mailed by the issuing institution or transmitted electronically directly to the GCCC Admissions Office. Hand-carried or faxed copies are **not** acceptable.
 - * A complete medical form is required for all students in the nursing, 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.
4. Student Health Requirement – Tuberculosis (TB)

In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results prior to attending classes/completing enrollment. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes or enroll for classes, or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the TUBERCULOSIS SCREENING QUESTIONNAIRE and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.

NON-DEGREE SEEKING STUDENTS

Students who are admitted as “non-degree seeking” are not required to submit transcripts. Should the classifica-

tion 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 one year 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 and parent or legal guardian. 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 who are enrolled in grade 9 and are classified by school district as “gifted” according to the State Department of Education’s definition, K.A.R. 91-40-1 (bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.
- **Written permission of their school principal and a copy of the student’s Individual Education Plan (IEP)** must be on file in the Registrars Office for college credit to be granted. The IEP must be renewed each academic.

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 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. 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>
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 Vice President for Instruction and Student Services.
 - c. The decision of the Vice President for Instruction and Student Services shall be final and not subject to appeal.

B. 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 Records 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 Enrollment Management at GCCC, who may contact colleagues at the other college to investigate the situation and advocate on students' behalf.

C. Initial contact people at Garden City Community College

- Nancy Unruh, Registrar, nancy.unruh@gcccks.edu, (620) 276-9571
- Ryan Ruda, Vice President for Instruction and Student Services, ryan.ruda@gcccks.edu, (620) 276-9597
- Colin Lamb, Assistant Athletic Director, Dean of Student Services, colin.lamb@gcccks.edu, (620) 276-9595
- Tammy Tabor, Director of Enrollment Management, tammy.tabor@gcccks.edu, (620) 276-9508

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

Garden City Community College is a two-year community college located in Garden City, Kansas. 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 is authorized under Federal Law to enroll nonimmigrant alien students.

International students are advised that the college does not provide special language training and employment opportunities are limited. International students must also obtain a TOEFL (Test of English as a Foreign Language) score of at least 500 paper/61 ibt for admission to GCCC.

The time needed to complete the admissions process varies from country to country due to embassy policies and mailing times. Therefore, GCCC recommends that a completed Application for Admission, International Student Application Fee of \$150 (non-refundable), and all required documents be submitted by:

- Fall Semester (August): July 1
- Spring Semester (January): November 1

Documents, other than the Official TOEFL score report and Course-by-Course Transcript Evaluation, may be initially submitted electronically to the Admissions Representative / International Coordinator at susan.miller@gcccks.edu. Original documents may need to be hand-carried to the United States once the approved international student arrives on-campus to start a program-of-study.

Before we begin to review application files, the non-refundable \$150 application fee and the \$150 housing deposit must be paid in full. Before acceptance is granted and a Certificate of Eligibility (Form I-20) is issued, the following items must be approved by the Assistant Director of Enrollment Management/International Student Advisor and on file in the GCCC Admissions Office:

1. **Admissions Application:** International students must complete the online application and the **\$150 non-refundable fee** must be paid. This fee must be paid in full prior to accepting the required documents for admission. The online admissions application can be found at <http://www.gcccks.edu/admission/application/>
2. **Housing deposit/Housing Arrangements:** Student must pay a non-refundable \$150 housing deposit. This fee must be paid in full prior to accepting the required documents for admission. The housing deposit is due with your housing application to secure your room. Housing arrangements must be secured. Any student interested in living on-campus must complete the appropriate Residential Life Contract/Documents. Students interested in living off-campus must make a written request to the Assistant Director of Enrollment Management/International Student Advisor.

Housing information can be found at <http://www.gcccks.edu/student/reslife/reserve/>

3. **Proof of Ability to Meet Financial Obligations:** Applicants must document ability to meet full-year expenses through a combination of bank statements and/or approved notarized statements of support. All financial documents must be produced in English and submitted within 6 months of the student's arrival date. Estimated expenses are as follows:

International Tuition – 32 credit hours (2 semesters)
 @ \$94/credit hour \$3,008

Fees – 32 credit hours (2 semesters) @ \$33/credit hour	\$1,056
Books – Full year – 2 semesters (approximate)	\$1,200
Room & Board – West Hall or East Units/ 19 meals (2 semesters)	\$5,100
<u>Travel/Miscellaneous Supplies</u>	\$1,000
Total Cost	\$11,346

4. Proof of English Proficiency – Garden City Community College does not have an intensive English language program. GCCC English courses are designed only for students who have already reached a certain level of English proficiency.

An official score report showing that the “Test of English as a Foreign Language” (TOEFL) has been completed within the 18 months immediately preceding application to GCCC with a minimum score of 500 (paper-based) or 61 (internet-based, ibt). Students whose country’s official language is English may not be required to complete the TOEFL.

5. Proof of High School Graduation - GCCC requires proof of graduation from an accredited high school or the equivalent, or a transcript of credit from another accredited institution of secondary level or above. All documents must have English translations and must include a graduation date and be properly certified. Only original documents or certified copies are acceptable. Faxed copies will not be accepted. If the graduation date cannot be determined, an official evaluation may be required.

Where translation of foreign transcripts is required, acquiring translation is the responsibility of the student.

College or University Information:

GCCC also requires official transcripts from all colleges or universities attended.

All foreign college academic documentation must be evaluated by an official transcript evaluation service.

For example, below are links to companies that provide Course-By-Course Transcript Evaluations with U.S. equivalencies, institutional accreditation status and date of graduation. There will be a fee charged by the evaluation company for this service.

- o World Education Services (WES) - <http://www.wes.org/apply/>
- o AACRAO International Education Services - <http://ies.aacrao.org/apply/>

6. Proof of International Student Insurance with Repatriation Clause: International Students must purchase International Student Insurance coverage an-

nually. The policy must include a Repatriation/Return of Moral Remains Clause. It is the student’s responsibility to research and purchase a plan that suits his or her individual needs and meets the requirements. Approval of the policy will be determined by Assistant Director of Enrollment Management/International Student Advisor.

* International students must provide for their own health insurance coverage. The student may purchase coverage in his/her home country and carry evidence of coverage applicable in the U.S.

7. Personal Health History and Immunization Record: Students must complete a TB questionnaire to determine if further screening is required. Test must be taken inside the USA and is required before enrollment in classes at GCCC.

Applicants must complete the GCCC Health and Immunization Record and work with the GCCC Health Nurse to ensure that all health requirements are complete and current.

8. Copy of Passport: A color scanned copy of passport of the photo/personal information page must be sent to the Admissions Representative / International Coordinator at susan.miller@gcccks.edu.

9. 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>.

***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 the above.**

***The I-20, signed by a college official, is required by the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement 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.**

Revised 03/31/16

RESIDENT ALIENS

Resident Aliens are international students who have been granted permanent resident status by the U.S. Department of US Customs and Immigration Services (USCIS). 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 USCIS, 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:

1. the student has attended a regionally accredited Kansas high school for three or more years and
2. 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
 - b. 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. 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 instructional administrator, their desire to carry more than 18 hours a semester. Permission to enroll in more than 18 hours per semester or more than 12 hours online may be granted by the appropriate instructional administrator. 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 Student and Community Services Center.

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 who have transferred to GCCC after being placed on academic probation from a transfer institution.

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 Broncbuster Bookstore in the Beth Tedrow Student 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 vice president's permission, are allowed for the **first five (5) class days of each semester.** Students who did not enroll early, 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 (5th) day of the semester, in addition to the advisor’s signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar’s Office. In addition, after the published 20th day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the appropriate instructional administrator 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 has the option to be placed on the waitlist (if available) for the class. If a space becomes available in the class, the student will be notified.

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 (5th) day of the semester, in addition to the advisor’s signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar’s Office. **In addition, 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 20th 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 75% of course completion. 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 Vice President for Instructional and Student Services of his or her desire to appeal.
- b. The Vice President will give the student an appeal form which must be filled out and returned to the Vice President.
- c. The Vice President 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 Vice President for Instructional Services 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 Vice President for Instructional Services 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 academic advisor 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 from the college 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\$57 per credit hour
 Student Fees\$33 per credit hour

**BORDER STATE RESIDENCY STATUS
 (CO, NE, MO, OK, TX, NM)**

Tuition\$71 per credit hour
 Student Fees\$33 per credit hour

OUT-OF-STATE RESIDENCY STATUS

Tuition\$76 per credit hour
 Student Fees\$33 per credit hour

INTERNATIONAL STUDENT RESIDENCY STATUS

Tuition\$94 per credit hour
 Student Fees\$33 per credit hour

ONLINE

Tuition\$147 per credit hour (Fall 2016)
 Tuition\$150 per credit hour (Spring 2017)

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.

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.
- 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 or receive all "W" or "F" as assigned at end of term.

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.

DROP/NO-SHOW FEE

- Students who do not attend classes within the first two (2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and are subject to a \$50 per course drop fee.

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 **second 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 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.

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, Discover 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 meal plans (19 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 \$550 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.

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 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. GCCC school code for FAFSA (001919).

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 or GED. 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.

- **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.

- **Federal Direct Stafford Loans**

Stafford Loans at GCCC are low-interest loans made through the federal government. 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 the federal government.

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. Complete information and the online scholarship application is available on the Financial Aid page of GCCC’s website.

- **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. All VA benefits received must be reported through the Registrar.

- **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 1-5 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 College website and/or contact the Financial Aid Office located in the Student and Community Services Center.



THE STUDENT AND ACADEMIC DECISIONS

Academic decisions are made by faculty members, division directors and vice presidents. 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 Student and Community Services Center.

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. Scores of 5 will equate to an “A”, 4 to a “B” and 3 to “CR”. Credit for Non-Traditional Education Support (DANTES) examinations may also be accepted. Natural Sci-

ence 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 vice president 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.

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 Placement 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.
- 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 Salmans Advising Center (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. Consistent 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 are excessive in the opinion of that instructor.

Personal Absence Policy

While the GCCC Administration supports an individual instructor or departmental attendance policy 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.
7. Dual credit students will follow same criteria.

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 instructional administrator. 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 that **cannot** be taken Pass/Fail are as follows:
 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 BusterWEB; 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.

Grades are entered into the computer for processing, and the student must wait until grades are posted on BusterWEB to view final grades.

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 division director before being allowed to register.

ACCELERATED COURSES

An accelerated course allows students to complete an academic course in less time than a full semester. This is an intensive course, covering a full semester's work in considerably less time. Therefore, regular, consistent attendance is vital for success, and students are required to do substantially more work outside of class.

HYBRID COURSES

A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

ONLINE COURSES

An online course uses computer-based technologies (i.e. Canvas) to create an online "classroom." Students are instructed in course content through online learning: tutorials, testing exercises, group collaborations, independent assignments and long-range projects. Each individual course provides a schedule of assignments and deadlines. Students need to have adequate computer skills as they will be communicating with the instructor and classmates online.

FACE TO FACE COURSES

Face-to-face courses are campus-based classes that meet in-person at an established time and place. While instructional technologies (like Canvas) may be used to support the course, instruction takes place fully in-person. Students will still be expected to use campus technologies like email and Canvas.

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 instructional administrator. 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 Academic Recovery (PCDE-110). Students must earn a "C" or better in Academic Recovery (PCDE-110) or will retake the course until successful completion.

Students who were enrolled part time (less than 12 hours) during the semester placed on academic probation will be limited to 8 hours of enrollment. This allows for a minimum of two academic courses and the Academic Recovery course.

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

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 for 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. This allows for a minimum of two academic courses and the Academic Recovery course.

At the end of the probation semester, students failing to improve their GPA to at least 2.0 will be placed on academic dismissal, during which time they will be automatically dropped from pre-enrolled classes for the subsequent semester. In order to continue to take classes at Garden City Community College, students placed on dismissal must meet with the Director of Enrollment Management and complete the dismissal appeals process for reinstatement to the college. If reinstated, at the close of the appeal semester, students failing to make satisfactory progress or improve their overall GPA to at least 2.0 will be dismissed for one semester without the opportunity for appeal.

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. 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 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 Director of Enrollment Management:

1. The Application for Reinstatement must be completed.
2. A letter of appeal must be submitted to the Director of Enrollment Management stating reasons for dismissal and conditions that indicate a plan of improvement.
3. Two letters of recommendation must be mailed directly to the Director of Enrollment Management. The letters must come from college faculty or staff, an academic advisor, or work supervisors.
4. Student must provide a degree audit from an academic advisor.
5. College transcript(s) must be submitted to the Director of Enrollment Management.

The items listed above will be given priority if received in the office of the Director of Enrollment Management by:

- June 1 for Summer enrollment

- August 1 for Fall enrollment
- November 1 for Spring enrollment

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 may schedule a hearing and will 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 any other post-secondary institution (within the last 5 years) prior to seeking admission to GCCC, must present the same information listed above to the Director of Enrollment Management by the priority deadline date set.

If readmitted, 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 Vice President of Instruction/Student Services or his/her designee. Such appeals must be made in writing to the Office of the Vice President of Student Services within one working day following denial by the Committee. Decisions by the Office of the Vice President of Student Services 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 priority dates 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 submitted to the Admissions Office.

If student is reinstated after dismissal and fails to make satisfactory progress or improve their overall GPA to at least a 2.0, they will be dismissed from Garden City Community College for one semester without the opportunity for appeal.

Academic Probation

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. This allows for a minimum of two academic courses and the Academic Recovery course.

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 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 Vice President’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. Transcripts may be requested online at www.getmytranscript.com. 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.

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 Vice President for Instruction and Student Services. Cases involving minor infractions of normal discipline may be handled by the Disciplinary Review Board. Disciplinary action may 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 except in approved designated smoking areas. (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 ad-

dition 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 Vice President for Instruction and Student Services for investigation and determination of appropriate action.

IMPLEMENTATION OF DISCIPLINARY PROCESS

The Vice President for Instruction and 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 vice president 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 Vice President for Instruction and 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 vice president to the College Disciplinary Review Board. **This appeal must be made in writing to the Vice President for Instruction and 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 Vice President for Instruction and 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 Vice President for Instruction and 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 Vice President for Instruction and 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 vice president or his/her designee, and the witnesses who have testified.

The College Disciplinary Review Board shall decide to uphold the decision of the Vice President for Instruction and Student Services, or his/her designee, or to recommend that the action be modified.

The student or the Vice President, 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. The President's review shall be strictly on the process followed. 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 the following:

- 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 Vice President for Instruction and Student Services shall serve as ex-officio of this committee.

The Committee will consist of the following members:

1. involved athlete's head coach
2. athletic director
3. 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, Dean of Academics and Vice President for Instruction and Student Services. If a student believes that an academic decision is unfair, he/she may meet with the above personnel, in order of listing, 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 ethics includes:

- Cheating on examinations, written quizzes, and other written work.
- 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, giving assistance to another person during an examination, falsification of an academic record, obtaining or attempting to obtain copies of a non-circulated examination or examination questions.

Procedures: Violations of academic ethics are resolved within the division of Instructional Services. Examples of academic dishonesty are outlined in the Student Handbook in the Student Discipline and Due Process Code. It is intended that resolution take place at the lowest possible level preserving both the integrity of the College and the dignity of the student. When a violation of academic dishonesty is suspected, the faculty member should review the evidence to ensure that it is sufficient to warrant a charge of academic dishonesty. The faculty member should talk privately with the student to make the student aware of the suspicion and to solicit the student's explanation. If the student is unable to explain the behavior satisfactorily, the faculty member should collect evidence of the alleged violation, and prepare a written narrative of the incident. The faculty member should keep the original copy of the assignment or examination involved in the incident. The faculty member should assess the evidence and the student's explanation. The following disciplinary actions are available if a student is determined to be guilty of academic dishonesty:

- Repeating the assignment or completing an alternative assignment
- Issuing a warning or providing counseling
- Assigning of a grade of "I" until the alleged violation is adjudicated
- Giving a failing grade for the assignment
- Assigning a grade of "F" for the course
- Recommending a grade of "XF" for the course

NOTE: In order to monitor multiple violations, the faculty member will document and submit to the office of the Dean of Academics all situations deemed of a serious nature. Multiple or extremely serious violations may result in dismissal from the College. The following issues should be considered when deciding upon appropriate discipline:

- Nature of the alleged dishonesty
- Prior warnings/violations
- Impact on the student's grade/progress in the course
- Permanent impact on the student's record
- Student acknowledgment and recognition of the seriousness of the alleged behavior

If assigning a grade of "F" for the course, the faculty member should consult with the Dean of Academics prior to any disciplinary action. The student may also receive an "XF" grade on his/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 must follow this protocol if requesting an "XF."

1. The instructor will notify the Dean of Academics that academic dishonesty has occurred.
2. The notification will include the following information:
3. Name and ID number of the student or students involved
4. Proof that academic honesty has occurred
5. A description of any action already taken by the instructor
6. Once the Dean has received this information, he/she will notify the student's advisor and any sponsor or coaches with whom the student is associated of the breach in academic integrity. The Dean will review all evidence and make a decision on whether an "XF" will be listed on the academic transcript.
7. The Dean will maintain a file listing students whose names have been turned in for academic dishonesty.

The student may appeal the discipline assessed by the faculty and/or Dean of Academics as outlined in the college catalogue and student handbook.

ACADEMIC DISHONESTY POLICY

Students who have been charged with academic dishonesty have the right to appeal that action or decision and are guaranteed due process by the college. The academic appeals process allows students an opportunity to question academic behavior by administrators, faculty or other college staff/personnel. These appeals could be related to any academic concerns, including but not limited to grade appeals, class assignments, classroom policies, procedures or any related areas.

Procedures: Students are requested to discuss and attempt to resolve the matter directly with the faculty/staff member. If the matter cannot be satisfactorily resolved at this level between the student and faculty/staff member, an appeal letter should be presented to the Dean of Academics for solution. If the decision of the Dean of Academics is not satisfactory with either party, a written appeal may be presented to the Vice President for Instruction and Student Services. The appeal to the Vice President must be submitted within 48 hours of receiving the decision. The Vice President will notify the student, in writing, of the final decision within 7 days.

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 Vice President for Instructional Services. The vice president’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 of 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 individual in which the alleged violation occurred. If the grievance is not resolved with this individual, then 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 Vice President of Instruction and Student Services and request a conference. The Vice President for Instruction and Student Services 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 of the process. The President will respond in writing regarding the decision of whether

the process for appeals was correctly followed within 10 days after the grievance is appealed.

4. If a solution satisfactory to the grievant and/or the administration has not been reached through the above procedures, the grievant may appeal the same in writing to the Board of Trustees within ten (10) days after delivery of the President’s decision. The Board will review the grievance and the record of the above procedures at their next regularly scheduled meeting. Any pertinent evidence or argument which the grievant desires to submit or which the Board deems necessary may be presented at the next regularly scheduled meeting. The Board will review the process and thereafter render its decision and submit a copy of the same in writing to the grievant within twenty (20) days following the next regularly scheduled Board meeting.

Students concerned with the grievance procedure, after exhausting the college’s appeal procedure, may contact:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General’s office.
- Discrimination complaints may be filed with the Human Rights Commission
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office.
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution’s ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLC-Institutions/complaints.html>

**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 or sexual assault 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. Ryan Ruda, Vice President for Instruction and Student Services and Athletics, coordinates the college's efforts to comply with Title IX. Students concerned about the above should contact Ryan Ruda, Vice President for Instruction and Student Services and Athletics, 620-276-9597 or ryan.ruda@gcccks.edu and office located in the Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Sara Koehn, Director of Human Resources, 620-276-9574 or sara.koehn@gcccks.edu and office located in Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846. Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, phone number (800) 421-3481, email at OCR@ed.gov

No student shall engage in discrimination/harassment of another student on campus or off campus; 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.

For more information regarding the Non-Discrimination/Anti-Harassment policy, please see the Student Handbook or visit the college website at www.gcccks.edu and click on Consumer Information.

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 2009, 2010, 2011 and 2012 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 20%. The persistence rate accounted for 54% of the four-year cohort groups. (2015-16 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 Vice President for Instruction and 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, advising or consultation concerning any questions, concerns or problems. The Vice President for Instruction and Student Services, the Financial Aid Offices, Enrollment Management, Disabilities, 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. Family Crisis Office and The Assessment and Testing Center is located in the SCSC.

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.

DISABILITY SERVICES

The Disabilities Office is committed to assisting individuals with disabilities achieve their educational goals by providing appropriate accommodations and services based on individual, documented need. The Disabilities 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 Disabilities Office encourages independence and self-advocacy among the students this program assists. The Office of Disabilities is part of the Enrollment Management Center located in the Student and Community Service Center (SCSC). The Coordinator's phone number is 620-276-9638. Internet e-mail address: acomodations@gcccks.edu.

ASSESSMENT AND TESTING PROGRAM

GCCC students complete a skills assessment to determine course placement. Degree-seeking students are required to take the placement assessment, or have ACT scores submitted directly from ACT. The student's placement assessment and/or ACT scores determine if the student is prepared to succeed in the required English and Math courses or if he/she would benefit from developmental course preparation before advancing to the required college level courses. In order to meet special admission requirements for specific programs students may also be required to complete: DAT Mechanical Reasoning, Michigan Test of English, Nelson-Denny Reading and/or WorkKeys assessments.

The Assessment Center takes individual appointments for exam proctoring and participates in the following state, college admission and professional testing programs: ACT, SAT, CLEP, GED, Kryterion, Pearson Vue, Praxis & School Leadership Series, Prometric, and RETA. To obtain further information contact the Mary Jo Williams Assessment Center located in the Student and Community Services Center.

BOOKS AND SUPPLIES

College textbooks may be purchased in the Broncbuster Bookstore located in the Student Center by the cafeteria entrance. Regular hours are 8 a.m. to 4:30 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/PORTAL

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), select current students and then BusterWeb.

CAMPUS POLICE DEPARTMENT

The GCCC Police Department, located in the Student and Community Services Center, 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.

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 Beth Tedrow Student Center and is open to all students and employees. Office hours are 8:00 a.m. to 4:30 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 available through the health nurse and through a vending machine in the Student 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) listed under Student Health.

ON-CAMPUS HOUSING

On-campus living facilities for 450 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 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**. For library hours and additional information please refer to the website 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: Cafeteria, Broncbuster Bookstore, student organization meeting areas, and a movie theatre. Offices housed in the Center include the Student Government Association; Student Activities Coordinator; College Health Nurse; National Guard Office; Residential Life staff including the Director, Supervisor, and the Office Manager. 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.

NEW STUDENT ORIENTATION

GCCC provides an opportunity for new students and parents to get acquainted with services and resources available. The interactive format is designed to ease students into the college environment and answer any questions that may arise. New student orientation is one part of the student's grade in College Success (PCDE-101).

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 available positions, interviewing skills, resume writing, and other job readiness skills.

STUDENT SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

Financial aid to students is funded by the college, donors to the College Endowment Association, 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.

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 in Saffell Library.

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 avail-

able. 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 by phone at 620-276-9605 or by email at VAREP@gcccks.edu.

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, golf, soccer and rodeo for men, and volleyball, basketball, rodeo, cheer, dance, 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/ MARCHING BAND

Membership in the band is open to all students for one hour of credit per semester. Previous band experience, a desire to contribute to campus life, enthusiasm and pride are requirements for prospective band members. The Broncbuster

Band plays for all home football and basketball games. The band, 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.

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.

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.

WELDING CLUB

The Garden City Community College Welding Club is a club designed to stimulate interest and to foster the goals of increasing productivity and helping younger generations become involved in the welding community. Sponsors: Kurt Wenzel - 276-9505 and Devin J. Wackerla - 276-9505.

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 in the Student and Community Services Center (276-7600).

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

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

Outreach centers are located at Deerfield, Dighton, Healy, Holcomb, Lakin, Leoti, Scott City, Syracuse and Tribune. Students may call the GCCC Outreach Program at 620-276-9550 to request class information and to obtain names and local phone numbers of community coordinators.

In the future the college plans to offer mediated courses using Internet, email, chat rooms, and other technologies which will make the outreach program even more responsive to the individual needs of time and place bound students who cannot access on-campus programs.

CONTINUING EDUCATION

Gain a competitive edge at GCCC's Continuing Education, the regional destination for career and professional development, trade-specific continuing education hours, customized business solutions, and personal enrichment opportunities.

Continuing Education mirrors the institution's mission of producing positive contributors to the economic and social well-being of society, accomplishing this by providing innovative services directed toward individual and workforce development.

Focusing on client satisfaction, Continuing Education provides quality training solutions in a way that is convenient, timely, and desirable to the customer by responding to an ever-evolving business environment. Continuing Education offers short-term classes and workshops packed with information, techniques and tools that can make organizations more effective. Hands-on instruction enables participants to learn new skills one day and put those skills to use the next.

Also to help businesses remain competitive, Continuing Education will develop and deliver customized training to business and industry in the areas of management, supervision, leadership, career skills, safety, allied health, computer technology, industrial training and more. Customized training sessions are flexible and can be conveniently scheduled for full-day, half-day, evening or weekend delivery, and held at client locations or GCCC facilities.

Whether your lifelong learning goals are professional or personal, GCCC Continuing Education is ready to serve

you! For more information contact the director of Continuing Education at 620-276-9521.

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 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 44-47.

Garden City Community College anticipates graduates will possess essential skills, be prepared for workplace success and embrace lifelong learning. Student outcomes guide the College in answering federal government and public citizen concerns about measurement and accountability in higher education.

**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-090 - Basic English
- ENGL-091 - Intermediate English
- READ-092 - Reading Improvement I

PERSONAL AND CAREER DEVELOPMENT REQUIREMENT

College Success (PCDE-101), is a required course for all students seeking an associate degree at GCCC. The mission of College Success is to allow our students a learning foundation to promote success while being enrolled at GCCC. This one credit class promotes the development of academic skills and strategies, personal responsibility, and an understanding of both college culture and effective decision making. In addition, this course offers comprehensive student development and personal support services which contribute to both student and institutional learning and achievement outcomes. **Attendance at new student orientation is a required component of College Success.**

Students who have completed at least 18 credit hours since high school graduation may petition to have this requirement waived. The appeal must be submitted within their first semester enrolled at GCCC. Appeal forms can be acquired through the counseling and advising center or the Director of Student Success. The appeal form must be accompanied by a copy of the student's high school and college transcripts. All appeal will be submitted to the Director of Student Success. If the College Success (PCDE-101) course requirement is waived, the student will need to replace the 1 credit hour with another course.

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 Vice President for Instruction and Student Services, 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 Friday 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.

Those invited to participate in the ceremony are graduates (certificates and degrees) for the current academic year (includes prior fall semester, current spring semester and upcoming summer session).

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.

Students may obtain one of the following degrees:

- Associate in Science Degree
- Associate in Arts Degree
- Associate in General Studies Degree

Students may obtain one or more of the following degree (in multiple technical programs):

- Associate in Applied Science

Students may obtain one or more Certificates (in multiple technical programs).

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 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). Students may contact the Enrollment Management Center for a complete list of classes that transfer and satisfy the Articulation agreement.

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 Agri-Business, Agronomy, Animal Science, Cosmetology, Criminal Justice, Management/Marketing, Practical Nursing, and Welding 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	106	Beginning Algebra	3
	_____	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	102	Financial Literacy for Life	3
	_____	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	218	Amer Literature II	3
	_____	LITR	230	Unders Old Testament	3
	_____	LITR	231	Unders New Testament	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) 8 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 enrollment if student has completed 18 hours since high school graduation:

_____	PCDE	101	College Success	1
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VIII. ELECTIVES OR MAJOR COURSES 28 Hours

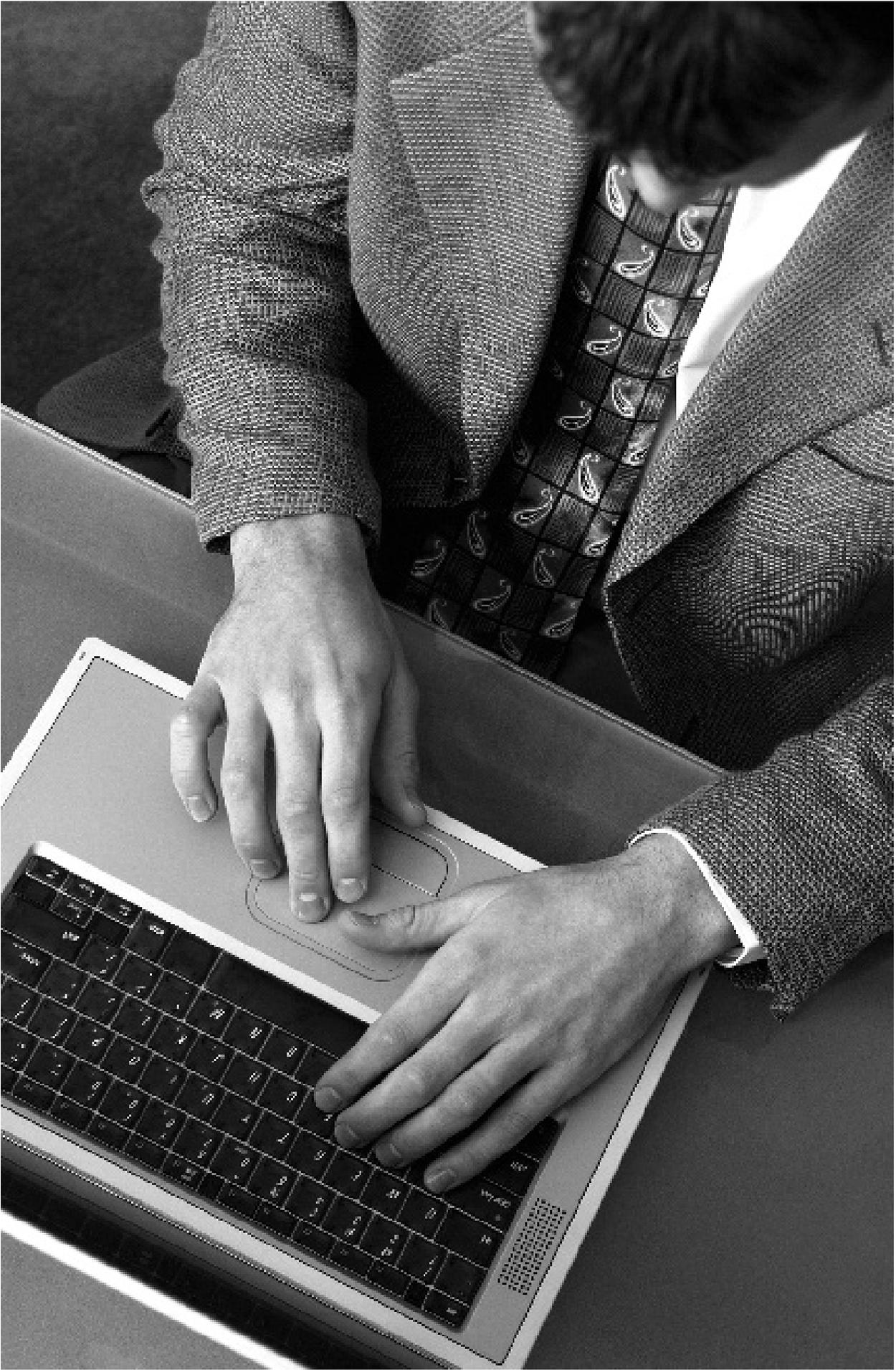
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IX. OTHER

- Sixteen (16) semester hours must be completed at GCCC.
- Developmental courses do not count as earned hours for graduation. (ENGL-090, ENGL-091, READ-091, READ-092).
- 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 & TECHNOLOGY

- **Accounting**
- **American Management Association Certification**
- **Business Administration**
- **Computer Science**
- **Business 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 & TECHNOLOGY

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 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.

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 & Technology.

The Computer Science program is aware of current trends and growth in the computer industry. Students are provided curriculum which will prepare them to become successfully employed in the computer industry, complete industry based certifications such as A+, Network+, or Security +, and obtain an Associate Degree. Computer Science majors will also have the opportunity to explore theory and design of software application and engineering through introduction to programming and more specialized programming languages such as Visual Basic, HTML and C++. Students may also choose to pursue an advanced degree at a four-year institution.

Accounting/Business/Computer majors 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.

AS
DEGREE

ACCOUNTING Emphasis

ACCT.AS

The Associate in Science degree with an emphasis in Accounting is a program that prepares students for many opportunities. Accounting is the “language of business,” and is at the core of business operations. Because business drives most everything we do, employment opportunities in Accounting are numerous. Our Accounting Program is designed for persons who seek employment in the accounting field, or for those presently in accounting who wish to increase their knowledge and update their skills. An Associate degree in Accounting prepares students for employment as Office Manager, Bookkeeper, Accounts Payable or Receivable Clerk, Payroll Associate, Teller, Accounting Clerk, Accounting Assistant, or an Accountant.

To become a Certified Public Accountant (CPA), you will need to earn a Bachelor’s Degree in Accounting and 150 total credit hours. Our Accounting Program transfers to most colleges and universities that offer Accounting degrees. Students should meet with their accounting advisor to plan a program of study.

Semester 1		16 hours	Semester 3		17 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I	3	SPCH-111	Public Speaking	3
MATH-108	College Algebra	3	ECON-111	Business Elective **	3
ACCT-101	Accounting Basics *	3	ACCT-103	Accounting II *	3
BSAD-101	Introduction to Business*	3	PSYC-101	General Psychology	3
CSCI-110	Introduction to Computers *	3		Lab Science Requirement	5
PCDE-101	College Success	1			
Semester 2		16 hours	Semester 4		16 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-102	English II	3	ECON-112	Business Elective **	3
MATH-110	Statistics	3		Humanities Requirement	3
ACCT-102	Accounting I *	3		Social Science Requirement	3
BSAD-104	Business Law I *	3		Physical Education Requirement	1
	Humanities Requirement	3		Business Elective **	3
	Physical Education Requirement	1		Business Elective **	3

***Required courses for the program**

Minimum credit hours required to graduate - 64

****Business Elective must be selected from the following:**

ACCT-202	Managerial Accounting	BSAD-220	Business Ethics
BSAD-102	Business Communication	BSAD-221	Human Resource Management
BSAD-120	Advertising	CSCI-101	Introduction to MIS
BSAD-122	Management	CSCI-111	Advanced Computer Concepts & Applications
BSAD-123	Marketing	CSCI-210	Microcomputer Applications I (1 Credit Hour each)
BSAD-124	Salesmanship	CSCI-211	Microcomputer Applications II (1 Credit Hour each)
BSAD-126	Business Internship	ECON-111	Principles of Economics: Macro (elective)
BSAD-128	Entrepreneurship	ECON-112	Principles of Economics: Micro (elective)
BSAD-135	Ecommerce		
BSAD-140	International Business		

GCCC offers several 2+2 degrees in business with Fort Hays State University, Kansas State University, National American University, Friends University, and Emporia 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:

- Hospitality Management
- Human Resource Management
- Management
- Marketing



BUSINESS ADMINISTRATION Emphasis BSAD.AS

The Associate in Science degree with an emphasis in Business Administration is a program that prepares students with the many skills required to manage a variety of businesses. Focus is placed on developing decision-making, supervisory skills, and organizational management. Graduates have the opportunity in entry-level management and supervisory positions or they may transfer this degree to a university to pursue a Bachelor's degree.

Semester 1		16 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra.....	3
PSYC-101	General Psychology.....	3
BSAD-101	Introduction to Business*.....	3
CSCI-110	Introduction to Computer Applications*.....	3
PCDE-101	College Success.....	1

Semester 3		17 hours
Course No.	Course Title	Credit
	Lab Science Requirement.....	5
	Humanities Requirement.....	3
ECON-111	Principles of Economics-Macro*.....	3
BSAD-122	Management*.....	3
	Business Elective**.....	3

Semester 2		16 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
SPCH-111	Public Speaking.....	3
MATH-110	Statistics.....	3
BSAD-123	Marketing*.....	3
	Business Elective**.....	3
	Physical Education Requirement.....	1

Semester 4		16 hours
Course No.	Course Title	Credit
	Humanities Requirement.....	3
	Social Science Requirement.....	3
ECON-112	Principles of Economics-Micro*.....	3
	Business Elective**.....	3
	Business Elective**.....	3
	Physical Education Requirement.....	1

***Required courses for the program**

Minimum credit hours required to graduate - 64

****Business Elective must be selected from the following:**

ACCT-101	Accounting Basics
ACCT-102	Accounting I
ACCT-103	Accounting II
ACCT-202	Managerial Accounting
BSAD-104	Business Law
BSAD-120	Advertising
BSAD-124	Salesmanship
BSAD-126	Business Internship
BSAD-128	Entrepreneurship

BSAD-135	Ecommerce
BSAD-140	International Business
BSAD-220	Business Ethics
BSAD-221	Human Resource Management
CSCI-101	Introduction to MIS
CSCI-111	Advanced Computer Applications
CSCI-178	Photoshop I
CSCI-276	Web Page Design
CSCI-278	Photoshop II
CSCI-280	Web Page Design II



BUSINESS MANAGEMENT/MARKETING MGMK.AAS

The Marketing Management Associate in Applied Science degree is designed to prepare students for employment. This degree is designed for students seeking an entry-level management, marketing, or sales position in retail, wholesale, or manufacturing. Emphasis is placed on customer service.

Semester 1		16 hours
Course No.	Course Title	Credit
	Communication Requirement.....	3
	Math, Natural or Computer Science Requirement.....	3
	Social Science, Fine Arts, Humanities Requirement.....	3
BSAD-101	Introduction to Business*.....	3
CSCI-110	Introduction to Computer Applications *.....	3
PCDE-101	College Success.....	1

Semester 3		16 hours
Course No.	Course Title	Credit
BSAD-122	Management*.....	3
BSAD-120	Advertising*.....	3
BSAD-128	Entrepreneurship*.....	3
	Business Elective**.....	3
	Business Elective**.....	3
	Physical Education Requirement.....	1

Semester 2		16 hours
Course No.	Course Title	Credit
	Math, Natural or Computer Science Requirement.....	3
BSAD-123	Marketing*.....	3
CSCI-111	Advanced Computer Applications*.....	3
BSAD-104	Business Law*.....	3
	Business Elective**.....	3
	Physical Education Requirement.....	1

Semester 4		16 hours
Course No.	Course Title	Credit
BSAD-124	Salesmanship*.....	3
BSAD-221	Human Resource Management*.....	3
	Business Elective**.....	1

***Required courses for the program**

Minimum credit hours required to graduate - 64



BUSINESS MANAGEMENT/MARKETING MGMK.AAS

****Business Elective must be selected from the following:**

ACCT-202	Managerial Accounting
BSAD-102	Business Communication
BSAD-120	Advertising
BSAD-122	Management
BSAD-123	Marketing
BSAD-124	Salesmanship
BSAD-126	Business Internship
BSAD-128	Entrepreneurship
BSAD-135	Ecommerce
BSAD-140	International Business
BSAD-220	Business Ethics
BSAD-221	Human Resource Management
CSCI-101	Introduction to MIS
CSCI-111	Advanced Computer Concepts & Applications
CSCI-210	Microcomputer Applications I (1 Credit Hour each)
CSCI-211	Microcomputer Applications II (1 Credit Hour each)
ECON-111	Principles of Economics: Macro (elective)
ECON-112	Principles of Economics: Micro (elective)



BUSINESS MANAGEMENT & MARKETING (MGMK.CERT)

This 18 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: 18 hours Credit

BSAD-101	Introduction to Business	3
CSCI-110	Introduction to Computer Concepts and Applications	3
BSAD-122	Management	3
BSAD-123	Marketing.....	3
BSAD-128	Entrepreneurship.....	3
BSAD-124	Salesmanship	3



VISUAL COMMUNICATIONS Emphasis COMM.AA

Art with Visual Communication emphasis

The Associate in Arts degree with an emphasis in Visual Communications is a program that prepares students for graphic art careers or transfer to a four-year program. Students are trained in theory and application while building skills and a diverse digital portfolio. Students should check with one of the Visual Communication advisers to ensure transferability of electives and to develop a schedule designed to meet their needs.

Semester 1	15 hours	Semester 3	18 hours
Course No.	Credit	Course No.	Credit
ENGL-101	English I.....3		
MATH-108	College Algebra	PSYC-101	Lab Science Requirement
ARTS-124	Design I *.....3		5
ARTS-128	Commercial Design *	ARTS-121	General Psychology
PCDE-101	College Success		3
HPER-119	Physical Fitness Requirement.....	ARTS-129	History of World Art *
JRNL113, 114,	1		3
203 or 204	1	CSCI-122	Three Dimensional Design *
			3
		JRNL-113, 114,	Web Animation *
		203 or 204	3
			1
			Media Production; or JRNL 204 Newspaper *.....
			1
Semester 2	17 hours	Semester 4	16 hours
Course No.	Credit	Course No.	Credit
ENG-102	English II		Humanities Requirement
SPCH-111	Public Speaking		3
ARTS-101	Drawing I *		3
	3		3
	Humanities Requirement	PHOT-121	Social Science Requirement
	3		3
	Physical Fitness Requirement.....	CSCI-178	Social Science Requirement
	1		3
PHOT-120	Photo I *	JRNL-113, 114,	Photo II *
	3	203 or 204	3
JRNL-113, 114,	3		3
203 or 204	1		1
			Media Production; or JRNL 204 Newspaper *.....
			1

***Required courses for the program**

Minimum credit hours required to graduate - 64

**** Journalism Electives must be selected from the following:**

JRNL-113	Newspaper Publications I
JRNL-114	Newspaper Publications II
JRNL-203	Newspaper Publications III
JRNL-204	Newspaper Publications IV

The Associate in Science degree with an emphasis in Computer Information Systems is a program that prepares students with a diverse set of skills that include the fundamentals of software development. Completion of the AS degree may help students obtain internships or entry-level jobs or transfer credits to a university to complete a Bachelor of Science degree.

Semester 1		15 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra.....	3
CSCI-101	Intro to MIS*.....	3
CSCI-102	Intro to Programming*.....	3
PCDE-101	College Success.....	1
	Humanities Requirement.....	3

Semester 3		18 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking.....	3
CSCI-150	Networking Essentials*.....	3
	Computer Science Elective**.....	3
	Lab Science Requirement.....	5
	Social Science Requirement.....	3
	Physical Fitness Requirement.....	1

Semester 2		17 hours
Course No.	Course Title	Credit
ENG-102	English II.....	3
MATH-109 or 120	Plane Trig or Pre-calculus.....	3
CSCI-276	Web Page Design I*.....	3
CSCI-103	Programming in Visual Basic*.....	3
	Computer Science Elective**.....	3

Semester 4		16 hours
Course No.	Course Title	Credit
CSCI-230	Security+*.....	3
CSCI-121	IT Essentials I (A+)*.....	6
	Humanities Requirement.....	3
	Social Science Requirement.....	3
	Physical Fitness Requirement.....	1

***Required courses for the program**

Minimum credit hours required to graduate - 64

**** Computer Science Electives must be selected from the following:**

- CSCI-100 Keyboarding (strongly recommended if needed)
- CSCI-107 Advanced Programming (Java)
- CSCI-108 Programing in C++
- CSCI-110 Intro to Computer Concepts
- CSCI-111 Advanced Computer Concepts
- CSCI-178 Photoshop I
- CSCI-278 Photoshop II
- CSCI-280 Web Design II
- ACCT-101 Accounting Basics
- BSAD-101 Intro to Business
- BSAD-104 Business Law
- BSAD-220 Business Ethics
- ECON-112 Principles of Economics-Micro (meets Gen Ed requirements)





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. Students will integrate use of the electronic spreadsheet. 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 AMAM-120 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 AMAM-121 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.

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 Internship **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.

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.

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.

International Business **BSAD 140** **3 hours**

This course will introduce students to different cultures and expand their horizons developing a wider world perspective and understanding as it relates to international business and business practices. The focus will be learning factors that influence and mold business practices in various cultures like: language, history, politics, culture and more.

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.

Human Resource Management **BSAD-221** **3 hours**

This course emphasizes the performance of the personnel function in organizations. Emphasis is placed upon the performance and motivation of employees. Employment opportunities for women, minorities and other workers are explored. The laws and regulations as well as universal aspects of personnel administration are

highlighted.

COMPUTER SCIENCE

Keyboarding CSCI-100 3 hours

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

Introduction to Management Information Systems CSCI-101 3 hours

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 (HTML) 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.

Intro to Computer Concepts and Applications CSCI-110/176 3 hours

Prerequisite: Keyboarding. Introduction to computer 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.

IT Essentials I: PC Hardware & Software (A+) CSCI-121 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.

Web Animation CSCI-122 3 hours

This course is designed to introduce students to basic methods and practices in animation. From movies to medicine to architecture, animation is everywhere. The course will provide an overview of techniques ranging from hand-drawn frame-by-frame animation, key framing, rigging, lighting, 3D modeling, texturing, object creation and character animation. Each class will consist of a short demonstration, viewing of related works, hands-on experimentation and/or critique. Weekly assignments will further the student's exploration of animation approaches and techniques. The course will conclude with the creation of final projects in which students will develop and create an animated short story.

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 COMP-Tia Network+ industry exam and provides a foundation for more advanced courses in Microsoft and Linux client/server networking.

Photoshop I **CSCI-178** **3 hours**

This course is the beginning Photoshop class designed to give students experience using the many tools of this very complex software. This course is a part of the proposed GCCC Visual Communications program and is appropriate for students entering the Computer Science or Visual Communications field, as well as any curricular area of design. Course content includes using Photoshop's basic tools and effects and filters in projects as well as features available in Photoshop for Web site construction. Students will learn how to use Photoshop and some Flash and Illustrator to produce creative design solutions for artwork, graphic design, photo retouching, and web design. This course is for anyone with an interest in learning more about art, graphic design, web design and the Adobe Creative Suite.

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.

Security + **CSCI-230** **3 hours**

This class introduces students to computer network vulnerabilities and threats and how to safeguard computer networks from those vulnerabilities and threats. This course will expose the student to network security planning, network security technology, network security organization and the legal and ethical issues associated with network security. In this course, students will learn the skills necessary for Security+ certification.

Web Page Design I **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.

Photoshop II **CSCI-278** **3 credits**

This course continues Photoshop I usage and image manipulation presented in CSCI 109 with a focus on design. Course content includes using Photoshop special effects and filters in projects as well as features available in Photoshop for Web site construction. Students will learn how to use Photoshop and some Flash and Illustrator to produce creative design solutions for artwork, graphic design, and web design. This course is for anyone with an interest in learning more about art, graphic design, web design and the Adobe Creative Suite.

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

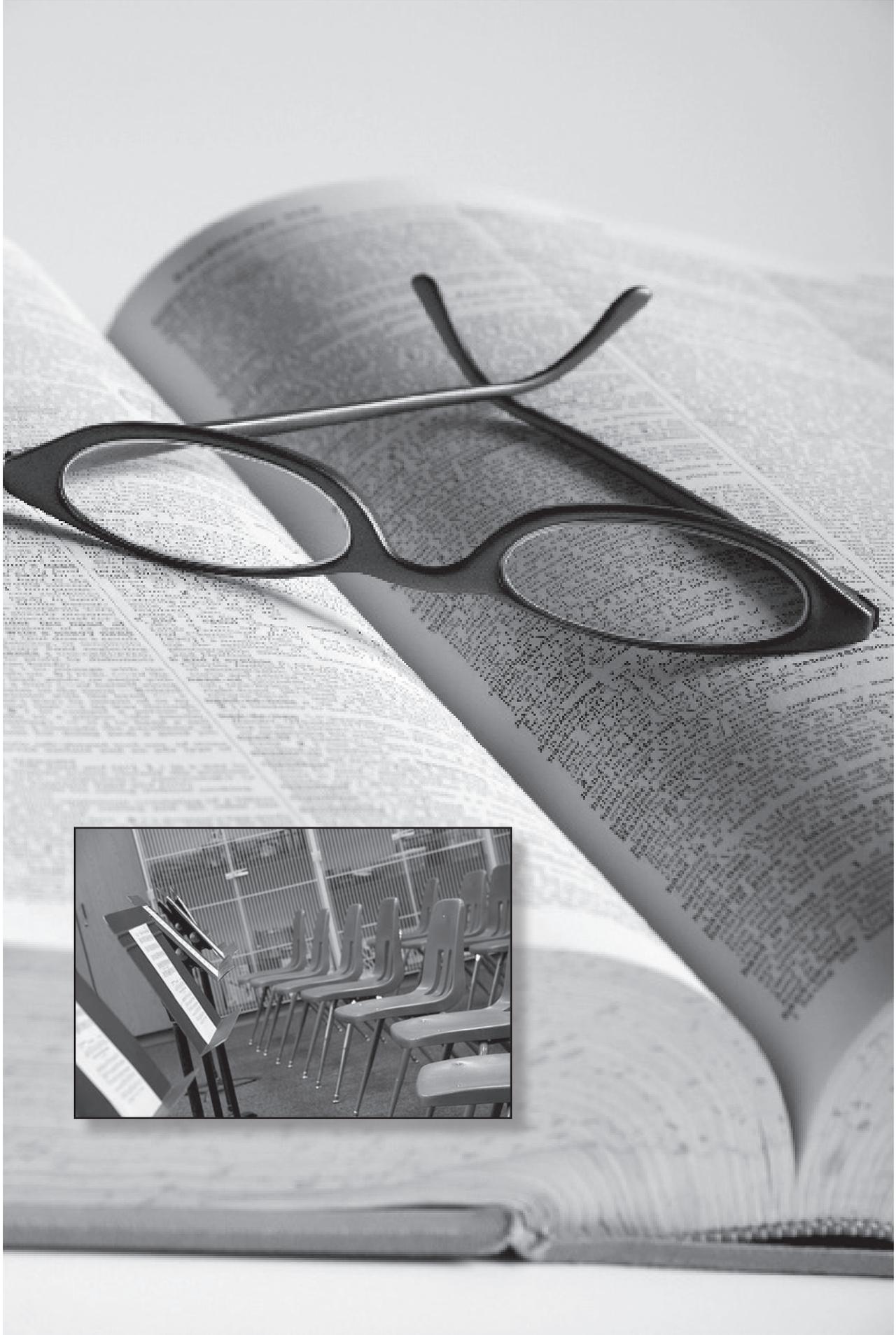
Prerequisite: CSCI-276 or instructor permission. This course will cover the commands and techniques required to create, revise, and enhance Web pages using Adobe Dreamweaver. Topics to be covered will include basic text layout, viewing and identifying basic HTML tags, creating a site map, formatting 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.





D I V I S I O N

**HUMANITIES &
FINE ARTS**

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



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 Emphasis

ARTS.AA

The Associate in Arts degree with an emphasis in Art aims to provide all students (majors and non-majors alike) access to significant opportunities for creative and professional development. Our Art Department has experienced faculty capable of guiding students in their creative pursuits with a flexible schedule. Associate of Arts degree is a transfer degree designed to satisfy the primary education requirements at the Regents' universities in Kansas while allowing for a block of studio art courses.

Semester 1		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
ARTS-101	Drawing I *	3
ARTS-124	Design I *	3
ARTS-121	History of World Art	3
PCDE-101	College Success	1
	Physical Education Requirement	1

Semester 2		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
ARTS-111	Ceramics I *	3
ARTS-102	Drawing II *	3
BIOL-101	Biology	5
	Humanities Requirement	3

Semester 3		17 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
ARTS-107	Art Elective **	3
ARTS-113	Art Elective **	3
PSYC-101	General Psychology	3
	Humanities Requirement	3

Semester 4		16 hours
Course No.	Course Title	Credit
ARTS-129	Three Dimensional Design *	3
	Social Science Requirements	6
	Art Elective **	3
	Social Science Requirement	3
	Physical Education Requirement	1

*Required courses for the program

Minimum credit hours required to graduate - 64

** Art Electives must be selected from the following:

ARTS-107	Oil Painting I	ARTS-133	Mixed Media
ARTS-108	Oil Painting II	ARTS-1303	Printmaking I
ART-113	Advanced Ceramics	ARTS-1304	Printmaking II
		ARTS-2013	Art:Projects



DRAMA Emphasis

DRAM.AA

The Associate in Arts degree with an emphasis in Drama is a 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.

Semester 1		15 hours
Course No.	Course Title	Credit
PCDE-101	College Success	1
ENGL-101	English I	3
PSYC-101	General Psychology	3
DRAM-111	Acting I *	3
DRAM-141	Stagecraft I *	3
DRAM-144	Technical Theatre I *	1
DRAM-146	Theatre Performance I *	1

Semester 2		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Humanities Requirement	3
	Social Sciences Requirement	3
DRAM-112/211	Acting II or III *	3
DRAM-142	Stagecraft II *	3
DRAM-145	Technical Theatre II *	1
DRAM-147	Theatre Performance II *	1

*Required courses for the program

Minimum credit hours required to graduate - 64

** Electives must be selected from the following:

(*) Design students may substitute DRAM 112, 113, or 211 with ARTS 101, 104, 102,129 or DRFT 106

Semester 3		18 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
MATH-108	College Algebra	3
	Social Sciences Requirement	3
DRAM-143	Stage Lighting	3
DRAM-113	Stage Movement *	2
DRAM-246	Technical Theatre III *	1
DRAM-248	Theatre Performance III *	1
	Physical Education Requirement	1

Semester 4		19 hours
Course No.	Course Title	Credit
	Lab Science Requirement	5
	Humanities Requirements	3
DRAM-112/211	Acting II or III *	3
DRAM-150	Introduction to Theatre *	3
DRAM-149	Introduction to Costuming *	2
DRAM-247	Technical Theatre IV *	1
DRAM-249	Theatre Performance IV *	1
	Physical Education Requirement	1



LIBERAL ARTS Emphasis

GNER.AA

Associate in Arts degree with an emphasis in Liberal Arts is a 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.

Semester 1		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
SPCH-111	Public Speaking	3
HIST-101	Survey of Civilization I	3
PSYC -124	General Psychology	3
SOCI-121	Intro to Philosophy	3
PCDE-101	College Success	1
	Physical Fitness Requirement.....	1
Semester 2		16 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-108	College Algebra	3
LITR-210	Intro to Literature.....	3
MUSC-106	Today's Music.....	3
SOCI-102	Intro to Sociology	3
	Physical Fitness Requirement.....	1

Semester 3		17 hours
Course No.	Course Title	Credit
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

Semester 4		18 hours
Course No.	Course Title	Credit
LITR-215	American Literature.....	3
	Humanities Elective.....	3
	Humanities Elective.....	3
	Fine Arts Elective	6
DRAM-150	Introduction to Theatre	3

Minimum credit hours required to graduate - 64



MASS COMMUNICATIONS Emphasis

COMM.AA

The Associate in Arts degree with an emphasis in Mass Communications & Photography can benefit journalism/communications majors as well as non-media students. Students will gain a foundation in reporting, writing, editing, photography, design and advertising that will prepare them to enter a four-year college/university. Students should check with their advisors to ensure transferability of electives and to develop a schedule designed to meet their specific needs.

Semester 1		16 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra	3
PCDE-101	College Success	1
	Physical Education Requirement.....	1
JRNL-113	Media Production I *	2
JRNL-110	Media in a Free Society*	3
	Mass Comm Electives ** (based on career path).....	3
Semester 2		16 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
SPCH-111	Public Speaking	3
PSYC-101	General Psychology	3
JRNL-114	Media Production II *	2
	Physical Education	1
	Mass Comm Electives ** (based on career path).....	3

Semester 3		16 hours
Course No.	Course Title	Credit
BIOL-105	Principles of Biology (or another 5 cr hr lab science	5
	Social Science Requirement	3
	Humanities Requirement	3
JRNL-203	Media Production III *	2
	Mass Comm Electives ** (based on career path).....	3

Semester 4		16 hours
Course No.	Course Title	Credit
	Social Science Requirement	3
	Humanities Requirement	3
	Humanities Requirement	3
JRNL-204	Media Production IV *	2
	Mass Comm Electives **	3
	Mass Comm Electives ** (based on career path).....	3

*Required courses for the program

Minimum credit hours required to graduate - 64

**Mass Comm Elective must be selected from the following:

ARTS-128	Commercial Design
BSAD-120	Advertising
CSCI-276	Web Page Design
JRNL-109	Introduction to Broadcasting (Fall)
JRNL-115	Reporting (for writers)
JRNL-117	News Editing (for writers & designers)
JRNL-122	Photojournalism (Spring)

JRNL-130	Introduction to Multimedia (Spring)
JRNL-205	Mass Communication Field Study
PHOT-120	Digital Photography I (for photographers)
PHOT-121	Digital Photography II (Spring)
SPCH-113	Interpersonal Communication
SPCH 210	Introduction to Public Relations



MASS COMMUNICATIONS Emphasis (cont'd)

COURSE PLAN FOR GC3 STUDENT MEDIA STAFF MEMBERS

Students on a Media Grant-in-ad must enroll in Media Production 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.

Semester 1	16 hours	Semester 3	16 hours
Course No.	Course Title	Course No.	Course Title
JRNL-113	Media Production I *2	JRNL-203	Media Production III *2
JRNL-110	Media in a Free Society *3		Choose from one of the following based on career path:
	Choose from one of the following based on career path:	JRNL-122	Photojournalism *3
PHOT-120	Digital Photography I (for photographers) *3	JRNL-130	Introduction to Multimedia *3
JRNL-115	Reporting (for writers) *3		
ARTS-128	Commercial Design (for graphic designers) *3		
Semester 2	16 hours	Semester 4	16 hours
Course No.	Course Title	Course No.	Course Title
JRNL-114	Media Production II *2	JRNL-204	Media Production IV *2
	Choose from one of the following based on career path:	JRNL-205	Mass Comm Field Study (take for 1, 2 or 3 credits) *3
PHOT-121	Digital Photography II (for photographers) *3		Choose from one of the following based on career path:
JRNL-117	News Editing (for writers & designers) *3	PHOT-121	Photography II (for photographers) *3
JRNL-109	Introduction to Broadcasting (electronic) *3	JRNL-117	News Editing (for writers & designers) *3
		JRNL-109	Introduction to Broadcasting (electronic) *3

***Required courses for the program**
Minimum credit hours required to graduate - 64



MUSIC Emphasis

MUSC.AA

The Associate in Arts degree with an emphasis in Music serves two principal functions: for non-music majors it expands the musical background through participation in ensembles and elective courses; for music majors it provides a solid academic and performance foundation upon which to pursue music as a career. The suggested program that follows is meant to satisfy the needs of students wishing to transfer as music 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.

Semester 1	16 hours	Semester 3	21 hours
Course No.	Course Title	Course No.	Course Title
MUSC -150	Theory of Music I *3	MUSC -250	Theory of Music III *3
MUSC-152	Aural Skills I *2	MUSC-252	Aural Skills III *2
MUSC-111	Class Piano I *1	MUSC-254	Class Piano III *1
	Applied Major I *1		Applied Major III *1
	Ensembles (minimum of two ensembles) *2		Ensembles (minimum of two ensembles) *2
MUSC-000	Recital Attendance *2	MUSC-000	Recital Attendance *2
PCDE-101	College Success1		Science Requirement5
ENGL-101	English I3		Social Science Requirement3
	Physical Fitness Requirement1		Humanities Requirement3
	Social Science Requirement3		
Semester 2	18 hours	Semester 4	19 hours
Course No.	Course Title	Course No.	Course Title
MUSC -151	Theory of Music II *3	MUSC -251	Theory of Music IV *3
MUSC-153	Aural Skills II *2	MUSC-253	Aural Skills IV *2
MUSC-112	Class Piano II *1	MUSC-255	Class Piano IV *1
	Applied Major II *1		Applied Major IV *1
	Ensembles (minimum of two ensembles) *2		Ensembles (minimum of two ensembles) *2
MUSC-000	Recital Attendance *2	MUSC-000	Recital Attendance *2
MATH-108	College Algebra 3	SPCH-111	Public Speaking I 3
ENGL-102	English II 3		Humanities Requirement3
	Humanities Requirement 3		Physical Fitness Requirement1
		PSYC-101	General Psychology3

***Required courses for the program**
Minimum credit hours required to graduate - 64



HISTORY Emphasis

HIST.AA

The Associate in Arts degree with an emphasis in History is a program that provides a well-rounded educational experience. With its emphasis on History and other areas of the Humanities, the Associate of Arts in History enables History majors the opportunity to explore the various eras, epochs and civilizations of the past. The History program prepares students for transfer to a four-year institution and the completion of a Bachelors of Arts. For non-history majors, the History program emphasizes an over-all appreciation for or collective culture and past.

Semester 1		15 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
SOCI-105	Introduction to Anthropology *	3
SPCH-111	Speech I	3
	Physical Education Requirement	1
PCDE-101	College Success	1
HIST-101	Survey of Civilization I *	3
CSCI-210	Microsoft Word 2013 I	1

Semester 3		18 hours
Course No.	Course Title	Credit
BIOL-105	Principles of Biology	5
SOCI-101	Sociology	3
HIST-103	American History to 1865 *	3
MUSC-108	Music History and Appreciation *	3
GEOG-101	World Regional Geography *	3
CSCI-210	PowerPoint I	1

Semester 2		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Physical Education Requirement	1
MATH-108	College Algebra	3
HIST-102	Survey of Civilization II *	3
PSYC-101	General Psychology	3
ARTS-212	Art History and Appreciation *	3
CSCI-211	Microsoft Word 2013 II	1
JRNL-109	Introduction to Broadcasting (electronic) *	3

Semester 4		17 hours
Course No.	Course Title	Credit
HIST-104	American History Since 1865 *	3
POLS-105	American Government *	3
LITR-210	Introduction to Literature	3
DRAM-150	Introduction to Theater	3
ECON-111	Principles of Economics (Macro)	3
CSCI-211	PowerPoint II	1

***Required courses for the program**

Minimum credit hours required to graduate - 64



SPEECH Emphasis

COMM.AA

The Associate in Arts degree with an emphasis in Speech is a program is meant to satisfy the needs of students wishing to transfer as music 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.

Semester 1		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
	Physical Education Requirement	1
PCDE-101	College Skills	1
SPCH-113	Interpersonal Communication*	3
BSAD-120	Advertising**	3
SPCH-111	Public Speaking	3

Semester 3		17 hours
Course No.	Course Title	Credit
	Lab Science Requirement	5
POLS-104/105	Intro to Political Science OR American Government	3
	Humanities Requirements	3
SPCH-220	Intercultural Communication*	3
SPCH-208	Communication in the Information Society*	3

Semester 2		16 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
PYSC-101	General Psychology	3
ARTS-120/121	Art Appreciation OR History of World Art	3
	Physical Education Requirement	1
SPCH-112	Advanced Public Speaking*	3
JRNL-110	Media in a Free Society**	3

Semester 4		15 hours
Course No.	Course Title	Credit
	Social Science Requirement	3
	Humanities Requirements	3
SPCH-210	Introduction to Public Relations*	3
SPCH-123	Argumentation and Debate*	3
ARTS-128	Commercial Design**	3

***Required courses for the program**

Minimum credit hours required to graduate - 64

****Communication Elective must be selected from the following:**

- ARTS-128 **Commercial Design
- BSAD-120 **Advertising
- JRNL-110 **Media in a Free Society

ART

Associate in Arts Degree – 38 hours of General Education The art program is designed to meet the needs of the transfer students as well as those individuals interested in pursuing studio course for personal enjoyment and enhancement. The following classes provide a broad range of foundational courses for those students in pursuing a degree in the studio arts, art education and commercial art. Individual programs will vary depending on student interests and requirements issued by four-year transfer institution, so it is important that students work with their advisors to ensure transferability of classes and develop a schedule designed to meet their specific needs. Art Majors are required to spend 90 hours per semester in majors only sections. These courses have a four digit distinction to ensure adequate 1:1 instruction and transferability.

***Requires two contact hours per week for each credit hour.**

Drawing I* **ARTS-1013** **3 hours**

This is a beginning course in the fundamentals of drawing. Basic skills and techniques in drawing from life (observation) provide the foundation for this course. The student will be exposed to a variety of drawing media.

Drawing II* **ARTS-1023** **3 hours**

Prerequisite: Drawing I. Further exploration with various drawing media will be used to develop individual style and expression in more advanced problems with emphasis on drawing the human figure.

Watercolor Painting I* **ARTS-1043** **3 hours**

This course provides an introduction to color theory, composition and basic watercolor techniques. Emphasis is placed on the acquisition of basic skills but with a creative approach to media and subject.

Watercolor Painting II* **ARTS-1053** **3 hours**

Prerequisite: Watercolor Painting I. Advanced studies in watercolor techniques in which the fields of creative expression and techniques are explored.

Oil Painting I* **ARTS-1073** **3 hours**

This course provides an introduction to color theory, composition, and basic oil painting techniques. Emphasis is placed on the acquisition of basic skills but with a creative approach to media and subject.

Oil Painting II* **ARTS-1083** **3 hours**

Prerequisite: Oil Painting I. Advanced studies in painting with exploration into the broad fields of creative expression and techniques.

Sculpture* **ARTS-1103** **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-1113** **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-1123** **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.

Ceramics on the Wheel* **ARTS-1133** **3 hours**

This course explores ceramic expression in traditional vessel form With emphasis given to functional pottery making on the wheel.

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-1243** **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-1293** **3 hours**

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

Printmaking I ***ARTS-1303** **3 hours**

The course will introduce the student to many facets of printmaking as it relates to limited-edition, original prints. The student will design and execute editions in black & white and color using various relief, experimental, and intaglio techniques.

Printmaking II ***ARTS-2303** **3 hours**

Prerequisite: Printmaking I. Exploration of ideas using various printmaking media and techniques. This course builds upon Printmaking I fundamentals and introduces additional print processes and combinations of those processes to allow individual expression. The course will push the students critical thinking skills through various printmaking techniques as it relates to limited-edition, original prints. The students will design and execute editions of prints in black and white and color using various relief, experimental, and intaglio techniques.

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-1323** **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-1333** **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-2013** **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.

Professional Arts Practices I **ARTS-225** **1 hour**

This course is intended to fully acquaint the Associate of Arts student in visual arts with professional studio practices. It will prepare the student for transfer into University or an art-related profession with professional documentation as well as the requisite knowledge and skills to function safely in a professional studio environment.

Professional Arts Practices II **ARTS-226** **1 hour**

This course is intended to fully acquaint the Associate of Arts student in visual arts with professional studio practices. It will prepare the student for transfer into University or an art-related profession with professional documentation as well as the requisite knowledge and skills to function safely in a professional studio environment.

ENGLISH

The composition courses give practice and proficiency in the use of the English language, improve awareness of clear written communication, and aid in logical reasoning. The ability to write with clarity and precision furnishes students with a life-long tool for success.

Students need adequate and consistent access to portable technological equipment (laptop or tablet), Internet, GCCC email, Busterweb, and the current online platform. Students need to save and print documents using MLA format and in a file type compatible with Microsoft Word.

All students must take the required placement test to determine placement in Basic English, Intermediate English, or English I. Students scoring below the accepted levels in reading will not be allowed to enroll in English I 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 required 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, develop 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 I dependent upon instructor and English Department recommendations. Students may retake the Placement test to earn a score of 61 or higher to qualify for English I. (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 required exams. Some students may choose to take Intermediate as a refresher course before entering English I.

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. A grade of C or higher is necessary in order to enroll in English I. (This course does not meet degree requirements.)

English I **ENGL-101** **3 hours**

This course applies the various modes in 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. Minimum grade of C or higher required to enroll in English II.

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.

English I (Honors) **ENGL-103** **3 hours**

Prerequisite: Placement is based upon the results of the ACT TEST (24 and above) or the placement assessment (90-100) and other diagnostic exams.

This is an accelerated course that applies the writing process in expressive and expository writing with a focus on critical thinking. This course parallels the requirements for English I but at an accelerated level. Students will use writing and reading for inquiry, learning, thinking and communicating. Minimum grade of C or higher required to enroll in English II(Honors)

English II (Honors) **ENGL-104** **3 hours**

Prerequisite: Placement is based upon the results of the ACT TEST (24 and above) or the placement assessment (90-100) and receiving an A or B in English I.

This is an accelerated course that applies the writing process in expository writing that includes a research paper with MLA documentation. This course parallels the requirements for English 102 but at an accelerated level. Students will be involved in analytical reading, critical thinking, expository writing and incisive academic research. A service project is required.

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

Prerequisite: A score of 75-95 on the Michigan Placement Test, or completion of LANG 222 with a C or better, or permission of the instructor is required.

This ESL course is designed to help high-intermediate students improve their academic writing skills. This course will provide opportunities to read, study, and write subjective and objective essays. Students will develop a greater understanding of academic writing conventions, including structure, formality, punctuation, and citations. A grade of C or higher is necessary to pass this class.

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

Prerequisite: A score of 55-95 on the Michigan Placement Test or permission of the instructor is required.

This ESL course is designed to help intermediate and high-intermediate students improve their knowledge and use of English grammar and to increase their comprehension, comprehensibility, and writing skills. Students will learn the forms, meanings, and uses of comparatives; count and non-count nouns, quantity expressions, and articles; adjective, noun, and adverb clauses; gerunds and infinitives; and modals. Students will have the opportunity to use all of these grammatical structures in the writing of personal accounts. A grade of C or higher is necessary to pass this course.

High-Intermediate Laboratory in English as a Second Language
Level 6 LANG 234 1 hour

Prerequisite: A score of 75-95 on the Michigan Placement Test or permission of the instructor is required.

In this course, English language learners will receive additional opportunities to practice using English outside of content courses. Lab activities will focus on reading, writing, speaking, listening, vocabulary, and cultural development in English. A grade of C or higher is necessary to pass this course.

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 Vice President of Instructional 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 Vice President of Instructional 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.

World Literature and the Human Experience LITR-253 3 hours

Prerequisite: English I or consent of the instructor. This course includes a study of literature from different periods, cultures, and regions of world with emphasis on the geographic and historical contexts of the literary texts and on the rich diversity of social orders and human values expressed in literary forms.

Mythology and Folklore LITR-254 3 hours

This course focuses on stories seeking to explain natural events and the human condition as well as show the use of similar archetypes among different cultures. Readings for class include Greek and Roman mythology as well as Norse, African/Egyptian, Native American, and South and East Asian works. Stories read will cover Origination, Gods and Kings, Heroes and Tricksters, Wives and Tempresses, and War and Death.

Young Adult Literature LITR-255 3 hours

This course focuses on literature for and about young adults, including literature read currently by middle school and high school students and adults. Students read and interpret literature in-depth, engage in active discussion, participate in creative projects, and employ literary analysis to gain an appreciation for and understanding of young adult literature. Readings for the class involve realistic and dystopian societies, urban fantasy, and futuristic worlds.

MASS COMMUNICATION & PHOTOGRAPHY

Introduction to Broadcasting JRNL-109 3 hours

The Introduction to Broadcasting course is a study in the theory, history, and practice of the broadcast industry. Students will be introduced to radio and television practices and will observe local radio station and television station operations. Students will complete four major projects utilizing learned radio and television production, broadcast writing techniques, and speech performance. Students will also be required to complete a 1,000 word paper citing a case study of broadcasting's effect on society and/or broadcast ethics. Sources must be pre-approved by the instructor. In addition students may produce an additional news story, or assist instructor in GCCC partner productions for extra credit bonus for class scoring. Any student not following proper equipment care and operation procedure as outlined during the lab orientation will be asked to drop the class.

Media In Free Society JRNL-110 3 hours

This course is designed to provide students with a comprehensive understanding of the field of mass communication and its various applications in contemporary society. The course includes an overview of the field and a discussion of the mass media industries and the consequences of media messages on individuals, society, and culture.

Media Production I JRNL-113 1 hour

Media Production II JRNL-114 1 hour

Media Production III JRNL-203 1 hour

Media Production IV JRNL-204 1 hour

Prerequisite: Permission of the instructor. Media Production may be taken four semesters. This is more than just a class. This is real-world journalism. Through this class you can have your work published and to be part of a dynamic and much needed media operation serving a vibrant community. As a member of the

GC3 Media team you will be writing, editing, photographing and producing stories that will be seen by thousands of people in print and online. The GC3 Media magazine, website and newspaper are the only publications that regularly cover the campus of Garden City Community College. The GC3 Media Production course comes in two parts -- the publications and the class. While the publications are officially published by the Mass Communication Department, they are student-run. The adviser leads the class sessions, offers guidance, assists with resolving crises, spots minefields, monitors your progress and oversees grading.

Reporting I JRNL-115 3 hours

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.

News Editing JRNL-117 3 hours

This course introduces students to the basics of editing with an emphasis on copy editing for a daily newspaper. Students will explore copy editing, news judgment, headline writing, photo editing, publication layout and design, and legal and ethical issues. Students also learn to catch and correct mistakes in grammar.

Photojournalism JRNL-122 3 hours

Prerequisite: Photography I. This course is a study of ways to cover the news photographically. The course will include history, modern trends, and class assignments typical of a working journalist.

Intro to Multimedia JRNL-130 3 hours

Introduction to Multimedia will provide an introduction to basic elements of multimedia storytelling, including audio, video, slideshows, and online journalism formats. Topics include exploring the use of digital imaging and video today and in the future, a study of the relationship of workflow to project planning and completion and the software, equipment and tools used in the industry. This includes applying Adobe Creative Suite 5.0 skills to production. Continued exploration and practice of the equipment and tools used in the industry will be emphasized. Collaboration will be emphasized.

Field Study in Mass Communication JRNL-205 1-3 hours

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.

Photography I PHOT-120 3 hours

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.

Photography II PHOT-121 3 hours

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.

Voice I	MUSC-100	1 hour
Voice II	MUSC-101	1 hour
Voice III	MUSC-201	1 hour
Voice IV	MUSC-202	1 hour
Instrument I	MUSC-102	1 hour
Instrument II	MUSC-103	1 hour
Instrument III	MUSC-203	1 hour
Instrument IV	MUSC-204	1 hour
Keyboard Instruments I	MUSC-104	1 hour
Keyboard Instruments II	MUSC-105	1 hour
Keyboard Instruments III	MUSC-205	1 hour
Keyboard Instruments IV	MUSC-206	1 hour

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.

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

Today's Music	MUSC-106	3 hours
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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.

Music History and Appreciation	MUSC-108	3 hours
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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.

Class Piano I	MUSC-111	1 hour
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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.

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

Concert Band I	MUSC-120	1 hour
Concert Band II	MUSC-121	1 hour

Concert Band III	MUSC-210	1 hour
Concert Band IV	MUSC-211	1 hour

Students with high school band experience may participate in pep band and concert band regardless of their scholastic major. As a spirit organization, the band plays at home athletic events. The concert ensemble presents performances each semester featuring traditional and contemporary wind literature.

Choir I	MUSC-130	1 hour
Choir II	MUSC-131	1 hour
Choir III	MUSC-212	1 hour
Choir IV	MUSC-213	1 hour

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.

Vocal Ensemble I	MUSC-132	1 hour
Vocal Ensemble II	MUSC-133	1 hour
Vocal Ensemble III	MUSC-214	1 hour
Vocal Ensemble IV	MUSC-215	1 hour

Jazz Ensemble I	MUSC-124	1 hour
Jazz Ensemble II	MUSC-125	1 hour
Jazz Ensemble III	MUSC-218	1 hour
Jazz Ensemble IV	MUSC-219	1 hour
Community Chorus	MUSC-134	1 hour

Community Chorus is open to area musicians and all members of the student body. Each concert is an extended work or a group of smaller settings.

Pep Band I	MUSC-137	1 hour
Pep Band II	MUSC-138	1 hour
Pep Band III	MUSC-237	1 hour
Pep Band IV	MUSC-238	1 hour

Students with high school band experience may participate in pep band regardless of their scholastic major. As a spirit organization, the pep band provides entertainment and a musical component at home athletic events (i.e., football and basketball games), possible away games and college functions/events such as pep rallies.

Theory of Music I	MUSC-150	3 hours
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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.

Theory of Music II	MUSC-151	3 hours
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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.

Aural Skills I	MUSC-152	2 hours
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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.

Aural Skills II	MUSC-153	2 hours
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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.

here at GCCC, but in life as well. Through utilization of strategies which strengthen skills required for greater academic, professional, and personal accomplishments, the course will empower the student to become proactive, responsible self-advocates for his or her academic careers and personal goals.

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.

Communication in the Information Society **SPCH 208** **3 hours**

This course will explore communication and its role in this technologically advanced world. We will examine the change in communication and learn the impact technology has had on those changes. Students will also learn how to communicate appropriately using technology such as social media, email and texting. Students will gain an understanding of appropriate communication channels and the social effects and impact they have.

Introduction to Public Relations **SPCH-210** **3 hours**

This course will be an introduction to the nature and role of public relations. We will examine the role of public relations professionals, their professional development, ethics within the discipline, influences that affect organizational behavior and the impact public relations has on society. Students will learn how to prepare public relations materials for businesses and not-profit organizations and develop an understanding of crisis communication, placement and media strategies.

Intercultural Communications **SPCH 220** **3 hours**

Intercultural Communications focuses on the importance of culture in our everyday lives, and the ways in which culture interrelates with and affects the communication processes. Being able to communicate across cultures is imperative to our ability to function in a diverse workplace, community, and world. This course will increase student's sensitivity to other cultures, increase awareness of their own cultural backgrounds and address the dynamics between the two.

READING

Students must receive a grade of “C” or higher in each developmental reading course in order to proceed to the next level in the sequence. All developmental reading courses require completion of weekly online assignments in addition to the classroom work, and the online grade constitutes a percent of the final course grade.

Reading Improvement I READ-092 3 hours

Prerequisite: Placement is based upon the results of the ACT test or the Placement Reading test or other diagnostic tests.

Reading Improvement is designed to improve basic reading skills. Emphasis is on improvement of comprehension skills, vocabulary development and rate of reading.

Students must receive a grade of “C” or higher in order to enroll in READ 101. This course is not for college level credit.

College Reading READ-101 3 hours

Prerequisite: A grade of “C” or better in READ-092, or a score of 46-80 on the Placement Reading test, or permission of the Division Director.

College Reading is designed to develop thinking and reasoning skills necessary for success in vocational, two-year, and transfer programs. Emphasis is on improvement of higher order comprehension skills, reading techniques and becoming an efficient reader by applying critical and inferential thinking skills to college texts. College-credit course; maybe transferable.

College Reading is also offered as a hybrid or paired course. In hybrid courses a significant portion of the learning activities have been moved online, and time spent in the classroom is reduced **but not** eliminated. Paired courses support introduction content courses and must be taken concurrently. These courses are designed to teach students the reading and study strategies they need to apply in their content courses, and develop and improve reading comprehension skills and learning strategies that will enhance academic performance across the disciplines. Emphasis is on the transfer and application of comprehension, critical thinking, vocabulary, and study skills to college course material.

Students must successfully complete course requirements with a “C” or higher in order to enroll in English 101.

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.

Stage Movement Dram 113 hours 2

Prerequisite: None. Stage Movement is a practical class which teaches the basics of stage movement, ballroom dance for the stage, and stage combat. Students will be expected to present various performances of these types of activities.

Introduction to Drama History and Literature I Dram 120 hours 3

Prerequisite: English I or consent of the instructor. Students will study the development of the western theatrical tradition from the ancient Greeks to Shakespeare. Specific areas of study will include Greco-Roman classicism, Comedia Del Arte, Medieval, Neoclassicism, and Shakespeare.

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 III DRAM-248 1 hour

Theatre Performance IV 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.

Introduction to Costuming **DRAM-149** **hours 2**

Prerequisite: None. The course explores the processes of Costume Design, Figure Drawing, Costume Construction, as well as related subjects such as fabric, color theory, and sewing techniques. Students will build the costumes for a college production.

Acting III **DRAM-211** **hours 3**

Prerequisite: Acting I or Consent of the instructor. Acting III is a practical class that explores the Audition Process in full. Using Michael Shurtleff's twelve guide posts, students will become familiar with professional expectations for monologues, cold readings, head shots, resumes, and union affiliations. Performances are required.

Introduction to Shakespeare **LIT 252** **DRAM-237** **hours 3**

Prerequisite: English I or Consent of the instructor. The course explores the background of English Renaissance and the life of William Shakespeare. Students will study one play from each of the Shakespearean genres: history, tragedy, and comedy. The Sonnets and poetry will also be included.



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 an Associate in Science degree with an emphasis 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.



ATHLETIC TRAINING Emphasis

ATTR.AS

Semester 1		16 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
SOCI-102	Intro to Sociology	3
SPCH-111	Public Speaking	3
HPER-211	Prevention & Care of Athletic Injuries *	3
PCDE-101	College Success	1

Semester 3		16 hours
Course No.	Course Title	Credit
HMEC-115	Basic Nutrition.....	3
BIOL-211	Anatomy & Physiology I*	4
SOCI-104	Human Sexuality	3
HPER-109	First Aid & CPR *	2
HPER-212	Athletic Training Practicum *	1
CSCI-110	Intro to Computer Concepts	3

Semester 2		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
PSYC-101	General Psychology	3
BIOL-105	Principles of Biology	5
HPER-106	Health Education *	3
	Humanities Requirement	3

Semester 4		15 hours
Course No.	Course Title	Credit
BIOL-212	Anatomy & Physiology II *	4
EMIC-104	Medical Terminology *	3
HPER-121	Lifetime Fitness	2
MATH-110	Fundamental of Statistics.....	3
	Humanities Requirement	3

*Required courses for each program Minimum credit hours required to graduate - 64



HEALTH Emphasis

HPER.AS

Semester 1		16 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
PCDE-101	College Success	1
SPCH-111	Public Speaking	3
HPER-106	Health Education *	3
SOCI-102	Introduction to Sociology	3

Semester 3		15 hours
Course No.	Course Title	Credit
HMEC-115	Basic Nutrition *	3
BIOL-211	Anatomy and Physiology I *	4
HPER-109	First Aid *	2
CSCI-110	Intro to Computer Concepts	3
	Social Science Requirement	3

Semester 2		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
PSYC-101	General Psychology	3
BIOL-105	Principles of Biology	5
HPER-211	Care and Prevention of Athletic Injuries *	3
	Humanities Requirement	3

Semester 4		16 hours
Course No.	Course Title	Credit
BIOL-212	Anatomy and Physiology II *	4
HPER-121	Lifetime Fitness	2
	Humanities Requirement	3
	Electives.....	7

*Required courses for each program
Minimum credit hours required to graduate - 64



RECREATION Emphasis

HPER.AS

Semester 1		16 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
PCDE-101	College Success	1
SPCH-111	Public Speaking	3
HPER-106	Health Education *	3
SOCI-102	Introduction to Sociology	3

Semester 3		16 hours
Course No.	Course Title	Credit
HMEC-115	Basic Nutrition *	3
BIOL-211	Math or Science Requirement	3
HPER-109	First Aid *	2
CSCI-110	Intro to Computer Concepts	3
EDUC-110	Developmental Psychology	3
	Electives	2

Semester 2		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
PSYC-101	General Psychology	3
BIOL-105	Principles of Biology	5
HPER-211	Care and Prevention of Athletic Injuries *	3
	Humanities Requirement	3

Semester 4		15 hours
Course No.	Course Title	Credit
HPER-202	Outdoor Recreation *	3
HPER-121	Lifetime Fitness	2
	Humanities Requirement	3
	Electives.....	7

*Required courses for each program
Minimum credit hours required to graduate - 64

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.

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 choreo-

graphic 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.

CrossFit Training I **HPER-156** **1 hour**

This course is hosted by Project Fitness and is defined as optimizing physical and physiological requirements such as fitness, cardiovascular/respiratory endurance, stamina, strength, flexibility, power, speed, agility, coordination, balance, and accuracy.

CrossFit Training II **HPER-157** **1 hour**

This course is a continuation of CrossFit Training I (HPER-156). It is hosted by Project Fitness and is defined as optimizing physical and physiological requirements such as fitness, cardiovascular/respiratory endurance, stamina, strength, flexibility, power, speed, agility, coordination, balance, and accuracy.

Karate/Self Defense (Beginning OR Advanced) **HPER-161B/-161A** **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.

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-110/111** **1 hour**

This course includes varsity competition in baseball, basketball, cross country, football, golf, 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

Introduction to Massage Therapy **HPER-101** **3 hours**

This course is the foundation for the basic massage techniques necessary to provide hands-on work in the massage therapy field. It provides for an active learning environment where students will develop skills in the practical implementation of learned massage strokes and application to the physical body. Emphasis will be given to contraindications of massage, the development of massage routines and the importance of proper table dressing and patient draping. This course will also provide a working knowledge of musculoskeletal and relevant systems of the body and how they are affected by massage.

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.

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

■ Nursing

- Pre-Nursing (PNSG)
- Practical Nursing (LPN)
- Associate Degree Nursing (RN)

■ Allied Health

- Respiratory Therapy
- Certified Nurse Assistant (CNA)
- Certified Medication Aide (CMA)
- Home Health Aide
- Rehabilitative Aide
- Certified Medication Aide Update



The Nursing and Allied Health Department offers several options for students to enter the health care industry. The curriculum for nursing and allied health programs provides students the opportunity to transfer their classroom and simulation experience to the clinical area. The strong clinical experience is valued by employers in the health care industry.



PRE-NURSING EMPHASIS

PNSG.AS

The Associate in Science Degree with an emphasis in Pre-Nursing is a program that prepares students majoring in nursing to transfer to a four-year college or university or for entrance into the nursing program at Garden City Community College.

First Semester		17 hours
Course No.	Course Title	Credit
BIOL-211	Anatomy & Physiology I	4
ENGL-101	English I.....	3
MATH-108	College Algebra	3
PCDE-101/109	College Success or Career Success	1
PSYC-101	General Psychology	3
SPCH-111	Public Speaking	3

Second Semester		16 hours
Course No.	Course Title	Credit
BIOL-212	Anatomy & Physiology II.....	4
ENGL-102	English II	3
EDUC-110	Developmental Psychology	3
HMEC-115	Basic Nutrition.....	3
SOCI-113	Sociology of Families.....	3

Third Semester		16 hours
Course No.	Course Title	Credit
BIOL-213	Microbiology	5
HPER-109	First Aid	2
PHIL-101	Introduction to Philosophy	3
SOCI-102	Introduction to Sociology	3
SOCI-104	Human Sexuality	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
ARTS-121	Art History I.....	3
CHEM-105	General Chemistry	5
HELR-1023/102L	Certified Nurse Aide (C.N.A.).....	5
HPER-121	Lifetime Fitness	2

Minimum Credit Hours Required to Graduate = 64



PRACTICAL NURSING

PN.CERT

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 Practical Nurse (LPN).

Admission Requirements

The practical nursing program has a selective admission policy based on evidence of high school completion or GED, grade point average (cumulative GPA 2.5 minimum), the Nelson Reading score, Placement assessment scores of 47 or higher in the pre-algebra domain OR completion of Beginning Algebra or higher math course, evidence of CNA certification in the state of Kansas. Contact the Garden City Community College Department of Nursing for more details.

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.

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 Garden City Community College Nursing Department or Kansas State Board of Nursing for questions regarding this issue.

Practical Nursing certificate is approved by:

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 I.....	4
BIOL-212	Anatomy & Physiology II.....	4
PSYC-101	General Psychology	3
SPCH-113	Interpersonal Communications I	3
EDUC-110	Developmental Psychology	3
PCDE-101	College Success	1

PN Fall Semester..... 16 hours

Course Number	Course Title	Credit
PNRS-100	KSPN Foundations of Nursing	4
PNRS-101	KSPN Pharmacology	3
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

PN Spring Semester..... 14 hours

Course Number	Course Title	Credit
PNRS-111	KSPN Maternal Child Nursing	2
PNRS-112	KSPN Medical Surgical Nursing II Clinical	3
PNRS-113	KSPN Mental Health Nursing	2
PNRS-114	KSPN Medical Surgical Nursing II	4
PNRS-115	KSPN Maternal Child Clinical	1
PNRS-116	KSPN Gerontology Nursing	2

Completion of PN Certification 48

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 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 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 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 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 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.

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 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 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.





ASSOCIATE DEGREE NURSING

RN.AAS

The Associate Degree Nursing (ADN) 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 within the discipline of nursing.

The program is configured to facilitate a career ladder approach to nursing. Student successfully completing the PN 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 Nurse (LPN). After receiving LPN licensure, the student may apply for entry into the ADN program. Upon completion of the ADN program, students are granted an Associate of Applied Science Degree (AAS) 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 Garden City Community College Nursing Program follows the Kansas Articulation Plan for Nursing Education. Qualified licensed practical nurses must meet the admission requirements for the college and the Nursing Department.

The nursing program has a selective admission policy. Applicants for the ADN program must provide evidence of a current Kansas Licensed Practical Nurse license. 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 and are encouraged to take 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.

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 Garden City Community College Department of Nursing or the Kansas State Board of Nursing should questions arise.

Accreditation

The Professional Nursing Program (ADN)

• **Accreditation status: Fully Accredited**

Next evaluation visit Fall 2021

• **Accredited by:**

Accreditation Commission for Education
in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
Web: www.acenursing.com

• **Approved by:**

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



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

Prerequisites PN

Course Number	Course Title	Credit
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
PSYC-101	General Psychology.....	3
EDUC-110	Developmental Psychology.....	3
SPCH-113	Interpersonal Communication.....	3
PCDE-101	College Success.....	1
MATH-107	Intermediate Algebra*.....	4

Prerequisites ADN

CHEM-105 or		
CHEM-108	Chemistry.....	5
*or High School Chemistry	1 yr.
BIOL-213	Microbiology.....	5
ENGL- 101	English I.....	3
	PN Coursework**.....	17

ADN Fall Semester

Course Number	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

ADN Spring Semester

Course Number	Course Title	Credit
NURS- 212	Complex Health Clinical.....	5
NURS- 213	Professional Practice.....	1
NURS- 214	Complex Health Alterations.....	3

AAS - Graduation requirements (may be prerequisite or co-requisite)

Physical Education.....	2
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Total upon Completion eligible Associate of Applied Science Degree..66+

Classes listed to the right 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.

* Appropriate math course determined on an individual basis by the director following Math Placement Test.

**The maximum of 17 credit hours will be used from Practical Nursing Course work (PN Certificate Program) towards AAS degree requirements.

***Courses must be completed by the semester indicated or before.

****Additional courses may be required dependent upon degree type and/or recommendations of the program director.

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

Prerequisite: LPN licensure and a minimum grade of “C” in microbiology and chemistry. This course focuses on the development of advanced clinical skills. Content includes initiation of peripheral IV, advanced IV skills, maintenance of central IV lines, and administration of blood products, chest tube drainage systems, airway management and interpretation of basic EKG’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** **1hour**

Prerequisite: LPN licensure and a minimum grade of “C” in microbiology and chemistry. 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. 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** **1hour**

Prerequisite: A minimum grade of C in Advanced Clinical Skills. This course focuses on complex mental health issues, crisis interventions, therapeutic relationships, and community 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** **1hour**

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.





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
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.



DIVISION SCIENCE & MATHEMATICS

- **Biology & Life Sciences**
- **Chemistry**
- **Engineering / Architecture**
- **Engineering Technology**
- **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 Emphasis

BIOL.AS

The Associate in Science degree with an emphasis in Biology and Life Sciences is a program that 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.

First Semester		17 Hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra	3
CHEM-109	College Chemistry I *.....	5
BIOL-105	Principles of Biology *.....	5
PCDE-101	College Success	1

Third Semester		17 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
CHEM-206	Organic Chemistry I *.....	5
BIOL-109	Introduction to Ecology.....	5
	Physical Education Requirement.....	1
	Humanities Requirement	3

Second Semester		15 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-110/109	Fundamentals of Statistics OR Plane Trigonometry.....	3
CHEM-110	College Chemistry II *.....	5
	Physical Education Requirement.....	1
PSYC-101	General Psychology.....	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
CHEM-207	Organic Chemistry II *.....	5
	Humanities Requirements	3
BIOL-207	Organismal Biology.....	5
	Social Science Requirement	3

***Required courses for the program**

Minimum credit hours required to graduate - 64

****Elective must be selected from the following:**

BIOL-205	General Zoology	5
BIOL-206	General Botany	5
BIOL-210	Anatomy & Physiology	5
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
BIOL-213	Microbiology	5



PRE-ENGINEERING Emphasis

PENG.AS

The Associate in Science degree with an emphasis in Engineering is a program that prepares freshman and sophomore students majoring in this area to enter a four-year college or university. Consultation of the four-year college or university catalog is recommended.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-122	Calculus and Analytic Geometry I*.....	5
PHYS-205	General Physics I*.....	5
PSYC-101	General Psychology	3
PCDE-101	College Success	1

Third Semester		17 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
MATH-205	Calculus and Analytic Geometry III*.....	5
PHYS-207	Engineering Physics I*.....	5
	Humanities Requirement	3
HPER	Physical Education Requirement.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-123	Calculus and Analytic Geometry II*.....	5
PHYS-206	General Physics II*.....	5
ECON-112	Economics: Micro.....	3
	Physical Education Requirement	1

Fourth Semester		16 hours
Course No.	Course Title	Credit
PHYS-208	Engineering Physics II*.....	5
MATH-206	Differential Equations*.....	3
CHEM-109	College Chemistry I*.....	5
	Humanities Requirement	3

***Required courses for the program**

Minimum credit hours required to graduate - 64



ENGINEERING TECHNOLOGY Emphasis

PENG.AS

The Associate in Science degree with an emphasis in Engineering Technology is a program that prepares freshman and sophomore students majoring in this area to enter a four-year college or university. Consultation of the four-year college or university catalog is recommended.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra*	3
CHEM-105	General Chemistry*	5
SPCH-111	Public Speaking	3
PCDE-101	College Success	1
	Physical Education Requirement	2

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

Second Semester		16 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Humanities Requirement	3
CSCI-101	Intro to Management Information System*	3
MATH-109	Plane Trigonometry	3
	Humanities Requirement	3
	Technical Requirement	1

Fourth Semester		16 hours
Course No.	Course Title	Credit
PHYS-206	General Physics II*	5
CSCI-107	Advanced Programming	3
MATH-122	Analytic Geometry & Calculus I*	5
	Social Science Requirement	3

***Required courses for the program**

Minimum credit hours required to graduate - 64



PRE-CHIROPRACTIC Emphasis

PMED.AS

Entrance to most chiropractic schools requires 90 hours of college credit. Completion of requirements for the Associate in Science degree (and emphasis in Pre-Chiropractic) 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.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
CHEM-109	College Chemistry I *	5
BIOL-105	Principles of Biology *	5
PCDE-101	College Success	1

Third Semester		18 hours
Course No.	Course Title	Credit
CHEM-206	Organic Chemistry I *	5
BIOL-211	Anatomy & Physiology I *	4
	Physical Education Requirement	1
PHYS-205/7	General or Engineering Physics I *	5
PYSC-101	General Psychology	3

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
CHEM-110	College Chemistry II *	5
EMIC-104	Medical Terminology	3
SPCH-111	Public Speaking	3
	Humanities Requirement	3

Fourth Semester		18 hours
Course No.	Course Title	Credit
BIOL-212	Anatomy & Physiology II *	4
CHEM-207	Organic Chemistry II *	5
PHYS-206/8	General or Engineering Physics II *	5
	Social Science Requirement	3
	Physical Education Requirement	1

***Required courses for the program**

Minimum credit hours required to graduate - 64



PRE-DENTAL HYGIENE Emphasis

PDNH.AS

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 in Science degree and/or certification program with an emphasis in Pre-Dental Hygiene is a program that 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.

First Semester		18 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra	3
CHEM-108	Chemistry for Health Services *.....	5
PSYC-101	General Psychology	3
SOCI-102	Introduction to Sociology	3
PCDE-101	College Success	1

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

Second Semester		18 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
SPCH-111	Public Speaking	3
HMEC-115	Basic Nutrition.....	3
	Physical Education Requirement.....	1
	Humanities Requirement	3
BIOL-105	Principles of Biology *	5

Fourth Semester		16/17 hours
Course No.	Course Title	Credit
BIOL-210	Anatomy and Physiology *.....	5
HPER-106	Health Education	3
	Physical Education Requirement.....	1
EMIC-104	Medical Terminology	3
	Science Elective.....	4/5

***Required courses for the program**
Minimum credit hours required to graduate - 64



FISHERIES & WILDLIFE BIOLOGY Emphasis

WILD.AS

The Associate in Science degree with an emphasis in Fisheries & Wildlife Biology is a program that 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		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra	3
CHEM-109	College Chemistry I *.....	5
BIOL-109	Introduction to Ecology *	5
PCDE-101	College Success	1

Third Semester		17 hours
Course No.	Course Title	Credit
	Humanities Requirement	3
PHYS-205	General Physics I *	5
CHEM-206	Organic Chemistry I *	5
SOCI-102	Introduction to Sociology	3
	Physical Education Requirement.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-110	Fundamentals of Statistics	3
CHEM-110	College Chemistry II *	5
SPCH-111	Public Speaking	3
PSYC-101	General Psychology	3

Fourth Semester		17 hours
Course No.	Course Title	Credit
BIOL-207	Organismal Biology *	5
	Humanities Requirements	3
ECON-111	Economics: Macro	3
	Science Elective**.....	3
BIOL-213	Microbiology *	5
	Physical Education Requirement.....	1

***Required courses for the program**
Minimum credit hours required to graduate - 64

****Elective must be selected from the following:**

BIOL-107	River Ecology
PHYS-206	General Physics II
BIOL-105	Principles of Biology
CHEM-207	Organic Chemistry II



FORESTRY, RANGE MANAGEMENT, CONSERVATION OF NATURAL RESOURCES Emphasis WILD.AS

The Associate in Science degree with an emphasis in Forestry, Range Management, Conservation of Natural Resources is a program that 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		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra	3
CHEM-109	College Chemistry I *	5
BIOL-109	Introduction to Ecology *	5
PCDE-101	College Success	1

Course No.	Course Title	Credit
BIOL-105	Principles of Biology	5
	Science Elective **	5
PSYC-101	General Psychology	3
	Humanities Requirement	3

Second Semester		16 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
CHEM-110	College Chemistry II *	5
BIOL-207	Organismal Biology *	5
	Humanities Requirement	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
ECON-111	Economics: Macro	3
	Physical Education Requirement	2
BIOL-213	Microbiology *	5
	Social Science Requirement	3
SPCH-111	Public Speaking	3

Required courses for the program		16 hours
Minimum credit hours required to graduate - 64		
**Elective must be selected from the following:		
BIOL-107	River Ecology	4
CHEM-206	Organic Chemistry I	5
CHEM-207	Organic Chemistry II	5
PHYS-206	General Physics II	5
AGRO-103	Soils	4



MEDICAL TECHNOLOGY Emphasis PMED.AS

The Associate in Science degree with an emphasis in Medical Technology is a program where 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		15 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
	Physical Education Requirement	1
CHEM-109	College Chemistry I *	5
BIOL-105	Principles of Biology *	5
PCDE-101	College Success	1

Third Semester		18-21 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
CHEM-206	Organic Chemistry I *	5
BIOL-213	Microbiology *	4
PHYS-106	Science Elective **	3-5
	Humanities Requirement	3

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Science Elective**	5
CHEM-110	College Chemistry II *	5
	Physical Education Requirement	1
MATH-108	College Algebra	3

Fourth Semester		17 hours
Course No.	Course Title	Credit
PSYC-101	General Psychology	3
	Humanities Requirement	3
	Physical Education Requirement	1
BIOL-211	Anatomy & Physiology I *	4
	Social Science Requirement	3
MATH-110	Fundamentals of Statistics	3

*Required courses for the program		
Minimum credit hours required to graduate - 64		
**Elective must be selected from the following:		
BIOL-109	Introduction of Ecology	5
BIOL-205	General Zoology	5
BIOL-206	General Botany	5

BIOL-212	Anatomy & Physiology II.....	4
PHYS-106	Descriptive Physics.....	3



PRE-MEDICINE/DENTISTRY/OSTEOPATHY/OPTOMETRY Emphasis PMED.AS

The Associate in Science degree with an emphasis in Pre-Medicine, Dentistry, Osteopathy and Optometry are programs that medical professional schools encourage students to develop the broadest academic base possible in undergraduate studies. Any undergraduate major may be used as background for entry. Pre-med students should take courses that develop disciplined thinking, intelligent appreciation of values, and sympathetic understanding of society and human interaction. A Bachelor's degree is required for admission to most professional medical programs. Professional schools base admission decisions on a variety of items such as grade point average, admissions test score, interview, personal references, volunteer work, and professional experience. The application process usually starts at least one year before the intended entry date. Professional schools encourage employment or volunteer experience within a professional or related medical setting. Work and volunteer experiences (including shadowing) in health care agencies, hospitals and physician's offices are strongly recommended.

First Semester		16 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108/110	College Algebra or Fundamentals of Statistics.....	3
CHEM-109	College Chemistry I *.....	5
	Science Elective**.....	3
PCDE-101	College Success.....	1

Third Semester		17 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
CHEM-206	Organic Chemistry I *	5
	Physical Education Requirement.....	1
PHYS-205	General Physics I *	5
	Humanities Requirement	3

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-121	Calculus and Analytical Geometry I.....	5
CHEM-110	College Chemistry II *	5
	Physical Education Requirement.....	1
PSYC-101	General Psychology.....	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
CHEM-207	Organic Chemistry II *	5
	Humanities Requirements	3
PHYS-206	General Physics II *	5
	Social Science Requirement	3

***Required courses for the program**

Minimum credit hours required to graduate - 64

****Elective must be selected from the following:**

Course No.	Course Title	Credit
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
MATH-109	Plane Trigonometry	3



MORTUARY SCIENCE Emphasis

GNER.NDS

A student interested in becoming a licensed mortician in Kansas may take 60 college credit hours at the college followed by 30 hours 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		15 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
SPCH-111/113	Public Speaking or Interpersonal Communications I	3
BIOL-210	Anatomy and Physiology.....	5
PSYC-101	General Psychology	3
PCDE-101	College Success	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
ACCT-102	Accounting I	3
CSCI-110	Intro to Computer Concepts & Applications	3
	Lab Science Elective**	5
	Humanities Requirement	3

****Elective must be selected from the following:**

Course No.	Course Title
CHEM-108	Chemistry for Health Services or
BIOL-213	Microbiology



PRE-PHARMACY Emphasis

PRRX.AS

The Associate in Science degree with an emphasis in Pre-Pharmacy is a program in which 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		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-121	Fundamentals of Calculus	3
CHEM-109	College Chemistry I *	5
BIOL-105	Principles of Biology *	5
PCDE-101	College Success	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
BIOL-213	Microbiology *	5
CHEM-110	College Chemistry II *	5
	Physical Education Requirement.....	1
PSYC-101	General Psychology.....	3

Third Semester		17 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
CHEM-206	Organic Chemistry I *	5
	Physical Education Requirement.....	1
BIOL-211	Anatomy and Physiology I *	4
	Humanities Requirement	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
CHEM-207	Organic Chemistry II *	5
	Humanities Requirements	3
BIOL-212	Anatomy and Physiology II *	4
	Social Science Requirement	3

***Required courses for the program**
Minimum credit hours required to graduate - 64



PRE-PHYSICAL THERAPY Emphasis

PPHT.AS

The Associate in Science degree with an emphasis in Pre-Physical Therapy is a program that 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.

First Semester		15/17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108/121	College Algebra OR Calculus I	3
CHEM-109	College Chemistry I *	5
PSYC-101	General Psychology	3
PCDE-101	College Success	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-110	Fundamentals of Statistics.....	3
CHEM-110	College Chemistry II *	5
	Physical Education Requirement.....	1
BIOL-105/207	Principles of Biology OR Organismal Biology	5

Third Semester		16 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
BIOL-211	Anatomy & Physiology I *	4
	Physical Education Requirement.....	1
PHYS-205	General Physics I.....	5
	Humanities Requirement	3

Fourth Semester		17 hours
Course No.	Course Title	Credit
BIOL-212	Anatomy & Physiology II	4
SOCI-102	Intro to Sociology	3
	Humanities Requirement	5
BIOL-213	Microbiology	5

***Required courses for the program**
Minimum credit hours required to graduate - 64



RADIOLOGIC TECHNOLOGY (X-Ray Technology) Emphasis GNED.NDS

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. One year than transfer or get an associate's degree (64 credits) and then transfer to complete a bachelor's degree in Medical Imaging Diagnostics.

First Semester		16 hours	Second Semester		18 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	ENGL-102	English II	3
MATH-108	College Algebra	3	BIOL-105	Principles of Biology.....	5
EMIC-104	Medical Terminology.....	3	BIOL-212	Anatomy & Physiology II.....	4
BIOL-211	Anatomy & Physiology I.....	4	SPCH-111	Public Speaking	3
CSCI-110	Introduction to Computer Concepts	3	HPER-106	Health Education	3

Recommended Electives:

Course No.	Course Title	Credit
PHYS-106	Descriptive Physics.....	3
CHEM-105	General Chemistry	5
SOCI-102	Introduction to Sociology	3



PRE-VETERINARY MEDICINE Emphasis PVET.AS

The Associate in Science degree with an emphasis in Veterinary Medicine is a program that assists with preparation for the next level. 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		17 hours	Third Semester		19 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	SPCH-111	Public Speaking	3
ANSI-102	Principles of Animal Science.....	3	PHYS-205	General Physics I *	5
PCDE-101	College Success	1	ANSI-107	Animal Nutrition.....	3
CHEM-109	College Chemistry I *	5	PSYC-101	General Psychology.....	3
BIOL-105	Principles of Biology *	5	CHEM-206	Organic Chemistry I	5

Second Semester		17 hours	Fourth Semester		19 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-102	English II	3		Science Elective **	5
AGRI-100	Agriculture in Our Society	1		Humanities Requirements	3
ANSI-106	Dairy-Poultry Production	3	MATH-110	Statistics	3
	Humanities Requirement	3		Social Science Requirement	3
CHEM-110	College Chemistry II *	5	BIOL-213	Microbiology	5
	Physical Education Requirement.....	2			

***Required courses for the program**

Minimum credit hours required to graduate - 64

****Elective must be selected from the following:**

Course No.	Course Title
ANSI-140	Horse Science
ANSI-105	Cow/Calf Operations
ANSI-111	Farm Animal Reproduction
ANSI-176	Horse Production
BIOL-207	Organismal Biology
CHEM-207	Organic Chemistry II
PHYS-206	General Physics II



CHEMISTRY Emphasis

CHEM.AS

The Associate in Science degree with an emphasis in Chemistry is a program that 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.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-122	Calculus and Analytic Geometry I.....	3
CHEM-109	College Chemistry I *.....	5
PSYC-101	General Psychology.....	3
	Physical Education Requirement.....	2
PCDE-101	College Success.....	1

Third Semester		18 hours
Course No.	Course Title	Credit
MATH-205	Calculus and Analytic Geometry and III.....	5
CHEM-206	Organic Chemistry I *.....	5
PHYS-207	Engineering Physics I *.....	5
	Humanities Requirement.....	3

Second Semester		16 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
MATH-123	Calculus and Analytic Geometry and II.....	5
CHEM-110	College Chemistry II *.....	5
SPCH-111	Public Speaking.....	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
CHEM-207	Organic Chemistry II *.....	5
	Humanities Requirement.....	3
PHYS-208	Engineering Physics II *.....	5
	Social Science Requirement.....	3

***Required courses for the program**

Minimum credit hours required to graduate - 64



ARCHITECTURE Emphasis

GNED.NDS

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.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra.....	3
PHYS-205	General Physics.....	5
SPCH-111	Public Speaking.....	3
PSYC-101	General Psychology.....	3

First Semester		15 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
PHIL-101	Introduction to Philosophy.....	3
ARTS-121	History of World Art.....	3
ECON-111	Economics: Macro.....	3
GEOG-101	World Geography.....	3



PHYSICAL SCIENCE Emphasis

PHSC.AS

This curriculum is designed especially for those students who wish to pursue an Associate in Science degree with an emphasis in General Physical Science and not necessarily obtain a major in chemistry or physics.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-122	Calculus & Analytical Geometry I	5
CHEM-109	College Chemistry I *	5
PCDE-101	College Success	1
	Humanities Requirement	3

Third Semester		16 hours
Course No.	Course Title	Credit
PHYS-205/207	General Physics I or Engineering Physics I *	5
PSYC-101	General Psychology	3
MATH-110	Fundamentals of Statistics	3
CSCI-210	Microcomputer Applications I	1
	Humanities Requirement	3
	Physical Education Requirement	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
CHEM-110	College Chemistry II *	5
MATH-123	Calculus & Analytical Geometry II	5
SPCH-111	Public Speaking	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
PHSC-106	Descriptive Astronomy *	3
CSCI-211	Microcomputer Applications II	1
PHYS-206	General Physics II or	
PHYS-208	Engineering Physics II *	5
	Social Science Requirement	3
PHSC-205	Physical Geology *	3
	Physical Education Requirement	1

***Required courses for the program**

Minimum credit hours required to graduate - 64



PHYSICS Emphasis

PHYS.AS

The Associate in Science degree with an emphasis in Physics is a program that prepares freshman and sophomore students majoring in the preceding area to enter a four-year college or university. Consultation of the four-year college or university catalog is recommended.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-122	Calculus and Analytical Geometry I	5
CHEM-109	College Chemistry I *	5
PSYC-101	General Psychology	3
PCDE-101	College Success	1

Third Semester		16 hours
Course No.	Course Title	Credit
MATH-205	Calculus and Analytical Geometry III	5
PHYS-205	General Physics I *	5
ECON-111	Economics: Macro	3
	Humanities Requirement	3

Second Semester		16 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-123	Calculus and Analytical Geometry II	5
CHEM-110	College Chemistry II *	5
SPCH-111	Public Speaking	3

Fourth Semester		16/17 hours
Course No.	Course Title	Credit
PHYS-206	General Physics II *	5
MATH-206	Differential Equations	3
	Physical Education Requirement	2
	Science Elective**	4/5

***Required courses for the program**

Minimum credit hours required to graduate - 64

****Science Elective must be selected from the following:**

Course No.	Course Title	Credit
BIOL-105	Principles of Biology	5
BIOL-109	Introduction of Ecology	5
BIOL-205	General Zoology	5
BIOL-206	General Botany	5
BIOL-210	Anatomy & Physiology	5
BIOL-211	Anatomy & Physiology I	4
BIOL-212	Anatomy & Physiology II	4
BIOL-213	Microbiology	5

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. 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: None. 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)

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. (On demand).

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 kingdom and a survey of animal taxonomy. Three hours lecture/four hours laboratory per week. (On demand)

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. (On demand)

Organismal Biology BIOL-207 5 hours

Prerequisite: None. The main goal of the course is to introduce students to a wide variety of biological topics dealing with diversity and variation in various groups of plant and animal kingdoms, as well as current areas of biological research. This is a traditional lab course with the handling of living and preserved plant and animal specimens. (Spring)

Anatomy and Physiology BIOL-210 5 hours

This course is an elementary study of the functions and structure of the human body, including general principles of the mechanisms of nutrition. This course is designed for education majors and general education students, it 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). This is taught as a hybrid class.

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. (Online Only)

CHEMISTRY

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

Prerequisites: The student must have taken MATH107 or be concurrently enrolled. 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. This meets the requirements for a 5 hour lab class for graduation. Three hours lecture/four hours laboratory per week. (Spring/Fall)

Chemistry for Health Services **CHEM-108** **5 hours**

Prerequisites: The student must have taken MATH107 or be concurrently enrolled. 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. This meets the requirements for a 5 hour lab class for graduation. 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 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/Summer).

Beginning Algebra **MATH-106** **3 hours**

This is a developmental course in introductory algebra topics intended to provide an entry course into algebra. Beginning Algebra is the first in a sequence of two developmental algebra courses. Calculators are not allowed in this course due to the developmental focus of learning the prerequisite basic concepts and performing basic skills in algebra. This course includes the study of Real numbers, linear equation and inequalities, graphing linear equations and inequalities, application problems, polynomials and factoring, rational expressions, roots and radicals, and the quadratic equation. The goal of this course is to give the student

a sound background in basic beginning algebra skills so that the student can make satisfactory progress in subsequent college-level mathematics courses.

Intermediate Algebra **MATH-107** **3 hours**

Prerequisite: Beginning Algebra with a grade of C or better or a qualifying score on the COMP ASS 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 Placement assessment. 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, Summer).

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

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the Placement assessment. 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 placement assessment. 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/Summer).

Precalculus **MATH-120** **3 hours**

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the Placement assessment. This is an advanced course in algebra and trigonometry for students preparing for Calculus and Analytical Geometry I. Major topics include a thorough review of polynomial, rational, exponential, and logarithmic functions, trigonometric functions, analytic trigonometry, and the Laws of Sines and Cosines. Mathematical modeling is integrated throughout the course. (Fall/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 Placement assessment. 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) or Precalculus with a grade of C or better or a qualifying score on the Placement assessment. The topics include differentiation and integration of algebraic and transcendental functions and applications of differentiation and integration (Fall/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 (Fall/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/Spring)

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 (Fall/Spring)

PHYSICAL SCIENCE

Current Topics in Science **PHSC-101** **1-3 hours**

This course is designed to give students a non-laboratory course in science to gain familiarity with some of the current ideas in science that are likely to be discussed in popular and scientific publications.

General Physical Science **PHSC-105** **5 hours**

Prerequisite: Beginning Algebra or one year of high school algebra would be helpful. This course is a general survey of the physical world in which astronomy, chemistry, geology and physics are considered. Fundamental principles have been selected from the individual disciplines to supply the student with a broad and basic background. Emphasis is placed on these topics as an integral part of the environment. This course is designed for liberal arts, education and general education students. Three hours lecture/three hours laboratory per week. (Fall/Spring). This is taught as a hybrid class in some sections.

Descriptive Astronomy **PHSC-106** **3 hours**

A background in basic algebra is useful but not required. This course is a largely qualitative study of the sun and planets, stars and galaxies and a survey of what is known and how it is known. Extensive use will be made of audio-visual materials in class. Occasional telescopic observation sessions will be held. Three hours lecture per week. (Fall/Spring)

Introduction to Meteorology **PHSC-110** **3 hours**

The objective of this course is to acquaint students with the basic physical laws affecting atmospheric phenomena, to study the methodology of forecast meteorology as it applies to agriculture and aviation, to examine causes of climatic variation and to study cases of severe weather.

This course is also designed to examine the technology of weather modification and to develop an appreciation for the impact of man on climate. Specifically, the concept of global warming will be investigated. (On demand)

Introduction to Forensic Science **PHSC-120** **3-5 hours**

Introduction to Forensic Science focuses on how samples are collected and analyzed and what information can be obtained. This course is a survey of topics utilized in forensic science in helping to solve crimes. It develops the capabilities to integrate knowledge and skills in the examination, analysis, interpretation, reporting and testimonial support of physical evidence. It also increases knowledge about various analytical techniques and the breadth of topics they can be used to examine. Hair analysis, paint analysis, drug screening, blood spatter, ballistics, serology and DNA analysis are among the topics that will be covered. (On demand)

Physical Geology **PHSC-205** **5 hours**

This course concerns the formation, occurrence and structure of minerals and rocks, actions of streams, oceans, glaciers and the formation and modification of the landscape through mountain building, volcanism and earthquakes. Three hours lecture/four hours laboratory per week. (Fall/Spring). This is taught as a hybrid class in some sections.

Descriptive Physics **PHYS-106** **3 hours**

Prerequisite: One year of high school algebra. This course serves as a three-hour elective science course for non-science majors. It also enables students not pursuing a degree in science to learn the basic concepts of physics without the need for a high proficiency in mathematics. Areas of study include mechanics, temperature and heat, waves and sound, electricity and magnetism, light and atomic and nuclear physics. Three hours lecture per week. (Fall)

General Physics I **PHYS-205** **5 hours**

Prerequisite: College Algebra or the consent of the instructor. This course is a conceptually oriented study of the field of basic physics with emphasis on understanding concepts and problem solving. Areas of study include motion in one and two dimensions, energy and momentum, gravity, rotation, fluid dynamics, and thermal physics. Three hours lecture/four hours laboratory per week. (Fall)

General Physics II **PHYS-206** **5 hours**

Prerequisite: General Physics I. This course is a continuation of the study of basic physics begun in General Physics I. Areas of study include thermo dynamics, mechanical waves, electricity and magnetism, light and optics, relativity, quantum mechanics, and atomic and nuclear physics. Three hours lecture/four hours laboratory per week. (Spring)

Engineering Physics I **PHYS-207** **5 hours**

Prerequisite: Calculus and Analytical Geometry I. Topics studied include mechanics and thermodynamics. This is a required course for pre-engineering and science majors in the field of chemistry, physics, mathematics and geology. Three hours lecture/four hours laboratory per week. (Fall)

Engineering Physics II **PHYS-208** **5 hours**

Prerequisite: Engineering Physics I. Topics studied include mechanical waves, electricity and magnetism, and light. Three hours lecture/four hours laboratory per week. (Spring)





DIVISION [SOCIAL SCIENCE]

- **American Government**
- **Economics**
- **Education**
- **Geography**
- **Living Arts & Sciences/Home Economics**
- **Political Science**
- **Psychology**
- **Sociology**
- **Social Work**
- **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 a test for licensure. It is recommended by transfer institutions that the test be taken upon completion of MATH-108 (College Algebra).





AMERICAN GOVERNMENT Emphasis

POLS.AS

The Associate in Science degree with an emphasis in American Government is a program that 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		16 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
POLS-104	Introduction to Political Science*	3
PSYC-101	General Psychology	3
PCDE-101	College Success	1
HIST-103	America History to 1865*	3

Third Semester		16 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
SOCI-102	Sociology	3
ECON-111	Principles of Macroeconomics	3
	Physical Education Requirement	1
	Social Science Requirement	3
	Social Science Elective.....	3

Second Semester		15 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Physical Education Requirement.....	1
BIOL-105	Principles of Biology	5
HIST-104	American History from 1865*	3
POLS-104	American Government*	3

Fourth Semester		18 hours
Course No.	Course Title	Credit
ECON-112	Principles of Microeconomics	3
HIST-101/2	Survey of Civilization I or II	3
MATH-110	Statistics	3
	Humanities Elective.....	3
	Social Science Elective.....	3
	Social Science Elective.....	3

***Required courses for the program**

Minimum credit hours required to graduate - 64



ECONOMICS Emphasis

ECON.AS

The Associate in Science degree with an emphasis in Economics is a program designed for those who plan on advancing into a career in economics and finance in either the public or private sector. This program of study offers the core courses required to complete Bachelor's degree requirements for a variety of economics, finance and business majors. Because of the wide variety of four/six year programs, majors and advisors are encouraged to check the specific program requirements at the choice university the student will transfer to.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
PSYC-101	Psychology.....	3
BSAD-101	Introduction to Business *	3
CSCI-110	Introduction to Computers*	3
ECON-1101	Financial Success*	1
PCDE-101	College Success	1

Third Semester		17 hours
Course No.	Course Title	Credit
ECON-112	Principles of Microeconomics*	3
ECON-113	Economic History *	3
	Humanities Requirement	3
	Economics Elective	3
	Lab Science Requirement	5

Second Semester		16 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-110	Statistics*	3
ECON-111	Principles of Macroeconomics*	3
ACCT-101	Accounting Basics*	3
	Humanities Requirement	3
	Physical Fitness Requirement.....	1

Fourth Semester		16 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
	Humanities Requirement	3
BSAD-220	Business Ethics*	3
BSAD-122	International Business*	3
	Social Science Requirement	3
	Physical Education Requirement.....	1

***Required courses for the program**

Minimum credit hours required to graduate - 64

Economics Program requirements include:

BSAD-140 International Business



ELEMENTARY EDUCATION Emphasis

EDEL.AS

The Associate in Science degree with an emphasis in Elementary Education is a program 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		17 hours
Course No.	Course Title	Credit
EDUC-201	Music for the Elementary Teacher.....	3
ENGL-101	English I	3
MATH-108	College Algebra	3
EDUC-105	Foundations of Education*	3
CSCI-110	Introduction to Computers	3
PCDE-101	College Success	1
EDUC	Elementary Education Methods Class***	3
	Physical Education Requirement.....	1

Third Semester		18 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
PSYC-101	General Psychology.....	3
	Lab Science Requirement	5
EDUC-290	Children's Literature*	3
EDUC	Elementary Education Methods Class***	3

Second Semester		18 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-110	Statistics (unless transferring to NU).....	3
	Lab Science Requirement.....	5
	Humanities Requirement	3
EDUC	Elementary Education Methods Class***	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
	Humanities Requirement	3
	Social Science Requirement	3
EDUC-1062	Observation*	2
EDUC-110	Developmental Psychology*	3
	Physical Education Requirement.....	1
EDUC	Elementary Education Methods Class***	3

***Required courses for the program**
Minimum credit hours required to graduate - 64

*****There are four classes offered, one each semester on a rotating basis:**
Art for the Elementary Teacher, Music for the Elementary Teacher, Health and Movement for the Elementary Teacher, and Exceptional Child.



SECONDARY EDUCATION Emphasis

EDSE.AS

The Associate in Science degree with an emphasis in Secondary Education is a program 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.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
	Social Science Requirement	3
CSCI-110	Introduction to Computers	3
PCDE-101	College Success	1
	Course in area of concentration ***	3
	Physical Education Requirement.....	1

Third Semester		16 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
PSYC-101	General Psychology.....	3
	Course in area of concentration ***	3
EDUC -105	Foundations of Education*	3
EDUC-1062	Observation*	2

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
MATH-110	Statistics (unless transferring to NU).....	3
	Lab Science Requirement	5
	Humanities Requirement	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
	Humanities Requirement	3
	Lab Science Requirement.....	5
EDUC-110	Developmental Psychology*	3
	Physical Education Requirement.....	1
	Course in area of concentration ***	3

***Required courses for the program, unless you are transferring to an Oklahoma School or Newman University**
Minimum credit hours required to graduate - 64

Courses in area of concentration:
***** if your area of concentration is math, take upper level math courses**

The Associate in Science degree with an emphasis in Special Education is a program 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.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology	3
MATH-108	College Algebra	3
PCDE-101	College Success	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

Second Semester		18 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
PSYC-101	General Psychology	3
BIOL-105	Principles of Biology	5
EDUC-110	Developmental Psychology	3
	Physical Education Requirement.....	1
MATH-110	Fundamentals of Statistics	3

These are classes in Social Science and Humanities that may be required by the transfer institution. Consulting with your advisor at 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)

Third Semester		16 hours
Course No.	Course Title	Credit
PHSC-105	General Physical Science.....	5
EDUC-105	Foundations of Education	3
EDUC-106	Observation.....	2
	Humanities or Social Science Requirement	3
SPED-203	Exceptional Child	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
LITR-210	Introduction to Literature.....	3
	Humanities or Social Science Requirement	3
EDUC-290	Children's Literature.....	3
GEOG-101	World Geography.....	3
SPED-205	Survey of Young Child with Special Needs	3
SPCH-111	Public Speaking I	3

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-102	Elementary Ethics
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 Emphasis

HMEC.AS

The Associate in Science degree with an emphasis in Living Arts and Science is a program that 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.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
	Social Science Requirement	3
CSCI-110	Introduction to Computers.....	3
PCDE-101	College Success	1
	Social Science Requirement	3
	Physical Education Requirement.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Social Science Requirement	3
	Lab Science Requirement	5
	Humanities Requirement	3
HMEC-115	Basic Nutrition*.....	3

***Required courses for the program**
Minimum credit hours required to graduate - 64

Third Semester		15 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
PSYC-101	General Psychology	3
	Humanities Requirement	3
ECON-111	Macro Economics	3
ARTS-124	Design*	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
	Humanities Requirement	3
	Lab Science Requirement	5
EDUC-110	Developmental Psychology*	3
	Physical Education Requirement.....	1
	Humanities Requirement	3



FASHION MERCHANDISING Emphasis

HMEC.AS

The Associate in Science degree with an emphasis in Fashion Merchandising is a program that 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.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
	Social Science Requirement	3
CSCI-110	Introduction to Computers.....	3
PCDE-101	College Success	1
BSAD-101	Introduction to Business **	3
	Physical Education Requirement.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Business Elective **	3
	Lab Science Requirement	5
	Humanities Requirement	3

*** Required courses for the program**
Minimum credit hours required to graduate - 64
Third Semester **16 hours**
****Fashion Merchandising Electives must be selected from the following:**

Course No.	Course Title
BSAD-124	Salesmanship
BSAD-120	Advertising
BSAD-126	Internship
BSAD-123	Marketing
BSAD-122	Management
ARTS-128	Commercial Design

Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
PSYC-101	General Psychology	3
	Business Elective **	3
	Business Elective **	1
ECON-111	Macro Economics	3
ARTS-124	Design *	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
	Business Elective **	3
	Lab Science Requirement	5
EDUC-110	Developmental Psychology	3
	Physical Education Requirement.....	1
	Humanities Requirement	3

The Associate in Science degree with an emphasis in Interior Merchandising is a program that 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.

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
SOCI-102	Sociology	3
CSCI-110	Introduction to Computers *	3
PCDE-101	College Success	1
BSAD-101	Intro to Business *	3
	Physical Education Requirement.....	1

Third Semester		15 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
PSYC-101	General Psychology	3
	Business Elective **	3
	Social Science Requirement	3
ARTS-124 or		
ARTS-101	Design or Drawing *	3
	Business Elective **	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Business Elective **	3
	Lab Science Requirement	5
ARTS-120	Art Appreciation	3
	Business Elective **	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
	Business Elective **	3
	Lab Science Requirement	5
EDUC-110	Developmental Psychology	3
	Physical Education Requirement.....	1
	Humanities Requirement	3

***Required courses for the program**

Minimum credit hours required to graduate - 64

****Interior Merchandising Electives must be selected from the following:**

BSAD-120	Advertising
BSAD-122	Management
BSAD-123	Marketing
BSAD-124	Salesmanship
BSAD-126	Internship
BSAD-128	Commercial Design

The Associate in Science degree with an emphasis in Interior Design is a program that 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.

First Semester		17 Hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
HIST-101	Survey of Civilization I	3
CSCI-110	Introduction to Computers *	3
PCDE-101	College Success	1
SOCI-102	Sociology	3
	Physical Education Requirement.....	1

Third Semester		15 Hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
PSYC-101	General Psychology	3
MATH-110	Statistics	3
ECON-111	Macro Economics	3
ARTS-101	Drawing I *	3

Second Semester		17 Hours
Course No.	Course Title	Credit
ENGL-102	English II	3
ARTS-111	Ceramics	3
	Lab Science Requirement	5
ARTS-121	History of World Art	3
ARTS-104	Water Color *	3

Fourth Semester		16 Hours
Course No.	Course Title	Credit
ARTS-104	Art Appreciation	3
	Lab Science Requirement	5
EDUC-110	Developmental Psychology	3
	Physical Education Requirement.....	1
DRFT-104	Computer Aided Drafting I *	3

***Required courses for the program**

Minimum credit hours required to graduate - 64



APPAREL DESIGN Emphasis

HMEC.AS

The Associate in Science degree with an emphasis in Apparel Design is a program that 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		17 Hours
Course No.	Course Title	Credit
ENGL-101	English I	3
MATH-108	College Algebra	3
HIST-101	Survey of Civilization I	3
CSCI-110	Introduction to Computers *	3
PCDE-101	College Success	1
SOCI-102	Sociology	3
	Physical Education Requirement.....	1

Third Semester		15 Hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking	3
PSYC-101	General Psychology	3
MATH-110	Fundamentals of Statistics	3
ECON-111	Macro Economics	3
ARTS-101	Drawing I *	3

Second Semester		16 Hours
Course No.	Course Title	Credit
ENGL-102	English II	3
ACCT-101	Accounting Basics	3
	Lab Science Requirement	5
ARTS-121	History of World Art	3
CSCI-210	Microcomputer Applications -- Excel	1

Fourth Semester		16 Hours
Course No.	Course Title	Credit
ARTS-104	Art Appreciation	3
CHEM-105	General Chemistry	5
EDUC-110	Developmental Psychology	3
	Physical Education Requirement.....	1
ARTS-124	Design *	3

***Required courses for the program**

Minimum credit hours required to graduate - 64



PSYCHOLOGY Emphasis

PSYC.AS

The Associate in Science degree with an emphasis in Psychology is a program that 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		15 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra	3
PSYC-101	General Psychology *	3
HPER-121	Lifetime Fitness	2
PCDE-101	College Success	1
	Humanities Requirement	3

Third Semester		17 hours
Course No.	Course Title	Credit
LITR-210	Intro to Literature.....	3
	Natural Science with Lab	5
PSYC-102	Human Relations	3
PSYC-201	Abnormal Psychology *	3
	Humanities Requirement	3
	Recommended Electives**	3

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
SPCH-111	Public Speaking	3
SOCI-102	Introduction to Sociology	3
EDUC-110	Developmental Psychology *	3
BIOL-105	Principles of Biology	5

Fourth Semester		15 hours
Course No.	Course Title	Credit
MATH-110	Fundamentals of Statistics	3
PSYC-103	Psychology of Adjustment *	3
PSYC-104	Social Psychology *	3
	Recommended Electives**	3
	Recommended Electives**	3

*** Required courses for the program**

Minimum credit hours required to graduate - 64

****Electives must be selected from the following:**

Course No.	Course Title
PSYC-106	Organizational Leadership
PSYC-206	Team Leading/Collaborative Leadership
SOCI-104	Human Sexuality
SOCI-113	Sociology of Families
SOCI-204	Social Problems
SOCI-215	Criminology
PHIL-101	Introduction to Philosophy
HMEC-115	Basic Nutrition



SOCIAL WORK Emphasis

SOCW.AS

The Associate in Science degree with an emphasis in Social Work is a program that helps 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.

First Semester	16 hours
ENGL-101	English I3
MATH-108	College Algebra3
SOCI-102	Introduction to Sociology *3
CSCI-1103	Introduction to Computer Concepts3
PCDE-101	College Success1
	Recommended Electives.....3

Third Semester	17 hours
SOCI-204	Social Problems *3
BIOL-105	Principles of Biology 5
	Humanities Requirement3
	Recommended Electives3
	Recommended Electives.....3

Second Semester	17 hours
ENGL-102	English II3
SPCH-111	Public Speaking 3
PSYC-101	General Psychology3
MATH-110	Fundamentals of Statistics3
SOCI-210	Introduction to Social Work *3
HPER-121	Lifetime Fitness2

Fourth Semester	17 hours
SOCI-113	Sociology of Families *3
	Humanities Requirement3
	Science w/Lab Elective5
	Recommended Electives.....3
	Recommended Electives.....3

*** Required courses for the program**

Minimum credit hours required to graduate - 64

****Recommended electives must be selected from the following:**

Course No.	Course Title
EDUC-110	Developmental Psychology
LANG-1322/1331	Elementary Spanish I & II
SOCI-104	Human Sexuality
PSYC-201	Abnormal Psychology
PSYC-102	Human Relations
PHIL-101	Introduction to Philosophy
HMEC-115	Basic Nutrition



POLITICAL SCIENCE Emphasis

POLS.AS

The Associate in Science degree with an emphasis in Political Science is a program that 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	16 hours
ENGL-101	English I3
MATH-108	College Algebra3
POLS-104	Introduction to Political Science*3
PSYC-101	General Psychology3
PCDE-101	College Success1
HIST-103	America History to 1865*3

Third Semester	16 hours
SPCH-111	Public Speaking3
SOCI-102	Sociology3
ECON-111	Principles of Macroeconomics3
	Physical Education Requirement.....1
	Social Science Requirement3
	Social Science Requirement 3

Second Semester	15 hours
ENGL-102	English II3
	Physical Education Requirement.....1
BIOL-105	Principles of Biology5
HIST-104	American History from 1865*3
POLS-104	American Government*3

Fourth Semester	18 hours
ECON-112	Principles of Microeconomics3
HIST-101/2	Survey of Civilization I or II3
MATH-110	Statistics3
	Humanities Requirement3
	Social Science Requirement3
	Social Science Requirement3

*** Required courses for the program**

Minimum credit hours required to graduate - 64

ECONOMICS

Financial Literacy for Life **ECON-102** **3 hours**

Financial Literacy for life is a survey course of economic principles critical to an individual's financial well-being. Topics include the need for budgeting and the sound use of credit to manage personal finances and how they relate to opportunity cost, economic resources, and the role supply and demand play in our marketplace today.

This course examines the effects circular flow and the business cycle has on unemployment and inflation. The course also investigates consumer utility, price elasticity, the basic cost structure of a firm, and market structure. In addition, the course focuses on the principles of the Keynesian economics and how monetary and fiscal policy influences the functioning of the national economy.

This course satisfies the social science requirements for the A.A.S. and the A.G.S. degrees. However, students whose GCCC programs or transfer plans require them to take either ECON111 or ECON112 should not enroll in this course.

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.

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.

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. Offered fall semesters of odd years.

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 that 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. No prerequisites.

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** **2 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, licensure test, 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.

LIVING ARTS & SCIENCES**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.

POLITICAL SCIENCE**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.

PSYCHOLOGY

Psychology courses provide a solid foundation in deepening the understanding of the scientific study of behavior and mental processes.

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 emphasizes what psychological research says about improving adjustment and overall quality of life. Factors affecting adjustment include gender, personality, self-esteem, social skills, health, experience of stress, coping and changes with aging. Topics also include social pressures, relationships, career preparation, work and stages of life. The desired outcome is for students to use this knowledge to actively take charge of their own lives, effectively adjusting to an ever-changing world.

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.

Organizational Leadership**PSYC 106 3 hours**

This course is designed to increase the student's knowledge of his or her leadership abilities and qualities in relationship to working within an organization. Topics include: time management, definition of leadership, leadership theories, communication patterns, ethics and paradigms, parliamentary procedure, community service projects and personal issues that affect leadership. This course is designed as a facilitator of leading the student into the organizational world with better understanding.

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.

Team Leading and Collaborative Leadership PSYC 206 3 hours

The purpose of this course is to introduce the student to the tasks, techniques and skills of effective leadership behavior. The course will assist in the development of the student, moving them from theory to practical application of leadership, teambuilding and collaboration.

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

Anthropology is the “science of humanity”. This course will study human beings and their ancestors through time and space and in relation to physical character, environmental and social relations, and culture that decisively distinguish humans from other animal species.

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.

Introduction to Social Work SOCI-210 3 hours

This course provides an introduction to the social service delivery system in the United States, with an emphasis on the social work profession: its mission, philosophy, ethics, values, diverse fields of intervention with a wide range of multicultural client populations in a variety of social service settings. Observation of social service agencies, sample case studies, and the holistic approach of the social work profession will be examined.

SPECIAL EDUCATION**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.





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 (John Deere Tech)**
- **Agriculture**
- **Agronomy**
- **Animal Science**
- **Automotive Technology**
- **Cosmetology**
- **Culinary Management**
- **Drafting Technology**
- **Industrial Production Technology**
- **Meat and Food Science**
- **Public Safety -**
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

JDAT.AAS

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

First Semester		21-22 Hours
Course No.	Course Title	credit
JDAT-102	Powertrains I (8 week course)	3
JDAT-103	Hydraulics I (8 week course).....	3
JDAT-104	Electrical I.....	3
INPR-1511	Safety & Orientation.....	1
JDAT-112	Information Management Systems.....	3
JDAT-110	Math Processes for Technicians.....	3
CSCI-110	Microcomputer Applications	3
PCDE-101	College Success	1
HPER-	Physical Education Requirement.....	1-2

Second Semester		18 Hours
Course Title	Course Title	credit
JDAT-122	Powertrains II	3
JDAT-123	Hydraulics II	3
JDAT-124	Electrical II	3
JDAT-109	Harvesting Equipment	3
JDAT-105	Air Quality Systems.....	3
JDAT-111	Applied Communications	3

General Education Classes to complete the AAS degree.

Summer Session		3 Hours
Course No.	Course Title	credit
JDAT-107	Dealer Internship I	3

Third Semester		12 Hours
Course No.	Course Title	credit
JDAT-202	Engines	3
JDAT-203	Ag Fuel Systems & Performance	3
JDAT-120	Special Topics	3
	Humanities Requirement	3

Fourth Semester		13-4 Hours
Course No.	Course Title	credit
JDAT-108	Dealer Internship II (8 week course)	3
JDAT-122	Powertrains III	3
JDAT-213	Hydraulics III.....	3
JDAT-214	Electrical III	3
HPER	Physical Education Requirement.....	1-2

Powertrains I, II & III 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 I, II & III 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 I, II & III JDAT-104, 124, 2143– 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.

Dealer Internship I and II **JDAT-107, 108** **3-2 hour 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** **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.

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 Emphasis

AGRI.AS

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.

The Associate in Science degree with an emphasis in Agriculture is a program that 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.

First Semester			16-17 hours			Third Semester			16-17 hours		
Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit
AGRI-100	Agriculture In Our Society	1	AGRI-100	Ag & Food Business Management	3	AGRI-100	Ag & Food Business Management	3	AGRI-100	Ag & Food Business Management	3
AGRO-101	Crops and Crops Lab	4	AGRO-101	Crops and Crops Lab	4	AGRO-101	Crops and Crops Lab	4	AGRO-101	Crops and Crops Lab	4
	Agriculture Requirement	3		Agriculture Requirement	3		Agriculture Requirement	3		Agriculture Requirement	3
MATH-108	College Algebra	3	MATH-108	College Algebra	3	MATH-108	College Algebra	3	MATH-108	College Algebra	3
ENGL-101	English I	3	ENGL-101	English I	3	ENGL-101	English I	3	ENGL-101	English I	3
PCDE-101	College Success*	1	PCDE-101	College Success*	1	PCDE-101	College Success*	1	PCDE-101	College Success*	1
Second Semester			17 hours			Fourth Semester			16-18 hours		
Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit
AGEC-100	Ag Economics	3	AGEC-100	Ag Economics	3	AGEC-103	Ag Marketing	3	AGEC-103	Ag Marketing	3
BIOL-105	Biology	5	BIOL-105	Biology	5	AGRI	Ag Internship	4	AGRI	Ag Internship	4
ENGL-102	English II	3	ENGL-102	English II	3		Humanities Requirement	3		Humanities Requirement	3
	Social Science Requirement	3		Social Science Requirement	3		Science or Math Requirement	3		Science or Math Requirement	3
	Ag Elective	3		Ag Elective	3		Ag Elective	3-5		Ag Elective	3-5



TECHNICAL AGRICULTURE: FARM & RANCH MANAGEMENT, PRODUCTION AGRICULTURE, FEEDLOT TECHNOLOGY

AGRI.AAS

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.

First Semester			16-17 hours			Third Semester			16 hours		
Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit
AGEC-105	Farm Management	3	AGEC-105	Farm Management	3	CSCI-107	Computer Science	3	CSCI-107	Computer Science	3
AGRI-100	Ag in our Society	1	AGRI-100	Ag in our Society	1	AGEC-106	Ag & Food Business Food Mgmt	3	AGEC-106	Ag & Food Business Food Mgmt	3
MATH-105	College Math	3	MATH-105	College Math	3	SPCH-111/113	Public Speaking or IPC	3	SPCH-111/113	Public Speaking or IPC	3
PCDE-101	College Success	1	PCDE-101	College Success	1		Ag Electives	7		Ag Electives	7
HPER	Physical Fitness Requirement	1-2	HPER	Physical Fitness Requirement	1-2						
	Ag Electives	7		Ag Electives	7						
Second Semester			16-17 hours			Fourth Semester			16 hours		
Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I	3	ENGL-101	English I	3	AGEC-103	Ag Marketing	3	AGEC-103	Ag Marketing	3
AGEC-100	Ag Economics	3	AGEC-100	Ag Economics	3	AGRI	Ag Internship	4	AGRI	Ag Internship	4
HPER	Physical Fitness Requirement	1-2	HPER	Physical Fitness Requirement	1-2		Humanities / Social Science Requirement	3		Humanities / Social Science Requirement	3
	Ag Electives	9		Ag Electives	9		Ag Electives	7		Ag Electives	7

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 **AGEC-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 **AGEC-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 **AGEC-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 **AGEC-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.

Ag & Food Business Management **AGEC 106 3 hours**

This course evolves student decision making in preparation for initiating a new business venture. They will establish costs, operational finance and budgeting in addition to preparing materials for presentation to a loan institution.

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.

CERTIFICATE

CERTIFICATE IN
AGRI-BUSINESS

This certificate program is to help workers in the agriculture industry meet their continuing educational needs by providing courses in the agri-business areas.

Agri-Business Certificate A - Agriculture		17 hours
AGRI.CERTA		Credit Hours
AGRI-100	Ag in Our Society	1
AGEC-100	Ag Economics.....	3
AGEC-102	Farm Management	3
AGEC-103	Futures Marketing and Hedging	3
AGRI-120-121-122	Ag Internship (One Section).....	4
AGEC-106	Ag and Food Business Management	3

Agri-Business Certificate B - Agronomy		32 hours
AGRO.CERTB		Credit Hours
Prerequisite Certification A required plus		Credit Hours
AGRO-103	Soils & Soils Lab.....	4
AGRO-101	Crops.....	4
AGRO-102	Range Management	3
AGRO-120	Special Topics in Crops Management	3
AGRI-120-121-122	Ag Internship (One Section).....	1

Agri-Business Certificate B - Livestock		32 hours
AGLV.CERTB		Credit Hours
Prerequisite Certification A required plus		Credit Hours
AGRI-120	Agriculture Internship I.....	4
AGRI-121	Agriculture Internship II.....	4
AGRI-122	Agriculture Internship III.....	4
ANSI-101	Animal Diseases & Health	3
ANSI-103	Animal Science & Industry Lab	1
ANSI-104	Commercial Feedlot Operations	1
ANSI-105	Cow/Calf Operations	3
ANSI-106	Dairy & Poultry Production.....	3
ANSI-107	Animal Nutrition (Livestock Feeding)	3
ANSI-108	Livestock Selection.....	2
ANSI-109	Livestock Evaluation	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction	3
ANSI-1110	Farm Animal Reproduction Lab	1
ANSI-120	Special Topics in Livestock Mgmt	3
ANSI-129	Meat and Carcass Evaluation	3
ANSI-130	Class., Grading & Sel. of Meats	3
ANSI-131	Introduction to Food Science.....	3
ANSI-135	ServSafe.....	1
ANSI-140	Horse Science	3
ANSI-141	Horsemanship	1
ANSI-206	Principles of Meat Evaluation	3
ANSI-207	Principles of Meat Science	3
ANSI-213	Animal Welfare and Handling	3
ANSI-250	Animal Genetics	3



ANIMAL SCIENCE

ANSI.AAS

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 comprised 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		13-4 hours
Course No.	Course Title	Credit
PCDE-101	College Success	1
ANSI-102	Animal Science.....	3
ANSI-103	Animal Science Lab.....	1
ENGL-101	English I.....	3
MATH	Math Requirement	3
HPER	Physical Education Requirement.....	1-2
AGRI-100	Agriculture in our Society	1

Second Semester		15-17 hours
Course No.	Course Title	Credit
SPCH-111/113	Communications Requirement	3
	Soc Science / Fine Arts / Hum Requirement	3
	Science / Computer Science Requirement.....	3-5
	Animal Science Electives	6

Third Semester		16-17 hours
Course No.	Course Title	Credit
ANSI-131	Introduction to Food Science.....	3
HPER	Physical Education Requirement.....	1-2
	Animal Science Electives	12

Fourth Semester		17 hours
Course No.	Course Title	Credit
	Animal Science Electives	17

64 Total Semester Hours Required

The Associate in Science degree with an emphasis in Animal Science is a program that is designed to allow for maximum transferability to a four-year institution. 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 comprised of 35 general education hours and 29-31 agricultural major courses in the student's program of study. Please contact the Animal Science Department for other certificate program options.

First Semester		15 hours
Course No.	Course Title	Credit
ANSI-102	Animal Science.....	3
ANSI-103	Animal Science Lab.....	1
AGRI-100	Agriculture in our Society	1
PSYC-101	General Psychology.....	3
ENGL-101	English I.....	3
MATH-108	College Algebra	3
PCDE-101	College Success	1

Second Semester		16-20 hours
Course No.	Course Title	Credit
ENGL-102	English II	3
	Science Requirement	4-5
HPER	Physical Education Requirement.....	1-2
	Humanities / Fine Arts Requirement	3
	Animal Science Electives.....	5-7

Third Semester		16-17 hours
Course No.	Course Title	Credit
ANSI-131	Introduction to Food Science.....	3
SPCH-111	Public Speaking	3
HPER	Physical Education Requirement.....	1-2
	Social Science Requirement	3
	Animal Science Electives	6

Fourth Semester		17 hours
Course No.	Course Title	Credit
	Science Requirement	5
	Humanities Requirement	3
	Animal Science Electives	9

64 Total Semester Hours Required

CERTIFICATE **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 Science Certificate B -Meat Production

ANSI.CERTB		35 hours
		Credit Hours
ANSI-100	Agriculture in Society.....	1
ANSI-129	Meat and Carcass Evaluation	3
ANSI-131	Introduction to Food Science.....	3
ANSI-206	Principles of Meat Evaluation	3
ANSI-207	Principles of Meat Science	3
ANSI-208	Basic Food Chemistry	3
ANSI-209	Food Sanitation.....	3
ANSI-212	Food Safety	3
ANSI-251	Basic Food Microbiology	3
ANSI-252	Hazard Analysis Critical Control Points.....	3
ANSI-2703	Food Science Internship	3
ANSI	Food Science Electives	3
PCDE-101	College Success	1

for meat judging team. Six hours recitation/lab per week.

Introduction to Food Science **ANSI-131** **3 hours**

This course provides an introduction and survey of the relationships between food raw materials and their methods of manufacturing, distribution and consumption. The course will deal with various kinds of foods and the problems associated with preservation, processing and wholesomeness.

Principles of Meat Evaluation **ANSI-206** **3 hours**

Prerequisite: Consent of instructor. This course includes the evaluation and grading of beef, pork and lamb carcasses and whole sale cuts. The course provides advanced preparation for the meat judging team. Six hours recitation/lab per week. This course is available online.

Principles of Meat Science **ANSI-207** **3 hours**

This course is a study of muscle, organ and carcass composition and the processing required to produce wholesome meat products. The course will include the fundamentals of dressing, curing, grading, specialty product manufacturing and by-product utilization. This course is available online.

Basic Food Chemistry **ANSI-208** **3 hours**

Basic Food Chemistry is an introductory course that can be taught on campus or via means through distance education that will present students with many topics that involve the food industry. These topics include basic chemistry involved in all aspects of food, including basic chemical structures, enzymes, nutrient basics, chemical reactions, fermentation and coloring. This class is available online. Prerequisites: Intro to Food Science (ANSI-131) and Biology (BIOL-105) are prerequisites for Food Sanitation Management or the consent of the instructor

Food Sanitation Management **ANSI-209** **3 hours**

Food Sanitation Management is an introductory course that can be taught on campus or via means through distance education that will present students with many topics that involve the food industry. These topics include challenges to food safety, the microworld, contaminants, safe food handling, the flow of food in storage, preparation and service as well as food safety management systems, sanitation, cleaning, integrated pest management and food safety regulations or employee training. The course will include ServSafe Certification training and testing. This course is available online. Prerequisites: Intro to Food Science (ANSI 131) and Biology (BIOL 105) are prerequisites for Food Sanitation Management or the consent of the instructor.

Food Safety **ANSI-212** **3 hours**

Food Safety is a comprehensive course that covers all aspects that pertain to food safety in the processing world. Key concepts will include Good Manufacturing Practices (GMP's), Standard Operating Procedures (SOP's), Sanitation Standard Operating Procedures (SSOP's), current food safety regulations, understanding the concepts of HACCP, food processing sanitation, biological hazards and controls, interventions and controls in meat processing, physical and chemical hazards, recall regulations and building a recall plan. There are no pre-requisites for Food Safety.

Animal Handling & Welfare **ANSI 213**

This course is designed to allow students to learn the correct procedures and regulatory requirements for handling animals

throughout any system. The course topics will cover farm and ranch handling, transportation, animal health administration, and harvest facilities handling. Students will complete the course with certification of industry training through the Professional Animal Auditor Certification Organization Inc. (PAACO), Beef Quality Assurance (BQA), and/or Transport Quality Assurance (TQA).

International Animal Agriculture **ANSI 214**

International Animal Agriculture will allow students to become familiar with different types of processing, manufacturing, marketing and production methods for livestock and agriculture products in other countries. The basis of the course will be with the study-abroad approach with students taking tours and having lectures that will enable the student to become more familiar with animal science on a global scale.

Basic Food Microbiology **ANSI-251** **3 hours**

Basic Food Microbiology is a course that will examine various types of microorganisms found in food products and will describe various environmental conditions, growth habits, diseases associated with, control measures and food properties affected by microbes. This class is available online. Prerequisites: Intro to Food Science (ANSI 131) and Biology (BIOL 105) are prerequisites for Food Sanitation Management or the consent of the instructor

Hazard Analysis Critical Control Points (HACCP) **ANSI-252** **3 hours**

Hazard Analysis Critical Control Points is a training course with scientific and academic information regarding this food industry regulation system. HACCP will entail the key concepts behind the program, including hazard analysis, flow diagrams, identification of critical control points, establishing critical limits, monitoring activities, establishing corrective actions, verification and recordkeeping. This is on online and writing intensive course. Prerequisites:

Intro to Food Science (ANSI 131) and Biology (BIOL 105) are prerequisites for Hazard Analysis Critical Control Points or the consent of the instructor

Food Science Internship

Food Science Internship is a supervised work-study program in which students will work under the supervision of a food industry employer and the college instructor. Although the student will be gainfully employed, he/she will be in a learning environment to obtain the skills necessary for this type of employment. The internship can be in any phase of food industry as long as it is approved by the program and the industry partner. The student will learn workplace skills in addition to the skills needed for that position. 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 educational activities will be maintained and student progress will be monitored.

ANSI 2701 – 1 credit hour

ANSI 2702 – 2 credit hours

ANSI 2703 – 3 credit hours

ANSI 2704 – 4 credit hours

ANSI 2705 – 5 credit hours

ANSI 2706 – 6 credit hours



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 will equip the student for employment in the automotive field. Students may earn a Garden City Community College Automotive Technology certificate, an Associate in Applied Science degree as well as multiple ASE certifications. Students entering the program must complete application and interview process.

First Semester		16 hours
Course No.	Course Title	Credit
PCDE-101	College Success	1
INPR-1511	Orientation & Safety	1
AUTO-103	Engine Repair	5
AUTO-107	Brakes I	5
	AAS Communications	3
	PE Req	1

Second Semester		18 hours
Course No.	Course Title	Credit
AUTO-106	Engine Performance I	5
AUTO-112	Suspension & Steering Sys	5
AUTO-105	Electrical I	5
	AAS Math / Science	3

Third Semester		16 hours
Course No.	Course Title	Credit
AUTO-109	Heating & Air Conditioning	5
AUTO-108	Engine Performance II	5
	Communications	3
	AAS Math / Science	3

Fourth Semester		14 hours
Course No.	Course Title	Credit
AUTO-111	Auto Transmissions & Transaxles	5
AUTO-104	Man Drive Train & Axles	5
	Soc Sci / Hum / F.A.	3
	PE	1

64 Total Semester Hours Required



ENGINE REPAIR I **AUTO-103** **5 hours**

This course provides the student knowledge of the internal combustion engines used in modern vehicles. The focus of the course is theory of operation, problem diagnosis and repair procedures. The course works in conjunction with the Engine Repair Lap allowing students to apply their knowledge and develop their skills.

Manual Drive Trains & Axles **AUTO-104** **5 hours**

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.

ELECTRICAL I **AUTO-105** **5 hours**

Students will study engine and chassis electrical systems currently used in today's vehicles. Emphasis will be placed on theory of operation, system diagnosis and repair procedures. This course will also cover troubleshooting techniques and procedures consistent with present industry practices. These will include basic procedures in using digital Volt/Ohm meters, VAT 40, digital storage oscilloscopes and other test equipment in diagnosing electrical problems.

ENGINE PERFORMANCE I **AUTO-106** **5 hours**

Students will study computer controlled electronic systems currently used in today's vehicles. Emphasis will be placed on theory of operation, system diagnosis and repair procedures. This course will also cover troubleshooting techniques and procedures consistent with present industry practices. These will include basic procedures in using digital Volt/Ohm meters, digital storage oscilloscopes and computer scanners in diagnosing drive-ability and accessory problems.

BRAKES I **AUTO-107** **5 hours**

In this course students will complete service work orders; Determine appropriate system pressure tests utilizing service specifications; Determine brake system concerns and necessary actions; Diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; Determine how to inspect, fabricate and/or replace brake lines and hoses; Determine the service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; Apply drum brake repair and replacement procedures; Diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns on disc-brake vehicles; Determine disc brake repair and replacement procedures; Determine how to caliper piston retractions; Diagnose wheel bearing noise, wheel shimmy and vibration concerns;

Determine how to remove, inspect and replace bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities.

ENGINE PERFORMANCE II **AUTO-108** **5 hours**

The course focus will be modern fuel system. This will include fuel delivery, fuel injection, and evaporative systems. The study of computer controlled electronic systems currently used in today's vehicles. Emphasis will be placed on theory of operation, system diagnosis and repair procedures. This course will also cover troubleshooting techniques and procedures consistent with present industries practices. These will include basic procedures in using digital Volt/Ohm meters, digital storage oscilloscopes and computer scanners in diagnosing drivability and accessory problems.

HEATING AND AIR CONDITIONING **AUTO-109** **5 hours**

Students will explore the fundamentals of automotive HVAC operations and environmental concerns, identify the appropriate refrigerant recovery and recycling guidelines; service refrigerant, recycling and handling systems; document fundamental heating and air conditioning system concerns; perform fundamental diagnostics of A/C systems; perform fundamental diagnostics of refrigeration systems components; perform fundamental repairs of refrigeration systems components; perform fundamental diagnostics of heating, ventilation, and engine cooling systems; perform fundamental repairs of heating, ventilation, and engine cooling systems; perform fundamental diagnostics of operating systems and related controls; perform fundamental repairs of operating systems and related controls; perform complex diagnostics of A/C Systems; document complex heating and air conditioning system concerns; perform complex diagnostics of refrigeration system components; perform complex repairs of refrigeration system components; perform complex diagnostics of heating, ventilation, and engine cooling systems.

AUTOMATIC TRANSMISSIONS **AUTO-111** **5 hours**

This course covers various automatic transmissions and transaxles theory and designs. Emphasizes operating principles, servicing, diagnosis, removal, overhaul and installation of both automatic transmissions and transaxles with the use of shop manuals, specialty tools and equipment.

SUSPENSION AND STEERING **AUTO-112** **5 hours**

In this course students will perform fundamental diagnostics of steering systems; perform fundamental repairs of steering systems; perform fundamental diagnostics of suspension systems; perform fundamental repairs of suspension systems; determine the need for wheel alignment and adjustment; perform fundamental diagnostics of wheel and tire systems; perform fundamental repairs of wheel and tire systems through a variety of learning and assessment activities.



The Culinary Management program offers a certificate and associate degree that prepares students to serve in the culinary and hospitality industries. Instruction includes food preparation, food safety, sanitation, use and care of equipment as well as cooking skills and entry-level supervision. Students will develop other essential skills including menu preparation, purchasing, baking, and hospitality knowledge to succeed in a fast-paced and growing industry. Graduating students will be prepared for entry and employment in a variety of culinary and hospitality venues. A foundation of knowledge in classical culinary skills and management will provide students the skills for employment or additional training. Student will have the opportunity for hands-on experience in the kitchen lab and internship possibilities in restaurants and hotels.

First Semester

Course No.	Course Title	16 hours Credit
ANSI-135	ServSafe	1
CLMG-101	Basic Food Preparation	3
CLMG-102	Introduction to Hospitality Management	3
ENGL-101	English I	3
HPER	Physical Education Requirement	2
MATH	Math Requirement	3
PCDE-101	College Success	1

Second Semester

Course No.	Course Title	14 hours Credit
ACCT-101	General Accounting	3
SPCH	Communication Requirement	3
CLMG-110	Food Preparation I	3
CLMG-113	Menu Management	2
	Culinary Mgmt Electives	3

Third Semester

Course No.	Course Title	17 hours Credit
ACCT-102	Accounting I	3
PSYC-101	General Psychology	3
CLMG-115	Purchasing for Hospitality Operations	4
CLMG-210	Food Preparation II	4
CLMG-212	Dining Room Service & Management	3
	Culinary Mgmt Electives	3

Fourth Semester

Course No.	Course Title	17 hours Credit
CLMG-213	Principles of Food & Beverage Control	3
BSAD-123	Marketing	3
	Science / Computer Science Requirement	3
	Culinary Mgmt Electives	8

64 Total Semester Hours Required

CERTIFICATE

CULINARY MANAGER ASSISTANT

This certificate prepares students to serve in the culinary and hospitality industries.

Certificate B

CLMG.CERTB	30 hours Credit Hours
ACCT-101	General Accounting
ANSI-135	Serve Safe
CLMG-101	Basic Food Preparation
CLMG-102	Introduction to Hospitality Management
CLMG-110	Food Preparation I
CLMG-113	Menu Management
CLMG-115	Purchasing for Hospitality Operation
CLMG-210	Food Preparation II
SPCH-111	Public Speaking
ENGL-101	English I
PCDE-101	College Success



CERTIFICATE

COSMETOLOGIST (1,500 clock hours) 44 credit 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 one year (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 Success 1 hour
- Strategic Team Building 1 hour

Equipment Required for Each Student

Textbooks and kit are included in the total cost of the program. Must be paid by first day of class.

ing 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.

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.

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.

Cosmetology I COSM-111 18 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, as well as 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 patrons in the salon laboratory. Must complete and pass theory and practical exams to move to next course.

Cosmetology II COSM-112 18 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.

Cosmetology III COSM-113 8 hours

After successfully completing the 1000 hours written examination, the daily period assigned to theory shall be devoted to develop-



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 Technician I	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 Technician I 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 liar 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.



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 the 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. Teambuilding classes and integrated programming is embedded with ample opportunity to cross train over the disciplines.

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.

CERTIFICATE LAW ENFORCEMENT/CERTIFICATE C CRIM.CERTC

****Note: Sequence of most criminal justice courses are required. Consult with a Criminal Justice advisor prior to enrolling.**

Fall Semester			Fall Semester		
Course No.	15-16 hours Course Title	Credit	Course No.	14 hours Course Title	Credit
CRIM-101	Introduction to Criminal Justice	3	CRIM-103	Criminal Law	3
CRIM-108	Juvenile Delinquency & Justice	3	CRIM-116	Agency Administration	3
CRIM-115	Professional Responsibility in CJ	3	CRIM-120	CJ Interview & Report Writing	3
CRIM-121	Police Firearms I	1	CRIM-142	EVOC	1
ENGL-101	English I	3	CRIM-223	Police Firearms III	1
HPER	Physical Education Requirement	1-2	SPCH-111	Public Speaking	3
PCDE-101	College Success	1			
Spring Semester			Spring Semester		
Course No.	15 hours Course Title	Credit	Course No.	11-12 hours Course Title	Credit
CRIM-111	Criminal Investigation	3	CRIM-102	Law Enforcement Operations & Procedures	3
CRIM-226	CJ Computer Applications	3	CRIM-106	Law Enforcement Capstone	4
CRIM	Criminal Justice Elective	3	CRIM-110	Criminal Procedures	3
MATH	Math Requirement	3	HPER	Physical Education Requirement	1-2
PSYC-101	General Psychology	3			

****Completion of Criminal Justice / Law Enforcement "Certificate C" = 56 Credit Hours**

AAS LAW ENFORCEMENT (POLICE SCIENCE) CRIM.AAS

****Note: Sequence of most criminal justice courses are required. Consult with a Criminal Justice advisor prior to enrolling.**

****Completion of Criminal Justice / Law Enforcement "Certificate C" (above)..... 56 hours**

Required Completion of KLETC or Appropriate Law Enforcement Academy Training..... 12 hours

CRIM 180 KLETC or Appropriate Law Enforcement Academy Training
(Validated by KLETC or other POST Certificate) REQUIRED.
Student must send a copy of this certificate back to the DPS to obtain AAS.

****Completion of Criminal Justice / Law Enforcement Associate of Applied Science - Total Hours 68
As Required by the Kansas Board of Regents Effective Spring 2013**



CRIMINAL JUSTICE (GENERAL) Emphasis

CRIM.AS

The Associate in Science degree with an emphasis in Criminal Justice (and related areas: General, Forensic Investigations, Computer Forensics or Juvenile Justice/Corrections) is a program that prepares graduates with knowledge and skills for numerous career opportunities. Career preparation opportunities include local, state and federal career tracks in law enforcement, investigations, juveniles, corrections (probation and parole), and pre-law. Flexibility in the Associate of Science degree also allows customizing study options for other classes including business and computers. Specializing in hands-on and scenario based training, the Criminal Justice program strives to insure that graduates leave the program with knowledge and with the ability to analyze, problem solve, work with a team and, as possible, to demonstrate skill proficiency in the program curriculum.

First Semester		16 hours
Course No.	Course Title	Credit
CRIM-101	Intro to Criminal Justice	3
CRIM-108	Juvenile Delinquency & Justice	3
CRIM-165	Strategic Team Building	1
ENGL-101	English I.....	3
HPER	Physical Education Requirement.....	2
PCDE-101	College Success	1
PSYC-101	General Psychology	3

Third Semester		17 hours
Course No.	Course Title	Credit
CRIM-103	Criminal Law	3
CRIM-116	Agency Administration	3
SPCH-111	Public Speaking	3
	Criminal Justice Elective	3
	Science Requirement	5

Second Semester		16 hours
Course No.	Course Title	Credit
CRIM-111	Criminal Investigation	3
CRIM-226	CJ Computer Applications.....	3
CRIM-114	Introduction to Corrections.....	3
MATH-108	College Algebra	3
ENGL-102	English II	3
	Criminal Justice Elective	1

Fourth Semester		15 hours
Course No.	Course Title	Credit
	Criminal Justice Elective	3
	Humanities Requirements.....	6
	Sociology or American Government	3
	Science Elective.....	3

Completion of AS Degree with Emphasis in Juvenile Justice/Corrections 64 Electives & Stand-Alone Certifications (See advisor)



FORENSIC INVESTIGATIONS Emphasis

CRIM.AS

First Semester		16 hours
Course No.	Course Title	Credit
PCDE-101	College Success	1
ENGL-101	English I.....	3
HPER	Physical Education Requirement.....	2
PHSC-120	Intro to Forensic Science	3
CRIM-101	Intro to Criminal Justice	3
CRIM-165	Strategic Team Building	1
PSYC-101	General Psychology	3

Third Semester		16 hours
Course No.	Course Title	Credit
CRIM-103	Criminal Law	3
CRIM-212	Criminal Investigation II	3
MATH-108	College Algebra	3
CRIM-255	Forensic Criminalistics I.....	4
	Humanities Elective.....	3

Second Semester		18 hours
Course No.	Course Title	Credit
CRIM-111	Criminal Investigation	3
CRIM-226	CJ Computer Applications.....	3
CRIM-216	Sex Crimes.....	3
BIOL-210	Anatomy & Physiology	5
ENGL-102	English II	3
CRIM-250	Forensic Wounds I	1

Fourth Semester		15 hours
Course No.	Course Title	Credit
CRIM-244	Forensic Computer Investigations I.....	3
SPCH-111	Public Speaking	3
	Criminal Justice Elective	3
	Humanities Elective.....	3
	Sociology or American Government	3

Completion of AS Degree with Emphasis in Forensic Investigations 65 Electives & Stand-Alone Certifications (See advisor)



COMPUTER FORENSICS Emphasis

CRIM.AS

First Semester		16 hours
Course No.	Course Title	Credit
PCDE-101	College Success	1
ENGL-101	English I.....	3
HPER	Physical Education Requirement.....	2
MATH-108	College Algebra	3
CSCI-111	Advanced Computer Concepts	3
CRIM-165	Strategic Team Building	1
CRIM-101	Introduction to Criminal Justice	3

Second Semester		18 hours
Course No.	Course Title	Credit
CRIM-111	Criminal Investigation	3
CRIM-226	CJ Computer Applications.....	3
PSYC-101	General Psychology	3
CSCI-101	Intro to Mgmt Informational Systems	3
ENGL-102	English II	3
CSCI-278	Photoshop II.....	3

Third Semester		17 hours
Course No.	Course Title	Credit
CRIM-103	Criminal Law	3
SPCH-111	Public Speaking	3
CRIM-244	Forensic Computer Investigations I.....	3
	Science Requirement	5
	Humanities Elective.....	3

Fourth Semester		14 hours
Course No.	Course Title	Credit
BSNT-151	Networking & Operating Systems.....	2
	Criminal Justice Elective	3
	Science Elective.....	3
	Humanities Elective.....	3
	Sociology or American Government	3

Completion of AS Degree with Emphasis in Computer Forensics Electives & Stand-Alone Certifications (See advisor) 65



JUVENILE JUSTICE/CORRECTIONS Emphasis

CRIM.AS

First Semester		16 hours
Course No.	Course Title	Credit
CRIM-101	Introduction to Criminal Justice	3
CRIM-108	Juvenile Delinquency & Justice	3
PCDE-101	College Success	1
ENGL-101	English I.....	3
HPER	Physical Education Requirement.....	2
CRIM-165	Strategic Team Building	1
PSYC-101	General Psychology	3

Second Semester		18 hours
Course No.	Course Title	Credit
CRIM-111	Criminal Investigation	3
CRIM-226	CJ Computer Applications.....	3
MATH-108	College Algebra	3
CRIM-114	Introduction to Corrections.....	3
ENGL-102	English II	3
	Criminal Justice Electives	3

Third Semester		17 hours
Course No.	Course Title	Credit
CRIM-103	Criminal Law	3
SPCH-111	Public Speaking	3
CRIM-116	Agency Administration.....	3
	Criminal Justice Elective	3
	Science Requirement	5

Fourth Semester		15 hours
Course No.	Course Title	Credit
CRIM-219	Sex Crimes.....	3
	Humanities Requirement	6
	Science Elective.....	3
	Sociology or American Government	3

Completion of AS Degree with Emphasis in Forensic Investigations Electives & Stand-Alone Certifications (See advisor) 66



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 with a C or better. 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.

Law Enforcement Capstone **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 Criminal Justice Department. Utilizing knowledge and skills acquired, students are placed in a variety of simulated reality-based scenarios report writing, record keeping, traffic patrol, criminal investigation, accident investigation, obtaining arrest and search warrants, testifying in court and

handling juvenile offenders.

Juvenile Delinquency and Justice **CRIM-108 3 hours**

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 with a C or better. 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. Course must e taken concurrently with CRIM-226 Criminal Justice Computer Applications. 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 documenta-

tion 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.

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: EVOG **CRIM-142** **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.

HANDCUFFING AND TACTICAL BATON **CRIM-149** **1 hour**

This course was designed and is taught within the Criminal Justice Department to provide criminal justice majors with basic introductory techniques in handcuffing and tactical baton. This course focuses on standard techniques for handcuffing designed to decrease the vulnerability of the student during handcuffing situations and increase the level of ultimate physical control and speed of cuffing. It maximizes effectiveness during the handcuffing procedure by limiting the subject's movement and opportunity to resist or defeat the cuffing procedure. The various types of cuffs will be incorporated including rigid and chain. The tactical baton course focuses on control and restraint, defense against grips and grabs, ground fighting and the integration of other constraint options into the training environment.

DPS Conditioning I **CRIM-160** **1 hour**

These courses provide 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.

Strategic Team Building I **CRIM-165** **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.

Criminology **CRIM-205** **3 hours**

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 with a C or better, 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.

Problems in Criminal Justice **CRIM-213** **4 hours**

Prerequisite: Successful completion of Criminal Investigation with

a C or better, 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. **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 with a C or better, 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 documenta-

tion, 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.

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 with a C or better, and 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 with a C or better, and 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. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification.

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. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification.

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. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification.



© GCCC STUDENT MEDIA



EMERGENCY MEDICAL SERVICES TECHNOLOGY EMTT.AAS

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 as a pre-hospital provider. Students successfully completing the Paramedic Program will receive either an Associate of Applied Science (AAS), or an Associate of Science (AS) degree.

All of the initial courses of instruction offered by the EMST Department at GCCC are approved by the Kansas Board of EMS. In addition to GCCC being accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the EMST program at GCCCC is accredited by the Commission on Accreditation of Allied Health Education Programs (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

To contact CoAEMSP:
4101 W Green Oaks Blvd, Suite 305-599
Arlington, TX 76016
817-330-0080
817-330-0089 (fax)
www.coaemsp.org

Admission Requirements

To be considered for acceptance into an EMST course or program, the student must have the following completed:

1. Application to the GCCC
2. Application to EMST
3. Copy of high school transcript, GED and all college transcripts on file
4. Completion of Placement assessment
5. Interview with Program Director and Instructor

Prerequisites

EMR/EMT

1. Must be eighteen (18) years of age at the time of registry examination.

Paramedic

1. Must be certified as an EMT or higher by the State of Kansas or National Registry
2. Successful completion of all pre-requisites
3. Must pass a criminal background check
4. Complete interview with Program Director and Instructor.

Medical Terminology EMIC-104 6 hours

This course includes the study of prefixes, suffixes, root words and vocabulary including pronunciation, meaning and spelling related to areas of nursing and medical sciences. It is designed to enhance the knowledge and comprehension of nursing and medical terms for the paraprofessional health worker and others employed in nursing homes, hospitals, doctors' offices, medical records, etc. Three hours of lecture-discussion per week.

Emergency Medical Responder (EMR) EMIC-107 6 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 an Emergency Medical Responder.

Emergency Medical Technician (EMT) EMIC-108 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 Nationally and State certified after successfully challenging the certification exam.

EMERGENCY MEDICAL SERVICES TECHNOLOGY (EMST)

The mission of the Paramedic Program at GCCC 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 labs skills training, clinical rotations within the hospital and an EMS industry Field Internship. Graduates are eligible to challenge the National Registry certification exam to become both Nationally and State certified as a Paramedic.

Graduates of the Paramedic Program at GCCC will be eligible for an Associate of Applied Science (AAS) or an Associate of Science (AS) degree upon successfully completion of the course and all necessary prerequisites. The program is accredited by the Committee on Accreditation of Emergency Medical Services Professionals.

Semester 1		
Course No.	Course Title	Credit
BIOL-211	Anatomy & Physiology I.....	4
SPCH-111/113	Public Speaking / Inter. Communications	3
PCDE-101	College Success	1
MATH	Math Requirement	3

Semester 2		
Course No.	Course Title	Credit
BIOL-212	Anatomy & Physiology II.....	4
PSYC-101	General Psychology	3
ENGL-101	English I.....	3
HPER	Physical Education Requirement.....	2

68 Total Semester Hours Required

Semester 3		
Course No.	Course Title	Credit
EMIC-207	Medical Emergencies.....	12
EMIC-211	Clinical Rotations I.....	3

Semester 4 (Summer)		
Course No.	Course Title	Credit
EMIC-209	Cardiology	4
EMIC-212	Clinical Rotations II.....	8

Semester 5		
Course No.	Course Title	Credit
EMIC-208	Trauma	6
EMIC-213	Field Internship.....	10
EMIC-214	Clinical Rotations III	2

Medical Emergencies **EMIC-207** **12 hrs**
Prerequisite: Successful completion of all classes in Semester 1 & 2 along with instructor permission. This class will expose the student to various medical emergencies that they will face as a pre-hospital provider. Emergency situations such as anaphylactic shock, drug poisoning, childbirth, seizures, and cerebrovascular accidents will be addressed along with the pharmacological interventions to address medical situations. Practical lab sessions will be provided to ensure students can apply skills in a hands-on environment.

Trauma **EMIC-208** **6 hrs**
Prerequisites: Successful completion of EMIC-209 and EMIC-212 along with current enrollment in EMIC-213. This course provides the student with assessment and treatment skills utilized in emergency situations. Fractures, wounds, hemorrhage and blunt trauma will be discussed with regard to mechanism of injury, anticipated as well as overt injuries, and clinical management.

Cardiology **EMIC-209** **4 hrs**
Prerequisites: Successful completion of EMIC-207 and EMIC-211. This course will cover cardiac anatomy, cardiopulmonary physiology, and physiological monitoring of the cardiovascular system. The students will learn to acquire and interpret EKG's and treat the patient accordingly with both mechanical and pharmacological interventions. Students will also have the opportunity to become ACLS certified during this course.

Clinical Rotations I **EMIC-211** **3 hrs**
Prerequisite: Must be currently enrolled in EMIC-207. This course provides observation, hands-on patient contact and practice of technical skills. Experiences, supervised by facility physicians and nurses, are provided in the hospital setting. The departments within the hospital that a student will participate in clinicals are Med/Surg, Behavioral Health, and Long-Term Care.

Clinical Rotations II **EMIC-212** **8 hrs**
Prerequisites: Successful completion of EMIC-207 and EMIC-211 along with current enrollment in EMIC-209. This course is a continuation of EMIC-211 in which the student will be exposed to additional departments within the hospital setting. Those departments include: Labor/Delivery, Pediatrics, NBICU, OR, ICU and ER.

Field Internship **EMIC-213** **10 hrs**
Prerequisites: Successful completion of EMIC-209, EMIC-213, and current enrollment in EMIC-208. This course will allow the student to complete and internship with a Type I Ambulance Service to gain real-life experience in the pre-hospital setting. The student will be evaluated by Paramedics at those sites while completing this course.

Clinical Rotations III **EMIC 214** **2 hrs**
Prerequisites: Successful completion of EMIC-209 and EMIC-212 with current enrollment in EMIC-208. This course is a continuation of EMIC-212 in which the student will continue clinical rotations in the Emergency Department of local hospitals to complete required clinical hours and skills.

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.

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.

Hazardous Materials Awareness FIRE-110 2 hours

This course is designed for those persons who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials and who are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel, and secure the area.

Hazardous Materials Operation FIRE-111 3 hours

This course is designed for those persons who respond to releases or potential releases of hazardous materials as part of the initial response to the incident for the purpose of protecting nearby persons, the environment, or property from the effects of the release and who are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.

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. 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. 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 and confined space.

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.

Structural Firefighting Strategy & Tactics FIRE-207 3 hours

This class will explain proven tactics and strategies used in structural firefighting the class will provide fire fighters who are currently or previously receives Fire Fighter I with a more detailed explanation of the methods used to effectively operate at both routine and complex incidents.

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.**



CERTIFICATION

WELDING TECHNOLOGY

WELD.CERTA/WELD.CERTC

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), and Special Topics. Students may individualize their plan to focus on competencies that meet personal career goals leading to certification.

**Certificate A
First Semester**

Course No.	Course Title	17 hours Credit
WELD-101	Welding Safety.....	2
WELD-103	Blueprint Reading for Welders.....	3
WELD-106	Math for Welders.....	3
WELD-111	Shielded Metal Arc Welding (SMAW).....	3
WELD-122	Gas Metal Arc Welding (GMAW).....	3
WELD-201	Gas Tungsten Arc Welding (GTAW).....	3

17 Total Semester Hours Required

**Certificate C
First Semester**

Course No.	Course Title	46 hours Credit
WELD-101	Welding Safety.....	2
WELD-103	Blueprint Reading for Welders.....	3
WELD-106	Math for Welders.....	3
WELD-111	Shielded Metal Arc Welding (SMAW).....	3
WELD-122	Gas Metal Arc Welding (GMAW).....	3
WELD-201	Gas Tungsten Arc Welding (GTAW).....	3
WELD-212A	Industrial Welding I.....	11
WELD-212B	Industrial Welding II.....	11
WELD-213	Layout & Fabrication.....	4
WELD-214	Pipefitting.....	3

AAS
DEGREE

WELDING

WELD.AAS

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.

First Semester

Course No.	Course Title	46 hours Credit
WELD-101	Welding Safety.....	2
WELD-103	Blueprint Reading for Welders.....	3
WELD-106	Math for Welders.....	3
WELD-111	Shielded Metal Arc Welding (SMAW).....	3
WELD-122	Gas Metal Arc Welding (GMAW).....	3
WELD-201	Gas Tungsten Arc Welding (GTAW).....	3
WELD-212A	Industrial Welding I.....	11
WELD-212B	Industrial Welding II.....	11
WELD-213	Layout & Fabrication.....	4
WELD-214	Pipefitting.....	3

Second Semester

Course No.	Course Title	18 hours Credit
PCDE-101	College Success.....	1
	Communications Requirements.....	6
	Math Requirement.....	3
	Science Requirement.....	3
	Social Science Requirement.....	3
	Physical Education Requirements.....	2

64 Total Semester Hours Required

WELDING 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: None. 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.

MATHEMATICS FOR WELDERS WELD-106 3hrs
 This course is designed to teach the math processes that a welder/fabricator needs to be successful in the industrial or manufacturing fields of welding, fabrication, and pipefitting. This course covers whole numbers, common fractions, decimal numbers, percentages and averages, geometric figures, angular development and measurement, bends, take-outs, and economical layout.

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 3hrs
Prerequisite: None. 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.

GAS METAL ARC WELDING (GMAW) WELD-122 3hrs
Prerequisite: None. 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.

GAS TUNGSTEN ARC WELDING (GTAW) WELD-201 3hrs
Prerequisite: None. 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.

Industrial Welding I WELD 212A
 This course covers the study of pipe welding in the Shielded Metal Arc Welding disciplines. This course will include technical information based on NCCER and ASME recommended competencies as well as instructor demonstration and hands on application. This course is designed to benefit students wishing to work toward attaining 6G and 6GR certification in SMAW.

Industrial Welding II WELD 212B
 This course covers the study of pipe welding in the Gas Tungsten Arc Welding disciplines. This course will include technical information based on NCCER and ASME recommended competencies as well as instructor demonstration and hands on application. This course is designed to benefit students wishing to work toward attaining 6G and 6GR certification in GTAW.

LAYOUT AND FABRICATION WELD-213 4hrs
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.

PIPEFITTING WELD-214 3hrs
 This course is designed to teach the pipefitting skills that a welder/fabricator needs to be successful in the industrial or manufacturing fields of welding, fabrication, and pipefitting. This course covers: Piping Systems, Details and Construction Drawings, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, and Underground Pipe Installation.



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A.S., Garden City Community College

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Ammonia Emergency Response Trainer,
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