



**Accreditation:**

- **Higher Learning Commission  
of the North Central Association of Colleges  
and Schools**
- **Accreditation Commission for  
Education in Nursing**
- **Kansas State Department of Education**

# General Information

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# 2014-2016 ACADEMIC CATALOG

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## CATALOG DISCLAIMER INFORMATION

All contents of this publication are accurate as of July 1, 2014. 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 Susan Pollart, 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 of Student Services, coordinates the college's efforts to comply with Title IX. Students concerned about the above should contact Ryan Ruda, Vice President of 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

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

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

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

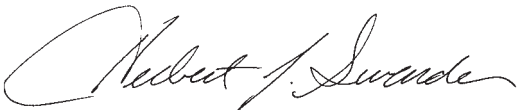
Whatever your objectives and past experiences, I want to congratulate you for focusing on GCCC, and let you know that I will be gauging our success on how well you achieve your goals.

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

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

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

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



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



# 2014-2015 ACADEMIC CALENDAR

Aug 2014						
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## August

- 8 Faculty Reports - Division/Department Day
- Summer Session 4 Ends
- 15 Orientation/Assessment/Advising Day
- 18 Classes Begin

## September

- 1 LABOR DAY - No Classes
- 2 Classes Resume

## October

- 10 1:00 PM Midterm Grades Due

## November

- 6 Last day to withdraw from regular Fall semester classes
- 10 Spring Enrollment begins for currently enrolled students only
- 24 THANKSGIVING BREAK begins - Campus closed through November 30

## December

- 1 Classes Resume
- Spring Enrollment begins for ALL students
- 8 Final Exams
- 9 Final Exams
- 10 Final Exams
- 11 Final Exams
- 12 1:00 PM Final Grades Due
- Faculty Work Day
- Semester Ends
- 22 CHRISTMAS BREAK begins - Campus closed through January 4

## January

- 5 Faculty Reports
- Registration Week begins
- 9 Division/Department/Office Day

- 12 Classes Begin

## February

- 16 PRESIDENT'S DAY - No Classes
- 17 Classes Resume

## March

- 2 Summer Enrollment begins for ALL students
- 6 1:00 PM Midterm Grades Due
- 16 SPRING BREAK begins - No classes through March 22
- 23 Classes Resume

## April

- 3 EASTER BREAK begins - Campus closed through April 6
- 7 Classes Resume
- 9 Last day to withdraw from regular Spring semester classes
- 10 Enrollment/Advising/Testing Day
- Fall Enrollment begins for currently enrolled students only
- 27 Fall Enrollment begins for ALL students

## May

- 8 COMMENCEMENT
- 11 Final Exams
- 12 Final Exams
- 13 Final Exams
- 14 Final Exams
- 15 1:00 PM Final Grades Due
- Faculty Work Day
- Semester Ends
- 18 Summer Session 1 Begins (3 weeks)
- 25 MEMORIAL DAY - No Classes
- 26 Classes Resume

## June

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

## July

- 3 INDEPENDENCE DAY - No Classes
- 6 Classes Resume
- Summer Session 3 Begins (3 weeks)
- 17 Summer Session 2 Ends
- 20 Summer Session 4 Begins (2 weeks)
- 24 Summer Session 3 Ends
- 31 Summer Session 4 Ends

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**THIS CALENDAR IS SUBJECT TO CHANGE.**

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

# 2015-16 ACADEMIC CALENDAR

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Sep 2015						
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- August**
- 7 Faculty Reports - Division/Department Day
  - 14 Orientation/Assessment/Advising Day
  - 17 Classes Begin

- September**
- 7 LABOR DAY - No Classes
  - 8 Classes Resume

- October**
- 9 1:00 PM Midterm Grades Due

- November**
- 5 Last day to withdraw from regular Fall semester classes
  - 9 Spring Enrollment begins for currently enrolled students only
  - 23 THANKSGIVING BREAK begins - Campus closed through November 29
  - 30 Classes Resume

- December**
- 7 Final Exams Begin
  - 10 Final Exams End
  - 11 1:00 PM Final Grades Due
  - Faculty Work Day
  - Fall Regular Session Ends
  - 14 Fall Winter Session Begins
  - 21 CHRISTMAS BREAK begins - Campus closed through January 4

- January**
- 1 Fall Semester Ends
  - Fall Winter Session Ends
  - 4 Faculty Reports
  - Registration Week begins
  - 8 Division/Department/Office Day
  - 11 Classes Begin

- February**
- 15 PRESIDENT'S DAY - No Classes
  - 16 Classes Resume

- March**
- 1 Summer Enrollment begins for ALL students
  - 4 1:00 PM Midterm Grades Due
  - 14 SPRING BREAK begins - No classes through March 20
  - 21 Classes Resume
  - 25 EASTER BREAK begins - Campus closed through March 28
  - 29 Classes Resume

- April**
- 7 Last day to withdraw from regular Spring semester classes
  - 8 Enrollment/Advising/Testing Day
  - Fall Enrollment begins for currently enrolled students only
  - 25 Fall Enrollment begins for ALL students

- May**
- 6 COMMENCEMENT
  - 9 Final Exams Begin
  - 12 Final Exams End
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  - Faculty Work Day
  - Semester Ends
  - 16 Summer Session 1 Begins (3 weeks)
  - 23 Summer Session 2 Begins (6 weeks)
  - 30 MEMORIAL DAY - No Classes
  - 31 Classes Resume

- June**
- 3 Summer Session 1 Ends
  - 6 Summer Session 3 Begins (6 weeks)

- July**
- 1 Summer Session 2 Ends
  - 4 INDEPENDENCE DAY - No Classes
  - 5 Classes Resume
  - Summer Session 4 Begins (3 weeks)
  - Summer Session 5 Begins (6 Weeks)
  - 15 Summer Session 3 Ends
  - 22 Summer Session 4 Ends

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Fall Semester: August 17, 2015 - January 1, 2016

Spring Semester: January 11 - May 13, 2016

Fall 1st 8 weeks: August 17-October 9; Fall 2nd 8 weeks: October 12-December 10

Spring 1st 8 weeks: January 11-March 4; Spring 2nd 8 weeks: March 21-May 13

Denotes Holiday

THIS CALENDAR IS SUBJECT TO CHANGE. (Check with your Advisor or the Office of the Vice President for changes.)

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# 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](http://www.ncahlc.org), and the Kansas State Department of Education. On July 1, 1999, governance of the Kansas Community Colleges was transferred to the Kansas Board of Regents (SB345). Local control by the GCCC Board of Trustees remains unchanged. In addition, the GCCC Nursing Program is accredited by the National League for Nursing Accrediting Commissions (NLNAC) and the Kansas State Board of Nursing. Certain GCCC programs have also obtained other specific individual accreditations.

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

## MISSION STATEMENT

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

## EXPECTED STUDENT OUTCOMES

### Essential Skills

Students will possess essential skills.

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

### Work Preparedness

Students will be prepared for success in the workplace.

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

## Academic Advancement

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

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

## Personal Enrichment

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

## Workforce Development

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

## EDUCATIONAL PHILOSOPHY

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

## PURPOSE

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

## COLLEGE HISTORY

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

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

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

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

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

The Kansas Legislature passed the Community College Act in 1965, authorizing the establishment of 22 independent



# ADMISSIONS

## ADMISSIONS POLICIES

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

1. A graduate of a regionally accredited high school.
2. A transfer student, in good standing, from a regionally accredited university/college.
3. A successful completer of the General Education Development (GED) examination.
4. A 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.
5. A student 18 years or age or older, who has demonstrated the ability to benefit through an assessment approved by the U.S. Department of Education. Please check with the admissions office or financial aid office at GCCC for inquiries regarding approved assessments.

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

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

“Special student” status may be changed to “degree-seeking” status upon graduation from an accredited high school 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: 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

colleges including GCCC. This authorized the institution to levy taxes, conduct its own programs, and function independently of the K-12 school system. County voters elected the first GCCC Board of Trustees in July 1965, and the first college president, L.C. Crouch, was hired. Today GCCC is one of 19 Kansas community colleges.

The original 13-building, 63-acre campus at 801 Campus Drive was designed between July, 1965 and January, 1966. In addition, GCCC owns 75 acres east of Campus Drive. That property includes a baseball practice building, football and soccer practice areas, and a running track. The city of Garden City added a baseball field and a softball complex to the East campus in the spring of 1996.

Voters approved a \$2.5 million bond issue, supplemented by a \$538,000 federal grant for construction. Buildings erected between 1968 and 1970 were the Residence Hall, Student Center, Academic Building, Thomas F. Saffell Library, Administration Building, Warren L. Fouse Science-Math Building, Pauline Joyce Fine Arts Building and the Physical Education Building. The John Collins Vocational Building was added in 1974. The Williams Baseball Stadium, named for Garry and Janet Williams, was added in 1986, and a residential life addition was built in 1978. The Penka Building, named for Sister Aquinata Penka, was added in 1986 when additions were completed to the Joyce, Collins and PE Buildings.

In January of 1996, a 15,000 sq. ft. 1.4 million dollar technical teaching laboratory was completed so that GCCC could provide more training for workers in area and national industries. In 2007, the Annex was renamed the Gary E. Jarmer Technical Annex.

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

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

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

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 the COMPASS Assessment through the Mary Jo Williams Assessment Center located in the Saffell Library.
  - \* Applicants are strongly advised to take the ACT Assessment for scholarship, advising, and counseling purposes (GCCC's ACT code is 1414).
  - \* Students are placed on "Conditional Acceptance" until all required transcripts, official GED scores, or "ability to benefit" scores have been received and evaluated.
  - \* Official transcripts must be mailed by the issuing institution or transmitted electronically directly to the GCCC Admissions Office. Hand-carried copies are **not** acceptable. All transcripts must be received prior to the student's enrollment in any subsequent semester.
  - \* A complete medical form is required for all students in the nursing, child care and cosmetology programs and for residential hall residents and athletic program participants. Students in these areas will be advised according to departmental policy and the appropriate forms will be provided.

### NON-DEGREE SEEKING STUDENTS

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

### FORMER STUDENTS

Students who have not attended GCCC for three years or longer will be required to submit a new Application for Admission. Official transcripts of all college credits earned since last attendance for "degree-seeking" students must be

mailed to the Admissions Office.

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

### HIGH SCHOOL STUDENTS

High school sophomore, junior and senior students, including home-study program students, may enroll concurrently in college courses with written permission of their high school principal 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 younger than high school sophomores enrolled in a recognized gifted program may enroll in college courses. **Written permission of their school principal and a copy of the student's Individual Education Plan (IEP)** must be on file in the college Registrar's Office for college credit to be granted. The IEP must be renewed each academic year.

### TRANSFER STUDENTS

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

Students on academic probation at their former colleges or with transfer cumulative grade point averages below 2.0 will be admitted on probation to GCCC. Students on academic dismissal at the last college of attendance must petition for a hearing before the Academic Review Committee before they may be admitted to GCCC. If admitted by the committee, they will be placed on probationary status until their grade point average meets regular college standards as outlined in the Academic Probation/Dismissal section of this catalog.

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

## Transfer Credit Policy

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

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

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

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

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

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

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

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

- Nancy Unruh, Registrar, [nancy.unruh@gcccks.edu](mailto:nancy.unruh@gcccks.edu), (620) 276-9571
- Ryan Ruda, Vice President for Student Services and Athletics, [ryan.ruda@gcccks.edu](mailto:ryan.ruda@gcccks.edu), (620) 276-9597
- Colin Lamb, Assistant Vice President for Student Services and Athletics, [colin.lamb@gcccks.edu](mailto:colin.lamb@gcccks.edu), (620) 276-9595

### OUT-OF-STATE STUDENTS

#### Residency Defined

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

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

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

After a student has continuously resided in Kansas for six

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

The responsibility of enrolling under proper residence classification for tuition purposes is that of the student. If there is any question of residency classification, as regulated by the Kansas Board of Regents, the student must raise the question to the Registrar **prior to the first day of classes of any given semester**. If a student enrolls **incorrectly** as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be **required** for all terms during which the student was incorrectly registered.

A student who is classified as a non-resident for tuition purposes when enrolling and who disagrees with that classification shall be entitled to an appeal, provided that a written appeal is filed with the Registrar within 10 days from the date of the enrollment. A student who is classified as a resident for tuition purposes at the time of enrollment and who subsequently is reclassified as a non-resident for such purposes and who disagrees with that reclassification may make an appeal provided that a written appeal is filed with the Registrar within 10 days of notification of reclassification. The payment of tuition **in full** as originally assessed shall be a **condition to the right to appeal** from residency classification or reclassification. **If a student fails to file an appeal in the allocated time and manner stated above, the classification or reclassification determined by the Registrar shall, upon expiration of the appeal period, become final.**

### INTERNATIONAL STUDENTS

GCCC encourages enrollment of qualified international students as a means of enriching the campus environment. International students who wish to attend must follow procedures outlined in this section in order to meet admission requirements.

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 regular student application for admission is required.

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, the GCCC international student application fee of \$150, and all required documents listed below be on file by the following dates:

Fall Semester (August): July 1

Spring Semester (January): November 1

Summer Session (June): April 1

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

**1. Proof of English Proficiency:** Students whose first language is not English must provide proof of English language proficiency by completing the TOEFL (Test of English as a Foreign Language) and submitting an official score report. A minimum score of 500 (paper) or 61 (ibt) is required for admission to GCCC.

**2. Proof of 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. GCCC also requires official transcripts from all colleges or universities attended. Please Note: All foreign academic documentation must be evaluated by a transcript evaluation service. Below are links to companies that provide course-by-course 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.

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

**3. Proof of Ability to Meet Financial Obligations:**

Applicants must document ability to meet full-year expenses through a combination of bank statements and approved notarized statements of support. Estimated expenses for one academic year (32 credit hours) are as follows:

Tuition @ \$95.00 per credit hour.....	\$3,040
Fees @ \$30.00 per credit hour.....	\$960
Books (estimate for two semesters).....	\$1,100
Room & Board -- West Hall/19 meals.....	\$4,950
Travel/Miscellaneous Supplies .....	\$1,500
Total Cost .....	\$11,550

**4. Verification of approved health insurance including repatriation:** Contact the Admissions Office for more information.

**5. Indication of Living Arrangement Preference:** GCCC Residence Halls or private off-campus housing (an apartment, trailer, etc.)

**6. Personal Health History and Immunization Record:** Applicants must complete the GCCC Health and Immunization Record, which is reviewed by the Student Health Nurse for up-to-date vaccinations and kept on file in the Student Health Office. All international students will be notified of any deficiencies in vaccinations and will be expected to obtain needed vaccinations. All international students will be required to show proof of having obtained a Tuberculin

Skin Test (PPD) in the United States within the last year or obtain one at the Student Health Office for a minimal fee.

**\* International students will be classified as non-residents and will be required to pay international tuition.**

**Please mail complete information to:**

**Director of Admissions  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846**

Before applying for an F-1 visa at the US Embassy, an I-901 application must be completed and the \$200 SEVIS 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.

**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
3. 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 vice president their desire to carry more than 18 hours a semester. Permission to enroll in more than 18 hours per semester may be granted by the appropriate vice president. An average course load for the combined summer sessions is suggested to be no more than 12 hours.

## ENROLLMENT

Enrollment begins well in advance of the beginning of each semester and summer session. Currently enrolled

students are given the opportunity to select classes before enrollment is opened to new students. Early enrollment is highly recommended for students to secure a satisfactory class schedule. Late enrollment may cause scheduling difficulties because of closed classes. Early enrollment for the summer and fall semesters begins in April. Enrollment for the spring semester begins in November. Exact dates for the start of these enrollment periods are listed in the calendar located in the front of this catalog, in the Student Handbook and on the College web site.

## PLACEMENT ASSESSMENT

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

## ADVISEMENT

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

## STUDENT CLASSIFICATION

- **Full-time**—Students carrying 12 or more semester credit hours.
- **Part-time**—Students carrying fewer than 12 semester credit hours.
- **Special**—Students pursuing high school graduation requirements and concurrently enrolled in college classes.
- **Freshman**—Students with fewer than 32 semester credit hours completed.
- **Sophomore**—Students with at least 32 semester credit hours completed.
- **Non-degree Seeking**—Students not pursuing a degree or certificate from GCCC.

- **Probationary**-Students entering from non-accredited high schools or transferring from non-regionally accredited universities/colleges and have not successfully completed the “ability to benefit” assessment. (Upon successful completion of 12 credit hours at GCCC, classification will be re-evaluated.)

## COURSE NUMBERS

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

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

## IDENTIFICATION CARDS

During enrollment periods, the college will issue (or update) a photo identification card for all students. Upon payment of fees, the I.D. card will be validated for the semester. The cards are available in the 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 early enroll, or who enrolled but did not pay fees prior to the fee payment deadlines, must come to campus for final registration.

## DEADLINES

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

## ADD/DROP PROCEDURES

Once a student has completed registration, the only way to modify the class schedule is through the add/drop procedures (Change of Schedule form) adopted by the college. Any student who wishes to modify his/her schedule should immediately go to the Registrar’s Office for instructions.

## ADDING CLASSES

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

**After the fifth (5th) day** of the semester, in addition to the advisor’s signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar’s Office. In addition, after the published 20<sup>th</sup> day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the appropriate vice president 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 (5<sup>th</sup>) day** of the semester, in addition to the advisor’s signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar’s Office. **In addition, if the student is receiving a scholarship from any GCCC organization or team and/or is receiving financial aid and the schedule change results in the student’s enrollment dropping below a total of 12 credit hours, the student must also obtain a signature of approval from the coach, organization sponsor and/or Financial Aid Office before turning in**

**the Change of Schedule form to the Registrar's Office.** Courses dropped prior to the published 20<sup>th</sup> day of classes (certification day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student's transcript. After the certification date, officially dropped courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until the published "last date to withdraw." After the last date to withdraw, students who do not officially drop (withdraw) from a class will receive the grade recorded by the instructor. Students may appeal to the Learning Services Committee to receive a withdraw by following these steps:

- a. The student must notify the Vice President for Instructional 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 counselor in the Student and Community Services Center. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving GCCC. Instructors cannot withdraw a student 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 .....\$55 per credit hour  
 Student Fees .....\$30 per credit hour  
 (includes \$9 Technology and \$3 Student Center Fee)

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

Tuition .....\$69 per credit hour  
 Student Fees .....\$30 per credit hour  
 (includes \$9 Technology and \$3 Student Center Fee)

**OUT-OF-STATE RESIDENCY STATUS**

Tuition .....\$74 per credit hour  
 Student Fees .....\$30 per credit hour  
 (includes \$9 Technology and \$3 Student Center Fee)

**INTERNATIONAL STUDENT RESIDENCY STATUS**

Tuition .....\$92 per credit hour  
 Student Fees .....\$30 per credit hour  
 (includes \$9 Technology and \$3 Student Center Fee)

**\*SPECIAL FEES**

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

Various Credit by Examination programs require a processing fee for the credits to be placed on the student's transcript. Students will be notified of this charge at the time of award. \*Tuition and fees are subject to change.

**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. 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.

### 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](http://www.edukan.org) for exact dates.
- **Workshops and Seminar Refunds**  
For Business and Industry Institute (B&I), Continuing Education and Community Services (CECS) classes and American Management Association Extension Institute (AMA) classes, refer to brochures for refund policy and times periods.

## REFUND APPEAL PROCEDURE

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

## 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 three different meal plans (19 or 15 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 \$500 per semester for textbooks. Textbooks may be purchased at the Bronbuster Bookstore, located in the Beth Tedrow Student Center. Students with financial aid in place at the beginning of each semester may purchase books with a book voucher issued by the Business Office.

## TRANSCRIPT FEES

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

## RETURNED CHECK POLICY

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

# FINANCIAL AID

## GOAL & PHILOSOPHY

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

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

## SERVICES

The Financial Aid Office is committed to helping Garden City Community College students reach their educational goals. Students may contact the office for answers to questions about applying for aid, receiving aid, and transferring aid to another college. For specific information, contact the Financial Aid Office at (620) 276-9519.

## APPLICATION PROCESS

To apply for Federal Student Financial Aid, students must submit the Free Application for Federal Student Aid (FAFSA). 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.

## 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. **Garden City Community College also provides work-study opportunities to students who do not demonstrate financial need.**
- **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.

# ACADEMIC & STUDENT POLICIES AND PROCEDURES

## 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 Saffell Library.

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

### **Advanced Placement (AP) and CLEP Examinations**

Credit will be granted for students presenting scores of 3, 4 or 5 on the College Entrance Examination Board Advanced Placement Tests (CEEB-AP) and scores at or above 55% on the College Level Examination Program (CLEP) Subject Examinations. 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 Science exams will not satisfy laboratory science requirements. For specific information, contact the counselors (located in the Student and Community Services Center).

### **Competency-Based Credits**

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

### **Departmental Course Challenges**

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

A student wishing to apply for credit by examination in courses **not available** through CLEP, should petition the director of the college division where the course is offered. If permission is granted, the director or his/her designee will administer a comprehensive final examination for that class. If the student passes the examination with a grade of "C" or better, the division director and 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 the COMPASS Assessment competent math skills equivalent to Algebra I, Algebra II, and Geometry and communication skills which demonstrate competency for enrollment in English Composition I.
- In programs where mechanical ability is necessary, students may be required to take a mechanical ability test.
- Applicants may be required to participate in an interview as part of the application process.
- Applicants will be notified in writing of admission acceptance/denial.

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

1. Kansas community colleges will accept all Kansas Board of Regents approved postsecondary area technical colleges/schools program credits for evaluation and transfer as credit toward the Associate in Applied Science degree.
2. Former students of Kansas area vocational-technical schools must be enrolled in the community college and

successfully complete 12 hours with the community college before the evaluated hours will be recorded on the college transcript.

3. All Kansas area technical college/school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
4. Credit hour conversion of courses completed in the Kansas technical colleges/schools are based on the same requirements Kansas community colleges currently use in determining credit hours for a course.
  - a. 750 minutes lecture      1 credit hour
  - b. 1,350 minutes lab      1 credit hour
 These are minimum requirements and may be exceeded.
5. Not more than 75 percent of the Associate in Applied Science degree credit hours shall be in the technical area. At least 25 percent of the total program hours shall be in the general education area. Students must, in addition, meet the graduation requirements for the Associate in Applied Science degree for the individual community college. (KSBE-1987)

### **Completed Technical Programs**

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

### **Correspondence Study Credits**

Correspondence Study courses will be accepted for equivalent GCCC courses provided they were received from regionally accredited study programs. Such course work in Kansas is provided through the University of Kansas Division of Continuing Education. Enrollment in and completion of all correspondence classes is handled through this K.U. Division. Transcripts of all completed course work should be requested and sent to GCCC’s Admissions Office. Enrollment forms and additional information are available from the counselors (located in the Student and Community Services Center).

### **Other External Credits**

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

## **ATTENDANCE**

### **Attendance Guidelines:**

1. Attendance at Garden City Community College is mandatory.
2. The student is responsible for contacting each of his or her instructors regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor.

### **Personal Absence Policy:**

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

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

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
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 vice president. The academic calendar for the entire year is printed in the calendar section of this catalog as well as in each semester’s Schedule of Courses. Students should refer to the schedule **prior** to making travel arrangements so that there will be **no** conflict with the final examinations schedule.

## GRADING SYSTEM

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

GRADE	GRADE POINTS PER HOUR
A (Excellent)	4
B (Good)	3
C (Average)	2
D (Poor, but passing)	1
F (Failing)	0
P (Passing - Credit only, not computed in GPA)	0
I (Incomplete)	0
W (Withdrawn)	0
CR (Credit only, not computed in GPA)	0
AU (Audit - no credit, no grade)	0
XF (Failed due to academic dishonesty)	0

## CREDIT/PASS GRADES

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

## PASS/FAIL POLICY

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

The following conditions apply to students choosing this option:

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

**Note:** Some university/college scholarship committees and honor societies do not accept the Pass/Fail grading system when computing grade point averages and may convert grades of “P” and “CR” to a letter grade of “C” or in some other way penalize the student. Students planning to seek admission to a professional school, i.e., medical, veterinary medicine, physical therapy, etc. should contact potential universities for the specific policy regarding pass/fail and credit by examination acceptances.

## POSTING GRADES

The public posting of grades, either by student name, institutional student identification number, or social security number is a violation of Federal Education Rights and Privacy Act (FERPA) and is restricted by the college. Even with names obscured, numeric student identifier numbers are considered personally identifiable information.

The student may obtain the grade for a particular course by individual discussion with the instructor; via 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.

## 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 vice president. The student will receive a copy of the grade change form as notification that the process has been completed.

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

## ACADEMIC PROBATION/DISMISSAL

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

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

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

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

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

1. A letter of appeal must be submitted to the Director of Admissions stating reasons for dismissal and conditions that indicate a plan of improve-

ment.

2. Three letters of recommendation must be mailed directly to the Director of Admissions. Two of the three letters **MUST** come from the following sources:
  - a.) Work Supervisor(s)
  - b.) College Faculty or Staff
  - c.) Counselor
3. College transcript(s) must be submitted to the Director of Admissions.

The items listed above must be in the office of the Director of Admissions by the deadline date specified in the Academic Probation/Dismissal letter. Dishonesty on any of the materials submitted to the Review Committee is considered grounds for denial of readmission to the college. The Academic Review Committee will schedule a hearing and notify the student of the hearing date, time, and place. The student must be present at such hearing. The Committee shall either (1) readmit (admit) the student and allow him/her to enroll in the upcoming session or (2) deny the student's request to be readmitted. A student's failure to appear at the hearing waives the student's right to appeal for that appeal session.

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

Students whose appeals of dismissal are denied by the Academic Review Committee may appeal directly to the President of the College or his/her designee. Such appeals must be made in writing to the Office of the Vice President of Student Services within one working day following denial by the Committee. Dispositions 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 deadline date specified for the semester in which the student wishes to enroll. The student seeking readmission to the College at a future date is solely responsible for knowing and meeting deadlines for the subsequent appeal.

Students transferring from another college are reminded that enrollment is not official until all records are complete

and in the Admissions Office.

## ACADEMIC RENEWAL

The college permits students to petition for academic renewal on one semester's course work completed at least five years prior to current enrollment. A student eligible for consideration may apply for Academic Renewal by petitioning the Registrar's Office according to the following guidelines:

1. Course work at Garden City Community College must have been taken five or more years prior to petitioning for renewal. **None** of the credits completed in the semester for which renewal is petitioned will count toward a degree.
2. At the time of petitioning for Academic Renewal, the student must have completed a minimum of 12 credit hours within the previous two years with an earned GPA of at least 2.0 at GCCC.
3. A petition for Academic Renewal will not be considered if a degree has been earned subsequent to the semester in question.
4. All course work will continue to appear on the transcript but the grades earned in the renewal semester will not be included in the student's GCCC cumulative GPA.
5. This policy refers to GCCC only. A student transferring from or to another institution will have to follow the other institution's policy.
6. Academic Renewal will be granted for only one semester.
7. Granting of Academic Renewal does not affect or alter a student's record for financial aid awards or for athletic eligibility.

## HONORS RECOGNITION

Outstanding scholastic work is recognized at the end of each semester through issuance of a President's Honor Roll, which lists names of those who have earned a 4.0 grade point average for that semester. The 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. 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 institu-

tion they plan to enter. **Official transcripts received from other institutions cannot be released to any individual or institution.** Transcripts will be sent by Federal Express only if an authorized account number is provided or if payment is made in advance to cover each transcript fee and actual express/shipping costs. Transcripts issued to the student will be marked "Issued to Student" and are not considered to be official transcripts.

## RECORDS ON HOLD

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

## STUDENT RECORDS

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

Students will be granted access to their personal college records within a period of 45 days after the request has been made. No records pertaining to the student shall be removed from the office where the records are maintained.

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

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

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



## STUDENT PRIVACY RIGHTS

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

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

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

Students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation have not proved

satisfactory. Complaints should be addressed to: Director, Family Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

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

## SENIOR CITIZENS

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

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

## VERIFICATION OF ENROLLMENT

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

## STUDENT CONDUCT

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

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

Discipline is the responsibility of the Vice President of Student Services. Cases involving minor infractions of normal discipline are 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 addition to campus police, city, county and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety.

## COLLEGE DISCIPLINARY PROCESS

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

The main objectives of the disciplinary process are to protect members of the campus community from harm due

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

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

### IMPLEMENTATION OF DISCIPLINARY PROCESS

The Vice President of Student Services will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the 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 of Student Services calls for the student to be expelled or penalized, the student will be informed in writing with a statement of the action taken by the vice president to the College Disciplinary Review Board. **This appeal must be made in writing to the Vice President of Student Services within 48 hours after the original decision has been made.**

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

### COLLEGE DISCIPLINARY REVIEW

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

At this appeal hearing, the Chair of the Board shall give both the student and the Vice President of Student Services, or his/her designee, an opportunity to testify. Both may bring witnesses to the hearing. Witnesses will be limited to 5 unless prior approval is granted by the Vice President of Student Services. Each witness will be afforded a maximum of 5 minutes of testimony. After the witnesses have been heard, members of the Board may ask questions of the student who has had disciplinary action taken against him/her, the 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 of 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:
  - a. Short-term suspension – Suspension from at least one regular season athletic contest.
  - b. Long-term suspension – Suspension from at least 20% of the regular season athletic contests, up to the entire season with forfeiture of any future athletic scholarship at GCCC.
  - c. Expulsion – Elimination from participation in all athletic activities while enrolled at GCCC. The athletic scholarship will also be forfeited for the remaining enrollment at GCCC.

An individual charged with a criminal offense such as stealing, assault, battery, forgery, etc. may receive a minimum punishment of a long-term suspension.

### **ATHLETIC DEPARTMENT DISCIPLINARY PROCESS**

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

departmental rules and regulations.

### **IMPLEMENTATION OF DISCIPLINARY PROCESS**

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

The Committee will consist of the following members:

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

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

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

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

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

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

### **ACADEMIC ETHICS**

GCCC assumes that all students are enrolled to learn, and expects each individual to function as an ethical student. Integrity in the classroom is expected. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course. A violation of academic integrity includes:

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

## ACADEMIC DISHONESTY POLICY

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

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

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

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

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

## GRADE APPEALS PROCESS

Students wishing to appeal a grade received should first meet with the instructor who issued the grade. If the student does not feel that the matter was resolved satisfactorily, the student may consult with the appropriate division chair in an attempt to resolve the matter. If the student still feels that the grade is in error, he/she may request a meeting with the 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 or reprisal, abuse or other form of discouragement by the staff, faculty or administration. Such unfair practice may be registered by the student informally as an oral complaint (a recommended first step), or officially filed in writing.

The College encourages the resolution of all complaints through the most informal means and at the lowest possible

administrative level. Whenever a complaint is made directly to the Board of Trustees as a whole or to a Board member as an individual, it will be referred to the administration for study and possible resolution.

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

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

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

## CAMPUS ENVIRONMENT/ OFFICIAL COMPLIANCE

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

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment 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 of 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 of Student Services and Athletics, 620-276-9597 or ryan.ruda@gccc.edu and office located in the Student

and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Cricket Turley, Director of Human Resources, 620-276-9574 or [cricket.turley@gcccks.edu](mailto:cricket.turley@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](mailto: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](http://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 2007, 2008, 2009 and 2010 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 24%. The persistence rate accounted for 58% of the four-year cohort groups. (2013-14 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 of Student Services Office located in the Student and Community Services Center.

## STATEMENTS OF NON-DISCRIMINATION/ EQUAL OPPORTUNITY

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

### ADA/EQUAL ACCESS

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, (620) 276-9638 located in the Student and Community Services Center. Accommodations forms are available in the Accommodations Office.

## STUDENT ASSISTANCE & SERVICES

### STUDENT SERVICES

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

Students are encouraged to visit the Student Services Offices for counseling or consultation concerning any questions, concerns or problems. The Vice President of Student Services, the Financial Aid Offices, Counseling and Advising, the TRiO Programs - Student Support Services (SSS), and the Admissions and the Records Offices are located in the Student and Community Services Center. The College Health Nurse, Activities Coordinator, and Residential Life Offices are located in the Beth Tedrow Student Center. The Assessment and Testing Center is located in the Saffell Library.

### SALMANS ADVISING CENTER

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

### ACCOMMODATION SERVICES

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

### ASSESSMENT AND TESTING PROGRAM

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

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

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

### BOOKS/SUPPLIES

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

## **BUSTERWEB**

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

## **CAMPUS 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. This is a short list of services campus police offer.

## **COMPREHENSIVE LEARNING CENTER**

The Mary Jo Williams Comprehensive Learning Center (CLC) exists to assess, support and enhance the academic achievement of those it serves. Staffed by a team of professional educators, paraprofessionals, peer tutors and volunteers, the learning environment is friendly and supportive. Free assistance is available by appointment or on a walk-in basis to students wishing help in study skills, reading, math, writing, science, English as a Second Language, and most other curriculum areas.

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

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

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

## **COUNSELING/CAREER RESOURCE CENTER**

Licensed professional counselors are available for educational, occupational and personal counseling. Students may see a counselor by appointment or on a walk-in basis. The Counseling/Career Resources Center, located in the Student and Community Services Center, has many resources available. Students who are undecided about the career they would like to pursue may benefit from using the Career Resource Center. The Career Center administers computerized interest and personality assessments such as DISCOVER, Strong Interest Inventory and Myers-Briggs Type Indicator. These inventories can help expand a person's knowledge of his/her self, generate appropriate ideas about career choices and

offer possibilities that match his/her interests. To supplement these career guidance tools, the Career Resource Center provides detailed career information, catalogs from other colleges, and Internet access to career and college transfer information. In addition, assistance is available for students to create resumes, cover letters and thank-you letters.

## **HEALTH SERVICES**

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

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

## **HEALTH AND HOSPITAL PROTECTION**

The college does not offer a student health insurance program. Students who do not have health and hospitalization protection covered by their parents, spouses or employers are responsible for their own health insurance coverage, and the college assumes no responsibility for health insurance plans. Information on individual student health insurance plans is available from the Student Health Nurse and on the college website ([www.gcccks.edu](http://www.gcccks.edu)) listed under Student Health.

## **ON-CAMPUS HOUSING**

On-campus living facilities for 304 students provide a living/learning environment which is part of the college. All students who need to locate housing in order to attend the college should contact the Residential Life Office for full information concerning on-campus availability.

## **RESIDENCE HALL APPLICATION**

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

## **RESIDENCE POLICIES**

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

## OFF-CAMPUS HOUSING

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

## MEAL PLANS

Several meal ticket plans are available to off-campus students desiring to eat their meals in the cafeteria. Interested students should contact the Food Service Director (located in the cafeteria or the Residential Life office) for hours of operation, meal prices and plans available.

## THOMAS F. SAFFELL LIBRARY

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

The library staff offers formal and informal instruction for using information resources effectively, efficiently and ethically. Study facilities include study tables, individual study carrels, rooms for individual and group study, and comfortable lounge chairs and couches for general reading. There are over 40 public computer terminals for use in web-based research, word processing and email. Also located in the building are the **Mary Jo Williams Comprehensive Learning Center** and the **Mary Jo Williams Assessment Center**. For library hours and additional information please refer to the website [www.gcccks.edu/library/saffell/](http://www.gcccks.edu/library/saffell/)

## BETH G. TEDROW STUDENT CENTER

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

Students, employees and community members are encouraged to visit the Center, to meet with friends, watch TV and movies, and to participate in activities such as billiards, ping-pong, darts, foosball, video games, etc. In addition to the indoor attractions, basketball, sand volleyball, the first

hole of the 18-hole Frisbee golf course, and horseshoes areas are located on the west side of the Center. Student activity fees help fund the Center.

## ORIENTATION

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

## STUDENT EMPLOYMENT OPPORTUNITIES

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

Off-campus employment opportunities are listed through the Counseling/Career Resources Center located in the Student and Community Services Center. Students seeking employment can receive assistance in learning about 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. The GCCC TRiO/ Educational Talent Search program began serving students in 1998.

### TRiO/Educational Talent Search (ETS)

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

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

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

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

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

### TRiO/Student Support Services

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

SSS Participants are provided with academic, career, personal, transfer, and financial aid/budgeting counseling. The SSS participant works with the SSS staff to develop a Personal Success Plan for each semester to assure the student has a viable plan to meet their academic and personal goals. SSS Participants are provided with the opportunity to participate in cultural activities both on and off campus. SSS participants can select a four year university to visit in Kansas. Campus visits assist SSS participants to make plans to transfer to a four year school to complete a Bachelors degree. SSS has a textbook loan program for participants. SSS also provides basic school supplies to assure success in the participants course work. SSS tutors and paraprofessionals are available to assist participants to succeed in their coursework. Award recognition events are held twice a year to celebrate SSS Participants success and achievements. Social events are held throughout the year to help foster relationships between SSS participants and GCCC Faculty and Staff. If you are a student from a low income or first generation background or student with a disability, please contact 620-275-3268 for additional information about becoming a participant in Student Support Services. Our offices are located on the first floor of the Student and Community Services Center.

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

### **VETERAN'S SERVICE**

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

Registrar's Office 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, and rodeo for men, and volleyball, basketball, rodeo, soccer, softball, cross country and track and field for women. The college is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association.

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

### ATHLETIC TRAINERS

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

### BAND/INSTRUMENTAL MUSIC

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

### DECA (DISTRIBUTIVE EDUCATION CLUBS OF AMERICA)

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

### FORENSICS CLUB

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

### HALO

The Hispanic American Leadership Organization (HALO) is organized for the purpose of promoting cooperation between students of various ethnic groups and to sponsor awareness programs that involve all students

in activities and social functions. Membership is open to any student.

### **INTRAMURALS**

An intramural athletic program is available for students who wish to participate. The program, operated by the Division of Health, Physical Education, Recreation and Athletics, offers various activities including basketball, dodge ball, sand volleyball, wallyball, volleyball, basketball, flag football, racquetball, softball, tennis, ultimate Frisbee, etc. Student interest may provide for additional activities.

### **KANSAS STUDENT NATIONAL EDUCATION ASSOCIATION**

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

### **LECTURE SERIES**

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

### **NEWMAN CLUB**

The Catholic College student organization's primary purpose is to help develop the religious and intellectual life of the college student. The club is open to all interested students and provides not only theological and religious sessions, but also social activities. The organization also has several service projects throughout the year and interested members attend the KCCSC (Kansas Catholic College Student Convention).

### **PHI THETA KAPPA**

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

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

**PROGRAMS**

**Adult Basic Education**

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

**General Education Development (GED)**

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

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

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

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

ESL classes are offered at both sites. Beginning level classes are conducted mornings and evenings at the Student and Community Services Center and at the East Garden Village classroom. Intermediate levels are conducted mornings and evenings on the GCCC campus.

**Project Destiny**

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

Spanish. They are offered in Garden City, Scott City, Lakin, Syracuse and Ulysses.

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

**OUTREACH OPPORTUNITIES**

GCCC offers college credit courses 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 620-276-0441 to request class information and to obtain names and local phone numbers of community coordinators.

With access to a state-of-the-art interactive television classroom on the main campus, the college now broadcasts classes to the outreach communities enabling the college to offer courses to small groups of students. 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 infor-

# DEGREES, CERTIFICATES & GRADUATION REQUIREMENTS

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

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

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

## DEGREES

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 31-44.

All graduating students are required to complete an outcomes assessment for degree completion. 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 - Int. English
- MATH-006 - Beginning Algebra
- READ-092 - Reading Improvement I

## PERSONAL AND CAREER DEVELOPMENT REQUIREMENT

To meet graduation requirements for all associate degrees, a student must complete College Success (PCDE-101) for 1 credit hour. This requirement may be waived for students that have completed at least 20 credit hours after graduation from high school and prior to their initial enrollment at GCCC.

## WAIVER AND SUBSTITUTION FOR GENERAL EDUCATION REQUIREMENTS

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

The Vice President of 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 Saturday prior to the final examination period in May. Graduating students who do not plan to participate in the Commencement exercises should indicate this choice on the Application for Gradua-

tion. 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.

## TRANSFER OF CREDIT

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

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

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

## TRANSFER AGREEMENT AND ARTICULATION GUIDE

### Kansas Public Community Colleges - Kansas Regents Universities

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

Though the following distribution of courses does not necessarily correspond to the general education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities. A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 will be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional

semester(s). Students may contact the Counseling and Advising 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).**

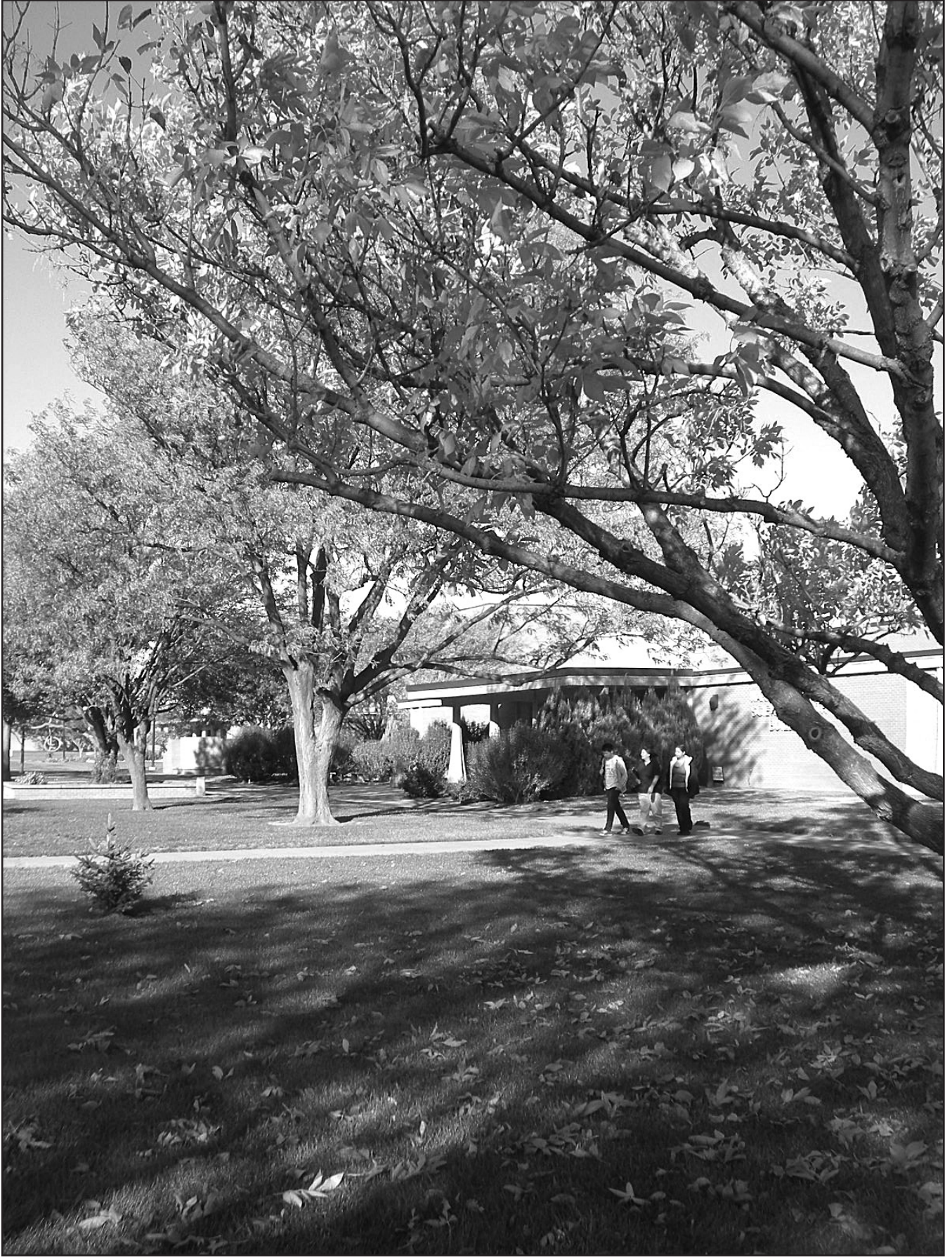
Transcripts of students fulfilling the requirements of this agreement will be appropriately coded by the sending institution.

**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 Practical Nursing, Welding, Automotive and Cosmetology must apply for graduation to receive their certificates. They may also participate in and be recognized during the graduation ceremonies. Students can refer to the Application for Graduation and Graduation Exercises sections for additional information.









# ASSOCIATE IN ARTS (AA) DEGREE Requirements

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

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 Arts 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 9 Hours

All completed with grade of C or better:

_____ ENGL	101	English I	3
_____ ENGL	102	English II	3
_____ SPCH	111	Public Speaking	3

### II. MATHEMATICS and NATURAL SCIENCES 8 Hours

Minimum one mathematics course:

1. _____ MATH	108	College Algebra	3
_____ MATH	109	Plane Trigonometry	3
_____ MATH	110	Fund of Statistics	3
_____ MATH	111	Precalculus w/Trigon	5
_____ MATH	120	Precalculus	3
_____ MATH	121	Fund of Calculus	3
_____ MATH	122	Calc & Analy Geom I	5
_____ MATH	123	Calc & Analy Geom II	5
_____ MATH	205	Calc & Analy Geom III	5
_____ MATH	206	Differential Equations	3

Minimum one lab 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	212	Anatomy & Physiol II	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	205	Physical Geology	5
_____ PHYS	205	General Physics I	5
_____ PHYS	207	Engineering Physics I	5

Eligible non-lab science courses:

3. _____ PHSC	106	Descriptive Astronomy	3
_____ PHSC	205	Physical Geology	3
_____ PHYS	106	Descriptive Physics	3

### III. SOCIAL SCIENCES 9 Hours

_____ PSYC	101	General Psychology	3
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And two additional courses from two areas:

1. _____ ECON	111	Economics: Macro	3
_____ ECON	112	Economics: Micro	3
2. _____ GEOG	101	World Geography	3
3. _____ POLS	104	Intro to Political Science	3
_____ POLS	105	American Government	3
4. _____ PSYC	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 9 Hours

No more than one course per area:

1. _____ ARTS	120	Art Appreciation	3
_____ ARTS	121	History of World Art	3

2. _____ DRAM	120	Intro Dram Hist & Lit I	3
_____ DRAM	150	Intro to Theatre	3
3. _____ HIST	101	Survey of Civilization I	3
_____ HIST	102	Survey of Civilization II	3
_____ HIST	103	Amer History to 1865	3
_____ HIST	104	Amer Hist Since 1865	3
4. _____ LITR	210	Intro to Literature	3
_____ LITR	212	English Literature I	3
_____ LITR	213	English Literature II	3
_____ LITR	215	Amer Literature I	3
_____ LITR	216	Amer Literature II	3
_____ LITR	230	Unders Old Testament	3
_____ LITR	231	Unders New Testament	3
_____ LITR	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. 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

### VI. PERSONAL and CAREER DEVELOPMENT 1 Hour

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

_____ PCDE	101	College Success	1
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### VII. ELECTIVES OR MAJOR COURSES 26 Hours

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

### VIII. OTHER

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

### IX. DISTRIBUTION OF CREDIT HOURS

Required General Education:	38 Hrs / Total General Ed Hrs	_____
Additional Courses Needed:	26 Hrs / Major or Elective Hrs	_____
Minimum Graduation:	64 Hrs / Total Hrs	_____



# ASSOCIATE IN SCIENCE (AS) DEGREE

## Requirements

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

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 Science 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** **9 Hours**

All completed with grade of C or better:

___	ENGL	101	English I	3
___	ENGL	102	English II	3
___	SPCH	111	Public Speaking	3

**II. MATHEMATICS and NATURAL SCIENCES** **11 Hours**

Minimum one mathematics course:

1.	___	MATH	108	College Algebra	3
	___	MATH	109	Plane Trigonometry	3
	___	MATH	110	Fund of Statistics	3
	___	MATH	111	Precalculus w/Trigon	5
	___	MATH	120	Precalculus	3
	___	MATH	121	Fund of Calculus	3
	___	MATH	122	Calc & Analy Geom I	5
	___	MATH	123	Calc & Analy Geom II	5
	___	MATH	205	Calc & Analy Geom III	5
	___	MATH	206	Differential Equations	3

Minimum one lab 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	212	Anatomy & Physiol II	4
	___	BIOL	213	Microbiology	5
	___	CHEM	105	General Chemistry	5
	___	CHEM	108	Chem for Health Servs	5
	___	CHEM	109	College Chemistry I	5
	___	CHEM	110	College Chemistry II	5
	___	PHSC	105	General Physical Sci	5
	___	PHSC	205	Physical Geology	5
	___	PHYS	205	General Physics I	5
	___	PHYS	206	General Physics II	5
	___	PHYS	207	Engineering Physics I	5
	___	PHYS	208	Engineering Physics II	5

Eligible non-lab science courses:

3.	___	PHSC	106	Descriptive Astronomy	3
	___	PHSC	205	Physical Geology	3
	___	PHYS	106	Descriptive Physics	3

**III. SOCIAL SCIENCES** **6 Hours**

\_\_\_ PSYC 101 General Psychology 3

And one additional course:

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

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

No more than one course per area:

1.	___	ARTS	120	Art Appreciation	3
	___	ARTS	121	History of World Art	3

2.	___	DRAM	120	Intro Dram Hist & Lit I	3
	___	DRAM	150	Intro to Theatre	3
3.	___	HIST	101	Survey of Civilization I	3
	___	HIST	102	Survey of Civilization II	3
	___	HIST	103	Amer History to 1865	3
	___	HIST	104	Amer Hist Since 1865	3
4.	___	LITR	210	Intro to Literature	3
	___	LITR	212	English Literature I	3
	___	LITR	213	English Literature II	3
	___	LITR	215	Amer Literature I	3
	___	LITR	216	Amer Literature II	3
	___	LITR	230	Unders Old Testament	3
	___	LITR	231	Unders New Testament	3
	___	LITR	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. 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

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

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

___	PCDE	101	College Success	1
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**VII. ELECTIVES OR MAJOR COURSES** **29 Hours**

___	___	___	___	___
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___	___	___	___	___
___	___	___	___	___
___	___	___	___	___
___	___	___	___	___

**VIII. OTHER**

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

**IX. DISTRIBUTION OF CREDIT HOURS**

Required General Education:	35 Hrs / Total General Ed Hrs	___
Additional Courses Needed:	29 Hrs / Major or Elective Hrs	___
Minimum Graduation:	64 Hrs / Total Hrs	___



# ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

## Requirements

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

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

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

**I. COMMUNICATIONS 6 Hours**

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

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

Minimum one mathematics course:					
1.	_____	MATH	105	College Math	3
	_____	MATH	107R	Intermediate Algebra w/Rev	4
	_____	MATH	107	Intermediate Algebra	3
	_____	MATH	108	College Algebra	3
	_____	MATH	109	Plane Trigonometry	3
	_____	MATH	110	Fund of Statistics	3
	_____	MATH	_____	_____	_____
Minimum one science course:					
2.	_____	BIOL	105	Principle of Biology	5
	_____	BIOL	109	Intro to Ecology	5
	_____	BIOL	205	General Zoology	5
	_____	BIOL	206	General Botany	5
	_____	BIOL	210	Anatomy & Physiology	5
	_____	BIOL	211	Anatomy & Physiol I	4
	_____	BIOL	213	Microbiology	5
	_____	CHEM	105	General Chemistry	5
	_____	CHEM	108	Chem for Health Servs	5
	_____	CHEM	109	College Chemistry I	5
	_____	PHSC	105	General Physical Sci	5
	_____	PHSC	106	Descriptive Astronomy	3
	_____	PHSC	110	Understanding Weather	3
	_____	PHSC	120	Intro to Forensic Science	3
	_____	PHSC	205	Physical Geology	3
	_____	PHSC	205	Physical Geology	5
	_____	PHYS	106	Descriptive Physics	3
	_____	PHYS	205	General Physics I	5
	_____	PHYS	207	Engineering Physics I	5

**III. SOCIAL SCIENCES 6 Hours**

No more than one course per area:					
1.	_____	ECON	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	216	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) 9 Hours**

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

**VI. PHYSICAL FITNESS 2 Hours**

Excludes athletic participation courses:					
_____	_____	HPER	119	Physical Fitness I	1
_____	_____	HPER	120	Physical Fitness II	1
_____	_____	HPER	121	Lifetime Fitness	2
_____	_____	HPER	_____	_____	1
_____	_____	HPER	_____	_____	1
_____	_____	HPER	_____	_____	2

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

Can be waived upon initial enrollment if student has completed 20 hours since high school graduation:					
_____	_____	PCDE	101	College Success	1

**VIII. ELECTIVES OR MAJOR COURSES 28 Hours**

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

**IX. OTHER**

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

**X. DISTRIBUTION OF CREDIT HOURS**

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



# ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

## Requirements

The Associate in Applied Science degree is specifically designed to prepare students for entry into an occupation or closely related cluster of occupations. The technical courses are complex, rigorous, theory based and successful completion is determined by measured competencies. Although the objective of the AAS degree is to enhance employment opportunities, some baccalaureate degree granting institutions have developed upper-division programs to recognize this degree. Developmental courses 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 Applied Science 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**

No more than one course per area:

1.	_____	ENGL 101	English I	3
	_____	OFAD 206	Business English	3
2.	_____	SPCH 111	Public Speaking	3
	_____	SPCH 113	Interpersonal Comm	3
	_____	BSAD 124	Salesmanship	3
3.	_____	JDAT 111	Applied Communications	3
	_____	BSAD 102	Business Communications	3

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

Minimum one mathematics course (determined by Program):

1.	_____	MATH 105	College Math	3
	_____	MATH 107R	Intermediate Algebra w/Rev	4
	_____	MATH 107	Intermediate Algebra	3
	_____	MATH 108	College Algebra	3
	_____	MATH _____	_____	_____
	_____	JDAT 110	Math Processes for Techs	3

Minimum one science or computer sci (CSCI 102 or above) 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
	_____	CSCI 102	Computer Concepts	3
	_____	CSCI _____	_____	_____

**III. SOCIAL SCIENCES and/or HUMANITIES & FINE ARTS 3 Hours**

_____	ECON 102	Financial Literacy for Life	3
_____	ECON 111	Economics: Macro	3
_____	ECON 112	Economics: Micro	3
_____	GEOG 101	World Geography	3
_____	POLS 104	Intro to Political Science	3
_____	POLS 105	American Government	3
_____	PSYC 101	General Psychology	3
_____	PSYC 104	Social Psychology	3
_____	PSYC 201	Abnormal Psychology	3
_____	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
_____	ARTS 120	Art Appreciation	3
_____	ARTS 121	History of World Art	3
_____	DRAM 120	Intro Dram Hist & Lit I	3
_____	DRAM 150	Intro to Theatre	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
_____	LITR 210	Intro to Literature	3
_____	LITR 212	English Literature I	3
_____	LITR 213	English Literature II	3
_____	LITR 215	Amer Literature I	3
_____	LITR 216	Amer Literature II	3
_____	LITR 230	Unders Old Testament	3
_____	LITR 231	Unders New Testament	3
_____	LITR 253	World Literature & Hum	3
_____	MUSC 106	Today's Music	3
_____	MUSC 108	Music History & Apprec	3
_____	PHIL 101	Intro to Philosophy	3
_____	PHIL 102	Elementary Ethics	3
_____	PHIL 103	Logic: Intro Clear Thinking	3

**IV. 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

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

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

_____	PCDE 101	College Success	1
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**VI. MAJOR SPECIALIZATION and RELATED AREAS 46 Hours**

Contextual courses/competencies determined by Program Director:

_____	_____	_____	_____
_____	_____	_____	_____
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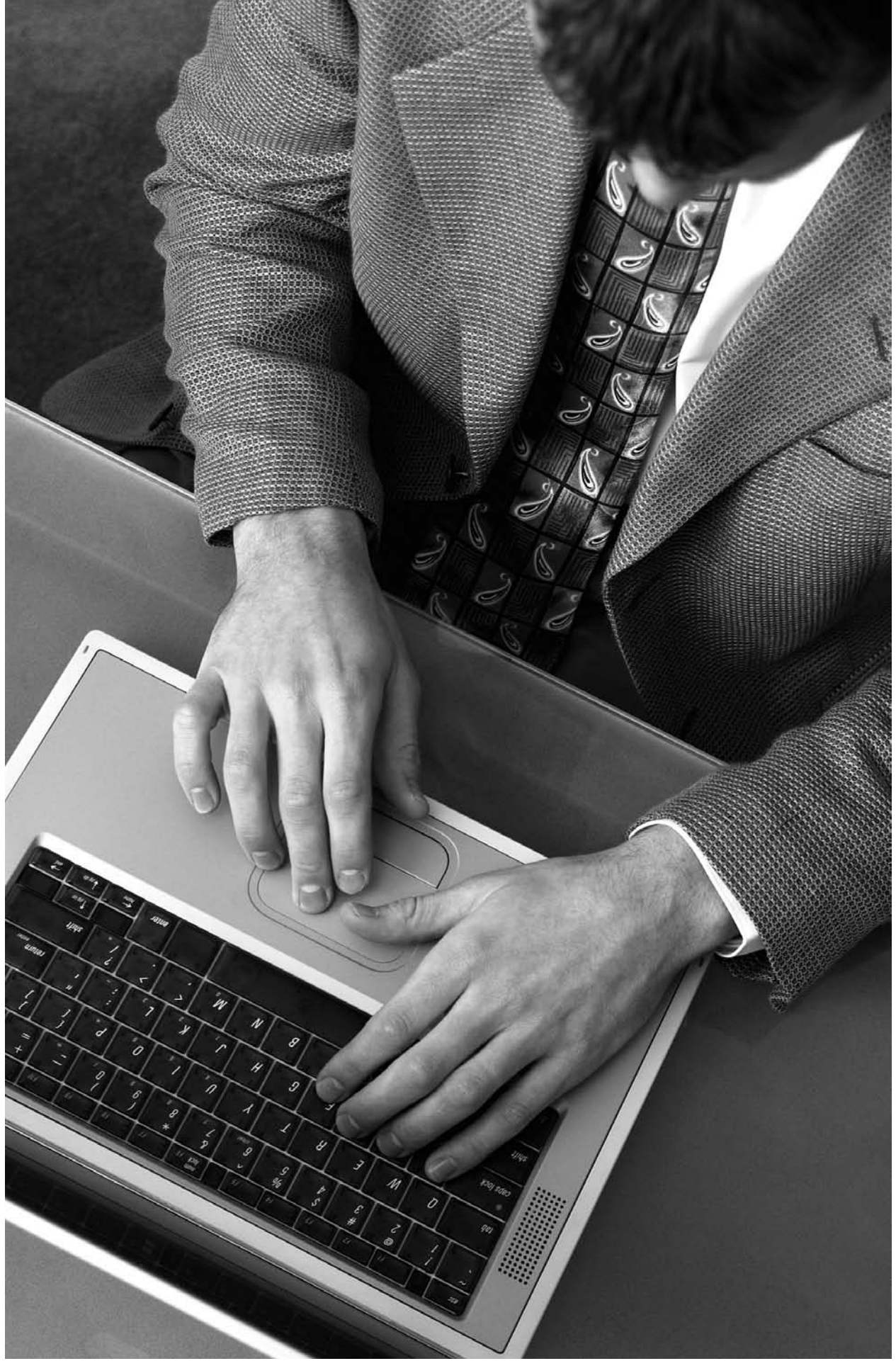
**VII. OTHER**

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

**VIII. DISTRIBUTION OF CREDIT HOURS**

Required General Education:	18 Hrs / Total General Ed Hrs	_____
Additional Courses Needed:	46 Hrs / Major or Related 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.

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

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

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

GCCC offers several 2+2 degrees in business with Fort Hays State University and Kansas 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

### **AS** DEGREE **ACCOUNTING**

**General education requirements 35 hours PLUS**

ACCT-101	Accounting Basics .....	3
CSCI-110	Intro to Computer Applications .....	3
ECON-111	Principles of Econ - Macro.....	3
ACCT-102	Accounting I .....	3
ECON-112	Principles of Econ – Micro.....	3
ACCT-103	Accounting II.....	3
BSAD-102	Business Communication .....	3
CSCI-101	Introduction to MIS .....	3
BSAD-104	Business Law I.....	3
ACCT-202	Managerial Accounting.....	3

### **AS** DEGREE **BUSINESS ADMINISTRATION**

**General education requirements 35 hours PLUS**

BSAD-101	Introduction to Business .....	3
CSCI-110	Introduction to Computer Applications .....	3
ECON-111	Principles of Economics-Macro .....	3
ECON-112	Principles of Economics-Micro .....	3
BSAD-104	Business Law I.....	3
BSAD-122	Management .....	3
BSAD-124	Salesmanship .....	3
BSAD-123	Marketing.....	3
	ACCT102, ACCT103, or 6 hours of technical courses .....	6





## BUSINESS MANAGEMENT/ MARKETING

**General education requirements 18 hours**

**PLUS**

BSAD-101	Introduction to Business .....	3
CSCI-110	Introduction to Computer Concepts .....	3
BSAD122	Management .....	3
BSAD123	Marketing.....	3
BSAD124	Salesmanship .....	3
BSAD128	Entrepreneurship.....	3
<b>PLUS</b>		
	Technical electives.....	18
	General electives.....	10

**[CERTIFICATE] BUSINESS MANAGEMENT & MARKETING**

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**

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

**Art with Visual Communication emphasis**

The Visual Communication emphasis 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 17 hours**

Course No.	Course Title	Credit
ENGL-101	English I.....	3
MATH-108	College Algebra.....	3
ARTS-124	Design I.....	3
ARTS-128	Commercial Design .....	3
PCDE-101	College Success .....	3
HPER-119	Physical Fitness I: Super Circuit .....	1
JRNL113, 114, 203 or 204	Media Production; or- JRNL-204 Newspaper.....	1

**Semester 2 17 hours**

Course No.	Course Title	Credit
ENGL-102	English II .....	3
SPCH-111	Public Speaking I.....	3
ARTS-101	Drawing 1 .....	3
HIST-101	Survey of Civilization I .....	3
HPER-120	Physical Fitness II: Super Circuit .....	1
PHOT-120	Photo I.....	3
JRNL113, 114, 203 or 204	Media Production; or- JRNL-204 Newspaper.....	1

**Semester 3 18 hours**

Course No.	Course Title	Credit
BIOL-105	Principles of Biology .....	5
PSYC-101	General Psychology.....	3
ARTS-121	History of World Art.....	3
ARTS-129	Three Dimensional Design .....	3
CSCI-276	Web Design.....	3
JRNL113, 114, 203 or 204	Media Production; or- JRNL-204 Newspaper.....	1

**Semester 4 16 hours**

Course No.	Course Title	Credit
LITR-210	Introduction to Literature.....	3
SOCI-102	Introduction to Sociology .....	3
POLS-105	American Government .....	3
PHOT-121	Photo II .....	3
CSCI-178	Photoshop I.....	3
JRNL113, 114, 203 or 204	Media Production; or- JRNL-204 Newspaper.....	1



# COMPUTER INFORMATION SYSTEMS

<b>General education requirements</b>	<b>35 hours</b>
<b>PLUS</b>	
CSCI-100    Keyboarding .....	3
	<i>strongly recommended if needed</i>
CSCI-102    Introduction to Programming .....	3
CSCI-276    Web Design I (HTML) .....	3
CSCI-103    Visual Basic .....	3
CSCI-121    A+ (Number will be changed to a CSCI #) .....	6
CSCI-101    Intro to Management Information Systems .....	3
CSCI-150    Network Essential.....	3
CSCI-230    Security +.....	3

<b>Choose 6 hours from the following block of courses</b>	<b>6</b>
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-220    Business Ethics	
	<hr/>
Gen Ed Requirements	35
Total Semester Credit Hours	65

Other Recommended courses:  
 Micro Economics (meets Gen Ed requirements)  
 Intro to Business  
 Business Law



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## AMA CERTIFICATION IN MANAGEMENT

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

AMAM-101	Finance and Accounting for Non-financial Managers..	1
AMAM-102	First-Line Supervision .....	1
AMAM-103	A Manager's Guide to Human Behavior .....	1
AMAM-104	Communication Skills for Managers.....	1
AMAM-106	Managing Conflict.....	1
AMAM-107	How to Build High-Performance Teams .....	1
AMAM-108	Leadership Skills for Managers .....	1
AMAM-109	Business Writing Skills.....	1
AMAM-111	Taking Control with Time Management.....	1
AMAM-113	Getting More Done Through Delegation .....	1
AMAM-114	Fundamentals of Marketing .....	1
AMAM-115	Fundamentals of Human Resources .....	1
AMAM-117	Managing Customer Service .....	1
AMAM-120	Topics.....	1
AMAM-121	Fair, Square, Legal.....	1



## ACCOUNTING

### Accounting Basics **ACCT-101** **3 hours**

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

### Accounting I **ACCT-102** **3 hours**

**Prerequisite:** Accounting Basics with grade of C or better, one year of high school accounting, or the permission of the instructor. Accounting I is a continuation of the study of accounting principles presented in Accounting Basics and examines the Balance Sheet accounts with particular emphasis on controlling the assets and liabilities of a business. Special journals, subsidiary ledgers, merchandising transactions, inventories, receivables, fixed assets, depreciation and disposal of assets are emphasized. The business financial reports (Balance Sheet, Income Statement, and Statement of Owners Equity) are analyzed to see how a change in one of the reports will affect the others. Both Accounting I and Accounting II are required for individuals transferring to a four-year institution. This class is offered every semester.

### Accounting II **ACCT-103** **3 hours**

**Prerequisite:** Accounting I with grade of C or better or permission of instructor. Accounting II is a course designed to give students an

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

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

**Prerequisite:** Accounting Basics with grade of C or better or permission of instructor. This course includes hands-on experience on the personal computer utilizing basic accounting theory. 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** **AMAM120** **1 hour**

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

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

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

## BUSINESS ADMINISTRATION

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

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

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

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

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

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

**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.

**Business Internship II**                              **BSAD-127**                      **3 hours**

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

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

Entrepreneurship presents an analysis of various planning and operational factors involved in the start-up of small businesses. These factors include the study of entrepreneurship and entrepreneurial environments, development of creativity and innovation, assessment of new ventures, examination of legal structures for business organizations, development and importance of a comprehensive business plan, marketing issues for start-ups, sources of start-up capital, financial understanding needed by entrepreneurs, proprietary property protection, and other relevant contemporary issues. Students are encouraged to apply the material to their own business ownership ambitions.

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

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

**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.

## COMPUTER SCIENCE

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

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

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

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

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

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

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

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

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

**Advanced Programming (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 COMPTia 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.

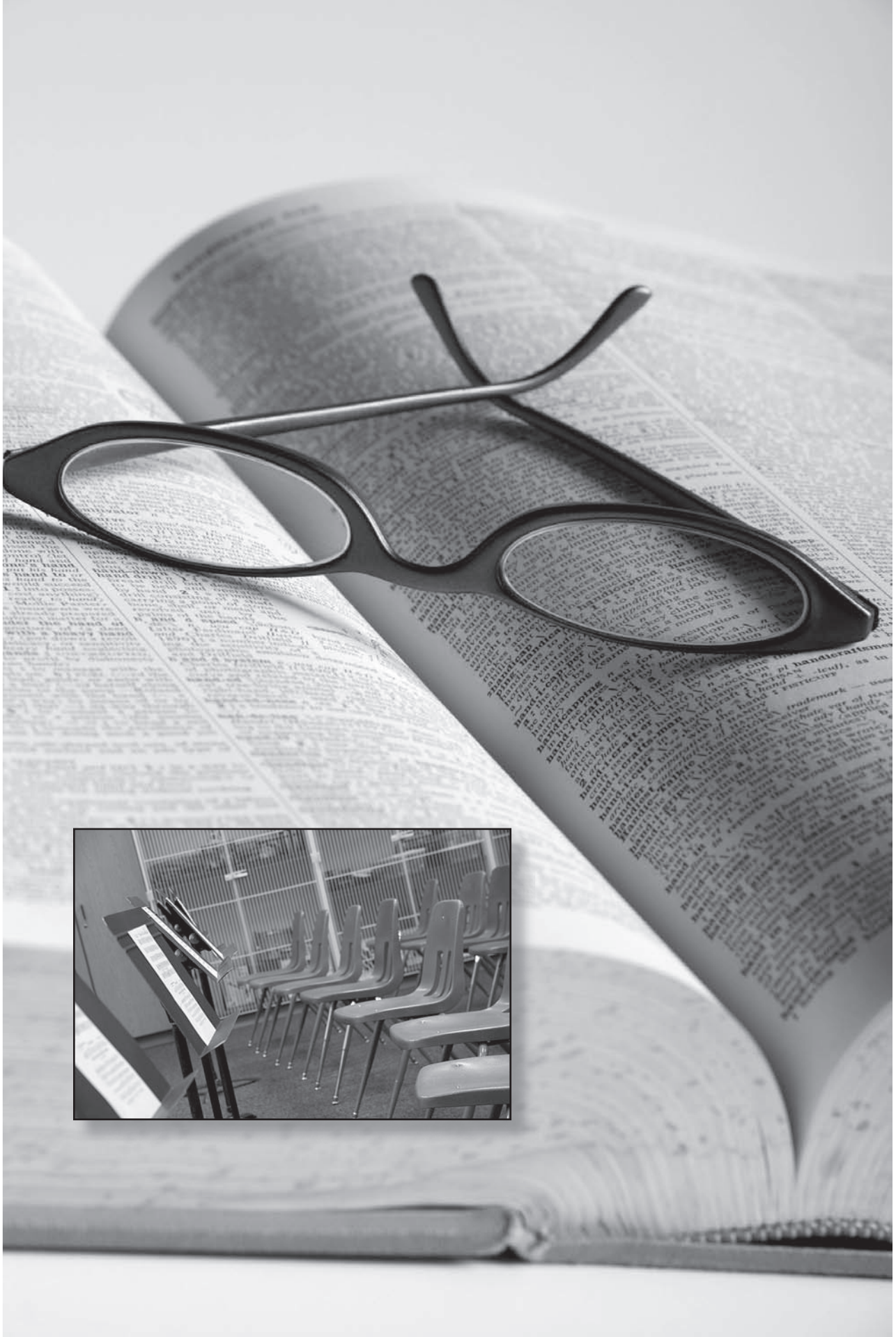
**Web Page Design II** **CSCI-280** **3 hours**

**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**
- **Mass Communications**
- **Music**
- **Personal & Career Development**
- **Philosophy**
- **Photography**
- **Public Speaking**
- **Reading**
- **Theater Arts**



Humanities & Fine Arts involve those fundamental courses which help develop a greater understanding, appreciation and enjoyment of the humanistic resources available in our culture.

Even though an individual may not have decided on a field of concentration, it is possible after two years of study in liberal arts to enter any field in the humanities.



## ART

Semester 1		16 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
PCDE-101	College Success.....	3
HPER-119	Physical Fitness I: Super Circuit.....	1

Semester 2		15 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
SPCH-111	Public Speaking I.....	3
HIST-101	Survey of Civilization I.....	3
ARTS-111	Ceramics I.....	3
ARTS-102	Drawing II.....	3
DRAM-150	Introduction to Theatre.....	3

Semester 3		18 hours
Course No.	Course Title	Credit
BIOL-105	Principles of Biology.....	5
PSYC-101	General Psychology.....	3
ARTS-107	Oil Painting I.....	3
ARTS-112	Advanced Ceramics.....	3
HPER-120	Physical Fitness II: Super Circuit.....	1
ARTS-121	History of World Art.....	3

Semester 4		15 hours
Course No.	Course Title	Credit
LITR-210	Introduction to Literature.....	3
ARTS-129	Three Dimensional Design.....	3
SOCI-102	Introduction to Sociology.....	3
POLS-105	American Government.....	3
ARTS-108	Oil Painting II.....	3

### AA DEGREE ART WITH VISUAL COMMUNICATION EMPHASIS

The Visual Communication emphasis 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		17 hours
Course No.	Course Title	Credit
ARTS-128	Commercial Design.....	3
JRNL-111	Magazine Publishing –or- JRNL-113 Newspaper.....	1

Semester 2		17 hours
Course No.	Course Title	Credit
ARTS-101	Drawing I.....	3
HPER-120	Physical Fitness II: Super Circuit.....	1
PHOT-120	Photo I 3.....	
JRNL-112	Magazine Publishing –or- JRNL-114 Newspaper.....	1

Semester 3		18 hours
Course No.	Course Title	Credit
ARTS-129	Three Dimensional Design.....	3
CSCI-276	Web Design.....	3
JRNL-201	Magazine Publishing –or- JRNL-203 Newspaper.....	1

Semester 4		16 hours
Course No.	Course Title	Credit
PHOT-121	Photo II 3.....	
CSCI-109	Desktop Publishing: Photoshop.....	3
JRNL-202	Magazine Publishing –or- JRNL-204 Newspaper.....	1



## DRAMA

### 38 hours of General Education

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

Semester 1		16 hours
Course No.	Course Title	Credit
PCDE-101	College Success.....	1
ENGL- 101	English I.....	3
	Social Science Requ.....	3
DRAM-111	Acting I.....	3
DRAM-141	Stagecraft I.....	3
DRAM-144	Tech Theatre I.....	1
DRAM-146	Theatre Performance I.....	1

Semester 2		16 hours
Course No.	Course Title	Credit
MATH-108	College Algebra.....	3
ENGL -102	English II.....	3
	Social Science Req.....	3
*DRAM-112 or 211	Acting II or III.....	3
DRAM-142	Stagecraft II.....	3
DRAM-145	Technical Theatre II.....	1
DRAM-147	Theatre Performance II.....	1

Semester 3		16 hours
Course No.	Course Title	Credit
	Physical Education Req.....	1
	Humanities Requirement.....	3
PSYC-101	General Psychology.....	3
*DRAM-113	Stage Movement.....	2
DRAM-143	Fundamentals of Stage Lighting.....	3
DRAM-246	Tech Theatre III.....	1
DRAM-248	Theatre Performance III.....	1
DRAM-150	Introduction to Theatre.....	3

Semester 4		16 hours
Course No.	Course Title.....	Credit
	Science Requirement.....	5
SPCH-111	Public Speaking.....	3
	Humanities Req.....	3
DRAM-112 or 211	Acting II or III.....	3
	Intro to Costuming.....	2
DRAM-247	Tech Theatre IV.....	1
DRAM-249	Tech Theatre IV.....	1

\*Design students may substitute Dram 112, 113, or 211 with Arts 101,104,102,129, or Drft 106.

\*\*Courses alternate each year and may be taken out of sequence.



# LIBERAL ARTS

## 38 hours of General Education

The suggested program that follows should satisfy many of the Humanities requirements of baccalaureate-granting institutions. This curriculum is recommended to complete requirements at GCCC and to meet the broadest amount of course work required by Regents' institutions; however, students should check with their advisors to ensure transferability of electives.

Semester 1		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
SPCH-111	Public Speaking I.....	3
HIST-101	Survey of Civilization I.....	3
PSYC-101	General Psychology.....	3
PHIL-101	Intro to Philosophy.....	3
PCDE-101	College Success.....	1
HPER-119	Physical Fitness I: Aerobic Super Circuit.....	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 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-108	Music Hist & Apprec.....	3
SOCI-102	Intro to Sociology.....	3
HPER-120	Physical Fitness II: Aerobic Super Circuit.....	1

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



# MASS COMMUNICATIONS & PHOTOGRAPHY

Semester 1		16 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
SPCH-111	Public Speaking.....	3
MATH	(per compass placement).....	3-4
HPER-119	Super Circuit I.....	1
PCDE-101	College Success (1st 8 weeks).....	1
JRNL-113	Media Production I.....	1
JRNL-115	Reporting I.....	3
ARTS-128	Commercial Design.....	3

Semester 3		16 hours
Course No.	Course Title	Credit
...	Lab Science.....	5
POLS-104/105	Intro to Pol Sci OR American Govt.....	3
...	Humanities requirement.....	3
JRNL-203	Media Production III.....	1
JRNL-122	Photojournalism.....	3

Semester 2		16 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
PSYC-101	General Psychology.....	3
ARTS-120 or 121	Art Appreciation OR History of World Art.....	3
HPER-120	Super Circuit II.....	1
JRNL-114	Media Production II.....	1
JRNL-110	Media in a Free Society.....	3
JRNL-117	News Editing.....	3
PHOT-120	Photo I or above.....	3

Semester 4		16 hours
Course No.	Course Title	Credit
...	Social Science requirement.....	3
...	Humanities requirement.....	3
JRNL-204	Media Production IV.....	1
BSAD-120	Advertising.....	3
CSCI-276	Web Page Design.....	3

## 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
Course No.	Course Title	Credit
JRNL-113	Media Production I.....	1
JRNL-115	Reporting I.....	3
ARTS-128	Commercial Design.....	3

Semester 3		16 hours
Course No.	Course Title	Credit
JRNL-203	Media Production III.....	1
JRNL-122	Photojournalism.....	3
ARTS-128	Commercial Design.....	3

Semester 2		16 hours
Course No.	Course Title	Credit
JRNL-114	Media Production II.....	1
JRNL-110	Media in a Free Society.....	3
JRNL-117	News Editing.....	3
PHOT-120	Photo I or above.....	3

Semester 4		16 hours
Course No.	Course Title	Credit
JRNL-204	Media Production IV.....	1
BSAD-120	Advertising.....	3
CSCI-276	Web Page Design.....	3



**Associate in Arts Degree – 38 hours of General Education**

The music program serves two principal functions: for non-music majors it expands the musical background through participation in ensembles and elective courses; for music majors it provides a solid academic and performance foundation upon which to pursue music as a career. 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	Course No.	Course Title	16 hours Credit
	MUSC-150	Theory of Music I.....	3
	MUSC-152	Aural Skills.....	2
	MUSC-111	Class Piano I.....	1
		Applied Major I.....	1
		Ensembles.....	(2)
	MUSC-000	Recital Attendance.....	0
	PCDE-101	College Success.....	1
	ENGL-101	English I.....	3
		Social Science Requirement.....	3

Semester 2	Course No.	Course Title	18 hours Credit
	MUSC-151	Theory of Music II.....	3
	MUSC-153	Aural Skills II.....	2
	MUSC-112	Class Piano II.....	1
		Applied Major II.....	1
		Ensembles.....	(2)
	MUSC-000	Recital Attendance.....	0
	MUSC-108	Music History & Appreciation.....	3
	MATH-108	College Algebra.....	3
	ENGL-102	English II.....	3

Semester 3	Course No.	Course Title	21 hours Credit
	MUSC-250	Theory of Music III.....	3
		Applied Major III.....	1
		Ensembles.....	(2)
	MUSC-252	Aural Skills III.....	2
	MUSC-254	Class Piano III.....	1
	MUSC-000	Recital Attendance.....	0
		Science Requirement.....	5
		Social Science Requirement.....	3
	HPER-119	Physical Fitness I: Aerobic Super Circuit.....	1
		Humanities Requirement.....	3

Semester 4	Course No.	Course Title	19 hours Credit
	MUSC-251	Theory of Music IV.....	3
		Applied Major IV.....	1
		Ensembles.....	(2)
	MUSC-253	Aural Skills IV.....	2
	MSUC-255	Class Piano IV.....	1
	MUSC-000	Recital Attendance.....	0
	SPCH-111	Public Speaking I.....	3
		Humanities Requirement.....	3
	HPER-120	Physical Fitness II: Aerobic Super Circuit.....	1
	PSYC-101	General Psychology.....	3

**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 print-making 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.

**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.

## 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 eCollege. Students need to save and print documents using MLA format and in a file type compatible with Microsoft Word.

All students must take the ASSET or COMPASS test to determine placement in Basic English, Intermediate English, or English 101. Students scoring below the accepted levels in reading will not be allowed to enroll in English 101 until they have successfully completed Reading Improvement I.

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

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

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

Students must receive a grade of "C" or higher in the course in order to enroll in Intermediate English. Students may advance to English 101 dependent upon instructor and English Department recommendation. Students may retake the ASSET test to earn a score of 61 or higher to qualify for Engl101. (This course does not meet degree requirements.)

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

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

This course is the study of fundamentals of the composition

process, sentence structure, basic grammar and editing techniques and is designed to prepare students for English I. Students must pass an in-class essay in order to receive a grade for the course. A grade of C or higher is necessary in order to enroll in English 101. (This course does not meet degree requirements.)

**English I ENGL-101 3 hours**

This course applies the writing process in expressive and expository writing. Students refine skills in diction, sentence structure, organization and development of ideas, grammar and mechanics, and critical thinking.

**English II ENGL-102 3 hours**

**Prerequisite:** English I. The objective of the course is to amplify and apply writing principles learned in English I and to study and apply writing principles related to persuasion/argumentation, research and documentation, and critical analysis of literature. A research paper is required.

## ENGLISH AS A SECOND LANGUAGE

### INTERMEDIATE – HIGH-INTERMEDIATE - ADVANCED

Non-native speakers of English must take the Michigan Placement Test and earn a minimum score of 55 to enroll in ESL courses.

**Academic Vocabulary in English as a Second Language All Levels LANG 205 3 hours**

**Prerequisite:** A score of 55-89 on the Michigan Placement Test or permission of the instructor is required.

This ESL course is designed to help students in all levels to increase their knowledge of the forms, meanings, uses, and pronunciation of dozens of the most common academic vocabulary words used in textbooks and lectures. Students will learn how to use a variety of vocabulary learning strategies, prefixes, roots, and suffixes. Students will also have the opportunity to encounter, practice, and review the words in written and spoken exercises. A grade of C or higher is necessary to pass this course.

### INTERMEDIATE

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

**Prerequisite:** A score of 55-89 on the Michigan Placement Test or permission of the instructor is required.

This ESL course is designed to help intermediate and high-intermediate students develop their knowledge of text structures, reading strategies, and vocabulary to better learn, understand, and remember English language texts. Students will have numerous opportunities to practice their reading skills. A grade of C or higher is necessary to pass this course. At the end of the semester, students will take the COMPASS reading test and must earn a grade of C or better to pass this course and determine future reading course placement.

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

**Prerequisite:** A score of 55-89 on the Michigan Placement Test or permission of the instructor is required.

This ESL course is designed to help intermediate students improve their comprehensibility as speakers and their comprehension

as listeners. This course focuses on many of the elements of clear speech, such as sentence stress and the pronunciation of difficult sounds. It also focuses on developing an understanding of how English is spoken in order to improve listening comprehension. Students will also concentrate on increasing their knowledge of frequently-used and academic vocabulary. Finally, students will have several opportunities to practice their oral and aural skills. A grade of C or higher in this course is necessary to enroll in LANG 231.

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

**Prerequisite:** A score of 55-89 on the Michigan Placement Test or permission of the instructor is required.

This ESL course is designed to help intermediate students improve their academic writing skills through practice. This course will focus on the development of high quality paragraphs leading to short essays at the end of the semester. Students will study academic English writing conventions such as text structures, formality, word choice, grammar, and punctuation. Students will also read a variety of paragraphs and essays. A grade of C or higher in this course is necessary to enroll in LANG 232.

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

**Prerequisite:** A score of 55-89 on the Michigan Placement Test or permission of the instructor is required.

This ESL course is designed to help intermediate students improve their knowledge and use of English grammar and to increase their comprehension, comprehensibility, and writing skills. This intermediate course will focus on the forms, meanings, and uses of all of the verb tenses as well as the passive forms. Students will have many opportunities to practice each grammatical form. A grade of C or higher is necessary to pass this course.

**Intermediate Language Learning Lab Level 5 LANG 224 1 hour**

**Prerequisite:** A score of 55-69 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.

### HIGH INTERMEDIATE

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

**Prerequisite:** A score of 70-89 on the Michigan Placement Test, or completion of LANG 221 with a C or better, or permission of the instructor is required.

This ESL course is designed to help high-intermediate students further improve their comprehensibility as speakers and their comprehension as listeners. This course focuses on many of the elements of clear speech, such as word and sentence stress, sentence and question intonation, and the pronunciation of difficult sounds. Students will develop an understanding of how English is spoken to further improve listening comprehension. Students will also have numerous opportunities to speak and listen to individuals, small groups, and the class. A grade of C or higher is necessary to pass this course.

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

**Prerequisite:** A score of 70-89 on the Michigan Placement 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 in this course is necessary to enroll in LANG 242.

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

**Prerequisite:** A score of 70-89 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 70-89 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.

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

**Prerequisite:** A score of 90 or above on the Michigan Placement Test, or completion of LANG 232 with a C or better, or permission of the instructor is required.

This ESL course is designed to help advanced students gain confidence and competence in their academic writing skills. This course includes the study of academic writing conventions, subjective and objective essays, letter writing, research papers, text structures, punctuation, formality, grammar, vocabulary, revision and editing techniques, and citations. This course is designed to help prepare students for further writing courses and participation in other college coursework. At the end of the semester, students will take the COMPASS writing test and must earn a grade of C or better to pass this course and determine future writing course placement.

**Advanced Laboratory in English as a Second Language****Level 7**                      **LANG 244**                      **1 hour**

**Prerequisite:** A score of 90 or above 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.

### Conversational French LANG-100 2 hours

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

### Conversational German LANG-110 2 hours

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

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

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

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

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

### Spanish for the Bilingual LANG-134 3 hours

This is a course designed for students who already speak the regional Spanish fluently, but who wish to improve their reading

and writing skills. They will become familiar with standard Spanish and increase their vocabulary through reading selections based on Spanish-American history and culture.

### Espanol Avanzado para Estudiantes de Habla Espanola LANG-135 3 hours

**Prerequisite:** Spanish for the Bilingual or permission of the instructor. This course is a continuation of Spanish for the Bilingual.

### Spanish Composition and Conversation LANG-201 3 hours

**Prerequisite:** Six credits of college Spanish or two years of high school Spanish. This class is a review of Spanish with emphasis on conversation and cultural reading.

### Commercial Spanish LANG-202 3 hours

**Prerequisite:** Permission of instructor or Spanish Composition and Conversation. This course offers training and practice in effective use of spoken and written Spanish for business purposes.

### Elementary Spanish I LANG-1322 5 hours

This class includes the fundamentals of pronunciation, vocabulary building, practice in understanding and speaking simple phrases of practical value and elementary reading. The course will include some study of Spanish life and custom.

### Elementary Spanish II LANG-1331 5 hours

**Prerequisite:** Elementary Spanish I or equivalent skill. This course is the continuation of Elementary Spanish I with further emphasis on understanding and speaking Spanish with reading of ordinary modern prose including some study of periodicals.

## LITERATURE

### Introduction to Literature LITR-210 3 hours

**Prerequisite:** English I or consent of the instructor. This course includes the study of a wide variety of literary types, the short story, the essay, ancient and modern drama, and the novel.

### English Literature I LITR-212 3 hours

**Prerequisite:** English I or consent of the instructor. This course is the study of the historical and literary development of English Literature from Anglo-Saxon origins through the Neo-Classical Period.

### English Literature II LITR-213 3 hours

**Prerequisite:** English I or consent of the instructor. This course reviews the historical and literary development of English Literature from the Romantic Era into the twenty-first century.

### American Literature I LITR-215 3 hours

**Prerequisite:** English I or consent of the instructor. The course includes a study of writers from the Colonial Period to the Civil War and shows the religious, historical, and social thinking that influenced the literature of the time.

### American Literature II LITR-216 3 hours

**Prerequisite:** English I or consent of the instructor. The course begins with Dickinson/Whitman and continues to the present with emphasis on major authors and literary trends.



**Ethnic Minority Literature of the United States After 1920 LITR 225 3 hours**

Students will study a variety of literary genres including poetry, drama, short stories, essays, and novels created by American authors who identify with an ethnic minority. The purpose of this class is for students to achieve an understanding of the complexities of American identity and an appreciation for the contributions of ethnic minority writers.

**Understanding the Old Testament LITR-230 3 hours**

This course provides a general introduction to Old Testament history and literature designed to acquaint the student with the origins, purposes and religious quality of Old Testament books. Attention is given to the development of the Judeo-Christian tradition.

**Understanding the New Testament LITR-231 3 hours**

This course provides a general introduction to New Testament history and literature designed to acquaint students with the context of political, social, and cultural origins in our society. Attention is given to the development of Judeo-Christian tradition during the Roman period.

**Creative Writing LITR-240 1-3 hours**

**Prerequisite:** English II or consent of instructor. Students have frequent practical opportunities to develop skills in creative writing through the development, organization, preparation, and composition of various pieces. This course allows students to study imaginative writing with particular emphasis on poetry, the short story, and drama.

**Identity:Woman LITR-250 3 hours**

This humanities course is a survey of women's history, women's roles and accomplishments, and the issues and problems that women face today as found in literature by and about women of diverse ethnicity, cultures, and socioeconomic backgrounds.

**Kansas Literature LITR-251 3 hours**

Students will have the opportunity to familiarize themselves with the fiction, essays, poetry, drama and film of Kansas. This course looks at the state's people, heritage and literary traditions.

**World Literature and the Human Experience LITR-253 3 hours**

**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 Temptresses, 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. The purpose of this course is for students to 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

**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**

**Prerequisite:** English I or consent of the instructor. This course is designed to provide students with first-hand experience in news gathering and reporting techniques. Students will have the opportunity to explore research materials, interview news sources, write various types of stories, handle press releases, and write under deadline pressure. Other topics include libel and online reporting.

**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.

**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.

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

### Applied Music

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

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

**Today's Music** **MUSC-106** **3 hours**

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**

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**

The course includes the development of basic piano techniques, sight reading, transposition, improvisation, and keyboard harmony. Students are grouped according to ability. Continuing enrollment is required for music majors until the piano proficiency exam has been successfully completed.

**Class Piano II** **MUSC-112** **1 hour**

This course is a continuation of Class Piano I.

**Concert Band I** **MUSC-120** **1 hour**

**Concert Band II** **MUSC-121** **1 hour**

**Concert Band III** **MUSC-210** **1 hour**

**Concert Band IV** **MUSC-211** **1 hour**

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

**Choir I** **MUSC-130** **1 hour**

**Choir II** **MUSC-131** **1 hour**

**Choir III** **MUSC-212** **1 hour**

**Choir IV** **MUSC-213** **1 hour**

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**

This is a basic course in the structure of music which relates to the rhythmic, melodic, and harmonic elements of music.

**Theory of Music II** **MUSC-151** **3 hours**

**Prerequisite:** Theory of Music I or permission of the instructor. Theory of Music II is sequential to Theory of Music I, emphasizing part writing from a given bass, figured bass, and given melody.

**Aural Skills I** **MUSC-152** **2 hours**

This is a rhythmic, melodic, and harmonic study which includes dictation and elementary sight singing. It is intended to develop listening skills.

**Aural Skills II** **MUSC-153** **2 hours**

This course is a continuation of Aural Skills I with emphasis placed on recognition of cadences, chord progressions, two-part dictation, and intermediate and advanced sight singing. It is intended to develop listening skills.

**Theory of Music III** **MUSC-250** **3 hours**

**Prerequisite:** Theory of Music II or permission of the instructor. The major thrust is toward facility in employing more advanced harmonic concepts.

**Theory of Music IV** **MUSC-251** **3 hours**

**Prerequisite:** Theory of Music III or permission of the instructor. Course emphasis is on advanced harmonic concepts and original composition.

**Aural Skills III** **MUSC-252** **2 hours**

This is the third course in the sequence intended to provide ear training involving chromatic, melodic, and harmonic materials.

**Aural Skills IV** **MUSC-253** **2 hours**

This fourth course in the sequence provides ear training involving advanced chromatic, harmony, and contemporary materials.

**Class Piano III** **MUSC-254** **1 hour**

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

**Class Piano IV** **MUSC-255** **1 hour**

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

## PERSONAL AND CAREER DEVELOPMENT

**College Success** **PCDE-101** **1 hours**

This course increases the student's opportunities for success in college by helping the student obtain skills necessary to reach his/her educational objectives. Topics include time planning, test-taking, communication skills, study techniques, question-asking skills, library use, and personal issues that face many college students. *This course is required of all full-time degree-seeking students who have completed fewer than twenty (20) credit hours at the time of enrollment since their high school graduation.*

**Career Orientation** **PCDE-103** **3 hours**

This course makes education practical and functional. A personalized plan brings aptitude and interest together in career awareness, exploration, values clarification, worker traits, self-appraisal and preparation for a career.

**Career Problems & Crises** **PCDE-105** **2 hours**

This course presents overview of problems and crises in a career including communication, work behavior, priorities, money management, divorce, stress, time management, alcoholism, health, authority and leadership.

**Assertiveness Training** **PCDE-107** **1 hour**

This course assists supervisory personnel with development of a positive, assertive manner to more effectively handle supervisory responsibilities.

**Lead Challenge** **PCDE-108** **1 hour**

This course provides groups of individuals a challenge that builds self-confidence, trust and interaction for participants of all ages. It is a unique approach to education and places a high level of expectation with an atmosphere of support and caring. This course consists of three levels of situational activities that are designed to promote leadership, trust, personal and group responsibility, self-esteem, communication, goal-setting, decision-making and problem-solving skills. The facilitator, based on group goals, capabilities and progress, will determine the low/high challenge elements.

**Strategies for Academic Recovery and Success** **PCDE-110** **1 hour**

This course is an early intervention course designed to assist academic probationary students achieve greater success not only 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 COMPASS 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 COMPASS 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 Shakespearian 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 a degree in Health, Physical Education, Recreation or other health related field such as Athletic Training meet the requirements for the Associate in Science degree. While other associate degrees are possible the Associate in Science degree best aligns with future degree requirements. It is highly recommended for a student to work closely with an advisor to plan and achieve academic goals while at GCCC. Any student entering the field of Athletic Training and/or Physical Therapy should be aware of additional requirements to complete these fields of study.

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

## AS DEGREE ATHLETIC TRAINING

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

## AS DEGREE HEALTH

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

## AS DEGREE RECREATION

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



## AEROBIC SUPER CIRCUIT

Each course begins with an orientation to concepts in physical fitness and an assessment of each student. The assessment includes a cardiovascular fitness test, flexibility, percent body fat, strength, pulse, and blood pressure. Each class is an open lab, which can be attended anytime during "open" hours. A physical and/or medical release may be required for individuals with certain medical conditions.

### Physical Fitness I HPER-119 1 hour

An individualized physical fitness program is developed for the student. The student learns the value of a fitness program through class work in a variety of activities. The program improves muscle tone and body movement through cardiovascular exercise. This is an open lab class with attendance standards for a grade. Students must report to the Super Circuit within the first 10 days of the semester.

### Physical Fitness II HPER-120 1 hour

This course is a continuation of Physical Fitness I.

### Lifetime Fitness HPER-121 2 hours

This course is a study of the concepts of adult physical fitness and health. An individualized program is developed from an assessment performed on each adult. Three hours per week are required with one hour of lecture and two hours of lifetime activity.

## ACTIVITY COURSES

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

### Beginning Tennis HPER-114 1 hour

The four fundamental strokes are included as well as the knowledge of etiquette and rules of doubles and singles tennis.

### Intermediate Tennis HPER-115 1 hour

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

### Advanced Tennis HPER-116 1 hour

**Prerequisite:** Intermediate tennis or demonstrated proficiency. Included are advanced techniques of strategy and racket use for the competitive game of tennis. Two contact hours per week.

### Golf HPER-117 1 hour

This course includes basic golf skills with carry-over values for leisure time activity. This course is not designed for the accomplished golfer.

### Bowling HPER-118 1 hour

This course includes skill techniques, rules and terminology of bowling.

**Racquetball I** HPER-124 1 hour

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

**Racquetball II** HPER-125 1 hour

This course is a continuation of Racquetball I.

**Beginning Swimming** HPER-126 1 hour

This course includes strategies for overcoming fear of the water, skills of moving through the water, coordinated stroking, entering the water, breath control, staying afloat, changing position, and basic strokes.

**Intermediate Swimming** HPER-127 1 hour

This course includes basic strategies for arm and leg strokes, coordination of arms and legs in four styles of swimming, swimming for endurance and survival skills.

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

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

**Interpretive Dance** HPER-141 1 hour

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

**Beginning Ballet** HPER-142 1 hour

This course covers basic techniques at barre and center floor. Across-the-floor combinations and floor stretches will be included in each class. The course serves as an introduction to ballet and does not require previous dance training or other prerequisite.

**Modern Rhythms** HPER-143 1 hour

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

**Tap Dance** HPER-144 1 hour

This course includes a study of basic steps, techniques and skills involved in tap dancing. Two contact hours per week.

**Jazz Dance** HPER-145 1 hour

This course provides a study of the basic techniques of jazz and show dance, including warm-up, barre work, center work, and basic dance steps.

**Social Dance** HPER-146 1 hour

This course includes instruction and practice in the basic skills and steps involved in the modern ballroom dances of today.

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

This course includes folk dancing characteristics of different nations and those of American origin. Square dancing and the various formations will be covered. The course provides a study of the skills included in the instruction of dance and the analysis of skill performance involved.

**Dance Production** HPER-148 1 hour

This course includes a study of the fundamentals of movement. Dance Production consists of learning more advanced dance skills and using these skills in a dance program at the end of the semester.

**Choreography** HPER-149 2 hours

This course includes exploration and experience in the choreographic techniques of several forms of dance.

**Rhythmic Aerobics** HPER-151 1 hour

This course involves a fitness program that tones and strengthens all body muscle groups. It is a combination of dancing and exercise that will improve agility, balance, and coordination.

**Karate/Self Defense** HPER-161 2 hours

This course studies a system of defense and control techniques based upon well-established principles of hand-to-hand combat, defensive and aggressive physical maneuvers, armed and unarmed opponents, and club maneuvers, achievement of organic development, development of muscular skill, and prevention of injury to the person. **Four contact hours per week.**

**R.O.P.E.S.**

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

This unique course provides group challenge, self-confidence, trust and interaction for participants of all ages. It is an approach to education and recreation and places a high level of expectation within an atmosphere of support and caring. Three levels of situational activities (readiness, low elements/group initiatives, high elements) are designed to promote personal and group responsibility, self-esteem, communication, goal-setting, decision-making, and problem-solving skills. **This course has 30 contact hours.**

**Introduction to Backpacking** HPER-165 3 hours

This course is designed to provide maximum carryover value to the student. Areas to be covered in the lecture portion include first aid, food selection and preparation, shelter, clothing, trail and camping practices, equipment selection, map reading, hiking etiquette and environmental concerns.

**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, 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

- 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.

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, COMPASS Math test placement 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

**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.

**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 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      PNR5-115      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      PNR5-116      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

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) is accredited by:**

Accreditation Commission for Education in Nursing, Inc.  
(ACEN)  
3343 Peachtree Road NE  
Suite 850  
Atlanta, Georgia 30326  
www.acenursing.com

**and is approved by:**

Kansas State Board of Nursing  
900 SW Jackson, Suite 1051  
Topeka, KS 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
<b>Total upon Completion eligible Associate of Applied Science Degree..66+</b>		

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 Compass 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**                      **1 hour**

**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**                      **1 hour**

**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**                      **1 hour**

**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**                      **1 hour**

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

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

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

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

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

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

**Admission Procedures**

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

**Club/Organization**

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

**First Year**

**Fall Semester:**

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

**Spring Semester:**

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

**Second Year**

**Fall Semester:**

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

**Spring Semester:**

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

**Summer Semester:**

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

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

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

## NURSING & ALLIED HEALTH

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

**Prerequisite:** Evidence of at least a 6th grade reading level. The course is designed to prepare the Geriatric Aide for employment in a Kansas nursing home or hospital. Course work includes basic knowledge and skills necessary to help meet the psychosocial, physical and environmental needs of the geriatric resident. It includes both class and clinical experience. The geriatric aide is prepared to give care to residents in a nursing home under the supervision of a registered nurse, licensed practical nurse or physician. The course will qualify the student to take the Kansas Department of Aging and Disability Geriatric Aide Certification Examination. State certification is necessary for employment in nursing homes in Kansas.

### Nursing Home Medication Aide **HELR-103** **5 hours**

**Prerequisites:** A valid geriatric aide certificate for Kansas nursing homes and evidence of an eighth grade reading level. The course includes basic knowledge and skills necessary for an Aide to prepare and administer medications under the supervision of a registered nurse or licensed practical nurse in a nursing home. It includes both class and clinical experiences. The course will qualify the student to take the Kansas State Department of Aging and Disability Certification Examination for medication aide. State certification is necessary for employment in nursing homes in Kansas.

### Home Health Aide **HELR-107** **2 hours**

**Prerequisites:** A valid geriatric aide certificate for Kansas nursing home and evidence of an eighth grade reading level. The course is designed to prepare the Paraprofessional for employment in a home health agency. Course work includes basic knowledge and adaptation of skills to help meet the psychosocial, physical and environmental needs of an individual or family in their home. The home health aide is prepared to give patient care under the supervision of a registered nurse, licensed practical nurse or physician. The course will qualify the student to take the Kansas Department of Aging and Disability Home Health Aide Certification Examination. State certification is necessary for employment of aides in Kansas home health agencies.

### Certified Medication Aide Update **HELR-110** **1/2-3 hours**

The course is designed to provide supplemental and/or refresher programs in all areas of hospital, adult care home, medical record assistant and paramedical specialties.

### Rehabilitative Aide **HELR-111** **2 hours**

**Prerequisite:** Evidence of an eighth grade reading level. This course prepares the student to assist residents in long term care to attain their maximum potential for self care. Content areas focus on the philosophy of rehabilitation and techniques that treat and train residents to achieve independence. The course is endorsed by the Kansas Chapter of the American Physical Therapy Association. The student, upon successful completion, will receive a certificate to work as a Rehabilitative Aide under the guidance of a Registered Physical Therapist.






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# DIVISION SCIENCE & MATHEMATICS

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



Most programs outlined in the Science & Mathematics Division meet the requirements for an Associate in Science degree, except those noted as non-degree programs.

In addition to the general education courses required for graduation, the courses listed in the following programs of study are the recommended for the successful completion of the identified degree or certificate program.



## BIOLOGY AND LIFE SCIENCES

It is recommended that careful consideration be given to science requirements of four-year institutions so that a satisfactory transfer can be made. A good background in chemistry is essential to the understanding of biology and should begin the first semester. Consultation with members of the Science Division is recommended so that a program of courses will be planned to meet specific needs.

First Semester			18 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
ENGL-101	English I.....	3	PHYS-205	General Physics I.....	5	BIOL-205	General Zoology.....	5	BIOL-213	Microbiology.....	5
CHEM-109	College Chemistry I.....	5	PSYC-101	General Psychology.....	3	BIOL-213	Microbiology.....	5	SPCH-111	Public Speaking I.....	3
MATH-108	College Algebra.....	3	CHEM-206	Organic Chemistry I.....	5	SPCH-111	Public Speaking I.....	3		Humanities Requirement.....	3
MATH-109	Plane Trigonometry or		LITR-215	American Literature I.....	3						
MATH-110	Fundamentals of Statistics.....	3									
	Physical Education Requirement.....	1									
	Social Science Requirement.....	3									
Second Semester			18 hours								
Course No.	Course Title	Credit	Course No.	Course Title	Credit						
ENGL-102	English II.....	3									
CHEM-110	College Chemistry II.....	5									
BIOL-105,206	Principles of Biology (or Botany).....	5									
PCDE-101	College Success.....	1									
	Physical Education Requirement.....	1									
	Social Science Requirement.....	3									



## CHIROPRACTIC

Entrance to most chiropractic schools requires 90 hours of college credit. Completion of requirements for the Associate in Science degree with the following courses should meet requirements at some schools. Most states require a Bachelor's Degree before entrance to chiropractic school in order to practice in that state. Careful consideration/consultation should be given to the respective chiropractic school's admission requirements.

First Semester			17 hours			Third Semester			17 hours		
Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit	Course No.	Course Title	Credit
MATH-108	College Algebra or above.....	3	BIOL-212	Anatomy and Physiology II.....	4	PHYS-206	General Physics II.....	5	PHYS-206	General Physics II.....	5
BIOL-105	Principles of Biology.....	5	PHYS-205	General Physics I.....	5	CHEM-207	Organic Chemistry II.....	5	CHEM-207	Organic Chemistry II.....	5
CHEM-109	College Chemistry I.....	5	CHEM-206	Organic Chemistry I.....	5	EMIC-104	Medical Terminology.....	3	EMIC-104	Medical Terminology.....	3
ENGL-101	English I.....	3	PSYC-101	Psychology.....	3		Humanities Requirement.....	3		Humanities Requirement.....	3
PCDE-101	College Success.....	1									
Second Semester			16 hours								
Course No.	Course Title	Credit	Course No.	Course Title	Credit						
BIOL-211	Anatomy & Physiology I.....	4									
CHEM-110	College Chemistry II.....	5									
ENGL-102	English II.....	3									
SPCH-111	Public Speaking I.....	3									
	Physical Education Requirement.....	1									





## PRE DENTAL HYGIENE

Dental hygienists are the only dental auxiliaries who provide service directly to the patient and are required to obtain a license to practice. The dental hygiene curriculum includes basic sciences, dental sciences and liberal arts. The associate degree or certification program qualifies a hygienist for clinical practice. The level of training required for leadership positions in teaching and public health school requires applicants to take a Dental Hygiene Aptitude Test before admission. Careful consideration should be given to the respective school's admission requirements. The following curriculum is designed to prepare students for admission into the Dental Hygiene program at Wichita State University or another Dental Hygiene program. Students may elect to work toward either an Associate in Science degree in Dental Hygiene or a Bachelor of Health Science at W.S.U.

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

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

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

<b>Fourth Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-210	Anatomy and Physiology.....	5
HPER-106	Health Education.....	3
SOCI-105	Sociology.....	3
EMIC-104	Medical Terminology.....	3
	General Studies Requirement.....	3



## FISHERIES & WILDLIFE BIOLOGY

This program prepares freshmen and sophomore students majoring in one of the above areas to enter a four-year college or university. Consultation of the four-year college or university catalog is recommended in addition to the assistance of an advisor to ensure that requirements are met.

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

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

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

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



## FORESTRY, RANGE MANAGEMENT, CONSERVATION OF NATURAL RESOURCES

This program prepares freshmen and sophomore students majoring in one of the above areas to enter a four-year college or university. Consultation of the four-year college or university catalog is recommended in addition to the assistance of an advisor to ensure that requirements are met.

<b>First Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
CHEM-109	College Chemistry I.....	5
MATH-108	College Algebra.....	3
AGRO-102	Range Management.....	3
MATH-110	Fundamentals of Statistics.....	3
ECON-111	Economics: Macro.....	3
PCDE-101	College Success.....	1

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
CHEM-110	College Chemistry II.....	5
AGRO-103	Soils.....	4
BIOL-109	Introduction to Ecology.....	5

<b>Third Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-205	General Physics I.....	5
CHEM-206	General Organic Chemistry.....	5
MATH-102	Statistics.....	3
	Humanities Requirement.....	3
	Physical Education Requirement.....	2

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



## MEDICAL TECHNOLOGY

Medical technologists perform tests which aid in the diagnosis and treatment of diseases. These tests include laboratory procedures used in diagnostic microbiology, immunology, hematology, blood banking, urinalysis and chemistry. Medical technologists work in medical laboratories in hospitals, clinics, public health agencies and in research laboratories. Admission requires enrollment in the four-year degree program leading to a baccalaureate degree. The baccalaureate program must include mathematics, at least 18 hours in chemistry and at least 16 hours in life science, including courses in bacteriology and immunology. Three years of college work, followed by a twelve-month internship program leads to a Bachelor of Science degree in Medical Technology.

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

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

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CHEM-206	Organic Chemistry I.....	5
BIOL-213	Microbiology.....	5
BIOL-211	Anatomy and Physiology I.....	4
	Humanities Requirement.....	3

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



## MEDICINE/DENTISTRY/OSTEOPATHY/OPTOMETRY

The course of study leading to admission to a school of medicine requires four years. A Bachelor's degree from an accredited college is ordinarily a prerequisite for admission to a school of medicine.

Schools of Dentistry require prescribed preparation in the sciences as well as general education. Although the entrance requirements to various professional schools are generally of the same character, it is wise to place emphasis upon the sciences as early as possible.

Careful consideration of the academic requirements of transfer institutions is necessary for continued success.

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

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

**Recommended Electives:**

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



## MORTUARY SCIENCE

A student interested in becoming a licensed mortician in Kansas may take 60 college credit hours at the college followed by 30 hour at a mortuary school approved by the Kansas State Board of Embalming.

It is also possible to take up to 32 hours at Garden City Community College, then transfer to an approved college which offers a two-year program in Mortuary Science. Should the latter route be followed, courses which will transfer to a mortuary science college include the following:

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



## PHARMACY

Careful consideration/consultation should be given to the respective pharmacy school's admission requirements. Students are required to take the Pharmacy College Admission Test (PCAT). A license is required to practice pharmacy. State Boards of Pharmacy grant licenses to students who successfully pass board examinations. In all states, eligibility to take board examinations requires graduation from an accredited school of pharmacy and completion of required experiential training.

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

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



## PRE PHYSICAL THERAPY

Physical therapy concerns the restoration of function and the prevention of disability following disease, injury or loss of a body part. A license is required to practice. A Master's degree in Physical Therapy or certificate from an approved school of physical therapy and the ability to pass the State Board Examination are requirements to receive a license.

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

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

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

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



## RADIOLOGIC TECHNOLOGY (X-Ray Technology)

Radiologic technology involves the use of radiant energy in the field of medicine to assist physicians in the diagnosis and treatment of diseases. The primary function of radiological technologists is to operate x-ray equipment under the general direction of a physician. Preparatory courses in mathematics, chemistry, physics and biology will better prepare students for training in radiologic technology. To complete professional requirements, students enrolled in the program must complete one additional year at an approved school of x-ray technology as outlined by the American Society of Radiological Technologists in conjunction with the American College of Radiology and the American Medical Association.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-105	Principles of Biology.....	5
ENGL-101	English I.....	3
BIOL-211	Anatomy & Physiology I.....	4
SPCH-111	Public Speaking I or	
SPCH-113	Interpersonal Communications.....	3
EMIC-104	Medical Terminology.....	3

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PSYC-101	General Psychology.....	3
ENGL-102	English II.....	3
BIOL-213	Anatomy & Physiology II.....	4
MATH-108	College Algebra.....	3
CSCI-110	Introduction to Microcomputer Software.....	3
PCDE-101	College Success.....	1

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



## VETERINARY MEDICINE

The veterinary medicine curriculum is a professional program seven years in length. It is possible to obtain the first two years at Garden City Community College. In addition to the general education courses, the following are courses that may be needed.

First Semester			18 hours			Third Semester			18 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	PHYS-205	General Physics I.....	5	ANSI-107	Animal Nutrition.....	3			
CHEM-109	College Chemistry I.....	5	CHEM-206	Organic Chemistry I.....	5		Humanities Requirement .....	3			
ENGL-101	English I.....	3		Physical Education Requirement.....	2						
BIOL-105	Principles of Biology.....	5	<b>Fourth Semester</b>								
ANSI-102	Principles of Animal Science.....	3	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>						
ANSI-103	Animal Science & Industry Lab.....	1	PHYS-206	General Physics II.....	5						
<b>Second Semester</b>			PSYC-101	General Psychology .....	3						
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>		Humanities Requirement .....	3						
ANSI-106	Dairy-Poultry Production .....	3	BIOL-213	Microbiology.....	5						
CHEM-110	College Chemistry II .....	5	MATH-110	Statistics.....	3						
ENGL-102	English II .....	3									
	Social Science Requirement .....	3									
SPCH-111	Public Speaking I.....	3									
PCDE-101	College Success .....	1									



## CHEMISTRY

This program prepares freshmen and sophomore students majoring in one of the above areas to enter a four-year college or university. Consultation of the four-year college or university catalog is recommended.

First Semester			19 hours			Third Semester			18 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	MATH-205	Calculus & Analytical Geometry III.....	5						
CHEM-109	College Chemistry I.....	5	PHYS-207	Engineering Physics I.....	5						
MATH-122	Calculus & Analytical Geometry I.....	5	CHEM-206	Organic Chemistry I.....	5						
PSYC-101	General Psychology.....	3		Humanities Requirement .....	3						
	Physical Education Requirement.....	2	<b>Fourth Semester</b>								
PCDE-101	College Success .....	1	<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>						
<b>Second Semester</b>			MATH-206	Differential Equations.....	3						
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>	PHYS-208	Engineering Physics II.....	5						
ENGL-102	English II .....	3	CHEM-207	Organic Chemistry II .....	5						
CHEM-110	College Chemistry II .....	5		Social Science Requirement.....	3						
MATH-123	Calculus & Analytical Geometry II.....	5									
	Humanities Requirement .....	3									
SPCH-111	Public Speaking I.....	3									



## ARCHITECTURE

Students interested in architecture must decide whether they desire architectural engineering, building construction, or design architecture. Those interested in the first two options should follow the pre-engineering curriculum.

The design architecture program at most universities requires five academic years. The first year may be taken at the community college after which the student is advised to transfer to a university.

Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	HIST-101	Survey of Civilization I .....	3
ENGL-102	English II .....	3	SOCI-102	General Psychology.....	3
MATH-108	College Algebra .....	3	PHIL-101	Introduction to Philosophy .....	3
MATH-120	PreCalculus or		ARTS-121	History of World Art.....	3
MATH-121	Fundamentals of Calculus .....	3	ECON-111	Economics: Macro.....	3
PHYS-205	General Physics I.....	5	GEOG-101	World Geography.....	3
SPCH-111	Public Speaking I.....	3		Suggested Electives (ARTS-101, ARTS-104, ARTS-129, DRAFT-104).....	9



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# CONSTRUCTION SCIENCE & MANAGEMENT

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

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

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

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

Additional Freshman-Sophomore level courses to be taken at KSU		
ENVD-205	Graphics.....	2
DEN-210	History of Building and Construction.....	3
CNS-100	Construction Science and Management.....	1
CNS-016	Construction Seminar (12 semesters).....	0
CE212	Elementary Surveying Engineering.....	3
CNS-320	Construction Materials.....	2
CNS-200	Computer Applications in Engineering Construction.....	1



# MATHEMATICS

In addition to the general education courses required for graduation with the respective associate degrees, the courses listed in the following program of study are recommended for the successful completion of the degree with an emphasis in Mathematics.

Students planning to major in mathematics who have excellent grades in at least four units of high school mathematics (including two units of high school algebra, geometry, and trigonometry) and who have shown satisfactory proficiency on a recognized placement examination should complete the following course of study. Students who initially place below MATH-122 must satisfactorily complete the required prerequisite courses.

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

Third Semester		18 hours
Course No.	Course Title	Credit
MATH-205	Calculus & Analytical Geometry III.....	5
SPCH-111	Public Speaking I.....	3
	Math/Physic Electives.....	5
	Humanities Requirement.....	3
	Physical Education Requirement.....	1

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

Fourth Semester		18 hours
Course No.	Course Title	Credit
MATH-206	Differential Equations.....	3
	Math/Physic Electives.....	5
	Social Science Requirement.....	3
	Humanities Requirement.....	3
	Physical Education Requirement.....	1
	Computer Programming Requirement.....	3-5



## PHYSICAL SCIENCE

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

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

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

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-205	General Physics I.....	5
PSYC-101	General Psychology.....	3
	Humanities Requirement.....	3
	General Education Requirement.....	6

<b>Fourth Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-105	Principles of Biology.....	5
PHYS-206	General Physics II.....	5
	Social Science Requirement.....	3
	Science Requirement.....	3



## PHYSICS

This program prepares freshman and sophomore students majoring in one of the preceding areas to enter a four-year college or university. Consultation of the four-year college or university catalog is recommended.

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

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

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

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



## ARCHITECTURE

Students interested in architecture must decide whether they desire architectural engineering, building construction, or design architecture. Those interested in the first two options should follow the pre-engineering curriculum.

The design architecture program at most universities requires five academic years. The first year may be taken at the community college after which the student is advised to transfer to a university. Suggested electives are ARTS-104, ARTS-129, DRAFT-104.

## BIOLOGY AND LIFE SCIENCES

### Principles of Biology BIOL-105 5 hours

**Prerequisite:** None. 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). This is taught as a hybrid class in some sections.

### 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.

### 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). This is taught as a hybrid class.

### 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.

## 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. (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). This is taught as a hybrid class in some sections.

### 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). This is taught as a hybrid class.

### 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). This is taught as a hybrid class.

### 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

### Beginning Algebra MATH-006 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.

### 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).

### Intermediate Algebra MATH-107 3 hours

**Prerequisite:** Beginning Algebra with a grade of C or better or a qualifying score on the COMPASS exam. This course develops the concepts of algebra to prepare a student for a college level algebra course. Intermediate Algebra includes the study of the computations and properties of real numbers and sets; arithmetic and algebraic manipulation of quadratics, rational expressions, expressions containing rational exponents, radicals, complex numbers, and functions; solving linear equations and inequalities, systems of linear equations, quadratic equations, and absolute value equations and inequalities; graphing and analysis of linear equations and inequalities; quadratic functions, and systems of linear equations; polynomial division; advanced factoring techniques; appropriate application problems, and graphing calculator skills to be integrated throughout the course (Fall, Spring, Summer).

### College Algebra MATH-108 3 hours

**Prerequisite:** Intermediate Algebra with a grade of C or better or a qualifying score on the COMPASS exam. This course is a foundation course for advanced study in mathematics, business, and the sciences. It requires adequate mastery of basic algebraic manipulations. This course is a survey of topics including functions and their graphs, polynomials and rational functions, logarithms and exponential

functions and systems of equations. Students are required to use appropriate technology (Fall, Spring, and Summer).

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

**Prerequisite:** College Algebra with a grade of C or better or a qualifying score on the COMPASS exam. This course is the study of trigonometric functions; including the evaluation of trigonometric functions, the manipulation of identities, the graphs of trigonometric functions, the solutions of triangles and trigonometric equations. (This course may be taken concurrently with MATH-120 Precalculus) (Fall).

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

**Prerequisite:** College Algebra with a grade of C or better or a qualifying score on the COMPASS exam. This course is the study of the methods in mathematics used for statistical decision making. It includes a basic introduction to descriptive and inferential statistics. Some applications to biology, business, industry and psychology are covered. The objectives of the course include the applications of statistical inference to contemporary problem solving. (Fall/Spring/Summer).

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

**Prerequisite:** College Algebra with a grade of C or better or a qualifying score on the COMPASS exam. This is an advanced course in algebra for students preparing for Calculus and Analytical Geometry I. Major topics include vectors, systems of linear equations and inequalities, matrices and determinants, summation notation and properties, arithmetic and geometric sequences. Mathematical modeling is integrated throughout the course. There will be brief but thorough review of polynomial, rational, exponential and logarithmic functions (Fall and Spring).

**Fundamentals of Calculus** **MATH-121** **3 hours**

**Prerequisite:** College Algebra with a grade of B or better, or Precalculus with a grade of C or better, or a qualifying score on the COMPASS exam. This is a course designed to provide students in biology, business, economics, psychology and sociology with the special concepts and techniques of calculus, which have important uses in their respective fields and which are needed for subsequent calculus-based courses in probability and statistics. Topics, emphasis, pace and applications are somewhat different than in Calculus and Analytical Geometry I. This course is not generally recommended to majors in mathematics or the physical sciences (Spring).

**Calculus and Analytical Geometry I** **MATH-122** **5 hours**

**Prerequisite:** Plane Trigonometry (or high school equivalent) or Precalculus with a grade of C or better or a qualifying score on the COMPASS exam. The topics include differentiation and integration of algebraic and transcendental functions and applications of differentiation and integration (Fall/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.

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

Introduction of Forensic Science focusing 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. (Fall/Spring)

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

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

## PHYSICS

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

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

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

**Prerequisite:** College Algebra or the consent of the instructor. This course is a conceptually oriented study of the field of basic physics with emphasis on understanding concepts and problem solving. Areas of study include motion in one and two dimensions, energy and momentum, gravity, rotation, fluid dynamics, 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)





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# DIVISION

# [SOCIAL SCIENCE]

- **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).





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

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
EDUC-201	Music for the Elementary Teacher.....	3
EDUC-202	Art for the Elementary Teacher .....	3
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology .....	3
MATH-108	College Algebra .....	3
PCDE-101	College Success.....	1
	Humanities or Social Science Requirement .....	3
	Physical Education Requirement.....	1
CSCI-1103	Intro to Computer Concepts & Applications .....	3

<b>Third Semester</b>		<b>21-22 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHSC-105	General Physical Science.....	5
EDUC-105	Foundations of Education.....	3
EDUC-106	Observation.....	1-2
	Humanities or Social Science Requirement .....	3
SPCH-111	Public Speaking I.....	3
SPED-203	Exceptional Child .....	3
SOCI-113	Sociology of Families.....	3

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
EDUC 203	Health & Mymnt Educ. Methods in the Elem. Classroom.	3
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
MATH110	Fundamentals of Statistics.....	3

<b>Fourth Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
LITR-210	Introduction to Literature.....	3
	Humanities or Social Science Requirement .....	3
EDUC-290	Children's Literature.....	3
ARTS-120	Art Appreciation or	
ARTS-121	History of World Art or	
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3
GEOG-101	World Geography.....	3
	Humanities or Social Science Requirement .....	3

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

**Humanities Requirement Options**

HIST-101	Survey of Civilization I
HIST-102	Survey of Civilization II
HIST-103	American History to 1865
HIST-104	American History since 1865
PHIL-101	Introduction to Philosophy
PHIL-103	Logic: Intro to Clear Thinking
LITR-230	Introduction to Old Testament
LITR-231	Introduction to New Testament
LITR-210	Introduction to Literature I
LITR-253	World Literature and Human Experience

**Social Science Requirement Options**

SOCI-102	Intro to Sociology
SOCI-104	Human Sexuality
SOCI-113	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 unversities)



## SECONDARY EDUCATION

This program of study is designed to outline typical classes that students should take when majoring in Secondary Education. Classes should be chosen with priority given to the student's area of concentration and to fulfill a basis for degree requirements for the school granting the baccalaureate degree. Because the various four year universities have such different requirements, there is flexibility in this four semester suggested plan. The student will need to meet with their academic advisor to check on specific university requirements

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

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
PSYC-101	General Psychology.....	3
BIOL-105	Principles of Biology.....	5
EDUC-110	Developmental Psychology.....	3
MATH-110	Fundamentals of Statistics.....	3

<b>Third Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHSC-105	General Physical Science.....	5
EDUC-105	Foundations of Education.....	3
EDUC-106	Observation.....	2
	Humanities or Social Science Requirement.....	3
SPCH-111	Public Speaking I.....	3

<b>Fourth Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
LITR-210	Introduction to Literature OR	
LITR-253	World Literature.....	3
	Humanities	
	or Social Science Requirement.....	3
SOCI-104	Human Sexuality.....	3
	Physical Education Requirement.....	1
GEOG-101	World Geography.....	3
	Humanities or Social Science Requirement.....	3

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

### Social Science Requirement Options

SOCI-102	Intro to Sociology
SOCI-104	Human Sexuality
SOCI-113	Sociology of Families
SOCI-105	Anthropology
GEOG-101	World Geography
POLS-105	American Government
ECON-111	Economics: Macro
ECON-112	Economics: Micro
(Economics courses may be required by some universities)	

### Humanities Requirement Options

HIST-101	Survey of Civilization I
HIST-102	Survey of Civilization II
HIST-103	American History to 1865
HIST-104	American History since 1865
PHIL-101	Intro to Philosophy
PHIL-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



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# SPECIAL EDUCATION

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

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

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

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

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

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

### Social Science Requirement Options

SOCI-102	Intro to Sociology
SOCI-104	Human Sexuality
SOCI-113	Sociology of Families
SOCI-105	Anthropology
GEOG-101	World Geography
POLS-105	American Government
ECON-111	Economics: Macro
ECON-112	Economics: Micro

(Economics courses may be required by some universities)

### Humanities Requirement Options

HIST-101	Survey of Civilization I
HIST-102	Survey of Civilization II
HIST-103	American History to 1865
HIST-104	American History since 1865
PHIL-101	Intro to Philosophy
PHIL-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 (Home Economics)

The Living Arts and Sciences curriculum helps prepare the student for various professions in or related to home economics, provides appropriate elective and required classes for students majoring in other areas, and stimulates through Living Arts and Sciences classes the positive application of the arts and sciences in real life situations. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
SPCH-111	Public Speaking I.....	3
MATH-108	College Algebra.....	3
PSYC-101	General Psychology.....	3
SOCI-104	Human Sexuality.....	3
	Physical Education Requirement.....	1
PCDE-101	College Success.....	1

<b>Third Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-121	History of World Art or	
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3
CHEM-105	General Chemistry.....	5
ARTS-124	Design.....	3
ECON-111	Economics: Macro.....	3
	Physical Education Requirement.....	1

<b>Second Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
BIOL-105	Principles of Biology.....	5
SOCI-113	Sociology of Families.....	3
HMEC-103	Pattern Study & Garment Construction.....	3

<b>Fourth Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ARTS-120	Art Appreciation.....	3
EDUC-110	Developmental Psychology.....	3
LITR-210	Intro to Literature.....	3
CHEM-206	Organic Chemistry I.....	5
HMEC-115	Basic Nutrition.....	3



## FASHION MERCHANDISING

The Fashion Merchandising curriculum helps prepare the student for various professions in or related to Fashion Merchandising providing appropriate elective and required classes for students in this major. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

<b>First Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
SPCH-111	Public Speaking I.....	3
PSYC-101	General Psychology.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3
BSAD-101	Intro to Business.....	2
PCDE-101	College Success.....	1
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-108	College Algebra.....	3
ECON-111	Economics: Macro.....	3
BSAD-120	Advertising.....	3
EDUC-110	Developmental Psychology.....	3
MIDM-103	Management/Marketing Internship.....	3
MIDM-125	Management Marketing Seminar.....	1
	Physical Education Requirement.....	1

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
HMEC-103	Pattern Study & Garment Construction.....	3
BIOL-105	Principles of Biology.....	5
BSAD-124	Salesmanship.....	3
ARTS-124	Design.....	3
	Physical Education Requirement.....	1

<b>Fourth Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CHEM-105	General Chemistry.....	5
ARTS-120	Art Appreciation.....	3
SOCI-102	Introduction to Sociology.....	3
MIDM-103	Management/Marketing Internship.....	3
HMEC-104	Advanced Pattern Study & Garment Construction.....	3



## INTERIOR MERCHANDISING

The Interior Merchandising curriculum helps prepare the student for various professions in or related to Interior Merchandising providing appropriate elective and required classes for students in this major. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
ARTS-124,101	Design or Drawing I.....	3
HMEC-120	Interior Design.....	3
BSAD-101	Intro to Business.....	3
	Physical Education Requirement.....	1
PCDE-101	College Success.....	1

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3
BSAD-124	Salesmanship.....	3
SPCH-111	Public Speaking I.....	3
	Life Science Requirement.....	3

<b>Third Semester</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-108	College Algebra.....	3
HMEC-103	Pattern Study & Garment Construction.....	3
BSAD-120	Advertising.....	3
EDUC-110	Developmental Psychology.....	3
BSAD-103	Management/Marketing Internship.....	3
BSAD-125	Management Marketing Seminar.....	1

<b>Fourth Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CHEM-105	General Chemistry.....	5
ARTS-120	Art Appreciation.....	3
	Computer Requirement.....	3
MIDM103	Management/Marketing Internship.....	3
	Physical Education Requirement.....	1



## INTERIOR DESIGN

The Interior Design curriculum helps prepare the student for various professions in or related to Interior Design providing appropriate elective and required classes for students in this major. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

<b>First Semester</b>		<b>16 Hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
HIST-101	Survey of Civilization I.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3
EDUC-110	Developmental Psychology or	
SOCI-113	Sociology of Families.....	3
PCDE-101	College Success.....	1

<b>Second Semester</b>		<b>16 Hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
ARTS-121	History of World Art.....	3
	Life Science Requirement.....	3
MATH-108	College Algebra.....	3
	Physical Education Requirement.....	1

<b>Third Semester</b>		<b>15 Hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHSC-105	General Physical Science.....	5
ARTS-101	Drawing I.....	3
ARTS-104	Watercolor.....	3
HMEC-103	Pattern Study and Garment Construction.....	3
	Physical Education Requirement.....	1

<b>Fourth Semester</b>		<b>18 Hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-110	Fundamentals of Statistics.....	3
ARTS-111	Ceramics.....	3
SPCH-111	Public Speaking I.....	3
ECON-111	Economics: Macro.....	3
ARTS-120	Art Appreciation.....	3
DRFT-104	Computer Aided Drafting I.....	3



## APPAREL DESIGN

The Apparel Design curriculum helps prepare the student for various professions in or related to Apparel Design providing appropriate elective and required classes for students in this major. A variety of curriculum modifications can be made to transfer the student efficiently to the degree granting college or university.

First Semester		16 Hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
HIST-101	Survey of Civilization I.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3
EDUC-110	Developmental Psychology or	
SOCI-113	Sociology of Families.....	3
PCDE-101	College Success.....	1

Second Semester		16 Hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
ARTS-121	History of World Art.....	3
	Life Science Requirement.....	3
MATH-108	College Algebra.....	3
	Physical Education Requirement.....	1

Third Semester		16 Hours
Course No.	Course Title	Credit
CHEM-105	General Chemistry.....	5
ARTS-101	Drawing I.....	3
ACCT-101	General Accounting.....	3
HMEC-103	Pattern Study and Garment Construction.....	3
	Physical Education Requirement.....	1
CSCI-210	Microcomputer Applications I-Spreadsheet-Excel.....	1

Fourth Semester		18 Hours
Course No.	Course Title	Credit
MATH-110	Fundamentals of Statistics.....	3
ECON-111	Economics: Macro.....	3
SPCH-111	Public Speaking I.....	3
HMEC-104	Advanced Pattern Study.....	3
ARTS-120	Art Appreciation.....	3
ARTS-124	Design.....	3



## PSYCHOLOGY



The Psychology Program at GCCC is designed for those who wish to become competent individuals preparing for a career in Psychology. This program of study offers typical courses a student will take on the path towards a Bachelor, then specific Master Degree. Because of the variety in requirements in four year/six year programs, majors in this area and advisors are encouraged to check specific requirements at the choice university the student will transfer.

First Semester		16 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
BIOL-105	Principles of Biology.....	5
	Physical Education Requirement.....	1
MATH-108	College Algebra.....	3
PCDE-101	College Success.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
ARTS-120	Art Appreciation or	
ARTS-121	History of World Art or	
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3
EDUC-110	Developmental Psychology.....	3
BIOL/PHSC	Another science w/lab.....	5

Third Semester		18 hours
Course No.	Course Title	Credit
LITR-210	Intro to Literature.....	3
POLS-105	American Government.....	3
PSYC-102	Human Relations.....	3
PSYC-201	Abnormal Psychology or Social Science Requirement.....	3
MATH110	Fundamentals of Statistics.....	3
	Social Science Requirement.....	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
	Humanities Requirement.....	3
ECON-111	Economics: Macro.....	3
PHIL-101	Introduction to Philosophy.....	3
PSYC-104	Social Psychology or Social Science Requirement.....	3
SPCH-111	Public Speaking I.....	3
	Physical Education Requirement.....	1

The mission of the social work program is to prepare competent, professional social work generalists for easy transfer to a State University. It also seeks to prepare social work majors with the cultural competence to practice with the diverse and at-risk populations throughout the state and around the country.

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

ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology .....	3
SPCH-111	Public Speaking I.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Success Development.....	1
	Physical Education Requirement.....	1
POLS-105	American Government .....	3

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

ENGL-102	English II .....	3
CSCI-1103	Intro to Computer Concepts & Applications .....	3
SOCI-204	Social Problems .....	3
MATH-110	Fundamentals of Statistics.....	3
PSYC-101	General Psychology.....	3
	Physical Education Requirement.....	1

**Third Semester** **19 hours**

BIOL-210	Anatomy and Physiology.....	5
HIST-104	American History since 1865 .....	3
EDUC-110	Developmental Psychology .....	3
LANG-1322	Elementary Spanish I.....	5
SOCI-210	Intro to Social Work.....	3

**Fourth Semester** **18 hours**

LANG-1331	Elementary Spanish II .....	5
	Social Science Requirements.....	3
PHIL-101	Introduction to Philosophy .....	3
SOCI-113	Sociology of Families .....	3
	Social Science Requirement.....	3



## 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 have 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 A.G.S. degree. 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.

**Topics in Economics** **ECON-1101** **1-3 hours**

Course topics offered in response to current economic events and/or to be taught on sufficient demand. Topics may include anything from Public Finance & Taxation, to Stocks & Bonds, from healthcare economics to the 2008 nationwide financial meltdown. This course offering may also be utilized by organizations and businesses who have a need or desire for specialized economically related content material. Based on sufficient enrollment, organizations and businesses may also request the course be conducted on site, or as a hybrid 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/ HOME ECONOMICS

### Pattern Study and Garment Construction HMEC-103 3 hours

This course deals with the selection and fitting of commercial patterns, development of construction techniques relating to various fabrics, use and care of construction equipment, and the development of criteria for evaluating the quality of clothing construction.

### Advanced Pattern Study and Garment Construction HMEC-104 3 hours

**Prerequisite:** HMEC-103. This course is a continuation of the study of the selection and fitting of commercial patterns with emphasis upon more advanced construction techniques allowing the student opportunity to gain additional skills in sewing construction.

### Personal Nutrition HMEC-114 2 hours

This course will provide the student with accurate information pertaining to nutrition, weight control, exercise and physical fitness. Opportunities will be arranged for the student to modify, practice, and evaluate behavior changes related to diet, exercise and a healthy lifestyle.

### Basic Nutrition HMEC-115 3 hours

This course is the study of nutritional requirements with emphasis on developing judgment in the selection of foods. The course will also include the study of specific nutritional requirements for special groups of individuals in order to maintain life and health.

### Tailoring HMEC-202 3 hours

**Prerequisite:** HMEC-104. This course studies tailoring techniques applied in the construction of a coat or suit using a commercial pattern.

### Fashion Merchandising Internship I HMEC-210 3 hours

**Prerequisite:** Consent of instructor. This course gives the student credit for work experience in an approved training situation and under instructional supervision. Students are encouraged to secure part-time employment in the field of fashion merchandising. **Credit demands a minimum of 10 to 15 hours a week of on-the-job training by arrangement.**

### Interior Merchandising Internship I HMEC-212 2-3 hours

**Prerequisite:** Consent of instructor. This course gives the student credit for work experience in an approved training situation and under instructional supervision. Students are encouraged to secure part-time employment in the field of interior merchandising. **A minimum of 10 to 15 hours a week of on-the-job training by arrangement is required.**

### Creative Use of Leisure Time (Home Crafts) HMEC-220 3 hours

This course studies and applies various techniques used in the creation of craft projects that can be done in the home. Projects will be selected in order to acquaint the student with a broad field of creative expression.

## POLITICAL SCIENCE

### 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 science 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.

**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

**Basic Manual Communication I SPED-120 3 hours**

This course attempts to eliminate the language barrier between deaf and hearing people by preparing the student to communicate with deaf people; to understand the psychological problems associated with deafness; and to become aware of schools, equipment, and technical advances for the deaf. Basic signing skills are taught.

**Basic Manual Communication II SPED-125 3 hours**

The Basic Manual Communication II class will increase signing vocabulary. The course outline will prepare students for the Basic Manual Communication III course and will familiarize the students with body position and classifiers to develop characterization.





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**
- **Agriculture**
- **Agronomy**
- **Agricultural Products & Processing**
- **Animal Science**
- **Automotive Technology**
- **Cosmetology**
- **Culinary Management**
- **Drafting Technology**
- **Industrial Production Technology**
- **Meat and Food Science**
- **Petroleum Technology**
- **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**

This program is a partnership with the college, John Deere and the John Deere dealer organization. Its purpose is to help create technical careers using the assets of the college, the training opportunities found at the dealership, and the technical information, training aids, and equipment provided by John Deere Company. The intent is that a graduate of this program will have earned an AAS degree, and be certified with John Deere in the fields of basic electricity, basic hydraulics, and Service Advisor.

**Typical Class Schedule**

<b>First Semester</b>		<b>21 Hours credit</b>
<b>Course No.</b>	<b>Course Title</b>	
INPR-1511	Orientation & Safety .....	1
JDAT-103	Agricultural Hydraulics .....	3
JDAT-102	Tractor Power Trains .....	3
JDAT-104	Agricultural Electrical Systems .....	3
JDAT-112	Information Management Sys .....	3
JDAT-110	Math Processes for Technicians .....	3
CSCI-110	Microcomputer Applications .....	3
PCDE-101	College Success .....	1
HPER-119	Super Circuit.....	1

<b>Second Semester</b>		<b>15 Hours credit</b>
<b>Course Title</b>	<b>Course Title</b>	
JDAT-107	Dealer Internship I .....	3
JDAT-109	Harvesting Systems .....	3
JDAT-123	Agricultural Hydraulics II .....	3
JDAT-124	JD Ag Electrical Systems II .....	3
JDAT-111	Applied Communications .....	3

<b>Summer Session</b>		<b>8 Hours credit</b>
<b>Course No.</b>	<b>Course Title</b>	
JDAT-105	John Deere Air Quality Systems .....	2
JDAT-214	Ag Electrical Systems III .....	3
JDAT-122	Tractor Power Trains II.....	3

<b>Fourth Semester</b>		<b>8 Hours credit</b>
<b>Course No.</b>	<b>Course Title</b>	
JDAT-108	Dealer Internship II .....	2
JDAT-212	Tractor Power Trains III .....	3
JDAT-213	Agricultural Hydraulics III .....	3

<b>Fifth Semester</b>		<b>16 Hours credit</b>
<b>Course No.</b>	<b>Course Title</b>	
BSAD-124	Salesmanship .....	3
JDAT-202	Engines .....	3
JDAT-203	Ag Fuel Systems and Performance .....	3
JDAT-120	Special Topics in Ag Tech (Cert).....	3
	P.E. Activity Class .....	1
	Humanities.....	3

**General Education Classes to complete the AAS degree.**

**Tillage and Planting Systems JDAT-101 3 hours**

This course is designed to orient the Ag Tech student to the equipment sold by John Deere dealers in the region that prepare the soil and plant the crops. General adjustment procedures will be introduced with focus on the preliminary adjustments made at the dealership. Emphasis will be placed on the requirements of the equipment in question when that equipment is interfaced with the systems on the tractors that provide the power. This includes the hydraulic and electronic interfaces as well as the needs of the AMS or Precision Farming systems.

**Tractor Powertrains JDAT-102, 122, 212 3 hours each**

This series of three courses encompasses the transmission of mechanical power from the engine or other power source to the load. The course of study will follow from simple to complex and will generally consist of collar shift, synchronized, powershift,

electronic controlled shift, and infinitely variable transmissions (IVT). Emphasis will be placed on theory of operation, diagnosis of failures and repair procedures. JDAT-212 introduces the theory of operation of Engines Systems as found in Deere equipment.

**Agricultural Hydraulics JDAT-103, 123, 213 3 hours each**

Basic hydraulic principles – flow, pressure, and restriction (load) will be covered. These principles will then be applied to John Deere hydraulic systems. Basic hydraulic components – radial piston pumps, axial piston pumps, external and internal gear pumps, selective control valves and pilot controlled valves will be introduced. Basic hydraulic diagnostics will be infused with the theory of the components listed. The electronic interface will be introduced in Electrical Systems and theory further developed in the Hydraulics systems series.

**John Deere Agricultural Electrical Systems** JDAT-104, 124, 214 3– 4 hours each

The basic characteristics of electricity, voltage, current flow and resistance, the nature of these characteristics in typical DC electrical circuits, and the theory of operation of alternators, starters, and ignition systems will be included. The control and application of accessory circuits such as lighting and HVAC will follow. The use of ISO schematics in the diagnosis of John Deere mobile electrical systems will be emphasized. The ISO diagrams, diagnostic and repair procedures, and the CCD, CanBus, and controller systems will be studied, tested and programmed if allowed. Emphasis will be placed on how the electronic systems interface with the operator, hydraulic, power train and fuel systems.

**John Deere Air Quality Systems** JDAT-105 2 hours

The basics of the refrigeration cycle will be introduced. Repair and diagnostic procedures will be performed on the equipment available. Cooling, heating, and filtering systems will be studied and repair procedures practiced. The electronic interface with the vehicle communications system will be introduced.

**Consumer Products** JDAT-106 3 hours

This course covers the function, adjustment, and repair of various Consumer and Commercial Equipment (CCE) marketed by John Deere Company. Systems include mowing, ground engagement, and residue handling equipment. Components unique to the CCE equipment in the hydraulic, electrical, and powertrains systems may be incorporated.

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

**Diagnosis of Agricultural Systems** JDAT-201 3 hours

Using the basics of hydraulics and electrical systems and knowledge of the operation of their components as tools, the student will diagnose various failures in the John Deere systems available. An emphasis will be placed on the procedures outlined in the technical manual and how the basic rules of force, low, and resistance apply to those procedures. The more difficult failures such as low voltage, intermittent problems, and application problems will be studied.

**John Deere Engine Systems** JDAT-202 3 hours

Disassembly and repair of JD diesel engines will be covered. Cylinder head, valve train, piston and crankshaft, and lubrication systems will be studied on the basis of wear, repair, and failure prevention. A review of the basic diesel cycle will be included with emphasis on its use in the diagnostic procedures.

**Agricultural Fuel Systems and Performance** JDAT-203 3 hours

Gas and diesel fuel systems will be studied and theory of operation of diesel injection pumps will be covered. Testing and repair of injectors will be covered. Electronic governors and electronic fuel injection will be introduced. EPA regulations and emissions rules will be introduced. Diagnosis using the Service Advisor system will be practiced. Tractor performance and those factors that affect performance will be studied and demonstrated if possible. This includes use of performance data, ballasting, and proper adjustment of implements. Those factors that a customer considers when judging the performance of a tractor or engine will be discussed.

# AGRICULTURE

The mission of the Agriculture Department is to “Provide educational curriculum to enhance a student’s ability to be successful in his / her agricultural endeavors.”

The Agricultural program is structured to allow flexibility in choices of programs that will best suit a student’s particular interests and goals. A student may select options in the Transfer Agriculture programs that will lead to an Associate in Science degree and ultimately to a Bachelor of Science degree in Agriculture. On the other hand, a student may select options that are occupationally oriented and require only one to two years of coursework. Two years of such coursework may lead to an Associate in Applied Science degree.

*Please contact the Agriculture Department for other certificate program options.*



## AGRICULTURE

Persons interested in pursuing a degree in Agronomy, Agri-Business, Agricultural Economics, Agricultural Education or any other four-year major should develop an educational plan utilizing this two-year degree.

This degree is comprised of 35 hours of general education requirements and 29 hours of agricultural electives and is designed to provide a seamless transition to a four-year university to obtain a Bachelor of Science degree. A description of agricultural electives can be found in the course description section. Consult a student advisor for course transferability.

The following is a suggested educational plan that will enhance transfer to four-year universities. Individual plans will be developed jointly by the advisor and the student to meet his/her needs. Emphasis will be placed on the requirements of the degree the student is pursuing.

First Semester		15 hours	Third Semester		16 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
AGRI-100	Agriculture In Our Society .....	1		Agriculture Requirement .....	3
AGRO-101	Crops and Crops Lab .....	4		Agriculture Requirement .....	3
	Agriculture Requirement .....	3		Humanities Requirement .....	3
MATH-108	College Algebra .....	3	SPCH-111	Public Speaking I.....	3
ENGL-101	English I.....	3		Physical Fitness Requirement.....	1
PCDE-101	College Success* .....	1		Social Science Requirement .....	3
Second Semester		18 hours	Fourth Semester		15 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
AGEC-100	Introduction to Agriculture Economics .....	3		Agriculture Requirement .....	3
	Agriculture Requirement .....	3		Agriculture Requirement .....	3
	Social Science Requirement .....	3		Agriculture Requirement .....	3
	Science Requirement .....	5		Humanities & Fine Arts Requirement .....	3
	Physical Fitness Requirement.....	1		Mathematics or Science Requirement .....	3
ENGL-102	English II .....	3			



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

Students who have no plans to seek a four-year degree can pursue the Associate in Applied Science degree. This option will be helpful for graduates who intend to seek employment in agricultural businesses or in production agriculture.

This degree is comprised of 18 hours of specific general education requirements and 46 hours of agricultural electives and is designed to provide coursework that will provide technical skills necessary to be successful in agricultural occupations. A description of agricultural electives can be found in the course description section. Students should consult an advisor for a personalized plan of study.

Agriculture requirements may be from AGRI, AGRO, AGECE, AGBS, ANSI, MEAT, or any other area deemed appropriate by the advisor to meet particular areas of specialization.

First Semester		12 hours	Summer Semester (OPTIONAL)		4 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
	Agriculture Requirements.....	8	AGRI-121	Agricultural Internship .....	4
	Communications Requirement .....	3			
PCDE-101	College Success* .....	1	Third Semester		17 hours
Second Semester		15 hours	Course No.	Course Title	Credit
Course No.	Course Title	Credit		Agriculture Requirements.....	10
	Agriculture Requirements.....	9		Computer Science Requirement .....	3
	Mathematics or Science Requirement .....	3		Physical Fitness Requirement.....	1
	Physical Fitness Requirement.....	1		Social Science / Humanities /	
	Communications Requirement .....	3		Fine Arts Requirement.....	3
			Fourth Semester		16 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
				Agriculture Requirements.....	13
				Mathematics or Science Requirement .....	3



## AGRI-BUSINESS

### **Computerized Farm and Ranch Records      AGBS-1053      3 hours**

This course will discuss application of accounting concepts and principles in farm and ranch businesses including cash and accrual accounting methods, whole farm and enterprise analysis, use of records in the management of farms and ranches, income tax management, and electronic farm accounting technology.

## AGRI-ECONOMICS

### **Introduction to Agricultural Economics      AGECE-100      3 hours**

This course studies the contribution of the agricultural sector to the national economy. The course also covers production and consumption, supply and demand elasticity, and marketing and budgeting of agricultural products and enterprises.

### **Farm Management      AGECE-102      3 hours**

This course studies the functions and activities of management in the organization and control of farm and ranch resources. Activities of management emphasized are taxes, land and capital acquisition, labor management, and estate planning. An accounting background is helpful but not required.

### **Futures Marketing and Hedging      AGECE-103      3 hours**

This course covers the basic mechanics of the commodity futures markets. Fundamental analysis and technical analysis are studied as they relate to the speculator and the hedger.

### **Farm Management for Practitioners      AGECE-105      3 hours**

The primary activity of a farm manager is making decisions. Through the steps of the decision making process, the farm manager must be able to use economic principles, budgeting procedures and information systems as the roots from which he/she can draw conclusions. This course will present learning activities which will help the participant understand these principles. Exercises and teaching activities are designed to mold the characteristics needed in present and future farm and ranch managers.

## GENERAL AGRICULTURE

### **Agriculture In Our Society      AGRI-100      1 hour**

This is an orientation course with emphasis on agriculture and agribusiness with career and vocational opportunities being explored.

### **Agriculture Internship**

(Spring)	AGRI-120 .....	2 or 4 hours
(Summer)	AGRI-121 .....	2 or 4 hours
(Fall)	AGRI-122 .....	2 or 4 hours

A supervised work experience in an agricultural operation, this course may be a part of these programs of study:

Feedlot Technology, Agricultural Mechanics, Meat Animal Evaluation, Production Agriculture, and Sales and Services.

Students may choose their areas of greatest interest or specialization. Agriculture Internship involves the students in employee-employer-instructor relationships. A diary of daily activities with

a summary will be required. Student, employer and instructor will meet to determine and plan specific educational objectives to be accomplished during the field study period. Prior and related course work with departmental consent is required.

## AGRONOMY

### **Crops      AGRO-101      4 hours**

This course is a study of the principles of the production of economic plants, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization. Three hours recitation- lecture and two hours laboratory per week.

### **Range Management      AGRO-102      3 hours**

**Prerequisite:** Botany or consent of instructor. This course studies field identification of range plants and types, recognition of their value and ecological requirements, grazing and capacity survey methods and field examination of better management practices.

### **Soils      AGRO-103      4 hours**

**Prerequisite:** General Chemistry or consent of instructor. This course studies fundamental principles underlying formation, fertility and management of soils. Three hours recitation-lecture and two hours lab per week.

### **Fertilizers      AGRO-105      3 hours**

This course provides a study of the management of plant nutrients in agronomic systems for economic response and environmental protection, diagnosis of nutrient availability and prediction of crop response to fertilizers as well as interactions between nutrient response and properties of soil.

### **Pesticides      AGRO-109      3 hours**

This course provides a study of the purpose, use, and safe handling of pesticides as well as an extensive study of the different types of pesticides available. Also addressed will be incorporation of best management practices that will aid in productivity of production systems and protection of natural resources.

### **Special Topics In Crops Management      AGRO-120      1-3 hours**

This course will provide a variable credit course designed to meet the needs of students who are currently involved in production agriculture as well as students who are taking courses to prepare them to enter the field of production agriculture. The course will provide the learner with the most current information relating to the management of crop production concepts and activities.

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.

<b>Agri-Business Certificate A</b>	<b>16 hours</b>
	<b>Credit Hours</b>
AGRI-100: Ag in Our Society .....	1
AGEC-100: Ag Economics .....	3
AGEC-102: Farm Management .....	3
AGEC-103: Futures Marketing and Hedging .....	3
PDEC-101: College Success .....	1
AGRI-120-121-122: Ag Internship (One Section) .....	4
CSCI-210: Micro Computer App.....	1

<b>Agri-Business Certificate B - Agronomy</b>	<b>15 hours</b>
	<b>Credit Hours</b>
<b>Prerequisite Certification A required plus</b>	
AGRO-103: Soils & Soils Lab .....	4
AGRO-101: Crops .....	4
AGRO-102: Range Management.....	3
AGRI-120-121-122: Ag Internship (One Section) .....	4
CSCI-211: Microcomputer Apps II.....	1

<b>Agri-Business Certificate C - Livestock</b>	<b>8 hours</b>
	<b>Credit Hours</b>
<b>Prerequisite Certification A required plus</b>	
ANSI-101: Animal Disease and Health .....	3
ANSI-102: Principles Animal Science.....	3
ANSI-103: Animal Science Lab .....	1
ANSI-104: Commercial Feedlot Operations .....	1
ANSI-105: Cow Calf Operations.....	3
ANSI-106: Dairy and Poultry Production.....	3
ANSI-107: Animal Nutrition .....	3
ANSI-108: Livestock Selection .....	2
ANSI-109: Livestock Evaluation.....	2
ANSI-111: Farm Animal Reproduction .....	3
ANSI-1110: Animal Repro Lab .....	1
ANSI-120: Special Topics in Lvst Management .....	3
ANSI-140: Horse Science.....	3
ANSI-129: Meat & Carcass Evaluation.....	3
ANSI-130: Classification of Grading & Selection of Meats .....	3
ANSI-131: Intro to Food Science .....	3
ANSI-206: Principles of Meat Evaluation .....	3
ANSI-207: Principles of Meat Science.....	3
ANSI-250: Animal Genetics.....	3
ANSI-213: Animal Welfare.....	3
ANSI-135: Serve-Safe .....	1



ANIMAL SCIENCE

Students interested in pursuing a degree in Animal Science, Meat Science, Food Science or Pre-Veterinary Medicine can develop an educational plan to transfer to a four-year university by following the academic plan that follows. Each degree is compromised of 35 general education hours and 29-31 agricultural major courses in the student's program of study. The program is designed to allow for maximum transferability to a four-year institution. *Please contact the Animal Science Department for other certificate program options.*

<b>First Semester</b>	<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>
ANSI-102	Principles of Animal Science.....
ANSI-103	Animal Science & Industry Lab .....
AGRI-100	Agriculture in Our Society .....
PSYC-101	Psychology.....
ENG-101	English I.....
MATH-108	College Algebra .....
PCDE-101	College Success .....

<b>Second Semester</b>	<b>19 hours</b>
<b>Course No.</b>	<b>Course Title</b>
ANSI-105	Commercial Cow-Calf Operations.....
ANSI-104	Commercial Feedlot Operations .....
ENG-102	English II .....
	Science Requirement .....
	Physical Fitness Requirement.....
ANSI-108	Livestock Selection or .....
ANSI-129	Meat and Carcass Evaluation .....
	Humanities & Fine Arts Requirement .....

<b>Third Semester</b>	<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>
ANSI-107	Animal Nutrition.....
ANSI-101	Animal Health & Diseases .....
SPCH-111	Public Speaking I.....
	Social Science Requirement .....
	Physical Fitness Requirement.....
	Agriculture Requirement .....

<b>Fourth Semester</b>	<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>
ANSI-111	Farm Animal Reproduction .....
ANSI-108	Livestock Selection.....
	Science Requirement .....
	Agriculture Requirement .....
	Humanities Requirement .....



## MEAT AND FOOD SCIENCE

First Semester		15 hours
Course No.	Course Title	Credit
AGRI-100	Agriculture In Our Society .....	1
ANSI-102	Principles of Animal Science .....	4
ANSI-103	Animal Science and Industry Lab .....	3
ANSI-129	Meat and Carcass Evaluation .....	3
	Communications Requirement .....	3
PCDE-101	College Success .....	1

Third Semester		16 hours
Course No.	Course Title	Credit
ANSI-206	Principles of Meat Evaluation .....	3
	Math Requirement .....	3
	Humanities & Fine Arts Requirement .....	3
	Communications Requirement .....	3
	Physical Fitness Requirement.....	1
	Social Science Requirement.....	3

Second Semester		18 hours
Course No.	Course Title	Credit
ANSI-130	Classification, Grading & Selection of Meats .....	3
ANSI-207	Principles of Meat Science .....	3
	Social Science Requirement .....	3
	Science Requirement .....	5
	Physical Fitness Requirement.....	1
	Communications Requirement .....	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
ANSI-131	Introduction to Food Science.....	3
	Agriculture Requirement .....	3
	Agriculture Requirement .....	3
	Humanities Requirement .....	3
	Mathematics or Science Requirement .....	3



## PRE VETERINARY MEDICINE

The veterinary medicine curriculum is a professional program of seven years in length. Three years of restricted course work required before application can be made to the School of Veterinary Medicine at Kansas State University. It is possible to obtain the first two years at GCCC by following the schedule below:

First Semester		17 hours
Course No.	Course Title	Credit Hours
AGRI-100	Agriculture In Our Society .....	1
ENGL-101	English I.....	3
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science and Industry Lab .....	1
CHEM-206	College Chemistry I.....	5
SPCH-111	Public Speaking I.....	3
PCDE-101	College Success* .....	1

Third Semester		18-20 hours
Course No.	Course Title	Credit Hours
ANSI-250	Animal Genetics .....	3
	Math or Science Requirement .....	3-5
ENG-102	English II .....	3
BIOL-213	Principles of Microbiology.....	5
	Physical Fitness Requirement.....	1
	Social Science Requirement .....	3

Second Semester		17 hours
Course No.	Course Title	Credit Hours
PHYS-205	Physics I.....	5
PSYC-101	General Psychology.....	3
	Social Science Requirement .....	3
BIOL-105	Principles of Biology .....	5
	Physical Fitness Requirement.....	1

Fourth Semester		19 hours
Course No.	Course Title	Credit Hours
ANSI-101	Animal Diseases and Health.....	3
CHEM-110	College Chemistry II .....	5
PHYS-206	General Physics II.....	5
	Humanities Requirement .....	3
	Math Requirement .....	3



## CERTIFICATE IN FOOD SCIENCE with a focus on Quality Assurance and Food Safety

This certificate program is to help workers in various food industries meet their continuing educational needs by providing courses in the meat and food science areas that focus on quality assurance and food safety. The courses are developed for an online format to allow ease with continuing their employment but allowing them to further their training in a convenient aspect. The instructors will be available to answer any questions. Most courses are video recorded lectures or have voice recorded lecture materials into power point.

Food Safety Certificate A		9-12 hours
		Credit Hours
Food Safety .....		3
Food Sanitation .....		3
or Food Science .....		3
Food Science Internship or Apprenticeship .....		3-6

Food Safety Certificate B		18-24 hours
Includes Food Safety and Food Sanitation courses (6 credits) from Certificate A		
Select two of the following courses:		Credit Hours
Basic Food Microbiology .....		3
Principles of Meat Science .....		3
Hazard Analysis Critical Control Points .....		3
Introduction to Food Science .....		3
Basic Food Chemistry.....		3
Food Science Internship or Apprenticeship .....		3-6*

\*A total of 6 credit hours of internship are required for Certificate B



Evaluation of wholesale cuts will also be included. \*Contact your advisor for certification and transfer options.

**Classification, Grading and Selection of Meats ANSI-130 3 hours**

**Prerequisite:** Consent of instructor. This course includes advanced grading of beef, pork and ham carcasses with special emphasis on correlation of grading factors with USDA. Provides preparation 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

**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**



# CULINARY MANAGEMENT

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.

<b>First Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PCDE-101	College Success .....	1
HPER-119	Physical Fitness I.....	1
ENGL-101	English I.....	3
MATH-105	College Math .....	3
ANSI-135	ServSafe.....	1
CLMG-101	Basic Food Preparation.....	3
CLMG-102	Introduction to Hospitality Management.....	3

<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ACCT-101	Basic Accounting.....	3
BSAD-210	Personnel Management I.....	3
CSCI-110	Introduction to Computer Concepts .....	3
HPER-120	Physical Fitness II.....	1
SPCH-111/113	Public Speaking or Interpersonal Communications .....	3
CLMG-110	Food Preparation I .....	3
CLMG-113	Menu Management.....	2

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
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 and Management.....	3

<b>Fourth Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
CLMG-220	Catering .....	4
CLMG-213	Principles of Food and Beverage Control.....	3
CLMG-222	Management of Food Production Operations.....	4
BSAD-123	Marketing.....	3

<b>Elective</b>	<b>Choose one of the following courses:</b>	
CLMG-211	Baking and Pastry.....	3
CLMG-231	International Cuisines .....	3
ANSI-207	Principles of Meat Science .....	3

**Total** **67**

**CERTIFICATION**

### Culinary Manager Assistant

<b>Certificate</b>		<b>30 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PCDE-101	College Success .....	1
ANSI-135	ServSafe.....	1
CLMG-101	Basic Food Preparation.....	3
CLMG-102	Introduction to Hospitality Management.....	3
CLMG-110	Food Preparation I .....	3
CLMG-113	Menu Management .....	2
CLMG-115	Purchasing for Hospitality Operations .....	4
ACCT-101	Basic Accounting.....	3
CLMG-210	Food Preparation II.....	4
ENGL-101	English I.....	3
SPCH-111/113	Public Speaking or Interpersonal Communications .....	3



# AUTOMOTIVE TECHNOLOGY

Automotive Technology is a program of study employing state-of-the art technologies and equipment used in today's automotive industry. Successful completion of the program should equip the student for employment in the automotive field. The program is NATEF certified in Brakes, Engine Performance, Heating & Air Condition, Steering and Suspension, and Electricity/Electronics. Students may choose to enroll in the Ford Maintenance & Light Repair (MLR) program sequence to earn Ford MLR certification, earn a Garden City Community College Automotive Technology certificate, or earn an Associate in Applied Science degree. Students entering the program must complete application and interview process. See the Automotive Technology instructors or the counselors for additional information.



**Associate in Applied Science degree**  
**Students who are seeking an Associate in Science degree with the goal of transferring to a baccalaureate program should work with one of the automotive technology instructors to design a plan of study.**

Required Course Sequence	45 hours
Course No.      Course Title	Credit
AUTO-105      Electrical I .....	5
AUTO-107      Brakes 1 .....	5
AUTO-106      Engine Performance I .....	5
AUTO-103      Engine Repair .....	5
	Communications Requirement .....
	3
AUTO-109      Heating & Air Conditioning .....	5
AUTO-108      Engine Performance II.....	5
AUTO-112      Suspension & Steering.....	5
AUTO-104      Manual Drive Train & Axles.....	5
	Physical Fitness Requirement.....
	1
AUTO-111      Automatic Transmissions & Transaxles .....	5
	General Education requirements .....
	18
AUTO-113      Internship I.....	3
<b>Engine Repair</b>	<b>AUTO-103/103L      5 hours</b>

**Prerequisite:** Consent of instructor. This course provides a study of the operation, problem diagnosis and repair of the multi-cylinder internal combustion engines. Theory of operation, problem analysis and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest engine designs.

**Manual Drive Trains and Axles      AUTO-104/104L      5 hours**

**Prerequisite:** Consent of instructor. This course is a study of the operation, diagnosis and repair of automotive manual power trains to include RWD transmissions and FWD transaxles, propeller shafts and CVs, clutches and RWD differential assemblies. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest designs.

**Electrical I      AUTO-105/105L      5 hours**

**Prerequisites:** Consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive electrical systems. Included are starting, charging and ignition systems as well as chassis electrical systems. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures and appropriate repair methods will be addressed. Emphasis will be on the latest system designs.



**Ford Maintenance and Light Repair (MLR) Certification Program**

**This certificate program prepares students for entry into a Ford Dealership as a Ford MLR Technician.**

Course No.	Course Title	Credit
AUTO-105	Automotive Electricity & Electronics .....	5
AUTO-107	Brakes.....	5
AUTO-109	Heating and Air Conditioning.....	5
AUTO-112	Suspension & Steering.....	5



**Automotive Certificate of Completion**

**Students may earn a GCCC Automotive certificate by successfully completing all of the Automotive Technology courses.**

**Engine Performance I      AUTO-106/106L      5 hours**

**Prerequisite:** Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis, and repair of automotive computer-controlled electronic systems. Included are computer system operation and design, electronic ignition and engine control systems and chassis electronics. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repairs methods will be addressed. Emphasis will be on the latest designs.

**Brakes 1      AUTO-107/107L      5 hours**

**Prerequisites:** Automotive Electricity and Electronics or consent of instructor. This course is a study of the operation, problem diagnosis and repair of automotive brakes systems to include conventional, power boost and ABS brakes systems. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest designs.

**Engine Performance II      AUTO-108/108L      5 hours**

**Prerequisite:** Engine Performance I or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive computer controlled electronic fuel delivery and emission systems. Included are computer system operation and design, computer-controlled carburetor, throttle body and multi-port fuel injection as well as emission control systems. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, appropriate repair methods will be addressed. Emphasis will be on the latest fuel delivery systems.

## Heating and Air Conditioning **AUTO-109/109L 5 hours**

**Prerequisite:** Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive climate control systems. System units to be studied are heating/ventilating system, evaporator, condenser, receiver drier/accumulator and various compressor designs. Both thermostatic expansion valve and fixed orifice system will be studied. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, appropriate repair methods will be addressed. Emphasis will be on the latest system designs.

## Automatic Transmissions and Transaxles **AUTO-111/111L 5 hours**

**Prerequisites:** Manual Drive Trains and Axles, Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive automatic transmissions to include RWD and FWD vehicles. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest transmission designs.

## Suspension & Steering **AUTO-112/112L 5 hours**

**Prerequisites:** Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive suspension and steering systems. This course covers the evolution of steering and suspension systems as well as steering geometry. Both two and four wheel alignment will be explained as well as hands-on use of computerized four-wheel alignment measuring system. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest designs.

## Internship I **AUTO-113/113L 3 hours**

**Prerequisite:** Dealership/Independent Shop sponsor and Engine Repair, Manual Drive Trains and Axles, Engine Performance I, Brakes, Suspension & Steering or consent of instructor. This course offers the supervised work experience necessary to make the courses taught on campus meaningful and useful. Students will practice the skills and knowledge acquired in classroom and laboratory projects in actual on-the-job situations.





# SCHOOL OF COSMETOLOGY

## 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.

#### School Curriculum

There are two enrollments in the Cosmetology program each year; one in August and one in January.

### Introduction to Massage Therapy COSM-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.

### 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 developing skills that will lead to productive employment in cosmetology. Oral and demonstration examinations shall be given upon the completion of the 1500 hour course of study. Must complete and pass theory and practical exams.

### 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.



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**CERTIFICATION**

**NAIL TECHNOLOGY (MANICURIST) TRAINING (350 clock hours) 10 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 Onychology and to prepare for the State Board examinations. The Nail Technology program covers 350 clock hours of intensive training.

**Program Requirements:\***

18 years of age  
High School Diploma or GED

**\*There will be an Orientation Session held two weeks prior to the start of class. Students will receive written notification of the date, time and location of the session. A \$50.00 fee is required at this time to confirm a reservation in the class. The fee will be credited to the student's account once the enrollment process is complete.**

**Equipment Required for Each Student**

Nail Technology students will be equipped with most instruments and supplies necessary to perform all phases of onychology & sculpting nails.

**Examination Subjects**

Each applicant for licensing as an manicurist shall be required to satisfactorily pass a written examination of knowledge in the following areas: onychology, sculptured nails, pedicuring, hand and arm massage; sanitation, sterilization and care of equipment; business training and laws relating to manicuring; and safety measures. In addition, each applicant shall demonstrate an ability to properly give a manicure, including hand and arm massage and sculptured nails.

**Manicurist (350 hours)**

**COSM-109 10 hours.**

Manicurist training includes manicuring, sculptured nails, pedicuring and all methods of caring for nails, hand and arm massage, sanitation, sterilization and care of equipment. Salesmanship, business training and laws relating to manicuring, and preparation for the written and oral tests are presented.



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## DRAFTING TECHNOLOGY

Drafting courses are offered as electives to assist students wishing to enhance their Computer Aided Drafting skills for the purpose of career advancement or to prepare for additional postsecondary education.

**Computer Aided Drafting I** **DRFT-104**    **3 hours**  
**Prerequisite:** Engineering Drawing I. This course studies forms of computer graphics, identifying component parts of CAD system and how to use menu options. Definition and operation of CAD 2-Dimensional system using basic input and output modes, coordinate types and geometric entities to create 2-D drawings are included.

**Engineering Drawing I** **ENGR-105**    **3 hours**  
 This course is a study of shape and size description of objects. Orthographic drawing and various pictorial drawing methods will be employed. Use of the equipment, reproduction methods, dimension techniques and lettering will be taught.

**Architectural Drawing** **DRFT-106**    **3 hours**  
**Prerequisite:** High school Drafting or consent of instructor. Drawings will include floor plans, elevations, plot plans, methods of construction and cost estimates. This course includes computer aided drafting applications.

**Computer Aided Drafting II** **DRFT-204**    **3 hours**  
**Prerequisite:** Computer Aided Drafting I. This course in computer aided drafting is designed to expand the student's understanding and knowledge of the geometric aspects of computer graphics, two and three-dimensional homogeneous transformations, hidden line and surface removal, mesh modeling, menu modifications, applications, and current topics related to computer aided drafting.

## ENGINEERING TECHNOLOGY

The Engineering Technologist is often the liaison between the engineer and production. They implement the engineering design. Students interested in a field of study in engineering technology should plan on a minimum of two years of study. However, the reality of a rapidly changing technical environment nearly dictates that any student of a technical area plan on learning for a lifetime of work. The following options may be used by students in this area of study.

Visit with an advisor to develop a plan of study that meets specific education / career goals including: Electrical Engineering Technician, Mechanical Engineering Technician, Industrial Ammonia Refrigeration Technician, Computer Engineering Technology, Environmental Engineering Technology, or Industrial Maintenance Technician.



## ELECTRONIC/ELECTRICAL ENGINEERING TECHNOLOGY

Commercial and industrial power users are dependent on individuals familiar with not only electrical systems but also electronic based control systems. This two-year program provides exposure to both, and provides an avenue for an individual to continue education to a Bachelor's degree program in technology. The electrical portion employ techniques and methods used in residential, commercial, and industrial electrical construction and follows the national electrical code. Students who plan to work toward a journeyman or master's licensing should contact the local electrical board in the city they plan to license to follow their licensing procedure.

<b>First Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
SPCH-111	Public Speaking I.....	3
INPR-102	Electronics I.....	3
INPR-117	Electronics II.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Success.....	1
HPER-119	Physical Fitness I.....	1
<b>Second Semester</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-109	Plane Trigonometry.....	3
CHEM-105	General Chemistry.....	5
ENGR-105	Engineering Drawing I.....	3
CSCI-102	Intro to Programming.....	3
INPR-118	Digital Logic Circuits I.....	3
HPER-119	Physical Fitness II.....	1

<b>Third Semester</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-205	General Physics I.....	5
PSYC-101	General Psychology.....	3
DRFT-104	Computer Aided Drafting I.....	3
INED-111	Electricity I.....	3
INPR-112	Electricity II.....	3
<b>Fourth Semester</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
INED-113	Electricity III.....	3
INPR-109	Electrical Motor Controls.....	3
INPR-170	Basic Pneumatics.....	3
INPR-172	Electro-Pneumatics.....	3
INPR-190	Programmable Logic Controls.....	3



## PETROLEUM TECHNOLOGY

The Oil and Gas Technology associate degree program is designed to prepare students to perform basic technical skills in the exploration, production and transportation of oil and gas. Instruction includes an overview of the industry as well as principles of Oil and Gas extraction, operation and maintenance of complex equipment, hydraulics, pneumatics, electricity, and instrumentation. Students will also explore troubleshooting methods in all phases of the program. Strong emphasis is given to providing relevant workplace knowledge and skills needed in the Oil and gas industry.

**INDUSTRIAL SAFETY PTRT-110 3 hours**

An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards such as confined space entry, emergency action, lock out/tag out, and other work related subjects.

**INTRODUCTION TO OIL AND GAS INDUSTRY PTRT-120 3 hours**

This course provides students with a brief history of the oil and gas industry and major companies including Exxon, Conoco, Repsol, Total and BO among others. A basic knowledge of the oil and gas industry including equipment, systems, instrumentation, operations, and the various scientific principles will be covered. The course addresses a variety of oil and gas technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

**DRILLING PTRT-130 3 hours**

The course provides an in-depth study of the drilling process including definitions and descriptions of equipment and processes including controls, drill bits, directional drilling, drilling fluids, solids control, cementing, casing, well boar stability, well control, measurement-while-drilling techniques, stuck pipe, lost circulation, well bore hydraulics and analysis of down-hole problems that may arise in drilling operations.

**OIL AND GAS TECHNICIAN APPRENTICESHIP PTRT-140 4 hours**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**OIL AND GAS PRODUCTION PTRT-210 3 hours**

An overview of the aspects of natural oil and gas production including various aspects of hydrocarbon production, processing equipment, regulators, relief valves, and gas compression/transportation systems.

**RECOVERY AND PRODUCTION METHODS PTRT-220 3 hours**

This course discusses the methods used in producing oil and gas including natural flow and artificial lift. The student will also develop in lease layout and specific recovery methods such as water flooding, chemical flooding, thermal processes, and CO2 injections.

**OIL AND GAS INSTRUMENTATION PTRT-230 3 hours**

Introduction to the instruments, instrument systems, terminology, process variables, and control coops as used in an oil and gas environment. Basic terminology, function, and application of the various instruments will be discussed.

**WELL COMPLETIONS PTRT-240 3 hours**

This course discusses procedures involved in drilling and wellbore analysis data to devleop a well completion plan. The discussion will include rig equipment, casing design, fishing, volume calculations, hydrostatic pressures, formation pressures, and analyzing problems in down-hole drilling operations.

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.





# INDUSTRIAL MAINTENANCE TECHNOLOGY

The core of this program is the study of maintenance, hydraulics, pneumatics, electricity, electronics, instrumentation, programmable logic controls (PLCs), motor controls, and industrial ammonia refrigeration and their application to industry. Strong emphasis is given to providing relevant workplace knowledge and skills needed to operate, maintain and integrate automation equipment and control systems used in the processing and manufacturing industry. In addition to specific technical skills, workplace skills including teaching people to work in teams, problem solving and critical thinking skills are incorporated into the curriculum.

The program is offered in two formats, one in an alternative (seminar) format of short duration intensive courses and the other in the traditional format of college semesters. Individuals seeking the Associate in Applied Science degree have the opportunity to obtain their degree not only through the traditional courses, but also through the alternative courses.

Because of industry demand for training that is tailored to their needs, the bulk of courses offered are in an alternative format, consisting of classes “customized” in both content and time. They are most often provided in a short-term, intensive delivery of from one day (6-8 hours) to as much as five days (40-45 hours) duration. Current and prospective industrial clients are encouraged to contact the college for the latest offerings or to inform the college of their needs.

The traditional format offers course work in college semesters and may be part of the Industrial Maintenance Technology Center of Excellence. In consultation with an advisor, students may select electives from specialized and related contextual courses in either of the formats, which best fit their interests and career goals. Degree requirements are 64 credit hours, distributed as follows in a planned course of study:

<b>First Semester</b>			<b>17 hours</b>			<b>Third Semester</b>			<b>16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>				<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>			<b>Credit</b>
INPR-1511	Safety Orientation.....	1				CSCI-210	Microcomputer Applications I.....	3			
JDAT-110	Math Processes for Technicians.....	3				ENGL-101	English I.....	3			
INPR-131	Basic Shop Operations.....	3				HPER-119	Physical Fitness I.....	1			
INPR-134	Introduction to Mechanics.....	3				INPR-102	Electronics I.....	3			
INED-111	Electricity I.....	3				INPR-117	Electronics II.....	3			
PCDE-101	College Success.....	1				INPR-161	Advanced Hydraulics.....	3			
WELD-110	Intro to AWS Welding.....	3									
<b>Second Semester</b>			<b>18 hours</b>			<b>Fourth Semester</b>			<b>16 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>				<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>			<b>Credit</b>
INED-112	Electricity II.....	3				HPER-120	Physical Fitness II.....	1			
INPR-109	Electrical Motor Controls.....	3				INPR-118	Digital Logic/Circuits I.....	3			
INPR-170	Basic Pneumatics.....	3				INPR-190	Programmable Logic Controls.....	3			
INPR-172	Electro-Pneumatics.....	3				PSYC-101	General Psychology.....	3			
INPR-160	Basic Hydraulics.....	3				SPCH-111	Public Speaking I.....	3			
INPR-162	Electro-Hydraulics.....	3				WELD-120	Intermediate AWS Welding.....	3			
						<b>Optional Electives</b>					
						INED-113	Electricity III.....	3			
						INED-114	Electricity IV.....	3			
						INPR-202	Electrical Master/Journeyman Prep.....	3			

# INDUSTRIAL MAINTENENCE TECHNOLOGY

## CERTIFICATE

### INDUSTRIAL MAINTENENCE TECHNOLOGY 11 month Certificate Program

Individuals with the skills necessary to maintain the complex equipment found in industry are in great demand. This certificate program is designed to provide a basic skill set that when successfully completed will enhance job opportunities. Certificate students may return to GCCC to advance skills and/or to complete an Associate of Applied Sciences degree program.

This program emphasizes the ability to work with shop tools, metals, electrical equipment and fluid power systems largely in hands-on laboratories.

<b>First Semester</b>			<b>19 hours</b>			<b>Second Semester</b>			<b>18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>				<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>			<b>Credit</b>
INPR-1511	Safety Orientation.....	1				INED-112	Electricity II.....	3			
WELD-110	Intro to AWS Welding.....	3				INPR-109	Electrical Motor Controls.....	3			
JDAT-110	Math Processes for Technicians.....	3				INPR-170	Basic Pneumatics.....	3			
WELD-120	Advanced AWS Welding.....	3				INPR-172	Electro-Pneumatics.....	3			
INPR-131	Basic Shop Operations.....	3				INPR-160	Basic Hydraulics.....	3			
INPR-134	Introduction to Mechanics.....	3				INPR-162	Electro-Hydraulics.....	3			
INED-111	Electricity I.....	3									

Continued industrial growth has resulted in an increasing need for technically trained personnel. Over one million technical jobs are currently unfilled in this country. The mechanical engineering technologist, a vital member of the engineering team, applies practical approaches to problems in many technical areas. Graduates may expect to be employed in component and system design, product testing and development, manufacturing, technical sales and services in a variety of industrial settings such as aerospace, chemical, electrical power, farm machinery and electronics.

<b>First Semester 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ENGL-101	English I.....	3
SPCH-111	Public Speaking 1.....	3
INPR-134	Introduction to Mechanics.....	3
WELD-110	Introduction to AWS Welding.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Success.....	1
HPER-119	Physical Fitness I.....	1

<b>Second Semester 18 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
MATH-109	Plane Trigonometry.....	3
CHEM-105	General Chemistry.....	5
ENGR-105	Engineering Drawing I.....	3
CSCI-102	Intro to Programming.....	3
INPR-160	Basic Hydraulics.....	3

<b>Third Semester 17 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-205	General Physics I.....	5
PSYC-101	General Psychology.....	3
DRFT-104	Computer Aided Drafting I.....	3
INPR-102	Electronics I.....	3
INPR-117	Electronics II.....	3

<b>Fourth Semester 15 hours</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
PHYS-206	General Physics II.....	5
CSCI-103	Programming in BASIC (Visual).....	3
INPR-172	Electro-Pneumatics.....	3
INPR-118	Digital Logic Circuits I.....	3
HPER-120	Physical Fitness II.....	1

**Electricity I** **INED-111 3 hours**  
 This course covers basic elements of electricity and wiring procedures including elementary DC circuit and network analysis. Emphasis is placed on residential wiring requirements and techniques. The National Electrical Code (NEC) (R) is used.

**Electricity II** **INED-112 3 hours**  
**Prerequisite:** Electricity I or consent of instructor. This course is continuation of Electricity I. The course covers additional aspects of residential wiring, including loads and service calculations. The NEC is used extensively.

**Electricity III** **INED-113 3 hours**  
**Prerequisite:** Electricity II or consent of instructor. This course covers AC electricity including inductance, capacitance, reactance, apparent and true power and impedance. It includes basic AC circuit and power factor analysis, as well as an introduction to three phase AC, transformer practices, installation sizing and analysis.

**Electricity IV** **INED-114 3 hours**  
**Prerequisite:** Electricity III or consent of instructor. This course includes meters, motor theory, generator theory, applicable NEC reference, conduits, boxes, special appliances, overcurrent protection, hazardous locations, and special wiring applications.

**Field Study I** **INED-151 4-6 hours**  
**Field Study II** **INED-152 4-6 hours**  
**Field Study III** **INED-153 4-6 hours**

**Prerequisite:** Department consent is required. The student will choose the area of specialization of greatest interest to him or her. This course involves the students in an employee-employer-instructor relationship. A diary of daily activities with a summary will be required. The student is responsible for securing work, the nature and extent of which may qualify for four to six credit hours.

**Manufacturing Principles & Processes** **INPR-100 3 hours**

This course is a hands-on study of the manufacturing process. Concepts are introduced through a student project involving product planning; material selection and procurement; material processing; and product marketing and distribution. Safety, tools, materials and processes are emphasized.

**Electronics I** **INPR-102 3 hours**

This course covers DC electronics including basic electron theory, magnetism, basic physical laws, resistance, simple electronic instruments and series and parallel circuit analysis. Circuits are constructed during laboratory exercises and tested to emphasize concepts.

**Electronic Circuits Systems I** **INPR-103** **4 hours**

**Prerequisite:** Electronics II or consent of instructor. This course is a study of the design and function of different electronic circuits. Troubleshooting of these circuits is also emphasized.

**Electrical Motor Controls** **INPR-109** **3 hours**

This lecture/lab course is an introduction to the function of motor control centers. The emphasis for this course will be motor control circuits, safety procedures, maintenance, and repair of motor control centers.

**Electronics II** **INPR-117** **3 hours**

**Prerequisite:** Electronics I or consent of instructor. This course is a continuation of Electronics I and introduces AC circuit concepts of inductance and capacitance in circuit analysis. The course also covers reactance, impedance, power in AC circuits and transformer analysis. Introductory solid state device concepts are presented for power supply analysis. Circuits are constructed and tested during laboratory exercises to emphasize concepts.

**Digital Logic/Circuits I** **INPR-118** **3 hours**

**Prerequisite:** Electronics II or consent of instructor. This course studies digital techniques, binary and decimal number systems and codes, components of digital circuits, logic gates, integrated circuit families, and an introduction to Boolean algebra as applied to logic operations. Students build and test circuits.

**Basic Shop Operations** **INPR-131** **3 hours**

This lecture/lab course is an introduction to the form and function of Shop Operations for the industrial maintenance craftworker. The emphasis for this course will be on safety, tools, fasteners, & layouts used in the shop by industrial maintenance craftworkers.

**Introduction to Mechanics** **INPR-134** **3 hours**

This lecture/lab course is an introduction to the form and function of mechanical systems. The emphasis for this course will be on basic math, measurements, power transmissions, lubrication, safety procedures, maintenance, and repair of mechanical equipment and systems.

**Industrial Maintenance I** **INPR-140** **3 hours**

Hands-on exposure is provided to the most basic elements of rotating machinery. Safety, laws on motion and properties of materials are reviewed. Bearing, shaft couplings and alignment and vibrations analysis and thermography are covered with emphasis on conditions analysis and trouble-shooting.

**Safety Orientation** **INPR-1511** **1 hour**

This lecture course covers the basic Industrial Safety rules and regulations such as lockout/tagout, electrical hazards such as arc flash and arc blast and an individual's role in safety programs.

**Basic Hydraulics** **INPR-160** **3 hours**

This course is the study of hydraulic (oil) system components and circuits. Students draw circuits using ISO symbology, select components that provide functions required by a given circuit problem and build working circuits. Safety, pressure-force and flow relationships, metering for actuator speed control, actuator holding and positioning and filtration are emphasized.

**Advanced Hydraulics** **INPR-161** **3 hours**

**Prerequisite:** Basic Hydraulics or consent of instructor. Students are introduced to additional hydraulic components and their circuit applications. These components include flow dividers, priority valves, motor controls, piloted pressure relief valves, sequence valves, counter balance valves, and accumulators. Students design and build circuits common in industrial and mobile applications.

**Electro-Hydraulics** **INPR-162** **3 hours**

**Prerequisite:** Basic Hydraulics or consent of instructor. This course introduces the use of electric controls in conjunction with the hydraulic circuits studied in Basic Hydraulics classes.

**Basic Pneumatics** **INPR-170** **3 hours**

This course includes the study of pneumatic (air) system components and circuits. Students draw circuits using ISO symbology, select components that provide functions required by a given circuit problem and build working circuits. Memory/pilot control, logic control, speed control, timing, sequencing and coordinated motion are emphasized.

**Advanced Pneumatics** **INPR-171** **3 hours**

**Prerequisite:** Basic Pneumatics or consent of instructor. Advanced Pneumatics continues the study of pneumatic circuits including their design and application to industrial processes. Emphasis is shifted to coordinated motion controls and logic needed to operate the pneumatic systems. Stop and emergency stop procedures are also emphasized.

**Electro-Pneumatics** **INPR-172** **3 hours**

**Prerequisite:** Basic Pneumatics or consent of instructor. Electro-Pneumatics introduces the use of electrical controls in conjunction with pneumatic circuits studied in the Basic Pneumatics class.

**Robotics** **INPR-180** **3 hours**

This is an applied course in the fundamentals and applications of industrial robots. Topics include microprocessors, computer vision, drive systems, sensors, gripper design, safety, economics, design for assembly, flexible manufacturing systems, and case studies. A major emphasis is placed on a term project involving an actual industrial problem.

**Programmable Logic Controls** **INPR-190** **3 hours**

**Prerequisite:** Electro-Pneumatics or consent of instructor. This course introduces the use of Programmable Logic Controls (PLCs) in industrial processes. Pneumatic circuits are used to illustrate the application of the PLC. Students are introduced to ladder programming by constructing circuits, preparing the PLC program and testing circuits.

**Electrical Master/Journeyman Prep** **INPR-202** **3 hours**

Participants review the National Electric Code Book to prepare for either the Master or Journeyman state test based on the newest or latest adopted edition. Must have city authority having jurisdiction sign sponsor paperwork to take the test but not to take the class. The class can also count for other state required CEUs. Students should contact instructor to setup paperwork.



## **Seminar in Industrial Production Technology INPR-210 1-3 hours**

**Prerequisite:** Consent of instructor. This seminar will provide training on new and advanced equipment and processes of current significance to industry. Seminars include: Basic Electrical Motor Controls, Advanced Electrical Motor Controls, Basic PLC/SLC Programming, Advanced PLC/SLC Programming, AC Variable Frequency Drives, Operator Interface Programming, Industrial NH3 Refrigerator Operator I, Industrial NH3 Refrigerator Operator II, Industrial NH3 Refrigerator Operator III, Industrial NH3 Refrigeration PSM/RMP, Industrial NH3 Refrigeration 3 Year Refresher, and Boiler I.

## **Basic Electrical Motor Controls INPR-231 3 hours**

Participants review basic electrical theory including Ohm's Law, simple circuits, line diagrams, wiring illustrations, and meter use for voltage, current, and resistance measurements. Basic three-phase motor theory, power wiring, and motor overload protection are discussed and practiced. Hands on exercises utilize Allen-Bradley Motor Control Centers in the wiring of 2-wire, 3-wire, and multi-station operator motor controls. Simple motor sequences and reversing starter controls are also wired. Participants are introduced to solid state motor control devices (soft starts and frequency drives). Although not required, prior exposure to electrical controls is helpful.

## **Advanced Electrical Motor Controls INPR-232 3 hours**

This continuation of basic electrical motor controls emphasizes theory and wiring of interposing and multi-function relays, reversing starters, timed sequences of motors, jog circuits, two-speed starters, Wye-Delta starters, and reduced voltage starters (part winding and/or autotransformer). As time permits power factor and power factor correction techniques along with additional exposure to solid state controls are presented. Basic Electrical Motor Controls or equivalent electrical experience is required for this course.

## **AC Variable Frequency Drives INPR-233 3 hours**

This course provides thorough hands-on exposure to wiring, programming, operation, and troubleshooting of the AC variable (adjustable) frequency drive. Advantages and limitations of frequency drives are introduced in context with the most common applications. Effects of harmonics and reflected wave phenomena are demonstrated, and counter measures applied. Drive control as well as cost/benefit analysis and reflected wave software are introduced. Participants will gain exposure to most of the parameters available in the drive. Prior experience with motor controls is helpful.

## **Basic PLC/SLC Programming INPR 241 3 hours**

Participants are introduced to connecting, programming, and operation of the Allen-Bradley PLC5, SLC500, or ControlLogix processors utilizing motor control centers and working fluid power elements with pneumatic valves, actuators (cylinders), and associated sensors. Participants select the appropriate processor in programming basic bit-level logic functions, timers, and counters. Sequential programming techniques are introduced on problems simulating industrial situations. Troubleshooting is integral to the exercises as students inevitably introduce programming and/or wiring errors. Although knowledge or use of hard wire (relay) ladder logic is helpful, no prior exposure to programmable controls is necessary.

## **Advanced PLC/SLC Programming INPR 242 3 hours**

This course emphasizes use of the programming "instruction set" available in the Allen-Bradley PLC5, SLC500, or ControlLogix series processors. Word and file level comparisons, file handling, math, shift registers, program flow, sequencer, and communications instructions are introduced and utilized in programming and operating of simulated industrial situations. Analog I/O are also connected, configured and utilized. Pneumatic circuit components and the A-B motor control centers are used to provide a working environment. Prior experience or training in PLC ladder programming is required.

## **Operator Interface Programming INPR 243 3 hours**

A touch screen PanelView 1000 with PanelBuilder 32 software is used to introduce participants to the commissioning and development of programs for operator interfaces. Hands on exposure, utilizing a PLC/SLC application program, will be gained in the process of creating an application file, developing screens, using graphic tools and text, screen objects, tags, graphic images and the configuration of alarms. Knowledge of PLC/SLC programming and of Windows based software is necessary to derive full benefit from this course.



# DEPARTMENT OF PUBLIC SAFETY / CRIMINAL JUSTICE / EMST / FIRE SCIENCE / TEAM-T

Public Safety positions are numerous and for many agencies the educational requirement continues to be valuable for entry positions and/or for advancement. Career fields in criminal justice, law enforcement, Emergency Medical Technology Services (EMST) and fire science have become even more important today as homeland security issues have become a high priority.

The GCCC Criminal Justice program has been in existence since 1969. In 2001, the Criminal Justice program developed the Team-T and Team-TC programs. By 2002, the Fire Science program was added and the Department of Public Safety was created. In 2005, EMST joined the Department of Public Safety. The DPS philosophy and practice of combining appropriate theory with hands-on instruction provides 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.



## LAW ENFORCEMENT/CERTIFICATE C

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

Fall Semester-Freshman Year		16 hours
Course No.	Course Title	Credit
CRIM-101	Intro to Criminal Justice .....	3
ENGL-101	English I.....	3
PCDE-101	College Success.....	1
HPER-161B	Karate/Self Defense.....	2
CRIM-121	Police Firearms I.....	1
CRIM-108	Juvenile Delinquency and Justice*.....	3
CRIM-115	Professional Responsibility on Criminal Justice.....	3

Spring Semester-Freshman Year		15 hours
Course No.	Course Title	Credit
CRIM-111	Criminal Investigation.....	3
CRIM-226	Criminal Justice Computer Applications.....	3
MATH-105	College Math or above.....	3
PSYC-101	General Psychology.....	3
CRIM-216	Sex Crimes OR CRIM212 Criminal Investigation II.....	3

**Associate in Science - Criminal Justice / Police Science - Add the Following Additional Gen Ed Classes**

Course	Cr.
ENGL 102 - English II .....	3
MATH 108 -Algebra .....	3
Science Elective (Lab).....	5
Science Elective (3-5) (Gen Ed).....	3
Humanities Elective (Hist., Lit., Music, Art) Intro to Theater Recommended....	3
Humanities Elective (Hist., Lit., Music, Art) .....	3
Sociology or American Gov. (Gen Ed).....	3

**Total additional hours for Associate of Science Degree - LE/Investigations Emphasis 23**

**Electives**

CRIM 212-Criminal Investigation II.....	3
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*Most other CJ Classes - check with advisor*

Fall Semester-Sophomore Year		14 hours
Course No.	Course Title	Credit
CRIM-103	Criminal Law .....	3
CRIM-223	Police Firearms III.....	1
CRIM-120	Interviewing & Report Writing.....	3
SPCH-111	Public Speaking.....	3
CRIM-116	Agency Administration.....	3
CRIM-140	EVOC I.....	1

Spring Semester-Sophomore Year		10 hours
Course No.	Course Title	Credit
CRIM-102	Law Enforcement Operations and Procedures.....	3
CRIM-110	Criminal Procedure.....	3
CRIM-106	Law Enforcement Capstone.....	4

**Associate in General Studies - Criminal Justice / Police Science - Add the Following**

Additional Gen Ed Classes	Cr.
Science Elective (3-5) (Gen Ed).....	3
SPCH113 Interpersonal Communications .....	3
Sociology or American Gov. (Gen Ed).....	3
Humanities Elective (Hist., Lit., Music, Art) Intro to Theater	
Recommended for I Class .....	6
Gen Ed Electives .....	6

**Total additional hours for Associate of General Studies Degree - LE/Investigations Emphasis 21**

**Stand-Alone Certifications**

Rappelling and Rescue (IFSAC).....	3
EMIC-107 Emergency Medical Responder (Cert).....	6

**\*\*Completion of Criminal Justice / Law Enforcement "Certificate C" = 55 Credit Hours.....55**

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

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 .....67**

**As Required by the Kansas Board of Regents Effective Spring 2013**

The Criminal Justice program 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.

<b>Fall Semester-Freshman Year</b>			<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>		<b>Credit</b>
CRIM-101	Intro to Criminal Justice .....	3	
CRIM-108	Juvenile Delinquency and Justice.....	3	
PCDE-101	College Success .....	1	
ENGL-101	English I.....	3	
HPER-161B	Karate/Self Defense.....	2	
CRIM-165	Strategic Team Building I.....	1	
PSYC-101	General Psychology.....	3	

<b>Fall Semester-Sophomore Year</b>			<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>		<b>Credit</b>
SPCH-111	Public Speaking I.....	3	
CRIM-103	Criminal Law.....	3	
	Science Requirement (Lab) .....	5	
CRIM-210	Gangs.....	3	
CRIM-116	Agency Administration.....	3	

<b>Spring Semester-Freshman Year</b>			<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>		<b>Credit</b>
CRIM-226	CJ Computer Apps.....	3	
CRIM-111	Criminal Investigation .....	3	
ENGL-102	English II .....	3	
MATH-108	College Algebra .....	3	
CRIM-114	Introduction to Corrections.....	3	
	CJ Electives .....	3	

<b>Spring Semester-Sophomore Year</b>			<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>		<b>Credit</b>
	Humanities Elective (Hist., Lit., Music, Art) Gen. Ed. ....	3	
	Sociology or American Government Gen Ed.....	3	
	Humanities Requirement (Hist., Lit., Music, Art) Gen. Ed.3		
	Science Elective (3-5) (Gen. Ed.).....	3	
CRIM-219	Sex Crimes.....	3	

<b>Summer Semester- Highly Recommended</b>			<b>4 hours</b>
CRIM-213	Problems in Criminal Justice (Internship).....	4	

**Completion of AS Degree with Emphasis in Juvenile Justice/Corrections .....66**  
**Electives & Stand-Alone Certifications (See advisor)**





## FORENSIC INVESTIGATIONS

Fall Semester-Freshman Year		16 hours
Course No.	Course Title	Credit
PCDE-101	College Success .....	1
ENGL-101	English I.....	3
HPER-161B	Karate/Self Defense .....	2
CRIM-101	Introduction to Criminal Justice .....	3
CRIM-165	Strategic Team Building I.....	1
PHSC-120	Intro to Forensic Science .....	3
PSYC-101	General Psychology.....	3

Spring Semester-Freshman Year		15 hours
Course No.	Course Title	Credit
CRIM-226	CJ Computer Apps.....	3
CRIM-111	Criminal Investigation .....	3
BIOL-210	Anatomy and Physiology I .....	5
CRIM-216	Sex Crimes.....	3
ENGL-102	English II .....	3
CRIM-250	Forensic Wounds I .....	1

Summer Semester - Highly Recommended		4 hours
Course No.	Course Title	Credit
CRIM-213	Problems in Criminal Justice (Internship).....	4

Fall Semester-Sophomore Year		14 hours
Course No.	Course Title	Credit
CRIM-103	Criminal Law .....	3
CRIM-212	Criminal Investigation II .....	3
MATH-108	College Algebra .....	3
Humanities Elective (Hist., Lit., Music, Art) Intro to Theater		
Recommended for 1 Class .....		3
CRIM-255	Forensic Criminalistics I.....	4

Spring Semester-Sophomore Year		15 hours
Course No.	Course Title	Credit
Humanities Elective (Gen. Ed.).....		3
CRIM-210	Gangs .....	3
CRIM-244	Forensic Computer Investigations .....	3
Sociology or American Gov. (Gen. Ed.).....		3
SPCH-111	Public Speaking (Gen. Ed.) .....	3

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



## COMPUTER FORENSICS

Fall Semester-Freshman Year		16 hours
Course No.	Course Title	Credit
MATH-108	College Algebra .....	3
PCDE-101	College Success .....	1
ENGL-101	English I.....	3
HPER-161B	Karate/Self Defense .....	2
CRIM-101	Introduction to Criminal Justice .....	3
CRIM-165	Strategic Team Building I.....	1
CSCI-111	Advanced Computer Concepts and Applications .....	3

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

Summer Semester Highly Recommended		4 hours
Course No.	Course Title	Credit
CRIM-213	Problems in Criminal Justice (Internship).....	4

Fall Semester-Sophomore Year		17 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking I.....	3
CRIM-103	Criminal Law .....	3
CRIM-244	Forensic Computer Investigations .....	3
Humanities Elective (Hist., Lit., Music, Art) Intro to Theater		
Recommended for 1 Class .....		3
Science Elective Lab (Gen. Ed.).....		5

Spring Semester-Sophomore Year		14 hours
Course No.	Course Title	Credit
CRIM-219	Sex Crimes.....	3
BSNT-151	Network and Operating Systems Essentials .....	2
Humanities Elective (Gen. Ed.).....		3
Science Elective.....		3
Sociology or American Gov. ....		3

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



## Team-T (Tactical Emergency and Management Training) and Team-TC (Tactical and Emergency and Management Training for Civilians)

The GCCC Department of Public Safety has successfully integrated a “first of its kind” program to provide continuity and teaming among the various public service entities.

Team-T and Team-TC classes are open to current students and working professionals in the field. Team-T specializes in training for first responders including dispatchers, law enforcement, EMST/paramedics and firefighters/rescue professionals on current and essential topics for communities. A unique aspect of the program involves dispatch simulators, driving simulators and the Range 3000 decision-making simulator for realistic and scenario based training.

A state of the art Live Fire Burn Tower has been built on campus in a partnership between the City of Garden City and GCCC. The Live Fire Burn Tower and surrounding Tactical Course and Challenge course provide multiple training opportunities for Fire, Criminal Justice/Law Enforcement and EMST. Emergency responder training and classes in fire fighting, rappelling, rescue and special tactics techniques are available.

Team-TC seminars are designed for civilians and currently include: women and girls self defense classes; Kansas Concealed Carry 8-Hr Class; NRA Safety Classes and the Challenge Course opportunities. Seminar topics change to stay current with the safety and security issues facing our area and the country.

## LAW ENFORCEMENT & CRIMINAL JUSTICE

### **Defensive Tactics/Karate** CRIM-100 2 hours

This course studies a system of defense and control techniques based upon established principles of hand-to-hand combat. Defensive and aggressive physical maneuvers, armed and unarmed opponents, club maneuvers, achievement of organic development, development of muscular skill, and prevention of injury to the person will be studied.

### **Introduction to Criminal Justice** CRIM-101 3 hours

This course includes an introduction to the philosophy and history of law enforcement constitutional limitations, function and jurisdiction of agencies, survey of procedures from arrest to release and an attempt to evaluate the system’s effectiveness and orientation on careers in the field. The course examines the role of law enforcement and criminal justice in contemporary American society.

### **Law Enforcement Operations and Procedures** CRIM-102 3 hours

**Prerequisite:** Successful completion of Criminal Law. This introductory course surveys the organizational structure of criminal justice enforcement agencies and gives limited attention to the purposes, functions, departmental relationships and community effectiveness of the various specialized areas of enforcement operations. This course deals primarily with basic functions and tactics such as patrol procedures, crime scene techniques, etc.

### **Criminal Law** CRIM-103 3 hours

**Prerequisite:** Introduction to Criminal Justice. This course studies the history, scope and nature of law; parties to crime; classification of offenses; act and intent; capacity to commit crime and defenses; arrest, search and seizure. This course includes the study of elements of major criminal statutes. Criminal Law is an integrated study of Kansas Criminal Code.

### **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. 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 documentation techniques, investigative follow up and documentation is emphasized. Course must be taken concurrently with CRIM-226 Criminal Justice Computer Applications.

**Introduction to Corrections** **CRIM-114** **3 hours**

This course includes an overview of correctional theory, institutions, systems, programs and agencies, including adult prisons, juvenile facilities, jails, probation, parole and community involvement.

**Agency Administration** **CRIM-116** **3 hours**

**Prerequisite:** Introduction to Criminal Justice. This course studies police organization and management from the perspective of the chief administrator. Principles of organization and leadership will be studied along with the function and interaction of organizational components. Administration of line, staff and auxiliary divisions and subordinate functions, policy formulation and executive responsibilities will be included.

**Interviewing and Report Writing** **CRIM-120** **3 hours**

This course is designed for Criminal Justice majors and in-service officers. Emphasis will be placed on effective interviewing, note taking, factual writing of police reports. Kansas Criminal Code and common law enforcement reporting forms will be used. This course will utilize word processing and reporting software.

**Police Firearms I** **CRIM-121** **1 hour**

**Prerequisite:** Criminal Justice major and consent of department. Legal and physical restrictions apply. This course is a basic combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on the .38 and/or .357 caliber revolver, weapon safety, maintenance, selection and maintenance of leather gear and shooting basics.

 **Team-T: Dispatch I** **CRIM-130** **1 hour**

**Prerequisite:** In-service officer, DPS major or departmental permission. This course is designed to provide a firm foundation for a 911 communications officer / dispatcher. Basic call taking, dispatching, critical thinking skills, classifying calls, prioritizing calls and radio techniques are incorporated. This course includes transferring the above knowledge and skills to performance based learning utilizing dispatch simulators.


 **Team-T: Dispatch II** **CRIM-131** **1 hour**

**Prerequisite:** Successful completion of Team-T: Dispatch I. This is the second in a sequence of program blocks located in the Team-T program, Department of Public Safety / Criminal Justice. This course provides the student with information, knowledge and skills in advanced call-taking, specialized dispatching for public safety, advanced multi-tasking, decision making and critical thinking. Dispatching codes and processes are emphasized including NCIC, ASTRA, and NLETS formats. The course includes transferring the above knowledge and skills to performance based learning utilizing dispatch simulators.

 **Team-T: EVOC I** **CRIM-140** **1 hour**

**Prerequisite:** Must have a valid Kansas driver's license or departmental permission. This course provides the student with the knowledge and understanding of the statutory authority to operate an emergency vehicle, the knowledge of legal (criminal

and civil) ramifications of operating an emergency vehicle, the knowledge and understanding of the human body's physiological responses to stress while operating an emergency vehicle, basic understanding of critical incident response, the ability to understand the various environmental and roadway conditions that impact emergency vehicles responses, and the understanding of vehicle dynamics as they related to emergency vehicle responses. This course includes defensive driving and the opportunity to experience simulated emergency responses in training simulators.

 **Team-T: EVOC II** **CRIM-141** **1 hour**

**Prerequisite:** Successfully completed EVOC I, or be a current in-service professional, or consent of Department. Student must possess a valid Kansas Drivers License and have completed NSC approved Defensive Driving Course within the last two years. This course was designed and is taught within the Department of Public Safety to provide students with hands on application of Emergency Vehicle Operations.

**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 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 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 and/or consent of department. This course includes an analysis of sexually motivated crimes and their application to the Criminal Justice process. Psychological, physical, investigative and legal aspects relating to the prevention, investigation and prosecution will be explored. Major emphasis will be placed on sexual assault, incest, and sexually motivated homicides, as well as other areas of sexual deviancy which result in criminal actions.

**Police Firearms II** **CRIM-222**    **1 hour**

**Prerequisite:** Successful completion of Firearms I with a C or better and consent of department. Legal and physical restrictions apply. This course is an advanced combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on safety, and skill development with service handgun utilizing the various combat stances and positions.

**Police Firearms III (Semi-Automatics)** **CRIM-223**    **1 hour**

**Prerequisite:** Successful completion of Firearms I with a C or better and consent of department. Legal and physical restrictions apply. This is an advanced combat firearms course for Criminal Justice majors and in-service officers. Emphasis will be placed on

the semi-automatic pistol including weapon familiarization, safety, maintenance, and shooting basics utilizing a variety of combat courses. A review of legal responsibility to weapon use in law enforcement will be given. The use of cover, multiple targets and shoot/don't shoot decision making will be included.

**Criminal Justice Computer Applications** **CRIM-226**    **3 hours**

**Prerequisite:** Introduction to the Criminal Justice. Course must be taken concurrently with CRIM-111 Criminal Investigation. This course studies the utilization and implications of the computer and software to the criminal justice professional with emphasis placed on the use and integration of word processing, database, spreadsheets, fingerprint software, crime scene / traffic accident diagramming, multimedia for court presentations and training, law enforcement reporting programs, evidence and photo documentation, digital photographs, identification software and other types of software and technical equipment used in the law enforcement/criminal justice field. Direct applications to specific problems including report writing, criminal investigations, traffic accident investigation, police administration, institutional administration, recordkeeping and communications will be emphasized.

**Critical Decision Making in Criminal Justice** **CRIM-231**    **1 hour**

**Prerequisite:** Consent of instructor. Legal restrictions apply. This course includes an advanced decision-making and combat firearms course for Criminal Justice majors and in-service officers. The use of cover, multiple targets and "shoot—don't shoot" decision making and utilization of proper weapons will be emphasized.

**Forensic Computer Investigations I** **CRIM-244**    **3 hours**

**Prerequisite:** Successful completion of Criminal Investigation or consent of department. This course provides an introduction to forensic computer investigations including the analysis of the computer and related media as it relates to criminal activity and evidence. This course is designed to introduce the student to the operational functioning of computer technology including its use in tracking and analyzing information to improve the detection of criminal activity, case solvability factors, and the powerful abilities of computers to rapidly analyze raw data. The basic operation of the computer including DOS, Windows based machines and the use of the Internet as an information tool will be an integral part of this course. The handling and treatment of computer related evidence will also be emphasized.

**Forensic Criminalistics I** **CRIM-255**    **4 hours**

**Prerequisite:** Successful completion of Criminal Investigation or consent of department. This course provides an introduction to criminalistics, a branch of the forensic sciences dedicated to the analysis of criminal evidence. Traditional laboratory techniques will be blended with new technologies including computerization, digital photography, DNA, and others to provide students with state-of-the-art approaches to evidentiary challenges.

**Gangs** **CRIM-210**    **3 hours**

**Prerequisite:** Successful completion or concurrent enrollment in Introduction to Criminal Justice. Criminal Justice majors only. Non-Criminal Justice Majors must obtain instructor's permission. This course will take an in-depth look at modern day criminal street gangs and the events in history that have led to the current criminal street gang activity. Through lecture, discussion, research

and projects students will assess the reasons people join criminal street gangs and the group dynamics the criminal street gang. A variety of different types of gangs will be discussed including white gangs, black gangs, Asian gangs, motorcycle gangs, white supremacists, prison gangs, California based gangs, and Chicago based street gangs.

**Drug Investigations** **CRIM-211** **3 hours**

**Prerequisite:** Criminal Justice major with sophomore standing or instructor permission. This course will cover the various types of drugs and their effects on the human body as well as society. Drug enforcement case studies will be included. The course requires class participation during the instruction and corresponding labs. A number of visual aids will be used throughout the course. Upon completion the student will be able to recognize various drugs that are being used throughout the United States.

**Basic Rappelling** **CRIM-150** **1 hour**

This seminar course provides students with rappelling knowledge and the application of rappelling skills used by police, fire and rescue. 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

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 COMPASS testing
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.

### 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.

<b>Semester 1</b>		<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-211	Anatomy & Physiology I .....	4
SPCH-111/113	Public Speaking/IPC .....	3
PCDE-101	College Success .....	1
HPER-119	Physical Education .....	1
MATH-101	Computations .....	3

<b>Semester 2</b>		<b>11 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
BIOL-212	Anatomy & Physiology II .....	4
PSYC-101	General Psychology .....	3
ENGL-101	English I .....	3
HPER-120	Physical Education .....	1

<b>Semester 3 (Spring)</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
EMIC-207	Medical Emergencies.....	12
EMIC-211	Clinical Rotations I .....	3

<b>Semester 4 (Summer)</b>		<b>12 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
EMIC-209	Cardiology .....	4
EMIC-212	Clinical Rotations II .....	8

<b>Semester 5 (Fall)</b>		<b>19 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
EMIC-208	Trauma.....	6
EMIC-213	Field Internship .....	11

**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.

**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.

**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 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.

**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.

**Field Internship** **EMIC-213** **11 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.

The Fire Science Technology program offers an Associate in Applied Science degree and is designed to prepare students for employment in fire service, in either the public or private sector, as well as meet the continuing education needs of professional firefighters.

Upon completion of the Associate in Applied Science degree, students may choose to finish the additional general education classes and receive the Associate in Science degree. As four year colleges and universities differ widely in the Fire Science Technology degree programs, students are encouraged to obtain transfer information from their chosen 4 year college or university for GCCC Fire Science advising purposes.

The program offers coursework in fire prevention, fire control techniques, emergency medical services, and rescue techniques. The curriculum aligns with National Fire Protection Association (NFPA) standards and includes state and locally identified training needs such as Hazmat, Driver Operator and EMT training. Instruction emphasizes hands-on training to assure that graduates will not only know the theory, but be able to use it. The Fire Science program curriculum is sequential.

Consultation with the Department of Public Safety or Fire Science Advisor is required prior to enrolling.

The following is a suggested sequencing of coursework subject to availability of courses.

<b>First Semester</b>		<b>20 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-101	Fire Fighter I.....	6
FIRE-111	Hazardous Materials Operations .....	3
FIRE-110	Hazardous Materials Awareness .....	2
CSCI-110	Intro to Computer Concepts .....	3
CRIM-150	Basic Rappelling.....	1
CRIM-151	Intermediate Rappelling .....	1
CRIM-152	Advanced Rappelling .....	1
HMEC-114	Personal Nutrition.....	2
PCDE-101	College Success .....	1

<b>Second Semester</b>		<b>19</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-102	Fire Fighter II.....	4
FIRE-103	Technical Rescue I.....	2
FIRE-203	Technical Rescue II.....	2
PSYC-101	General Psychology.....	3
SPCH-111	Public Speaking I.....	3
HPER-119	Physical Fitness I.....	1
CRIM-140	EVOC (Emergency Vehicle Operations/ Defensive Driving) .....	1
FIRE-207	Structural Firefighting Strategy & .....	3
	Tactics	

<b>Third Semester</b>		<b>17 hours</b>
FIRE-202	Fire Apparatus Driver/Operator.....	4
HPER-120	Physical Fitness II.....	1
MATH-105	College Math .....	3
ENG-101	English I.....	3
FIRE-104	Incident Management Systems.....	3
FIRE-112	Building Construction.....	3

<b>Fourth Semester</b>		<b>12 hours</b>
EMIC-108	Emergency Medical Technician Basic.....	12

### Other Recommended Fire Electives

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
FIRE-204	Fire Instructor I.....	3
FIRE-220	Fire Department Company Officer I.....	3
FIRE-201	Hazardous Materials Technician.....	8
FIRE-206	Fire Investigations I.....	3
FIRE-213	Fire Science Internship .....	4
CRIM-111	Criminal Investigation .....	3
CRIM-226	Criminal Justice Computer Applications .....	3

## FIRE SCIENCE

### Firefighter I FIRE-101 5 hours

**Prerequisite:** Admission Requirements exist. Contact a Fire Science Advisor. The course covers technical/special operations relating to fire ground operations and prevention activities. The prime objective of this course is to train fire fighters on safety and how to avoid problems on and off the fire ground. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises including: hazardous materials awareness, safety, fire behavior, building construction, protective clothing and SCBA, team skill performances and how to operate as a part of a team. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute. Effective 1 January 2009 Hazardous Materials Operations Level will be required for FF-I certification.

### Firefighter II FIRE-102 4 hours

**Prerequisite:** Successful completion of Firefighter I. The course covers technical/special operations relating to fire ground operations and prevention activities. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises in various fire ground operations including: hazardous materials operations; incident management systems, building construction and collapse; rescue and extrication and special rescue situations; hose, tools and appliances; ignitable liquid and flammable gas control; and foam fire streams. They will also understand fire pump theory; hydrant flow and operability; fire detection, alarm and suppression systems; fire cause and origin; radio communication and incident reports; and pre-incident survey. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

**Technical Rescue I** **FIRE-103** **2 hours**  
**Prerequisite:** Successful completion of Firefighter I. Technical Rescue I is a more in-depth look at various techniques of auto, bus and commercial vehicle extrication. Students will be instructed in how to identify and establish levels of functional capability for safely and effectively conduct operations at vehicle extrication incidents. Students will learn how to assess hazards, provide patient care and identify the level of operational capability, and to establish operational criteria.

**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.**

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.

<b>Certificate A</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
WELD-111	Shielded Metal Arc Welding .....	3
WELD-122	Gas Metal Arc Welding.....	3
WELD-106	Mathematics for Welders.....	3
WELD-201	Gas Tungsten Arc Welding .....	3
WELD-101	Welding Safety.....	2
WELD-105	Cutting and Gouging Processes.....	3

<b>Certificate B</b>		<b>39 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
WELD-101	Welding Safety .....	2
WELD-105	Cutting and Gouging .....	3
WELD-106	Mathematics for Welders.....	3
WELD-111	Shielded Metal Arc Welding.....	3
WELD-122	Gas Metal Arc Welding.....	3
WELD-201	Gas Tungsten Arc Welding.....	3
WELD-121	Shielded Metal Arc Welding II .....	4
WELD-131	Gas Metal Arc Welding II.....	4
WELD-211	Gas Tungsten Arc Welding II .....	4
WELD-213	Layout and Fabrication.....	4
INPR-131	Shop Operations .....	3

<b>Certificate C</b>		<b>53 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
WELD-101	Welding Safety.....	2
WELD-105	Cutting and Gouging .....	3
WELD-106	Mathematics for Welders.....	3
WELD-111	Shielded Metal Arc Welding.....	3
WELD-122	Gas Metal Arc Welding.....	3
WELD-201	Gas Tungsten Arc Welding .....	3
WELD-121	Shielded Metal Arc Welding II .....	4
WELD-131	Gas Metal Arc Welding II.....	4
WELD-211	Gas Tungsten Arc Welding II .....	4
WELD-213	Layout and Fabrication.....	4
WELD-103	Blueprint Reading for Welders .....	3
INPR-131	Shop Operations .....	3

<b>Electives for Certificate C</b>		<b>(Must take 14Hrs Minimum)</b>
WELD-132	Special Topics: SMAW Pipe.....	4
WELD-132	Special Topics: GTAW Pipe .....	4
WELD-214	Pipefitting.....	3
WELD-135	Welding Internship.....	6
WELD-130	Testing and Codes.....	3
WELD-110	Intro to AWS Welding.....	3
WELD-120	Intermediate AWS Welding .....	3
WELD-200	Advanced AWS Welding .....	3



## WELDING

Objective: to educate a student to earn a 2-year degree, achieve industry-based certification and to enter into the welding industry with sufficient skill and knowledge to successfully handle most welding techniques and jobs.

<b>AAS</b>		<b>64 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
WELD-111	Shielded Metal Arc Welding .....	3
WELD-122	Gas Metal Arc Welding .....	3
WELD-201	Gas Tungsten Arc Welding .....	3
WELD-103	Blueprint Reading for Welders .....	3
WELD-101	Welding Safety.....	2
WELD-105	Cutting and Gouging Processes.....	3
PCDE-101	College Success .....	1
WELD-121	Shielded Metal Arc Welding II .....	4
WELD-131	Gas Metal Arc Welding II.....	4
WELD-211	Gas Tungsten Arc Welding II .....	4
WELD-213	Layout and Fabrication.....	4
INPR-131	Shop Operations .....	3

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
	Communications Course.....	3
	Communications Course.....	3
3	..... Social Science/Humanities and Fine Arts Course	
	..... Science or Computer Science	
3	..... Math Processes for Technicians	
3	Physical Fitness Course.....	2

<b>Electives for AAS</b>	
WELD-132	Special Topics/SMAW Pipe.....
WELD-132	Special Topics/GTAW Pipe .....
WELD-130	Engineering, Testing, Inspection, and Codes.....
WELD-214	Pipefitting.....
WELD-135	Welding Internship.....
WELD-110	Intro to AWS Welding.....
WELD-120	Intermediate AWS Welding .....

**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.

**CUTTING AND GOUGING PROCESSES WELD-105 3hrs**

**Prerequisite:** None. This course introduces the student to the study of Metal Cutting and Gouging Processes based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification and employment.

**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.

**INTERMEDIATE AWS WELDING WELD-120 3hrs**

**Prerequisite:** WELD-110, Intro to AWS Welding. This course allows students to advance their skills related to the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification.

**SHIELDED METAL ARC WELDING II (SMAW II) WELD-121 4hrs**

**Prerequisite:** Weld-111 SMAW. This course covers the study of Shielded Metal Arc Welding (SMAW). This course will include technical information based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the SMAW process; demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; perform out of position SMAW welds on selected weld joints; and perform visual inspection of welds. This course is designed to be beneficial to students with intermediate skill levels and advanced students who wish to work towards 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.

**TESTING AND CODES WELD-130 3hrs**

**Prerequisite:** None. This course will include technical information based on NCCER, ASNT, and AWS recommended competencies as well as teacher demonstration and hands on application by the student. Topics will include working with various Code Books, ASNT inspection of welds using Visual (VT), Dye Penetrant (PT), Magnetic Particle (MT), Ultrasonic (UT), and Radiographic (RT) Inspection methods. This course is designed to be beneficial to beginning students who wish to work toward certification.

**GAS METAL ARC WELDING II (GMAW II) WELD-131 4hrs**

**Prerequisite:** Weld-122 GMAW. This course covers the advanced study of Gas Metal Arc Welding (GMAW). This course will include technical information based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Gas Metal Arc Welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; associate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; perform out of position GMAW welds on selected weld joints; and perform visual inspection of welds. This course is designed to be beneficial to students with intermediate skill levels and advanced students who wish to work towards GMAW Certification.

## SPECIAL TOPICS

**WELD-132 3hrs**

**Prerequisite:** Completion of one Welding course and consent of the instructor. This course will cover the study of a variety of special welding topics and may be delivered in a variety of settings. It will include technical information based on AWS recommended competencies as well as teacher demonstration and hands-on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward AWS certification.

## WELDING INTERNSHIP

**WELD-135 6hr**

This course is a supervised work-study program in which students will work under the supervision of an employer and the college instructor. Positions may be paid or unpaid. Although the student will be gainfully employed, he/she will be in a learning environment to obtain the skills necessary for employment in industries that require welding skills. The student will learn workplace skills in addition to the skills needed for the job. Internships provide the actual hands-on application to an educational curriculum. The learning objectives will be coordinated between the student and the supervising instructor. A journal of education activities will be maintained and student progress will be monitored.

## ADVANCED AWS WELDING

**WELD-200 3hrs**

**Prerequisite:** WELD-110, Intro to AWS Welding; WELD-120, Intermediate AWS Welding. This course allows students to demonstrate mastery of their skills related to the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course will include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to advanced students who wish to work toward certification.

## GAS TUNGSTEN ARC WELDING (GTAW)

**WELD-201 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.

## GAS TUNGSTEN ARC WELDING II (GTAW II)

**WELD-211 4hrs**

**Prerequisite:** Weld-201 GTAW. This course covers the study of advanced Gas Tungsten Arc Welding (GTAW). This course will include technical information based on AWS and NCCER recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students with intermediate skill levels and advanced students who wish to work towards GTAW Certification. Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Gas Tungsten Arc Welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; associate GTAW electrode and filler metal classifications with base metals and joint criteria; demonstrate proper electrode/filler selection and use based on metal types and

thicknesses; build pads of weld beads with selected electrodes/filler in the vertical position; build pads of weld beads with selected electrodes/filler in the overhead position; perform out of position GTAW welds on selected weld joints; and perform visual inspection of welds. This course is designed to be beneficial to students with intermediate skill levels and advanced students who wish to work towards GTAW Certification.

## 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.

## SHOP OPERATIONS

**INPR-131 3hrs**

**Prerequisite:** None. This lecture/lab course is an introduction to the form and function of Shop Operations for the welding craftworker. The emphasis for this course will be on safety, tools, fasteners, & layouts used in the shop by welding craftworkers.

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