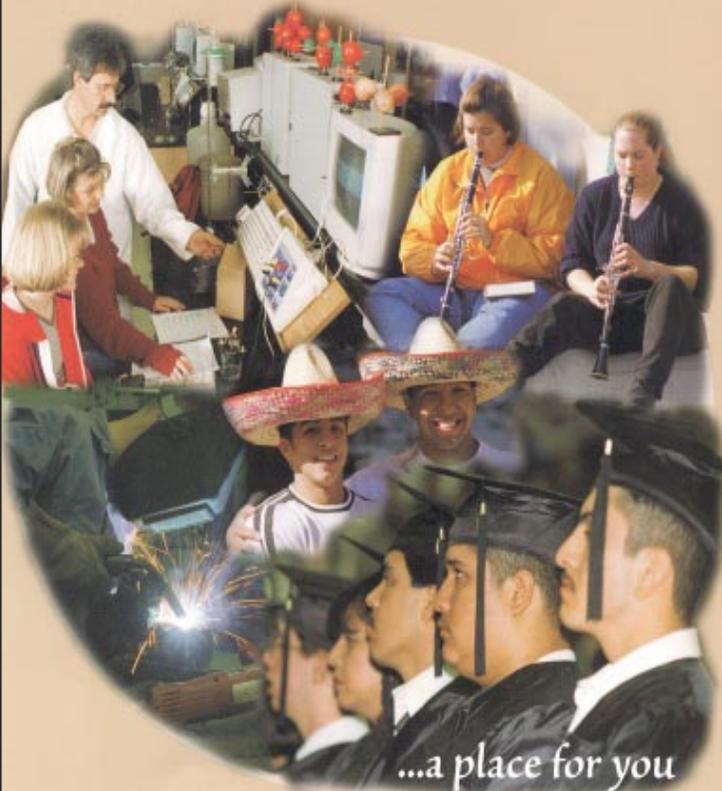


**GARDEN CITY
COMMUNITY COLLEGE**



...a place for you

ACADEMIC CATALOG 2000-2002

Garden City Community College

2000-2002 Academic Catalog

CollegeSource

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Garden City Community College

Accreditation:

**North Central Association of
Colleges and Schools**

National League of Nursing

Kansas State Department of Education

801 Campus Drive • Garden City, KS 67846 • (316) 276-7611 • www.gccc.cc.ks.us

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CATALOG DISCLAIMER INFORMATION

All contents of this publication are accurate as of May 1, 1998. GCCC reserves the right to make changes at any time, due to any circumstances, and/or in order to carry out its mission, without prior notice and/or obligation. Changes are effective when made, unless otherwise specified. This catalog does not constitute a contract.

STATEMENT OF NON-DISCRIMINATION/EQUAL OPPORTUNITY

Garden City Community College, pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 11246, and the Americans With Disabilities Act, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact: Equal Opportunity Compliance Officer, Garden City Community College, 801 Campus Drive, Garden City, Kansas 67846 (316) 276-7611.

President's Message

The people, programs and opportunities at Garden City Community College revolve around a nucleus, and that nucleus is you — the student. This institution exists for the sole purpose of preparing you for the opportunities and challenges of the rapidly expanding 21st Century.

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

As someone who has seen the value and advantages that a community college can offer, I want to congratulate you on selecting our institution, and let you know that I personally gauge my own success — and that of GCCC — on how well you achieve your goals and objectives.

As a new president, I'm gratified to be serving at an institution whose mission is to help each person become a positive contributor to the economy and to society. It's a mission I intend to see GCCC continue to accomplish. Since 1919, this college has been offering academic advancement, job preparation, development of essential skills, and personal enrichment to the people of Southwest Kansas.

We want to make good on this offer today for each individual who steps onto our campus, logs onto our website, calls on our phone lines, and entrusts his or her future to the learning we provide.

Today, these goals are best attained through:

- An emphasis on learning, rather than simply on instruction.
- Programs that support students outside, as well as inside, the lab and classroom.
- Partnerships with business, industry and other educational institutions, rather than single-minded competition.

These goals are also attained through the kind of strategic, long range planning it takes to shape the future for the advantage of our students.

GCCC has built a strong reputation of focusing on the individual. That's one of the things that prompted me to seek the presidency of this college. We're ready to uphold that tradition, and to expand on it through innovation, as we venture into the exciting years just ahead. I want you to count on us for energy, creativity, commitment, enthusiasm, concern, compassion, professionalism and even humor as we make that journey together.

Welcome to Garden City Community College. This is the place for you.

Dr. Carol Ballantyne
President

2000-2001 Academic Calendar

AUGUST 2000						
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August	14	Faculty reports - inservice
	15	Registration
	16	Classes begin
September	4	LABOR DAY - No classes
October	12	Mid-term grades due in Registrar's Office by 1 p.m.
	13	FALL BREAK - No classes Work Day for faculty
November	13	Spring Enrollment begins for currently enrolled students only
	20	Last day to withdraw from Fall Semester classes
	22	THANKSGIVING BREAK begins
	27	Classes Resume Enrollment begins for Spring Semester for all students
December	11-13	Final Exams
	14	Final grades due in Registrar's Office by 1 p.m. Semester ends
January	8	Faculty reports - Inservice
	9	Registration
	10	Classes begin
February	19	PRESIDENT'S DAY - No classes Staff Holiday Work Day for Faculty
March	5	Enrollment begins for Summer classes
	9	Mid-term grades due in Registrar's Office by 1 p.m.
	12	SPRING BREAK begins
	19	Classes resume
April	9	Fall Enrollment begins for currently enrolled students only
	13	EASTER BREAK begins
	17	Classes resume Enrollment begins for Fall Semester for all students
	30	Last day to withdraw from Spring Semester classes
May	12	Commencement
	14-16	Final Exams
	17	Final grades due in Registrar's office by 1 p.m. Semester ends
	21	Early Summer Session begins
	28	MEMORIAL DAY - No classes
June	8	Early Summer Session ends
	11	Regular Summer Session begins
July	4	INDEPENDENCE DAY No classes
	11	Regular Summer Session ends

FEBRUARY 2001						
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THIS CALENDAR IS SUBJECT TO CHANGE.

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

2001-2002 Academic Calendar

AUGUST 2001						
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JANUARY 2002						
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August	9	Faculty reports - inservice
	14	Registration
	15	Classes begin
September	3	LABOR DAY - No classes
October	11	Mid-term grades due in Registrar's Office by 1 p.m.
		Faculty Work Day
	11-12	FALL BREAK - No classes
November	12	Spring Enrollment begins for currently enrolled students only
	19	Last day to withdraw from Fall Semester classes
	21	THANKSGIVING BREAK begins
	26	Classes Resume
		Enrollment begins for Spring Semester for all students
December	10-12	Final Exams
	14	Final grades due in Registrar's Office by 1 p.m.
		Semester ends
January	9	Faculty reports - Inservice
	14	Registration
	15	Classes begin
February	19	PRESIDENT'S DAY - No classes
		Staff Holiday
		Work Day for Faculty
March	4	Enrollment begins for Summer classes
	8	Mid-term grades due in Registrar's Office by 1 p.m.
	11	SPRING BREAK begins
	18	Classes resume
	29	EASTER Break begins
April	2	Classes resume
	8	Fall Enrollment begins for currently enrolled students only
	15	Enrollment begins for Fall Semester for all students
	29	Last day to withdraw from Spring Semester classes
May	11	Commencement
	13-15	Final Exams
	17	Final grades due in Registrar's office by 1 p.m.
		Semester ends

FEBRUARY 2002						
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APRIL 2002						
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THIS CALENDAR IS SUBJECT TO CHANGE.
 (Check with your Advisor or the Office of the Dean of Instruction for changes.)

General Information

Accreditation

Mission

Educational Philosophies

History

Admissions Policies & Procedures

Enrollment & Registration

Costs

Financial Aid

**Academic & Student Policies &
Procedures**

Student Assistance & Services

Extended Educational Opportunities

**Degrees, Certificates &
Graduation Requirements**

GENERAL INFORMATION

ACCREDITATION

Garden City Community College (GCCC) is officially accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle, Suite 2400, Chicago, IL 60602, 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 and Junior Colleges, Association of Community College Trustees, Council of North Central 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.

Work Preparedness

Students will be prepared for success in the workplace.

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

Academic Advancement

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

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

Personal Enrichment

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

EDUCATIONAL PHILOSOPHY

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

COLLEGE HISTORY

The first four community colleges in Kansas were established in 1919, and GCCC is one of the two from that group which still exist. It was created by county-wide election on April 1, 1919, and opened in September of the same year. The college celebrated its 75th anniversary in 1994.

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

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

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

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

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

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

Voters approved a \$2.5 million bond issue, supplemented by a \$538,000 federal grant for construction. Erected between 1968 and 1970 were the Residence Hall, Academic Building, Saffell Library, Administration Building, Fouse Science-Math Building, Joyce Fine Arts Building and Physical Education Building. The Collins Building was added in 1974, and a residential life addition was built in 1978. The Penka Building was added in 1986, when additions were completed to the Joyce, Collins and PE Buildings. Williams

ADMISSIONS

Stadium, a baseball facility, was also added.

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 addition, GCCC owns more than 70 acres east of Campus Drive. That property includes a baseball practice building, a football practice area, and a running track. The city of Garden City added a baseball field and a softball complex to the East campus in the spring of 1996.

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

ADMISSIONS POLICIES

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

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

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

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

SELECTIVE ADMISSIONS PROGRAMS

Admission to GCCC does not guarantee enrollment in the following programs or Centers of Excellence: Nursing,

Emergency Medical Services Technology, John Deere Agricultural Technology, Automotive Technology, Information Technology, and Industrial Technology. Students seeking admission to one of these programs should meet with the director of that program as early as possible. Additional requirements and/or an additional application is required for these programs.

ADMISSIONS PROCEDURE

NEW STUDENTS

Students must obtain, complete, and submit the following:

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

NON-DEGREE SEEKING STUDENTS

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

FORMER STUDENTS

Students who have not attended GCCC since 1992 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 junior and senior students, including home-study program students, may enroll concurrently in college courses with written permission of their high school principal. A yearly cooperative agreement with the unified school district or the home study school and the college must be on file in the Registrar's Office for college credit to be granted. Individual student permission forms must be submitted each semester.

GIFTED PROGRAM STUDENTS

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

TRANSFER STUDENTS

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

Students on academic probation at their former colleges or with transfer cumulative grade point averages below 1.5 will be admitted on probation to GCCC. Students on academic dismissal at the last college of attendance must petition for a hearing before the Academic Review Committee before they may be admitted to GCCC. If admitted by the committee, they will be placed on probationary status until their grade point average meets regular college standards as outlined in the Academic Probation/Dismissal section of this catalog.

Note: It is the responsibility of the transferring student to inform the Admissions Office if he/she has previously been

academically dismissed at any former college. Failure to do so or falsification of information requested by the college may result in immediate dismissal from Garden City Community College at the time the college becomes aware of the deception.

OUT-OF-STATE STUDENTS

Residency Defined

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

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

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

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

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

A student who is classified as a non-resident for tuition purposes when enrolling and who disagrees with that classification shall be entitled to an appeal, provided that a written appeal is filed with the Registrar within 30 days from the date of the enrollment. A student who is classified as a

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

INTERNATIONAL STUDENTS

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

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

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

1. Completed GCCC Application for Admission.
 2. Proof of graduation from an accredited secondary school or the equivalent. Transcripts of credit from the secondary school and any colleges/universities attended are to be sent, by the student's school(s), directly to the Admissions Office. (Non-English Language transcripts must include certified English translations.)
 3. Certificate that the "Test of English as a Foreign Language" (TOEFL) has been completed within the 18 months immediately preceding the application to GCCC with a minimum score of 500.
Note: Students may be **required** to enroll in appropriate English as a Second Language (ESL) class(es) upon their arrival.
 4. Payment of \$150 U.S. by international money order with initial Application for Admission, payable to "Garden City Community College" for processing papers and forms for the prospective student. This payment is **not** refundable whether or not the student actually enters the college.
 5. Specific evidence (bank statement or validated deposit slip) that the student has **direct** access to **at least \$8000 U.S.** to cover expenses for the academic year.
 6. A personal health history and immunization record must be sent to the college health nurse.
- * A properly executed I-20 form will be issued by the

college and mailed to the international student in his/her home country upon completion of items 1 through 5 above. The I-20, signed by a college official, is required by the U.S. Immigration and Naturalization Service (INS) for the student to enter the United States. Students who leave the U.S. for holidays must have their I-20 forms properly endorsed by a college official **before** they leave the U.S. in order to assure their re-entry into the country to attend GCCC.

- * Students must obtain Tuberculin Skin Test (PPD) **after** entering the U.S., not earlier than one month prior to enrollment at GCCC. TB skin tests are available from the college health nurse at a minimal cost (approximately \$6.00 U.S.).
- * International students **must** provide for their own health insurance coverage. That coverage can be purchased upon arrival at GCCC, or the student may purchase coverage in his/her home country and carry evidence of coverage applicable in the U.S.
- * International students will be classified as non-residents and will be required to pay out-of-state tuition.
- * Application deadlines are:
 - For Fall Semester (August) - July 1
 - For Spring Semester (January) - November 1
 - For Summer Semester (June) - April 1

RESIDENT ALIENS

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

AUDIT STUDENTS

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

RETENTION OF RECORDS

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

ENROLLMENT AND REGISTRATION

STUDENT CREDIT HOUR LOAD

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

ENROLLMENT

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

PLACEMENT ASSESSMENT

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

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

COURSE NUMBERS

000-099 **Developmental courses.** Developmental courses are designed to raise the level of basic skills so that students can perform satisfactorily in college level courses. **These courses do not count toward fulfilling the 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 maximal student success.

IDENTIFICATION CARDS

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

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

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

REGISTRATION

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

DEADLINES

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

ADDING CLASSES

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

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

DROPPING CLASSES

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

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

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 library. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving GCCC. Instructors cannot withdraw a student who has stopped attending. Students who do not process a Complete Withdrawal will receive whatever grade (A,B,C,D,F) is earned throughout the semester, and that grade will be entered on the student's transcript. Students receiving any type of financial aid must also complete an exit interview with a financial aid staff member.

COSTS

*TUITION AND GENERAL FEES

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

KANSAS IN-STATE RESIDENCY STATUS

Tuition	\$31.00 per credit hour
Student Fees	\$13.00 per credit hour (includes \$4.00 Technology Fee)

OUT-OF-STATE RESIDENCY STATUS

Tuition	\$65.00 per credit hour
Student Fees	\$13.00 per credit hour (includes \$4.00 Technology Fee)

*SPECIAL FEES

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

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

*Tuition and fees are subject to change.

FEE PAYMENT

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

TUITION AND FEES REFUND POLICY

- Students are eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office. Written notification is required.
- Students who enroll during the early enrollment period and fail to make the required (fee) payment by the publicized date will have their enrollment deleted without the necessity of completing a "Change of Schedule" form.
- Refunds are calculated based on the day the official

withdrawal is filed in the Registrar's Office (in person, by fax or by postmark date), not when the student stopped attending class. **(Failure to attend or ceasing to attend a class does not constitute an official withdrawal.)**

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

100% REFUND PERIODS

(also applies to Evening and Outreach classes):

- **Regular Sessions (16 weeks)**
Students who officially withdraw are entitled to a full refund of tuition and fees through the **third Friday** of the fall and spring semesters. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred. Refer to the Student Handbook for the exact date.
- **8 and 6-Week Sessions**
The 100% refund period for 8-week sessions and the regular summer 6-week session is the **second Friday** after the start of these sessions. Refer to the Student Handbook for the exact date.

- **Sessions Less Than 6-Weeks**

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

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

- **Workshops and Seminar Refunds**

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

REFUND APPEAL PROCEDURE

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

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

PAYMENT OF OBLIGATIONS

Students are expected to make prompt payment of all college financial obligations, such as tuition and fees, housing, food, special fees, library fines and loans. Mastercard and VISA cards are accepted for payments. Parking and traffic fines are payable to the municipal court system.

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

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

RESIDENCE HALL COSTS

The Residence Hall Contract is a room and board contract.

The cost includes actual room rent and food service for 19 meals per week. This amount is subject to change. Students interested in living in the Halls should telephone the Residential Life Office at (316) 276-9516 for current costs, contracts, payment plans available, and additional information.

TEXTBOOK COSTS

Full-time students can expect to pay at least \$300 per semester for textbooks. Textbooks may be purchased at the Broncbuster Bookstore. 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 \$2 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 (316) 276-9519.

APPLICATION PROCESS

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

STUDENT ELIGIBILITY REQUIREMENTS

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

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

TYPES OF AID

U.S. Department of Education

Federal Financial Aid

- **Federal Pell Grant**

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

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

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

- **Federal Work-Study**

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

- **Federal Stafford Loan**

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

- **Federal Plus Loan**

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

GCCC Institutional Aid

- **Scholarships**

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

- **Grant-in-Aid Awards**

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

Additional Financial Aid Assistance

- **Veterans Administration Benefits**
Veterans, spouses, and children of disabled or deceased veterans may qualify for special education benefits. Students should contact their local Veteran's Administration Office for further information.
- **Vocational Rehabilitation**
Students with physical or emotional disabilities may qualify for special assistance. Students should contact the Division of Vocational Rehabilitation, Department of Social and Rehabilitation Services in their area.
- **Job Training Partnership Act (JTPA)**
Students meeting guidelines based on income, hours in class per week, and employability may qualify for assistance through JTPA. A JTPA representative is available at the Job Service Center.
- **KanWork**
Students meeting Social and Rehabilitation Services guidelines for state aid may qualify for assistance through KanWork. Students should contact the SRS office for further information.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

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

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

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

Satisfactory Academic Progress Standards

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

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

All students must maintain a minimum 2.0 cumulative GPA

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

Financial Aid Probation

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

Financial Aid Denial

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

- Students who have completed 72 credit hours will be placed on **Financial Aid Denial**. Students in this category may only continue receiving financial aid for specific courses needed to complete their degree. Verification of required courses must come from the student's advisor.
- Students who have attempted 96 credit hours will be placed on **Financial Aid Denial**. Students in this category may only continue receiving financial aid for specific courses needed to complete their degree. Verification of required courses must come from the student's advisor.

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

Reinstatement of Financial Aid

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

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

Appeal Process

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

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

1. **File an "Appeal of Financial Aid Denial" form** (available at the Financial Aid Office) **by the first day of class for the semester of enrollment following the denial**. The form should explain specific mitigating circumstances which prevented the student from main-

taining Satisfactory Academic Progress and should include supporting statements and documentation from appropriate sources (i.e. physician, academic advisor, employer). The appeal should also include steps taken to insure that the circumstances will not be repeated. The Director of Financial Aid will make a decision regarding the Appeal and notify the student of the decision within one week following the deadline to appeal.

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

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

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

ACADEMIC & STUDENT POLICIES AND PROCEDURES

THE STUDENT AND ACADEMIC DECISIONS

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

ACADEMIC ETHICS

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

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

STUDENT RESPONSIBILITIES

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

UPDATING STUDENT INFORMATION

Students needing to change their recorded information including name, address, or social security number must complete a "Student Data Change Form" at the Registrar's

Office. Changing a name requires a copy of a marriage certificate or court order. Changing an erroneously reported social security number requires a copy of the official social security card.

ADVANCED STANDING CREDIT

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

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

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

The Credit by Examination Program is administered through the Salmans Advising Center, located in the Saffell Library.

AP and CLEP Examinations

Credit will be granted for students presenting scores of 3, 4 or 5 on the College Entrance Examination Board Advanced Placement Tests (CEEB-AP) and scores at or above 50% on the College Level Examination Program (CLEP) Subject Examinations. Credit for Non-Traditional Education Support (DANTES) examinations may also be accepted. General Examinations in the Humanities and Social Science areas may be accepted for the A.A.S. degree only. Natural Science exams will not satisfy laboratory science requirements. For specific information, contact the counselors (located in the Saffell Library).

Competency-Based Credits

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

Departmental Course Challenges

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

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

Military Credits

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

Those students who are currently or were previously in the Army/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.

Tech-Prep (2+2)

The Tech-Prep (2+2) program combines a common core or foundation of applied academics, including math, science and communications, with specific high school vocational-technical or other academic courses and advanced technical courses at GCCC. Beginning no later than the junior year in high school, students may select a tech-prep focus and continue for four years in a structured and closely coordinated program that continues through the completion of an Associate in Applied Science degree at GCCC.

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 the college.

GCCC equivalency credit for high school articulated course work must be applied for within one year of the date of graduation from high school and the student must enroll at GCCC.

The procedure is as follows:

1. The student must complete the equivalency credit application form.
2. The student must submit the course competency profile documenting the level of skill proficiency as evaluated by the high school instructor.
3. The student must submit documentation that he/she has completed all evaluation procedures defined in the articulation agreement.
4. The student application will be reviewed by the appropriate GCCC Tech Prep instructor to determine if an appropriate level of competency has been attained and will accept or reject the application for equivalency credit.
5. GCCC transcript credit, but no grade, will be awarded for the approved high school course work.
6. A processing fee of \$10.00 will be assessed.

Finney County Learning System Centers of Excellence

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

Student Placement

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

- Applicants will be notified in writing of admission acceptance/denial and reason why.

Vocational Courses from Kansas Area Vo-Tech Schools

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

Completed Vocational Programs

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

Correspondence Study Credits

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

Other External Credits

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

ATTENDANCE

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

EXAMINATIONS

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

GRADING SYSTEM

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

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

CREDIT/PASS GRADES

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

PASS/FAIL POLICY

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

The following conditions apply to students choosing this option:

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

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

INCOMPLETE GRADES

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

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

REPETITION OF COURSES

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

GRADE CHANGES

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

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

GRADE APPEALS POLICY

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

ACADEMIC PROBATION/DISMISSAL

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

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

ACADEMIC READMISSION

The Academic Review Committee shall schedule a hearing for a dismissed student only after the student has presented the following information to the Dean of Student Services:

1. A letter of application stating reasons for dismissal and conditions which indicate a plan for improvement.
2. College transcript(s).
3. Three letters of recommendation mailed directly to the Dean of Student Services. Two (2) of the three (3) letters **must** come from the following sources:
 - Work supervisor
 - College Faculty or Staff
 - Counselor

The items listed above must be in the office of the Dean of Student Services by the deadline date specified in the Academic Dismissal Letter. Students permitted to re-enroll after academic dismissal must follow the conditions set by the Academic Review Committee.

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.

The complete Academic Review Process is published in the Student Handbook.

ACADEMIC RENEWAL

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

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

6. Academic Renewal will be granted for only one semester.
7. Granting of Academic Renewal does not affect or alter a student's record for financial aid awards or for athletic eligibility.

HONORS RECOGNITION

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

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

TRANSCRIPTS

A fee of \$2 will be charged for each official transcript requested (\$5 for faxed transcripts). No transcript will be released for anyone who is financially indebted to the college. Transcripts are issued only on the student's written request and after the appropriate transcript fee is paid. Those who desire to transfer to another institution of higher education should request the Registrar's Office to forward the transcript directly to the admissions office of the institution they plan to enter. **Official transcripts received from other institutions cannot be released to any individual or institution.** Transcripts will be sent by Federal Express only if an authorized account number is provided, or if payment is made in advance to cover each transcript fee and actual express/shipping costs. Transcripts issued to the student will be marked "Issued to Student," and are not considered to be official transcripts.

RECORDS ON HOLD

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

STUDENT RECORDS

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

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

Students shall have an opportunity for a hearing to challenge the content of the student's college records, to 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'S PRIVACY RIGHTS

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

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative head of the education agency, or the educational authorities;
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974;

- f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;
- g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns.
- h. To comply with a judicial order or a lawfully issued subpoena;
- i. To appropriate parties in a health or safety emergency;
- j. Directory information so designated by the educational institution as follows:
 1. Name
 2. Address
 3. Telephone listing
 4. Date and place of birth
 5. Major field of study
 6. Participation in officially recognized college activities
 7. Sports - weight and height of athletic team members
 8. Dates of attendance
 9. Degrees or certificates earned
 10. Awards received
 11. Most recent previous educational institution attended
 12. 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, 65 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. 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. (Academic Building, Room 119).

STAFF TUITION WAIVER

Tuition waivers are available for the spouses and dependent children of all full-time contract employees. There is an obligation to pay all required fees except tuition. Tuition waiver forms must be obtained from the Business Office in advance of enrollment. The forms must be properly completed and approved by the president and then submitted during enrollment. "Dependent children" shall be defined as children (of a full-time Professional Employee) who are 21 years of age or younger or who are eligible to be reported as a dependent of the Professional Employee for tax purposes. The tax form stating such will be **required** for verification.

VERIFICATION OF ENROLLMENT

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

STUDENT CODE OF CONDUCT

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

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

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

ALCOHOL AND DRUG POLICY

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

FIREWORKS, FIREARMS, AMMUNITION, KNIVES OR OTHER WEAPONS

A Garden City ordinance forbids the detonation of fireworks within the city limits. Firearms, ammunition, knives, weapons of any type or any stolen property are also strictly prohibited on the campus. Students will be dismissed from the college should any type of weapon be used in a threatening manner.

LONG DISTANCE PHONE CALLS

Students are not to make personal long distance calls on the college's phone line. Should students need to make a personal long distance call they should use a personal credit card, call collect, or have the call charged to their home phone number.

COLLEGE DISCIPLINARY PROCESS

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

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

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

IMPLEMENTATION OF DISCIPLINARY PROCESS

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

DISCIPLINARY APPEALS PROCEDURES

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

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

COLLEGE DISCIPLINARY REVIEW BOARD

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

At this appeal hearing, the Chairperson of the Board shall give both the student and the Dean of Students, or his/her designee, an opportunity to testify. Both may bring witnesses to the hearing. Witnesses will be limited to 5 unless prior approval is granted by the Dean of Student Services. Each witness will be afforded a maximum of 5 minutes of testimony. After the witnesses have been heard, members of the Board may ask questions of the student who has had disciplinary action taken against him/her, the dean or his/her designee, and the witnesses who have testified.

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

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

THE PRESIDENTIAL REVIEW

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

STUDENT GRIEVANCES

Any GCCC student has the right to grieve 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 as a grievance.

The college encourages the resolution of all complaints regarding grievances 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 solution.

STUDENT GRIEVANCE PROCEDURE

This grievance 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 grievances may concern alleged violations of college policies, infringement of students' rights and other such problems dealing with other students, college staff and

faculty and college activities. The following procedures should be adhered to in order to ensure an appropriate resolution of a student grievance or 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 grievance has not been satisfactorily resolved, he/she may submit a written grievance to the Dean of Student Services and request a conference. The dean will inform the student, in writing, of any decision made and the reason for making that decision.
3. If the student still feels that the grievance has not been satisfactorily resolved, he/she may submit a written grievance to the President for his review. The decision of the President is final.

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

CAMPUS ENVIRONMENT/ OFFICIAL COMPLIANCE

ANTI-HARASSMENT STATEMENT

Garden City Community College establishes the following conduct guidelines consistent with federal and state laws or regulations in order to ensure that employees and students of the college shall be allowed to function in an atmosphere which is free from harassment on the basis of race, religion, sex, national origin, color, ancestry, age, marital status, sexual orientation, veteran status, citizenship status, medical condition, disability, physical handicap or other protected group status.

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

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

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

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

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

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

No college employee or student shall sexually harass, be sexually harassed, or fail to report or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees or students will be promptly investigated and resolved by the college president or his/her designated compliance officer. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee or the grade status of a student, nor will it affect the employee's compensation or work assignment or the student's grade or other determination of success. Violation of this policy prohibiting sexual harassment shall result in disciplinary action, up to and including termination of any employee or dismissal of any student determined to have engaged in the sexual harassment of others.

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

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

STATEMENT OF NON-DISCRIMINATION/ EQUAL OPPORTUNITY

Garden City Community College, pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 11246, and the Americans With Disabilities Act, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact: Equal Opportunity Compliance Officer, Garden City Community College, 801 Campus Drive, Garden City, KS 67846. (316) 276-7611.

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.

TOBACCO-FREE CAMPUS

All buildings owned and leased by GCCC are tobacco-free. Neither smoking nor chewing of tobacco is allowed within the buildings.

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.

CAMPUS POLICE AND SECURITY

Campus Police and Security Officers have a motto: "Service With Concern." All campus police officers are state certified law enforcement officers with full police powers and jurisdiction on campus, on adjacent property, and at any college sponsored event off-campus. Campus Security Officers supplement our campus police force. 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.

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

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

Graduation Rate

The three-year completion or graduation rate for students who entered Garden City Community College fall 1994, 1995 and 1996 as first-time, full-time, degree-seeking students was 31%. The three-year successful transfer-out rate for other students (non-graduates) in the same cohort groups was 35%. the persistence rate accounted for 66% of the three-year cohort groups. (1999 Graduation Rate Survey)

Crime Rate

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

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

STUDENT ASSISTANCE AND SERVICES

STUDENT SERVICES

The professional staff of the Division of Student Services counsels with students and student organizations to provide meaningful activity programs and to implement the vision of the college in providing 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 question or problem. The Dean of Student Services, Financial Aid Offices, Information Services, and the College Health Nurse are located in the Academic Building. Counseling and Advising Offices and Student Support Services Offices are located in the Library. Admissions and Records Offices are located in the Administration Building. The Residential Life Offices are located in the Student Center.

SALMANS ADVISING CENTER

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

BOOKS/SUPPLIES

College textbooks may be purchased in the Broncbuster Bookstore, located in the Penka Building.

CHILD CARE CENTER

A child care center is available for students with children ages 2 1/2 to 6 years. For more information, contact the Child Care Center Director in the Penka Building.

COMPREHENSIVE LEARNING CENTER

The Mary Jo Williams Comprehensive Learning Center exists to support and enhance the academic achievement of those it serves. The center is located in the Saffell Library and observes the same service hours as the library.

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

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

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

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

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

COUNSELING/CAREER RESOURCE CENTER

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

HEALTH SERVICES

The college employs a part-time Registered Nurse. The Health Services Office is in the southwest hall of the Academic building (next to Financial Aid/Student Services). Office hours are Monday through Thursday, 8:00 a.m. to 4:00 p.m.

Services offered include: pregnancy testing, glucose testing, blood pressure and weight checks, vaccinations (including annual influenza vaccinations), allergy injections, health insurance information, nutrition counseling, physician referrals, education and literature distribution, and general first-aid. Over-the-counter medications are dispensed for various illnesses. Many other services too numerous to mention are also offered by contacting health services. All conversations and records are strictly confidential.

HEALTH AND HOSPITAL PROTECTION

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

HOUSING

On-campus living facilities for 234 students provide a living/learning environment which is part of the college. All students who need to locate housing in order to attend the college should contact the Residential Life Office for full information concerning on-campus or off-campus availability.

RESIDENCE HALL APPLICATION

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

RESIDENCE POLICIES

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

OFF-CAMPUS HOUSING

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

MEAL PLANS

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

The cafeteria meal schedule is as follows:

Monday - Friday

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

Saturday & Sunday

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

THOMAS F. SAFFELL LIBRARY

The college library is located at the center of the campus and maintains a collection and facilities to support the varied curricula offered on campus. Varied study facilities are available to students and faculty, including study tables, individual study carrels, a conference room for groups, and comfortable lounge chairs for general reading. Also located in the building are the Mary Jo Williams Comprehensive Learning Center, the Salmans Advising Center, the Counseling/Career Resources Center and the Student Support Services Program.

The book collection of 32,000 titles is arranged in open stacks for convenient use and browsing. The Dynix online public access catalog provides convenient searching for books by subjects and key words. A periodical collection of 200 titles in print is available, along with a collection of pamphlets, microfilm, records, videocassettes, and slides. Networked resources provide access to many indexes to periodicals and other materials and over 1,000 full text periodicals.

Library hours are:

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

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

ORIENTATION

All degree-seeking students having completed fewer than 20 credit hours at the time of their initial enrollment will enroll in "PCDE 101 - College Skills Development." This course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include such areas as: time management, test-taking, communication skills, study techniques, question-asking skills, critical thinking skills, personal issues faced by college students, and college related terms, procedures, and available resources.

STUDENT EMPLOYMENT OPPORTUNITIES

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

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

STUDENT SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

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

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

Educational Talent Search

The Educational Talent Search Project (ETS) identifies qualified youth with potential for postsecondary education

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

ETS offers a Summer Academy for sixth through eighth graders. Computer classes, sports camps, and area trips are included. Activities are also available for high school students during the summer. Activities for all ETS participants are offered during the academic year. Some activities are in area schools and others are at the college. Returning adult students can receive assistance clarifying career opportunities, completing financial aid, scholarship and college applications, or entering a General Education Development program. Bilingual staff members are available to assist those who prefer to converse in Spanish. The ETS offices are in Saffell Library on the GCCC campus. Call 316-276-9621 for more information.

The ETS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2000, the Department provides \$197,676 (90.5%) and GCCC provides \$20,808 (9.5%) of the funds to operate the ETS project. ETS serves 600 participants each year.

Upward Bound

The Upward Bound (UB) project generates program participants with the skills and motivation necessary to complete a program of secondary education and to enter and succeed in a program of postsecondary education. Participants must have completed the 8th grade and be not more than 19 years of age. A summer residential component brings students to the GCCC campus to live and learn for six weeks each summer. Saturday Learning and Exploration Days and cultural trips are provided during the academic year. Students are required to take part in tutoring. Tutoring is offered during the seminar periods, after school, and in the evening. The UB office is located in Saffell Library on the GCCC campus. For additional information call 316-276-9538.

The UB project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2000, the Department provides \$205,400 (87%) and GCCC provides \$30,810 (13%) of the funds to operate the UB project. UB serves 50 participants each year.

Student Support Services

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

Students are provided career, transfer, academic, personal and financial aid counseling. A personal success plan is constructed with each participant that outlines any services necessary for their success. Visits to four-year colleges across the state are provided for participants. Help in completing financial aid and college admissions forms is provided. Tutoring and social events are offered for participants throughout the year. The SSS offices are located in Saffell Library on the GCCC campus. For additional information call 316-276-9660.

The SSS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2000, the Department provides \$200,902 (88%) and GCCC provides \$27,396 (12%) of the funds to operate the SSS project. SSS serves 200 participants each year.

Additional information concerning the GCCC TRIO Programs is available by calling 316-276-9515. Interested applicants are encouraged to apply at any time throughout the year. Each project does have a limit on the number of participants that can be served. If necessary, waiting lists will be maintained.

TESTING PROGRAM

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

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

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

VETERAN'S SERVICE

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

lency basis. Students expecting V.A. benefits must contact the V.A. representative in the Registrar's Office.

STUDENT ACTIVITIES AND ORGANIZATIONS

ACADEMIC CHALLENGE TEAM

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

ART CLUB

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

ASSOCIATION OF NURSING STUDENTS

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

ATHLETICS

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

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

ATHLETIC TRAINERS

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

BAND/INSTRUMENTAL MUSIC

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

BREAKAWAY

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

BUSINESS PROFESSIONALS OF AMERICA

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

CHEERLEADERS/YELL LEADERS

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

CHI ALPHA

CHI ALPHA is a Christian fellowship group.

CHOIR/VOCAL MUSIC

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

COLLEGE PLAYERS

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

DECA (Distributive Education Clubs of America)

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

FORENSICS CLUB

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

HALO

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

INTERNATIONAL CLUB

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

INTRAMURALS

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

KANSAS STUDENT NATIONAL EDUCATION ASSOCIATION

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

LECTURE SERIES

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

NEWMAN CLUB

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

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.

RODEO CLUB

Membership is open to any college man or woman who wishes to participate in or enjoy working with college rodeo. The club sponsors a local rodeo and participates in rodeos in its circuit consisting of schools in Kansas, Oklahoma and Nebraska. Meetings are held twice a month to conduct business and to practice.

SCIENCE & MATH CLUB

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

SOUTHWESTERN SILHOUETTE

Southwestern Silhouette is the student newspaper published by students enrolled in the Publications Newspaper class.

STUDENT GOVERNMENT ASSOCIATION (SGA)

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

TAU EPSILON LAMBDA

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

EXTENDED EDUCATIONAL OPPORTUNITIES

FINNEY COUNTY COMMUNITY LEARNING CENTER

PURPOSE

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

LOCATIONS

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

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

PROGRAMS

Adult Basic Education

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

General Education Development (GED)

The FCCLC is an official testing center of the General Education Development test. These tests are administered by an authorized examiner at 1401 Buffalo Jones Avenue on designated test dates or by appointment. GED tests are offered in English, Spanish, and French. For more information contact the FCCLC at 276-7600.

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

English as a Second Language classes (ESL)

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

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

Project Open Door

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

Even Start

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

Refugee Services

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

Community Vision Now/ Family Resource Center

The Community Vision Now/Family Resource Center, housed at the Finney County Community Learning Center, coordinates health and social services to all FCCLC and Even Start sites. Services include referral information, disease and illness prevention training, family assessments, family advocacy and on-site health clinics. On-site health clinics provide immunizations, diabetes screening, male health screenings, and women's clinic. Assistance with income tax preparation is also offered.

OUTREACH OPPORTUNITIES

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

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

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

In the spring of 1997, Garden City Community College opened a permanent facility at Scott City, Kansas. The newly remodeled Bryan Education Center at 416-418 Main Street includes a comfortable reception area, two large classrooms, and a computer lab equipped with Internet and email access to the college and the world. The Bryan Center maintains both daytime and nighttime hours, and those seeking information can call 316-872-2155.

With access to a state-of-the-art interactive television classroom on the main campus, the college now broadcasts classes to Holcomb, Scott City, Lakin and Deerfield. This enables the college to offer courses to small groups of two or three students at the respective ITV outreach locations. 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.

BUSINESS AND INDUSTRY INSTITUTE

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

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

The GCCC Business and Industry Institute can train an employer's workforce and help them in gaining a competitive edge. Our innovative services enable our customers to anticipate and shape the future. The Institute responds to the changing environment by helping local businesses remain competitive in the areas of management development, business skills, computer technology and industrial training.

For more information contact the director of the Business and Industry Institute at 316-276-9536.

EDUKAN

Garden City Community College is a founding member of EduKan, the Internet community college. This consortium of Kansas community colleges is the first of its kind, and offers students the chance to learn at times which best fit their individual schedules, and earn credit toward their associate degrees in a wide range of general education courses which may be applied toward degree requirements. To obtain a complete listing of available opportunities, details, class dates, or other information, go to www.edkan.org on the Worldwide Web, call EduKan toll-free at 1-877-433-8526, or contact GCCC Admissions. Credit is available through GCCC or other participating institutions. Other online learning opportunities may also be available.

DEGREES, CERTIFICATES & GRADUATION REQUIREMENTS

DEGREES

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

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

APPLICATION FOR GRADUATION

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

Fall completion	September 1
Spring and Summer completion	February 1

DEGREE AND GRADUATION REQUIREMENTS

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

The requirements for the four degrees and additional requirements for graduation are listed in the following sections. Basic degree program outlines are on pages 37-40.

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

CATALOG COMPLIANCE

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

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

MINIMUM GCCC CREDITS

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

PHYSICAL FITNESS REQUIREMENT

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

DEVELOPMENTAL COURSES

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

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

PERSONAL AND CAREER DEVELOPMENT REQUIREMENT

To meet graduation requirements for all associate degrees, a student must complete PCDE101 (College Skills Development) for 1 credit hour. This requirement may be waived for students that have completed at least 20 credit hours prior to their initial enrollment at GCCC.

GRADUATION EXERCISES

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

AWARDING OF DEGREES

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

TRANSFER OF CREDIT

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

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

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

TRANSFER AGREEMENT AND ARTICULATION GUIDE

Kansas Public Community Colleges - Kansas Regents Universities

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

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

12 hours of Basic Skills courses, including:

- 6 hours of English Composition
- 3 hours of Speech Communication
- 3 hours of college level Mathematics (College Algebra or higher)

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

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

*Performance courses are excluded

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

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

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

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

TECHNICAL CERTIFICATE PROGRAMS

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

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

ASSOCIATE IN ARTS (AA) DEGREE

REQUIREMENTS

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

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

Minimum AA Degree Requirements

1. COMMUNICATIONS 9 hours

- *English I (ENGL-101) - 3 hours
- *English II (ENGL-102) - 3 hours
- *Speech I (SPCH-111) - 3 hours

*Minimum grade of C required

2. NATURAL SCIENCES AND MATHEMATICS 8 hours

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

Mathematics

MATH-108 or above

Laboratory Science

- Biological Science (BIOL-105, 109, 205, 206, 210, 211, 212, 213)
- Chemistry (CHEM-105, 107, 108, 109, 110, 205, 206, 207, 208)
- Physical Science (PHSC-105, 106*, 205)
- Physics (PHYS-106*, 205, 206, 207, 208)

**Not a laboratory science course*

3. SOCIAL SCIENCES 9 hours

General Psychology (PSYC-101)

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

- Economics (ECON-111, 112, 113)
- Geography (GEOG-101)
- Political Science (POLS-104, 105)
- Psychology (PSYC-102, 104, 201, 202)
- Sociology (SOC-102, 104, 105, 110, 111, 113, 203, 204, 206)

4. HUMANITIES & FINE ARTS 9 hours

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

- Art (ARTS-120, 121)
- Drama (DRAM-120, 121, 122, 150)
- History (HIST-101, 102, 103, 104, 106)
- Literature (LITR-210, 211, 212, 213, 215, 216, 219, 230, 231, 250, 253)
- Music (MUSC-106, 108)
- Philosophy (PHIL-101, 102, 103)

5. PHYSICAL FITNESS 2 hours

Select from the following courses:

- HPER-119, 120, 121
- or any Activity Course (excluding athletic participation courses)

6. PERSONAL AND CAREER DEVELOPMENT 1 hour

College Skills Development (PCDE-101)

(may be waived for students that have completed 20 hours or more upon initial enrollment)

7. ELECTIVES OR MAJOR COURSES 26 hours

8. OTHER

Outcomes assessment examination required.

16 semester hours of credit must be completed at GCCC

Required General Education Courses 38 hours

Additional Courses Necessary to Complete Program of Study 26 hours

Minimum Graduation Requirement 64 hours

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

ASSOCIATE IN SCIENCE (AS) DEGREE

REQUIREMENTS

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

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

Minimum AS Degree Requirements

1. COMMUNICATIONS 9 hours

*English I (ENGL-101) - 3 hours

*English II (ENGL-102) - 3 hours

*Speech I (SPCH-111) - 3 hours

*Minimum grade of C required

2. NATURAL SCIENCES AND MATHEMATICS 11 hours

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

Mathematics

MATH-108 or above

Laboratory Science

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

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

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

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

**Not a laboratory science course*

3. SOCIAL SCIENCES 6 hours

General Psychology (PSYC-101)

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

Economics (ECON-111, 112, 113)

Geography (GEOG-101)

Political Science (POLS-104, 105)

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

4. HUMANITIES & FINE ARTS 6 hours

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

Art (ARTS-120, 121)

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

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

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

Music (MUSC-106, 108)

Philosophy (PHIL-101, 102, 103)

5. PHYSICAL FITNESS 2 hours

Select from the following courses:

HPER-119, 120, 121

or any Activity Course (excluding athletic participation courses)

6. PERSONAL AND CAREER DEVELOPMENT 1 hour

College Skills Development (PCDE-101)

(may be waived for students that have completed 20 hours or more upon initial enrollment)

7. ELECTIVES OR MAJOR COURSES 29 hours

8. OTHER

Outcomes assessment examination required.

16 semester hours of credit must be completed at GCCC

Required General Education Courses 35 hours

Additional Courses Necessary to Complete Program of Study 29 hours

Minimum Graduation Requirement 64 hours

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

ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

REQUIREMENTS

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

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

Minimum AGS Degree Requirements

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

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

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

REQUIREMENTS

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

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

Minimum AAS Degree Requirements

- 1. COMMUNICATIONS 6 hours**
 Select from the following areas:
 Written Communications (ENGL-101, OFAD-206)
 Oral Communications (SPCH-111, 113, 116, BSAD-124)
 Applied Communications (JDAT-111, BSAD-102)

- 2. MATHEMATICS, NATURAL AND COMPUTER SCIENCES 6 hours**
 Mathematics (MATH-105 or above or determined by program)
 Science (any Science Course)
 Computer Science (CSCI-102 or above)

- 3. SOCIAL SCIENCE AND/OR HUMANITIES & FINE ARTS 3 hours**
 Economics (ECON-111, 112, 113)
 Geography (GEOG-101)
 Political Science (POLS-104, 105)
 Psychology (PSYC-101, 102, 104, 201, 202)
 Sociology (SOC-102, 104, 105, 110, 111, 113, 203, 204, 206)
 Art (ARTS-120, 121)
 Drama (DRAM-120, 121, 122, 150)
 History (HIST-101, 102, 103, 104, 106)
 Literature (LITR-210, 211, 212, 213, 215, 216, 219, 230, 231, 250, 253)
 Music (MUSC-106, 108)
 Philosophy (PHIL-101, 102, 103)

- 4. PHYSICAL FITNESS 2 hours**
 Select from any of the following courses:
 HPER-119, 120, 121
 or any Activity Course excluding athletic participating courses)

- 5. PERSONAL AND CAREER DEVELOPMENT 1 hour**
 College Skills Development (PCDE-101)
 (may be waived for students that have completed 20 hours or more upon initial enrollment)

- 6. MAJOR SPECIALIZATION AND RELATED AREAS 46 hours**
 Contextual courses/competencies (determined by Program Director)

- 7. OTHER**
 Outcomes assessment examination required.
 16 semester hours of credit must be completed at GCCC
Required General Education, HPER and PCDE Courses 18 hours
Additional Courses Necessary to Complete Program of Study 46 hours
Minimum Graduation Requirement 64 hours

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

Business & Economics

Accounting

**American Management
Association
Certification**

Business Administration

Computer Science

Economics

Mid-Management

Office Administration

BUSINESS AND ECONOMICS

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.

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 basic skills and a broad knowledge about business and the economy so students 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 provide technical and vocational expertise in a field of business to prepare for immediate employability.

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

Two business oriented student groups on campus provide business related activities; competitions at local, state, and national levels; and networking with business people and students from other colleges across the state and nation. is a national student organization dedicated to advancing a student's skills in business and in community involvement. Business Professionals of America prepares students for the business work force through the advancement of leadership, citizenship, academic and technological skills, professionalism, poise, dependability, patriotism, and competency. Members gain recognition through local, state, and national activities. is an organization focused on helping its members grow and develop as professional marketing and management leaders. The competitive events at state and national levels link school and work and develop skills and understanding of the workplace while providing an opportunity for students to showcase their skills and abilities.

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 ADMINISTRATION OR BUSINESS MANAGEMENT

Degree: Associate in Science-35 hours of General Education

This transfer program is for those seeking a baccalaureate degree in Accounting, Business Administration, or Business Management. Majors in areas such as management, marketing, finance, international business, Management Information Systems (MIS), etc. can be determined when the student transfers to the four-year college.

Credit	Course Title	Course No.
3	Accounting I	ACCT-102
3	Accounting II	ACCT-103
3	Managerial Accounting	ACCT-105
3	Business Law I	BSAD-104
3	Intro. to Programming	CSCI-102

3	Computer Program. Elective	CSCI-103,105, 106,108
OR		
3	Introduction to Management Information Systems	CSCI-101
3	Introduction to Microcomputer Software	CSCI-1103
(Specific software will be identified by a following letter)		
3	Economics: Macro	ECON-111
3	Economics: Micro	ECON-112

ACCOUNTING TECHNICIAN

Degree: Associate in Applied Science-18 hours of General Education

This program is for those seeking immediate employment in accounting. In addition to the courses recommended for the Associate in Science degree in Accounting, the following courses are suggested.

Credit	Course Title	Course No.
3	Introduction to Business	BSAD-101
3	Cost Accounting	ACCT-201
2	Computer Applications in Accounting	ACCT-104
3	Document Formatting	OFAD-112
3	Word Processing App. I	OFAD-110
3	Business Mathematics	BSAD-107
2	Business Machines	BSAD-106
3	Business English	OFAD-206

COMPUTER SCIENCE

Degree: Associate in Science-35 hours of General Education

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

Credit	Course Title	Course No.
3	Introduction to Management Information Systems	CSCI-101
3	Introduction to Microcomputer Software	CSCI-1103
(Specific software will be identified by a following letter)		
3	Introduction to Programming	CSCI-102
3	Keyboarding	CSCI-100
3	Programming in BASIC	CSCI-103
3	Programming in COBOL	CSCI-106
3	Programming in PASCAL	CSCI-105
3	Programming in C	CSCI-108
3	*Accounting I	ACCT-102
3	*Accounting II	ACCT-103
3	*Economics: Macro	ECON-111
3	*Economics: Micro	ECON-112

To achieve an emphasis in computer networking, students should enroll in Microsoft Certified Systems Engineer (MCSE) courses. These course must be completed in order to take the MCSE certification exams from Microsoft. (Check with an advisor as to current course offerings.)

Microsoft Certified Systems Engineer

Contact the Business & Economics Division for current course listings.

COMPUTER SCIENCE**Degree: Associate in Applied Science-18 hours of General Education**

This computer science program prepares the student for entry into the business world with a major emphasis in computer science. In addition to the courses recommended for the Associate in Science degree in Computer Science, the following courses are suggested.

Credit	Course Title	Course No.
3	Introduction to Business	BSAD-101
3	Advanced Programming	CSCI-107
6	Electives	Consult with adviser

BUSINESS SYSTEMS, NETWORKING, AND TELECOMMUNICATIONS**Degree: Associate in Applied Science-18 hours of General Education**

A two-year computer science business systems, networking and telecommunications program to prepare the student for entry into the networking field. In addition to the general education courses required in applied science degree, the following courses are recommended:

Computer Science Emphasis

Credit	Course Title	Course No.
3	Keyboarding (as needed)	CSCI-100
3	Introduction to Micorcomputer Software	CSCI-110
3	Introduction to Management Information Systems	CSCI-101
3	Introduction to Programming	CSCI-102
3 to 9	Programming Languages	
	Visual Basic	CSCI-103
	COBOL	CSCI-105
	PASCAL	CSCI-106
	C++	CSCI-108
3 to 6	Advanced Programming	CSCI-107
	Java	
	HTML	

Microsoft Certified Systems Engineer

Contact the Business & Economics Division for current course listings.

BUSINESS EDUCATION—General Business**Degree: Associate in Science-35 hours of General Education**

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

Credit	Course Title	Course No.
3	Introduction to Business	BSAD-101
3	Accounting I	ACCT-102
3	Accounting II	ACCT-103
3	Document Formatting	OFAD-112
3	Document Production	OFAD-207
3	Economics: Macro	ECON-111
3	Economics: Micro	ECON-112

3	Introduction to Microcomputer Software	CSCI-1103
	(Specific software will be identified by a following letter)	
3	Human Growth & Develop.	EDUC-110
3	Foundations of Education	EDUC-105
1-3	Observation	EDUC-106

BUSINESS EDUCATION - Office Education Emphasis**Degree: Associate in Science-35 hours of General Education**

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

Credit	Course Title	Course No.
3	Word Processing Applications I	OFAD-110
2	Word Processing Applications II	OFAD-111

ECONOMICS**Degree: Associate in Science-35 hours of General Education**

This transfer program is for those seeking a baccalaureate degree in economics.

Credit	Course Title	Course No.
3	Economics: Macro	ECON-111
3	Economics: Micro	ECON-112
3	American Economic History	ECON-113
3	Accounting I	ACCT-102
3	Accounting II	ACCT-103
3	Business Law I	BSAD-104
3	Business Law II	BSAD-105
3	Introduction to Microcomputer Software	CSCI-103
	(Specific software will be identified by a following letter)	

PRE-LAW – Business Emphasis**Degree: Associate in Science-35 hours of General Education**

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

Credit	Course Title	Course No.
3	Introduction to Business	BSAD-101
3	Economics: Macro	ECON-111
3	Economics: Micro	ECON-112
3	Business Law I	BSAD-104
3	Business Law II	BSAD-105
3	Accounting I	ACCT-102
3	Accounting II	ACCT-103
3	Introduction to Microcomputer Software	CSCI-1103
	(Specific software will be identified by a following letter)	

MID-MANAGEMENT

Degree: Associate in Applied Science-18 hours of General Education

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

Credit	Course Title	Course No.
3	Management	BSAD-122
3	Small Business Management	BSAD-212
3	Retailing	BSAD-125
3	Salesmanship	BSAD-124
3	Marketing	BSAD-123
3	Advertising	BSAD-120
3	General Accounting OR	ACCT-101
3	Accounting I	ACCT-102
3	Introduction to Business	BSAD-101
3	Business Law I	BSAD-104
3	Keyboarding OR	CSCI-100
3	Introduction to Microcomputer Software	CSCI-1103
	(Specific software will be identified by a following letter)	
3	Desktop Publishing	MIDM-105
1-4	Mid-Management Internship Conference	MIDM-101,102,201,202
3-12	Mid-Management Field Study	MIDM-103,104,203,204

ADVERTISING AND DISPLAY

Degree: Associate in Applied Science-18 hours of General Education

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

Credit	Course Title	Course No.
3	Media in Free Society	JRNL-110
3	Photography I	PHOT-120
3	Strategies in Entrepreneurship	MIDM-222
3	Document Formatting	OFAD-112
3	Oil Painting I	ARTS-107
3	Oil Painting II	ARTS-108
3	Drawing I	ARTS-101
3	Drawing II	ARTS-102
3	Design	ARTS-124
3	Layout and Design	ARTS-127
3	Commercial Design	ARTS-128

HOTEL AND RESTAURANT MANAGEMENT

Degree: Associate in Science-35 hours of General Education

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

Credit	Course Title	Course No.
3	Accounting I	ACCT-102
3	Accounting II	ACCT-103
3	Economics: Macro	ECON-111

3	Economics: Micro	ECON-112
3	Introduction to Microcomputer Software	CSCI-1103
	(Specific software will be identified by a following letter)	
3	Basic Nutrition	HMEC-115
3	Meal Planning	HMEC-110
3	Human Growth & Develop.	EDUC-110

Suggested General Education Courses:

5	General Chemistry	CHEM-105
5	Biology	BIOL-105
3	Sociology	SOCI-102
3	World Geography	GEOG-101

RESTAURANT ADMINISTRATION

(Food Service Management)

Degree: Associate in Applied Science-18 hours of General Education

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

Credit	Course Title	Course No.
3	Introduction to Business	BSAD-101
3	Business Law I	BSAD-104
3	Management	BSAD-122
3	Advertising	BSAD-120
3	Marketing	BSAD-123
3	Personnel Management I	BSAD-210
3	Personnel Management II	BSAD-211
3	Small Business Management	BSAD-212
3	Strategies in Entrepreneurship	MIDM-222
1-4	Mid-Management Internship Conference	MIDM-101,102,201,202
3-12	Mid-Management Field Study	MIDM-103,104,203,204
2	First Aid	HPER-109

OFFICE ADMINISTRATION

Degree: Associate in Science-35 hours of General Education

This is a transfer program for those seeking a baccalaureate degree in office administration.

Credit	Course Title	Course No.
3	Document Formatting	OFAD-112
3	Document Production	OFAD-207
3	Records Management	OFAD-108
3	Word Processing App. I	OFAD-110
2	Word Processing App. II	OFAD-111
3	Accounting I	ACCT-102
3	Accounting II	ACCT-103
2	Business Machines	BSAD-106
3	Secretarial Practice	OFAD-109
3	Introduction to Microcomputer Software	CSCI-1103
	(Specific software will be identified by a following letter)	

OFFICE ADMINISTRATION**Degree: Associate in Applied Science-18 hours of General Education**

A program for those students seeking immediate office employment following completion of studies. In addition to the courses recommended for the Associate of Science degree for Office Administration, the following courses are suggested. In addition, students may select courses related to either the Medical or Legal emphases below.

Credit	Course Title	Course No.
3	Introduction to Management Information Systems	CSCI-101
3	Business English	OFAD-206
2	Machine Transcription	OFAD-203

Medical Office Secretary Emphasis**Degree: Associate in Applied Science-18 hours of General Education**

This program is for those planning to work in a medical office. In addition to the courses recommended for the Associate of Science degree for Office Administration, the following courses are suggested.

Credit	Course Title	Course No.
3	Introduction to Management Information Systems	CSCI-101
3	Business English	OFAD-206
3	Medical Terminology	EMIC-104
2	Medical Transcription	OFAD-204

Suggested General Education Courses:

3	English I	ENGL-101
5	Anatomy & Physiology I	BIOL-211
5	Anatomy & Physiology II	BIOL-212

Legal Office Secretary Emphasis**Degree: Associate in Applied Science-18 hours of General Education**

This program is for those planning to work in a legal office. In addition to the courses recommended for the Associate in Science degree for Office Administration, the following courses are suggested.

Credit	Course Title	Course No.
3	Introduction to Management Information Systems	CSCI-101
3	Business Law I	BSAD-104
3	Business Law II	BSAD-105
3	Business English	OFAD-206
2	Legal Transcription	OFAD-205

CERTIFICATE IN OFFICE EDUCATION**Certificate Program**

This program combines both classroom activities and actual work experience for those planning to begin their careers in the field immediately following completion of studies at the community college. General Education core is not required for this program. A total of 41 hours is required to obtain the certificate. Students enrolled in the certificate program are required to join Business Professionals of America.

Courses required for certification:

Credit	Course Title	Course No.
3	Document Formatting	OFAD-112
3	Document Production	OFAD-207
3	Word Processing App. I	OFAD-110
3	Records Management	OFAD-108
2	Business Machines	BSAD-106
3	Secretarial Practice	OFAD-109
3	Business English	OFAD-206
1	Leadership Development	BSAD-134
1	Office Education Conference	OFAD-120
3	Secretarial Field Study I OR	OFAD-124
	Secretarial Field Study II	OFAD-125
3	General Accounting OR	ACCT-101
	Accounting I	ACCT-102
3	Introduction to Microcomputer Software	CSCI-1103

(Specific software will be identified by a following letter)

Recommended Business Electives

Credit	Course Title	Course No.
3	Accounting I	ACCT-102
3	Accounting II	ACCT-103
2	Word Processing App. II	OFAD-111
3	Business Law I	BSAD-104
2	Medical Transcription	OFAD-204
2	Legal Transcription	OFAD-205
2	Machine Transcription	OFAD-203

AMERICAN MANAGEMENT ASSOCIATION EXTENSION INSTITUTE

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

AMA CERTIFICATE IN MANAGEMENT

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

Credit	Course Title	Course No.
1	Fundamentals of Finance and Accounting for Non-financial Managers	AMAM-101
1	First-Line Supervision	AMAM-102
1	A Manager's Guide to Human Behavior	AMAM-103
1	Communication Skills for Managers	AMAM-104
1	What Managers Do	AMAM-105
1	Managing and Resolving Conflict	AMAM-106
1	How to Build High-Performance Teams	AMAM-107
1	Leadership Skills for Managers	AMAM-108
1	Write to the Point! How to Sharpen Your Business Writing Skills	AMAM-109
1	Getting Assertive	AMAM-110

1	Taking Control with Time Management	AMAM-111
1	Keeping Score: The Basics of Accounting for Managers	AMAM-112
1	Getting More Done Through Delegation	AMAM-113
1	Fundamentals of Marketing: From Product to Profit	AMAM-114
1	Fundamentals of Human Resources	AMAM-115
1	Women in Management: Developing the Skills That Work	AMAM-116
1	Achieving the Competitive Edge with Customer Service	AMAM-117
1	How to Read & Interpret Financial Statements	AMAM-118
1	Using Math as a Business Tool	AMAM-119
	Proofreading Course	AMAA-101
1	How to Build Memory Skills	AMAA-102
1	Word Power: How to Build Your Vocabulary	AMAA-103
1	Fundamentals of Business Writing	AMAA-104

ACCOUNTING

General Accounting ACCT-101 3 hours

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

Accounting I ACCT-102 3 hours

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

Accounting II ACCT-103 3 hours

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

Computer Applications In Accounting

ACCT-104 2 hours

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

Income Tax: Individual Planning and Management

ACCT-106 1 hour

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

Fundamentals of Tax Preparation I

ACCT-107 2 hours

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

Certified Bookkeeper Examination Review

ACCT-108 5 hours

Certified Bookkeeper Examination Review is a course designed to prepare students in accounting and those working in bookkeeping positions to take the Certified Bookkeeper examination. The course will help prepare them for new or enhanced careers in bookkeeping and accounting. The five 1-credit hour modules cover Adjusting Entries, Correction of Accounting Errors, Payroll, Depreciation, and Merchandise Inventory.

Cost Accounting ACCT-201 3 hours

Prerequisite: Accounting II. This course includes accounting for manufacturing operations, theory and practice of recording, summarizing, analyzing and interpreting costs incurred in production and distribution of goods and services as found in Job Order, Process, and Standard systems of accounting. Extensive use is made of spreadsheets and numerous computerized assignments.

Managerial Accounting ACCT-202 3 hours

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

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

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

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

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

First-Line Supervision AMAM-102 1 hour

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

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

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

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

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

What Managers Do AMAM-105 1 hour

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

Managing and Resolving 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.

Write to the Point! How to Sharpen**Your Business Writing Skills AMAM-109 1 hour**

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

Getting Assertive AMAM-110 1 hour

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

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

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

Keeping Score: The Basics of Accounting for Managers**AMAM-112 1 hour**

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

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

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

Fundamentals of Marketing: From Product to Profit**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.

Women in Management: Developing the Skills That Work
AMAM-116 1 hour

This AMA course shows how to build on a person's best traits in order to get the job done more efficiently and to move ahead in a career. This course, especially designed for women, helps develop the understanding, the attitudes, and skills needed for management success.

Achieving the Competitive Edge With Customer Service
AMAM-117 1 hour

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

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

This course explains what information is contained in different financial reports, what analyses users can apply to bring out information, and how to relate information to the overall health of the business. Topics covered include reading income statements, statements of cash flows from a management perspective, and reading and interpreting balance sheets.

Using Math As A Business Tool **AMAM-119 1 hour**

This course aids the student in applying necessary math concepts and methods often used in the process of business accounting and finance. Instruction will provide skill at applying math in day-to-day business assignments.

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

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

Business Communications **BSAD-102 3 hours**

Prerequisite: Completion of English I and proficiency in typing. This course includes theory, psychology, and practice of the business letter. Included will be composition of sales, credit, collection, inquiry, and application letters.

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

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

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

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

Business Machines **BSAD-106 2 hours**

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

Business Mathematics **BSAD-107 3 hours**

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

Advertising **BSAD-120 3 hours**

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

Insurance **BSAD-121 3 hours**

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

Management **BSAD-122 3 hours**

Fundamental principles and techniques of management of business activities are covered in this course. The course is designed to provide a basic understanding of administrative problems through the study of the functions of management. Organizing, planning, directing, and controlling, the four functions of management, are studied in detail. The study of management encompasses a great deal of territory, both conceptually and geographically. Therefore, it is important for those beginning introduced to the field to have reliable guideposts to help them make sense of it all. Five major themes guide the study of management. These themes include an overriding focus on change, an emphasis on skill development, an emphasis on globalization, an emphasis on diversity and an emphasis on ethics.

Marketing **BSAD-123 3 hours**

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

Salesmanship **BSAD-124 3 hours**

Modern salesmanship principles and practices are discussed. Opportunities for sales, traits required for success in the field, the selling process, and the function of sales management are included.

Retailing **BSAD-125 3 hours**

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

Business Field Study I BSAD-126 3 hours

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

Business Field Study II BSAD-127 3 hours

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

Consumer Finance BSAD-130 3 hours

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

Money and Banking BSAD-131 3 hours

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

Principles of Bank Operation BSAD-132 3 hours

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

Business Financial Management BSAD-133 3 hours

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

Leadership Development BSAD-134 1 hour

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

Real Estate BSAD-202 3 hours

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

Real Estate Law BSAD-203 3 hours

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

Personnel Management I BSAD-210 3 hours

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

Personnel Management II BSAD-211 3 hours

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

Small Business Management BSAD-212 3 hours

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

Bank Teller Operations I BSAD-213 2 hours

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

Bank Teller Operations II BSAD-214 1 hour

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

COMPUTER SCIENCE**Keyboarding CSCI-100 3 hours**

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

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

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

Introduction to Programming CSCI-102 3 hours

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

Programming in BASIC (Visual) CSCI-103 3 hours

Prerequisite: Introduction to Programming or permission of instructor. This is an entry level programming course in the BASIC language. The class provides students with hands-on experience with a computer system. Topics include computer arithmetic, transfer and logic instructions and an introduction to file design.

Programming in PASCAL CSCI-105 3 hours

Prerequisite: Introduction to Programming or permission of instructor. Class is taught hands-on with particular emphasis on the modular design of PASCAL and its extensive variable structure.

Programming in COBOL CSCI-106 3 hours

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

Advanced Programming CSCI-107 3 hours

Prerequisite: One of the entry level programming courses or permission of instructor. This course covers disk file structure, creation, and management. Emphasis is placed on logic methods of data file use. Topics include utility programs, and file types within a specific language. This course may be repeated as computer languages change. The language used may be one of the following: BASIC, PASCAL, COBOL, C++, HTML, JAVA, and others as need arises.

Programming in C ++ CSCI-108 3 hours

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

Desktop Publishing CSCI-109 3 hours

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

Introduction to Microcomputer Software**CSCI-110 3 hours**

Prerequisite: Typing ability or permission of instructor. This course is lecture based and emphasizes hands-on experience in working with computer software. Word processing, electronic spreadsheet, database management, and other software may be used. This course may be repeated for additional credit as software used will vary.

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

Prerequisite: Successful completion of one of the following courses: Introduction to Microcomputer Software; Microcomputer Applications I: WordPerfect; Word Processing Applications I, or permission of the instructor. This course is a follow-up course for a student that has completed an introductory class in WordPerfect or who has a working knowledge of the basics of WordPerfect. After a brief review of WordPerfect basics, this course is designed to give the student an understanding of WordPerfect through the more complex capabilities of the WordPerfect software.

DOS Operating Systems CSCI-131 1 to 3 hours

This course provides an introduction to two software operating systems: (1) DOS (2) Windows. Students will use both class time and lab time to receive hands-on experience for software packages. Other systems will be studied as time permits.

Microsoft Networking Essentials CSCI-150 3 hours

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. This three-credit course uses a combination of lectures, demonstrations, discussions, and hands-on labs.

Microsoft Windows NT Network Administration**CSCI-151 3 hours**

This course provides you with the knowledge and skills necessary to perform post-installation and day-to-day administrative tasks in single-domain and multiple-domain networks. In addition, this course gives you the background to understand Microsoft courses that cover detailed technical support of Windows NT 4.0 Workstation and Windows NT 4.0 Server.

Microsoft Windows NT Technical Support
CSCI-153 3 hours

This course provides you with the knowledge, concepts, and skills necessary to install, configure, customize, and troubleshoot Windows NT in a single domain network. You will also learn how to integrate Windows NT and Novell NetWare networks. This course will also provide you with the prerequisite knowledge and skills required for the Microsoft Windows NT Enterprise Technologies class.

The course also provides the information necessary to pass the Microsoft Certification exams 70-067, *Implementing and Supporting Microsoft Windows NT Server 4.0*, and 70-073, *Implementing and Supporting Microsoft Windows NT Workstation 4.0*.

The course is intended for those who administer Microsoft Windows NT Servers and Windows NT Workstations or who are on the Microsoft Certified Systems Engineer Windows NT 4.0 track.

TCP/IP for Microsoft Windows NT
CSCI-153 3 hours

This course provides students with the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft® Windows NT® operating system version 4.0. This course also helps to prepare the student to meet the certification requirements to become a Microsoft Windows NT Certified Professional. It is intended for those who support or administer Microsoft Windows NT Server 4.0 and Windows NT Workstation 4.0 in a TCP/IP environment or who are on the Microsoft Certified Systems Engineer Windows NT 4.0 track.

Microsoft Windows NT Server Enterprise Technologies
CSCI-154 3 hours

This course teaches strategies and tactics for implementing, administering, and troubleshooting information systems that incorporate Windows NT Server version 4.0 in an enterprise computing environment. An enterprise computing environment is typically a heterogeneous WAN. It might include multiple servers and multiple domains, and it might run sophisticated server applications.

This course also provides information that is necessary to pass the Microsoft Certification Exam 70-068, *Implementing and Supporting Microsoft® Windows NT® Server 4.0 in the Enterprise*.

The course is intended for those who support or administer Microsoft Windows NT Server 4.0 in an Enterprise and for those who are on the Microsoft Certified Systems Engineer Windows NT 4.0 track.

Microsoft Internet Information Server
CSCI-155 3 hours

This course provides you with the knowledge and skills necessary to install, configure, and implement Microsoft Internet Information Server (IIS) version 4.0 on the Windows NT version 4.0 operating system.

The course also provides the information necessary to pass the Microsoft Certified Professional exam, *Implementing and Supporting Microsoft Internet Information Server 4.0*.

The course is intended for those who administer Microsoft Internet Information Server servers or who are on the Microsoft Certified Systems Engineer Windows NT 4.0 track.

Microcomputer Applications I **CSCI-210** **1 hour**

The course provides introductory - intermediate knowledge of current business and industry recognized software for word processing, spreadsheets, database, presentation, and operating systems. This hands-on, competency based course, offers individualized instruction, in an open entry/open exit format.

Microcomputer Application 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 Application 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.

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

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

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

This course is to provide individuals who are new to Microsoft® Windows® 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-210, *Installing, Configuring, and Administering Microsoft Windows 2000 Professional* and Exam 70-215, *Installing, Configuring, and Administering Microsoft Windows 2000 Server*.

Supporting Microsoft Windows 2000 Professional and Server
BSNT-152 (MCN-2152) 3 hours

Prerequisites: Successful completion of BSNT151 (MCN2151), *Microsoft Windows 2000 Network and Operating System Essentials*, or have equivalent knowledge. This course provides students with the knowledge and skills necessary to install and configure Microsoft® Windows® 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course 2153, *Implementing a Network Infrastructure Using Microsoft Windows 2000*. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-210, *Installing, Configuring, and Administering Microsoft Windows 2000 Professional* and Exam 70-215, *Installing, Configuring, and Administering Microsoft Windows 2000 Server*.

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

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

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

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

Updating Support Skills from Microsoft Windows NT 4.0 to**Microsoft Windows 2000 BSNT-155 (MCN-1560) 3 hours**

Prerequisites: CSCI-151 (MCN-803) Administering Microsoft Windows NT 4.0, or equivalent skills. This course is to provide Microsoft® Windows NT® 4.0 support professionals with the knowledge and skills necessary to support Microsoft Windows® 2000–based networks. This is a performance-based course, designed around the job-related tasks a support professional must perform using new or modified features in the Windows 2000 operating system. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-240, Microsoft Windows 2000 Accelerated Exam for MCPs Certified on Microsoft Windows NT 4.0.

Designing a Microsoft Windows 2000 Directory Services**Infrastructure BSNT-156 (MCN-1561) 2 hours**

Prerequisites: BSNT-155 (MCN-1560), Updating Support Skills from Microsoft Windows NT® 4.0 to Microsoft Windows 2000, or equivalent knowledge and skills or BSNT-154 (MCN-2154), Implementing and Administering Microsoft Windows 2000 Directory Services, or equivalent knowledge and skills. This course provides students with the knowledge and skills necessary to design a Microsoft® Windows® 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory™ structure that meets those needs. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-219, Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure.

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

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

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

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

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

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

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

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

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

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

Secretarial Practice**OFAD-109 3 hours**

Prerequisite: Document Formatting, or permission of the instructor. In this finishing course the student completes business forms, learns to answer the telephone, mail, office callers and many other office duties.

Word Processing Applications I OFAD-110 3 hours

Prerequisite: Document Formatting or permission of instructor. This course familiarizes students with various types of word processing equipment. Electronic typewriters, transcribing machines, and microcomputers may be used.

Word Processing Applications II OFAD-111 2 hours

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

Document Formatting OFAD-112 3 hours

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

Office Education Conference OFAD-120 1 hour

This course teaches students how to get a job and survival skills for working on the job.

Secretarial Field Study I OFAD-124 3 hours

Prerequisite: Consent of Certificate Program Director. Students receive credit for work experience at an approved training center under faculty supervision. Periodic meetings with faculty supervisor are required. Emphasis is placed on integration and synthesis of secretarial knowledge and on-the-job experience. This course is taught by arrangement.

Secretarial Field Study II OFAD-125 3 hours

Prerequisite: Consent of Certificate Program Director. Students receive credit for work experience at an approved training center under faculty supervision. Periodic meetings with faculty supervisor are required. Emphasis is placed on integration and synthesis of secretarial knowledge and on-the-job experience. This course is taught by arrangement.

Machine Transcription OFAD-203 2 hours

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

Medical Transcription OFAD-204 2 hours

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

Legal Transcription OFAD-205 2 hours

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

Business English OFAD-206 3 hours

Business English prepares the students enrolled in the secretarial science certificate or office administration programs. The course gives the student a complete, comprehensive review in the essentials of Business English including grammar, punctuation, and proof-reading. The emphasis is on application of skills.

Document Production OFAD-207 3 hours

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

MID-MANAGEMENT**Internship Conference I MIDM-101 1 hour**

Students enrolled in Mid-Management Field Study I must be concurrently enrolled in this course designed as a briefing and review period of work experiences.

Internship Conference II MIDM-102 1 hour

Students enrolled in Mid-Management Field Study II must be concurrently enrolled in this course designed as a briefing and review period of work experiences.

Mid-Management Field Study I MIDM-103 3 hours

Prerequisite: Consent of Program Director. This course gives those students in the mid-management program actual work experience at an approved training station under faculty supervision. There are periodic meetings for class discussion. Students must be concurrently enrolled in Internship Conference I. Fifteen hours per week in on-the-job employment required.

Mid-Management Field Study II MIDM-104 3 hours

Prerequisite: Consent of Program Director. This course gives those students in the mid-management program actual work experience at an approved training station under faculty supervision. There are periodic meetings for class discussion. Students must be concurrently enrolled in Internship Conference II. Fifteen hours per week in on-the-job employment required.

Internship Conference III MIDM-201 1 hour

Students enrolled in Mid-Management Field Study III must be concurrently enrolled in this course designed as a briefing and review period of work experiences.

Internship Conference IV MIDM-202 1 hour

Students enrolled in Mid-Management Field Study IV must be concurrently enrolled in this course designed as a briefing and review period of work experiences.

Mid-Management Field Study III MIDM-203 3 hours

Prerequisite: Consent of Program Director. This course gives those students in the mid-management program actual work experience at an approved training station under faculty supervision. There are periodic meetings for class discussion. Students must be concurrently enrolled in Internship Conference III. Fifteen hours per week in on-the-job employment required.

Mid-Management Field Study IV MIDM-204 3 hours

Prerequisite: Consent of Program Director. This course gives those students in the mid-management program actual work experience at an approved training station under faculty supervision. There are periodic meetings for class discussion. Students must be concurrently enrolled in Internship Conference IV. Fifteen hours per week in on-the-job employment required.

Strategies in Entrepreneurship MIDM-222 3 hours

Strategies in 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.

Essential Skills

English

**English as a Second
Language**

Mathematics

Reading

**Personal and Career
Development**

ESSENTIAL SKILLS

Essential Skills courses involve those fundamental skills necessary for successful completion of college level course work. Some of the courses listed do not meet degree requirements; these are noted in the course descriptions.

ENGLISH**Basic English ENGL-091 3 hours**

This course is the study of fundamentals of the composition process, sentence structure, basic grammar and editing techniques and prepares students for English I. Students must pass an in-class essay to determine if they have met the minimum competencies in the course syllabus before they can enroll in English 101. (This course does not meet degree requirements.)

ENGLISH AS A SECOND LANGUAGE**English as a Second Language - Listening and Speaking LANG-206 3 hours**

This ESL course is designed to help high-intermediate students improve listening and speaking skills in English, focusing on pronunciation of challenging sound segments as well as intonation patterns. Students will learn new vocabulary and practice expressing ideas. Students will improve listening skills to help them understand spoken English in formal and everyday situations. A score of 55 on the Michigan Placement test is required.

English as a Second Language - Advanced listening and Speaking LANG-207 3 hours

This ESL course is designed to help advanced students improve listening and speaking skills in English, focusing on stress and intonation patterns. Students study idioms, conversation strategies, and advanced grammatical structures to communicate more effectively. Students will learn new vocabulary and practice expressing ideas. Students will improve listening skills to help them understand spoken English in formal and everyday situations. A scores of 75 on the Michigan Placement test is required.

English as a Second Language - Reading and Writing LANG-208 3 hours

This ESL course is designed to help high-intermediate students improve reading and writing skills in English. Students will read many different types of written English, study grammar and vocabulary, and learn to write more formal English for the workplace and for school. Students focus on writing at the paragraph level. A scores of 55 on the Michigan Placement test is required.

English as a Second Language - Advanced Reading and Writing LANG-209 3 hours

This ESL course is designed to help advanced students improve reading and writing skills in English. Students will read many different types of written English, study grammar and vocabulary, and learn to write more formal English for school. Students focus on writing for academic purposes. This course prepares students for entry into Basic English and other college level courses. a score of 75 on the Michigan Placement test is required.

MATHEMATICS**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, and metrics.

Beginning Algebra MATH-006 3 hours

Prerequisite: College Math with a grade of C or better or a qualifying score on the placement exam. This is a developmental course in beginning algebra intended to provide an entry course into algebra. Beginning Algebra is the first in a sequence of two developmental algebra courses, the second course being Intermediate Algebra. Beginning Algebra includes the study of signed numbers, linear equations/inequalities, graphing linear equations/inequalities and applications. (This course does not meet degree requirements.)

Intermediate Algebra MATH-107 3 hours

Prerequisite: Beginning Algebra with a grade of C or better or a qualifying score on the placement exam. Intermediate Algebra is the second in a sequence of two courses in preparation to take College Algebra. This course overlaps Beginning Algebra content in that the unit on graphing linear equations and inequalities is a part of the study requirements. The course further includes systems of linear equations, exponents, polynomials, factoring, solving second degree equations, algebraic fractions and radicals.

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

This course is designed for students who score through 36 on the ASSET test. An individualized program of competencies for reading basics is featured. Does not meet degree requirements. Prerequisite: Grade Level Equivalency of 4 or better determined by a standardized test. Students must demonstrate that they can read at 7.0 grade level as determined by a standardized test before they can enroll in English I.

College Reading READ-093 3 hours

For students who score from 37-44 on the ASSET test. Emphasis is higher order thinking and efficient reading skills at the college level with application to college and life skills success. Prerequisite: Grade Level Equivalency of 7.0 or better determined by a standardized test. Does not meet degree requirements.

Reading Improvement: Phonics, Spelling, and Pronunciation READ-094**1 hour**

Techniques for analyzing words for spelling efficiency plus dictionary use for pronunciation and word study are included in this course. Does not meet degree requirements.

Reading Improvement: Expanding Your Vocabulary READ-095 1 hour

Recommended for students scoring 40 or above on the ASSET test. This course provides a foundation of Latin and Greek word elements as well as furnishing the student strategies for mastering new words. The words selected for study are academically challenging and useful. Does not meet degree requirements.

Accelerated Reading READ-101 2 hours

Preliminary instruction in various techniques of rapid reading. Self-pacing through timed readings, with regular checks of comprehension levels to insure that increased reading speed is meaningful and beneficial. Does not meet degree requirements.

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.*

PERSONAL AND CAREER DEVELOPMENT**You & the World of Work PCDE-102 3 hours**

This course presents the connection between the educational world and the world of work by aiding the student to recognize, plan for, and adapt to changes in occupations in his/her society.

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.

Creative Life Planning for Non-Urban Women**PCDE-104 2 hours**

This course provides an overview and introduction to the opportunities in the students' communities to make life choices. Career awareness focuses on opportunities available to non-urban women.

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 are discussed.

Career Preparation for Agriculture**PCDE-106 2 hours**

This course provides an overview to the career possibilities in an agricultural industry. A combination of technical skills and career awareness highlights expanded career options for the two and four year student.

Assertiveness Training PCDE-107 1 hour

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

Lead Challenge PCDE-108 1 hour

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

Fine Arts

Art

Dance

Drama

Music

Photography

ART**Degree: Associate in Arts-38 hours of General Education**

The art program is designed to meet the needs of the transfer students as well as those individuals interested in pursuing studio courses for personal enjoyment and enhancement. The following suggested two year program provides a broad range of foundational courses for those students interested in pursuing a degree in the studio arts, art education, and commercial art. Individual programs will vary depending on student interest and requirements issued by the four-year transfer institution.

Art Education

Credit	Course Title	Course No.
3	History of World Art	ARTS-121
3	Art Appreciation	ARTS-120
3	Drawing I	ARTS-101
3-6	Design AND/OR Three-Dimensional Design	ARTS-124 ARTS-129
3	Watercolor I OR	ARTS-104
3	Oil Painting I	ARTS-107
3	Ceramics I	ARTS-111
3	Sculpture I	ARTS-110
3	Art Electives	Second level studio courses

Graphic Design

Credit	Course Title	Course No.
3	History of World Art	ARTS-121
3	Drawing I	ARTS-101
3	Design	ARTS-124
3	Three Dimensional Design	ARTS-129
3	Commercial Design	ARTS-128
3	Photography I	PHOT-120
1	Publications I (Magazine or Newspaper)	JRNL-111 OR JRNL-113
3	Art Electives	Second level studio courses

Studio Art

Credit	Course Title	Course No.
3	Drawing I	ARTS-101
3	Design	ARTS-124
3	Three Dimensional Design	ARTS-129
3	Oil Painting I OR Watercolor I	ARTS-107 ARTS-104
3	Ceramics I	ARTS-111
3	Sculpture I	ARTS-110
3	Photography I	PHOT-120
3-6	Art Electives (in area of studio emphasis)	

DRAMA**Degree: Associate in Arts-38 hours of General Education**

The Department of Theatre Arts and Dance offers the first two years of course work required by Kansas colleges and universities to fulfill the requirements for the Bachelor of Arts and the Bachelor of Fine Arts degrees in theatre, technical theatre, and dance. Opportunities are provided for the involvement of the entire community and student body in cultural and recreational expression, as well as educational opportunities in the dramatic arts. Production is the core of the program, and classroom theory and practice are directed toward that end. The following curriculum programs fulfill general education requirements for an Associate in Arts Degree for students completing a core curriculum in drama and pursuing a course of study in one of three special interest fields.

Credit	Course Title	Course No.
3	Introduction to Theatre History and Literature I	DRAM-120
3	Introduction to Theatre History and Literature II	DRAM-121
1	Technical Theatre I	DRAM-144
1	Technical Theatre II	DRAM-145
1	Technical Theatre III	DRAM-246
1	Technical Theatre IV	DRAM-247
2	Makeup	DRAM-148
3	Acting I	DRAM-111
3	Acting II	DRAM-112
2	Stagecraft I	DRAM-141
2	Stagecraft II	DRAM-142
3	Scene Design	DRAM-230
2	Introduction to Theatre Costuming	DRAM-149
2	Fundamentals of Stage Lighting	DRAM-143
3	Fundamentals of Directing	DRAM-231
2	Stage Movement	DRAM-113
2	Reader's Theatre	DRAM-123
2	Community Theatre	DRAM-251
3	Creative Dramatics	DRAM-232
3	Improvisation	DRAM-114
4	Theatre and International Studies	DRAM-250
2	Voice and Diction	SPCH-117
3	Oral Interpretation	SPCH-118
1	Jazz Dance	HPER-145
3	Musical Theatre	HPER-122
2	Choreography	HPER-149
2	Dance Production	HPER-148
1	Beginning Ballet	HPER-142

Related Art Electives:

Credit	Course Title	Course No.
4	Electronic Circuits I	INPR-103
3	Basic Hydraulics	INPR-106
3	Electricity I	INED-111
3	Electricity II	INED-112
3	Wood Production Methods	INED-106
3	Machine Woodworking	INED-107
3	Welding I	INPR-125
3	Welding II	INPR-126
3	Introduction to Interior Design	HMEC-120
1	Applied Music-Voice I	MUSC-100
1	Applied Music-Voice II	MUSC-101
1	Applied Music-Voice III	MUSC-201
1	Applied Music-Voice IV	MUSC-202
1	Tap Dance	HPER-144
1	Modern Rhythms	HPER-143
1	Interpretive Dance	HPER-141
3	Watercolor I	ARTS-104
3	Drawing I	ARTS-101

MUSIC**Degree: Associate in Arts-38 hours of General Education**

The music program serves two principal functions: for non-music majors it expands the musical background through participation in ensembles and elective courses; for music majors it provides a solid academic and performance foundation on which to pursue music as a career.

Recommended course of study for all Music majors:

Credit	Course Title	Course No.
3	Theory of Music I	MUSC-150
3	Theory of Music II	MUSC-151
3	Theory of Music III	MUSC-250
3	Theory of Music IV	MUSC-251
2	Aural Skills I	MUSC-152
2	Aural Skills II	MUSC-153
1	Class Piano I	MUSC-111
1	Class Piano II	MUSC-112
0	Recital Attendance (4 units)	MUSC-000

Applied Vocal or Instrumental courses:

1	Voice I	MUSC-100
1	Voice II	MUSC-101
1	Voice III	MUSC-201
1	Voice IV	MUSC-202
1	Instrumental I	MUSC-102
1	Instrumental II	MUSC-103
1	Instrumental III	MUSC-203

(All students on music scholarships are required to pass a keyboard proficiency exam which may necessitate taking Applied Music-Keyboard, regardless of the student's applied major.)

1	Keyboard Instruments I	MUSC-104
1	Keyboard Instruments II	MUSC-105
1	Keyboard Instruments III	MUSC-205
1	Keyboard Instruments IV	MUSC-206

Ensembles, Vocal or Instrumental courses:

1	Pep Band/Concert Band I	MUSC-120
1	Pep Band/Concert Band II	MUSC-121
1	Pep Band/Concert Band III	MUSC-210
1	Pep Band/Concert Band IV	MUSC-211
1	Choir I	MUSC-130
1	Choir II	MUSC-131
1	Choir III	MUSC-212
1	Choir IV	MUSC-213

(It is recommended that Instrumental Majors take two(2) semesters of Choir, and that Vocal majors take two(2) semesters of Band.)

Recommended Electives:

1	Vocal Ensemble I (audition required)	MUSC-132
1	Vocal Ensemble II (audition required)	MUSC-133
1	Vocal Ensemble III (audition required)	MUSC-214
1	Vocal Ensemble IV (audition required)	MUSC-215
1	Jazz Ensemble I (audition required)	MUSC-124
1	Jazz Ensemble II (audition required)	MUSC-125
1	Jazz Ensemble III (audition required)	MUSC-218
1	Jazz Ensemble I (audition required)	MUSC-219
3	Music History & Appreciation	MUSC-108
3	Today's Music	MUSC-106
3	Survey of Civilization I	HIST-101
3	Survey of Civilization II	HIST-102
3	Art Appreciation	ARTS-120
3	History of World Art	ARTS-121
3	Introduction to Literature	LITR-210
2-3	Any of the Language Courses	

ART**Drawing I* ARTS-101 3 hours**

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

Drawing II* ARTS-102 3 hours

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

Watercolor Painting I* ARTS-104 3 hours

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

Watercolor Painting II* ARTS-105 3 hours

Prerequisite: Watercolor Painting I. Advanced studies in watercolor techniques. Exploration into the field of creative expression and techniques.

Oil Painting I* ARTS-107 3 hours

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

Oil Painting II* ARTS-108 3 hours

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

Sculpture* ARTS-110 3 hours

This basic course gives the techniques and methods of sculpture as applied to various media and materials such as stone, wood, metals, clay and wax.

Ceramics* ARTS-111 3 hours

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

Advanced Ceramics* ARTS-112 3 hours

Prerequisite: Ceramics. Advanced work on the potter's wheel combined with hand built forms. Consideration and use of glaze calculations.

Art Appreciation ARTS-120 3 hours

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

History of World Art ARTS-121 3 hours

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

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

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

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

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

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

This course will provide opportunities for the student to gain working knowledge of the desktop publishing process using Macintosh computers in the application of graphic design relating to graphic programs as they relate to publishing industry.

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

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

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

This course includes a study of various drawing techniques. Colored pencils will be studied as a primary medium for rendering in color.

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

This course includes a study of the principles of painting techniques. Acrylics will be studied as a primary medium for rendering in color.

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

This course includes a study of the principles of painting techniques. Oils and/or oil stains will be studied as a primary medium for rendering in color.

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

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

Silversmithing I* **ARTS-140** **3 hours**

This course gives the basic techniques and methods of silversmithing as applied to the craft of jewelry making. It allows the student to become familiar and efficient in planning, cutting, forming and soldering silver.

Silversmithing II* **ARTS-141** **3 hours**

Prerequisite: Silversmithing I. This is a continuing study of silversmithing which allows the student the opportunity to gain a greater degree of skill in the craft and freedom to experiment with advanced methods of silversmithing.

Leathercraft **ARTS-142** **3 hours**

The student may do beginning and advanced leather carving to make gifts or personal items.

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

Prerequisite: permission of the instructor. The course is designed for advanced study of courses in Art. It will afford 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 will be studied as a primary medium for rendering in color, with attention also given to incorporating pastels with other media.

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

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

This course is a study of the fundamentals of movement and rhythm with emphasis on solo and small group studies that explore time, shape, space and dynamics. Course covers basic modern dance techniques and backgrounds.

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

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

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

This course is a survey of modern rhythms including study of basic positions, body alignment, stretches and strengthening exercises.

Tap Dance **HPER-144** **1 hour**

This course includes the study of basic steps, techniques and skills involved in tap dancing.

Jazz Dance **HPER-145** **1 hour**

This course includes the study of the basic techniques of jazz and show dance. 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 studies folk dancing characteristics of different nations and American origin. Square dancing and the various formations will be covered. Includes a study of the skills included in the instruction of dance and the analysis of skill performance involved.

Dance Production **HPER-148** **2 hours**

Prerequisite: Consent of instructor. This course studies the management of technical, business and artistic procedures involved in directing a dance performance.

Choreography **HPER-149** **2 hours**

Prerequisites: Beginning Ballet and Modern Rhythms. This course includes exploration and experience in the choreographic techniques of several forms of dance.

DRAMA**Acting I** **DRAM-111** **3 hours**

The course includes the basic techniques of acting, character development, moving on stage, voice study, basic tools of acting, and some history. Acting I is a lecture/lab course with activities included.

Acting II DRAM-112 3 hours

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

Stage Movement DRAM-113 2 hours

Stage Movement is the study of movement for theatre including placement, gesture, body emotion and mime. Also included are dialect and related vocal techniques. The course is a lecture/lab course.

Improvisation DRAM-114 3 hours

This course includes physical, vocal and emotional exercises which are designed to assist the actor in character development and scene study. The course will move from beginning improvisations to advanced problems, including Spolin techniques and methods.

Introduction to Theatre History and Literature I DRAM-120 3 hours

This course is the study of theatre as an art form. The course covers technical and playwriting developments for each period. The course includes pre-Greek through Neo-Classical and is a lecture/script-reading class.

Introduction to Theatre History and Literature II DRAM-121 3 hours

This course includes the period from the late 18th Century Restoration to the present and looks at technical and writing contributions unique to each period. It is a lecture/script-reading class.

Musical Theatre DRAM-122 3 hours

This course includes study of the history and styles of American musical theatre. It includes resume preparation, audition techniques, and career planning in musical theatre. The course may include the production of a musical or opera when applicable. The class is essentially lecture with some activities included.

Reader's Theatre DRAM-123 2 hours

The techniques and methods of reader's theatre are covered including choral reading, tempo and rhythm, vocal characterization, staging methods and script preparation. Included is the production of a reader's theatre program for public performance. Lecture is the format with production activities included.

Stagecraft I DRAM-141 2 hours

Offered as a requirement of the core curriculum, the course covers the principles of scenery and properties construction; usage of stage equipment and scene shop tools, maintenance, and safety. Classroom theory is transformed into laboratory experience and practice through the construction and decoration of the departmental productions and theatre maintenance. The course is lecture/laboratory oriented.

Stagecraft II DRAM-142 2 hours

Prerequisite: Stagecraft I or consent of instructor. This course is a continuation of Stagecraft I. The course is lecture/lab oriented and focus is directed to all aspects of technical theatre not included in Stagecraft I. These may include, but are not limited to, audio production, lighting, computer-aided design, costuming, makeup, and specialized scene painting techniques.

Fundamentals of Stage Lighting DRAM-143 2 hours

The theory and design of stage lighting and the mechanics of instrument usage and control systems are covered in this course. Lecture is the format with activities included. An individual design project is required and experience in lighting a production is available.

Makeup DRAM-148 2 hours

Makeup is the study of equipment and materials used and techniques of application of makeup for the theatre. Facial structure and influencing characteristics are covered in selecting the makeup design. Students will have the opportunity to design makeup for college productions. The class is demonstration with activities included.

Introduction to Theatre Costuming DRAM-149 2 hours

Costume styles from periods of theatre history are the basis for this class. Also included are the study of costume selection for various styles, costuming equipment, constructing costumes, building a collection, rental procedures, costume care, and storage. The class is primarily lecture with individual projects.

Introduction to Theatre DRAM-150 3 hours

This is a general course designed to acquaint the student with a basic exposure and appreciation of theatre as an art form. The course covers major history aspects of theatre, including styles and playwrighting, and introduction to technical and performance elements. The course work also includes theatre craft projects, attendance of live theatre performances and limited lab time. Course is primarily lecture.

Scene Design DRAM-230 3 hours

Prerequisite: Stagecraft II or consent of the instructor. Scene design is a project/lecture oriented course. Areas covered in the course will be types of theatres and stages, styles of scenery, principles of stage design, designer/director concepts, scenery analysis, aesthetics for the stage, historical architectural and interior styles, ground plans, elevations, and section development, perspective watercolor rendering of student designs, and model building.

Fundamentals of Directing DRAM-231 3 hours

Prerequisite: Consent of the instructor. Directing is offered to sophomores or by permission of the instructor. Principles of play directing as well as theory and practical applications are covered. Play selection, analysis, casting, characterization, blocking rehearsal and technical procedures are included. The class is lecture with activities.

Creative Dramatics DRAM-232 3 hours

Creative Dramatics covers two approaches to children's theater: production and performance for young audiences and theatre craft projects for preschool through high school which offer practical teaching experience and lesson planning. It is especially appropriate for education as well as drama majors.

Introduction to Shakespeare DRAM-233 3 hours

The background of the Renaissance and the life of William Shakespeare are the foundation of this course. Included is the study of one or more exemplary plays from each of Shakespearean genre: history, tragedy and comedy. The class is lecture with film and video assists.

Community Theatre DRAM-251 2 hours

The actual production of a play is the basis for this class. It is open to any community member, and students choose technical and/or acting responsibilities. This class is lab only.

Introduction to Playwriting DRAM-252 3 hours

This course provides students with the knowledge to correctly analyze and interpret a play script. Playwriting allows students to develop their writing in a non-traditional format that is not usually assessed. While giving students a deeper understanding of fine arts and literature, the course offers a structural style that enhances creativity of written expression.

Directing Practicum DRAM-253 3 hours

A continuation of Fundamentals of Directing, Directing Practicum requires each student to select a short play, develop its concept, cast it, and direct it for public performance. The student is also responsible for all production aspects and promotion. The class consists of lectures, questions and answers, and feedback sessions.

Stage Combat DRAM-254 3 hours

This is an introductory course designed to instruct the student in the basic techniques, skills, illusions, and vocabulary of armed and unarmed theatrical combat with an emphasis on performer safety.

Technical Theatre I DRAM-144 1 hour**Technical Theatre II DRAM-145 1 hour****Technical Theatre III DRAM-246 1 hour****Technical Theatre IV DRAM-247 1 hour**

Technical Theatre may be taken for four consecutive semesters for a total of four credit hours. It is required of all theatre/dance students as partial fulfillment of the core curriculum. The focus of the course is on non-performance theatre production and theatre maintenance, operation, and procedures. Assignments include set construction, painting, properties, costuming, lighting, box office, house and stage management, publicity and a host of other assignments. Personal development for a career in theatre is included. This course is a non-lecture/practical application oriented program.

MUSIC**Music History and Appreciation MUSC-108 3 hours**

This course is a historical survey of cultural trends and characteristics from Pre-Christian times to the 20th century. Historical styles are examined to help develop the student's understanding of music and the Arts.

Today's Music MUSC-106 3 hours

Today's Music is a survey of American music progressing from historical precedents to contemporary styles. Included are folk, blues, jazz, rock, country and musical comedy styles investigated in relation to social conditions. The elements of musical understanding are studied. Aural and visual aids supplement discussions.

Applied Music

Applied Music is a private vocal or instrumental study open to all students. The course constitutes one thirty minute lesson per week. Music majors are required to enroll in one credit hour each semester in their principal performing medium. Non-music majors should contact the instructor before enrolling.

Voice I	MUSC-100	1 hour
Voice II	MUSC-101	1 hour
Voice III	MUSC-201	1 hour
Voice IV	MUSC-202	1 hour
Instrument I	MUSC-102	1 hour
Instrument II	MUSC-103	1 hour
Instrument III	MUSC-203	1 hour
Instrument IV	MUSC-204	1 hour

Piano and Organ

Keyboard Instruments I	MUSC-104	1 hour
Keyboard Instruments II	MUSC-105	1 hour
Keyboard Instruments III	MUSC-205	1 hour
Keyboard Instruments IV	MUSC-206	1 hour

Class Piano I MUSC-111 1 hour

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

Class Piano II MUSC-112 1 hour

This course is a continuation of Class Piano I.

Pep Band/Concert Band I MUSC-120 1 hour**Pep Band/Concert Band II MUSC-121 1 hour****Pep Band/Concert Band III MUSC-210 1 hour****Pep Band/Concert Band IV MUSC-211 1 hour**

Students with high school band experience may participate in pep band or concert band regardless of their scholastic major. As a spirit organization, the pep 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**

College Choir is open to all members of the student body by audition.

Small Ensembles

Personnel for College Singers, Jazz Ensemble and Chamber Music are selected by audition from all disciplines in the college.

Vocal Ensemble I MUSC-132 1 hour**Vocal Ensemble II MUSC-133 1 hour****Vocal Ensemble III MUSC-214 1 hour****Vocal Ensemble IV MUSC-215 1 hour****Jazz Ensemble I MUSC-124 1 hour****Jazz Ensemble II MUSC-125 1 hour****Jazz Ensemble III MUSC-218 1 hour****Jazz Ensemble IV MUSC-219 1 hour****Community Chorus MUSC-134 1 hour**

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

Theory of Music I **MUSC-150** **3 hours**

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

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

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

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

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

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

Prerequisite: Theory of Music III or permission of the instructor. Course emphasis is on original composition and projects in arranging.

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

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

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

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

PHOTOGRAPHY**Photography I** **PHOT-120** **3 hours**

The course includes taking pictures, developing film, and making contact and projection prints. The students will provide camera and film.

Photography II **PHOT-121** **3 hours**

Prerequisite: Photography I or consent of instructor. Composition and technique in color and black and white photography. Course will include work in photojournalism, portrait and commercial photography.

Technical Photography **PHOT-130** **3 hours**

Prerequisite: Photography II or consent of instructor. Advanced exploration of experimental, interpretive and straight black and white photography.

Photography Seminar **PHOT-200** **1-3 hours**

This course is a study in photography based on the needs of the student. The student will provide a camera and film suitable to the area of study. May be repeated as topics vary.

Health, Physical Education, Recreation

Aerobic Super Circuit

Activity Courses

Athletic Courses

Core Courses

HEALTH, PHYSICAL EDUCATION AND RECREATION

In addition to the general education courses required for graduation with the respective associate degrees, the courses listed in the following programs of study are the recommended courses for the successful completion of the degree with a specific emphasis in Health, Physical Education and Recreation.

NOTE: Two hours of Physical Education activity are required in the general education requirements. Aerobic Super Circuit, Lifetime Fitness or a Physical Education activity course can fulfill this requirement.

PHYSICAL EDUCATION

Credit	Course Title	Course No.
3	History & Principles of PE	HPER-291
1	Physical Fitness I (Aerobic Super Circuit)	HPER-119
3	Physical Education Activity	Any HPER Activity Course
3	Health Education	HPER-106
2	First Aid	HPER-109
6	Physical Education Electives	Any HPER core course
3	Prevention and Care of Athletic Injuries	HPER-211

ATHLETIC TRAINING

Credit	Course Title	Course No.
3	History & Principles of PE	HPER-291
2	First Aid	HPER-109
3	Physical Education Activity	Any HPER Activity Course
3	Health Education	HPER-106
3	Prevention & Care of Athletic Injuries	HPER-211
1	Athletic Training Practicum	HPER-212
1	Physical Fitness I (Aerobic Super Circuit)	HPER-119
3	Physical Education Elective	HPER-107, 121, or 290

RECREATION

Credit	Course Title	Course No.
3	History & Principles of PE	HPER-291
1	Physical Fitness I (Aerobic Super Circuit)	HPER-119
2	Physical Education Activity	Any HPER Activity Course
3	Health Education	HPER-106
2	First Aid	HPER-109
3	Outdoor Recreation	HPER-202
2	Lifetime Fitness	HPER-121
3	Intro. to Community Rec.	HPER-201
1	Individual and Dual Sports	HPER-133
1	Recreation for Special Populations	HPER-203

HEALTH

Credit	Course Title	Course No.
3	History & Principles of Physical Education	HPER-291
1	Physical Fitness I (Aerobic Super Circuit)	HPER-119
2	Physical Education Activity	Any HPER Activity Course
3	Health Education	HPER-106
2	First Aid	HPER-109
3	Substance Abuse	HPER-107
2	Lifetime Fitness	HPER-121
3	Nutrition	HMEC-115
2	Care and Prevention of Athletic Injuries	HPER-211

AEROBIC SUPER CIRCUIT

Each course begins with an orientation to concepts in physical fitness and an assessment of each student. The assessment includes a cardiovascular fitness test, flexibility, percent of body fat, strength, pulse, and blood pressure. Each class is an open lab, which can be attended anytime during "open" hours. A physical may be required for individuals with certain medical conditions. Courses HPER119, HPER120 and HPER121 comprise the Aerobic Super Circuit. A lab fee is required for each course.

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.

ACTIVITY COURSES

Beginning Tennis HPER-114 1 hour

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

Intermediate Tennis HPER-115 1 hour

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

Advanced Tennis HPER-116 1 hour

Prerequisite: Intermediate tennis or proficiency. Included are advanced techniques of strategy and racket use for the competitive game of tennis.

Golf HPER-117 1 hour

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

Bowling	HPER-118	1 hour
This course includes skill techniques, rules and terminology of bowling. A fee is charged for each game bowled.		
Paddleball and Badminton	HPER-123	1 hour
This course includes skill techniques, rules knowledge, strategy, and terminology of paddleball and badminton.		
Racquetball I	HPER-124	1 hour
This course includes skill techniques, rules knowledge, strategy, and terminology of racquetball.		
Racquetball II	HPER-125	1 hour
This course is a continuation of Racquetball I.		
Beginning Swimming	HPER-126	1 hour
This course includes strategies for overcoming fear of the water, & skills of moving through the water, coordinated stroking, entering the water, breath control, staying afloat, changing position, and basic strokes.		
Intermediate Swimming	HPER-127	1 hour
This course includes basic strategies for arm and leg strokes, coordination of arms and legs in four styles of swimming, swimming for endurance, survival skills, and improved ability to enter water.		
Lifesaving and Water Safety	HPER-128	1 hour
Prerequisite: Intermediate swimming or proficiency. This course provides advanced instruction in swimming and the techniques necessary for securing an American Red Cross Water Safety Instructor Certificate. Special emphasis on methods of teaching and life saving methods. (Water Safety Instruction) Two contact hours per week.		
Basketball and Softball	HPER-129	1 hour
This course provides instruction in basketball passing, dribbling, ball handling, and shooting, and softball skills of catching, throwing, fielding, batting, sliding and bunting.		
Fencing and Archery	HPER-131	1 hour
This course provides instructions including basic skills of fencing, and scoring and judging techniques, as well as archery fundamentals and terminology.		
Soccer and Volleyball	HPER-132	1 hour
This course covers skills, techniques, strategy, and rules of both soccer and volleyball.		
Individual and Dual Sports	HPER-133	1 hour
This course studies the development of rules and skills for such sports as ping pong, pool, shuffleboard, and horseshoes.		
Interpretive Dance	HPER-141	1 hour
This course includes the fundamentals of movement and rhythm and their use in creative dance experience. Course also covers basic modern dance techniques and backgrounds.		
Beginning Ballet	HPER-142	1 hour
This course covers basic technique at barre and center floor. Across-the-floor combinations and floor stretches will be included in each class. The course serves as an introduction to ballet and does not require previous dance training or other prerequisite.		

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.		
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 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.		
Jujitsu Instruction/Defensive Tactics	HPER-161	2 hours
This course studies a system of defense and control techniques based upon well-established principles of hand-to-hand combat; defensive and aggressive physical maneuvers; armed and unarmed opponents; and club maneuvers; achievement of organic development; development of muscular skill; and prevention of injury to the person.		
R.O.P.E.S.	HPER-164	1 hour
R.O.P.E.S. (Reality Oriented Physical Experience Service) This unique course provides group challenge, self-confidence, trust and interaction for participants of all ages. It 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 course has 30 contact hours.		

Bicycle Camping **HPER-166** **1 hour**

This course is designed to promote outdoor recreation. Students will spend approximately 36 hours on a bicycle tour during which time they camp out. Students will be expected to provide their own equipment.

Canoeing **HPER-167** **1 hour**

This course introduces the student to sound canoeing practices. Safety techniques and basic strokes for controlling the canoe will be learned. Students will practice and develop this knowledge on a canoe trip down approximately a 60-mile section of river. This course should be taken concurrently with River Ecology.

Camping **HPER-168** **1 hour**

This course provides the student with the opportunity and challenge of living comfortably in a wilderness environment. Instruction includes trip planning, gear selection, outdoor-living techniques, cooking, camping, etc. The student will have the hands-on opportunity to utilize this knowledge as he/she plans, prepares for, and participates in an extended field trip. This course should be taken concurrently with River Ecology

Recreational Shooting **HPER-171** **2 hours**

This course is designed to promote recreational shooting as a lifetime leisure activity and safety with firearms and their related equipment. Develops the student's ability to handle firearms and their related equipment safely and efficiently. Actual reloading of ammunition and range firing of pistols, rifles, and shotguns will be required of each student. Certain supplies will be furnished.

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

This course is designed to teach the fundamentals of Trap Shooting, the correct and safe use of shotguns, and the reloading of shot shells. Emphasis will be placed on safety in both gun handling and shot shell reloading. Students may compete in team shooting with other schools as well as pistol shooting on a Regional and National level.

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 Weight Lifting I with a more individualized approach to weightlifting to gain muscular strength and body tone.

Trap Shooting Techniques III **HPER-274** **1 hour**

This course is a continuation of Trap Shooting Techniques II.

Trap Shooting Techniques IV **HPER-275** **1 hour**

This course is a continuation of Trap Shooting Techniques III.

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

This course includes varsity competition in football, basketball, wrestling, rodeo, track, golf, baseball, soccer, cross country, volleyball, trap shooting; taken by arrangement with the coach. Must be on the eligibility roster to obtain credit. 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.

CORE COURSES**Health Education** **HPER-106** **3 hours**

This course is designed to give the student a working knowledge of the fundamental principles of healthful living, as applied to physical, mental, and community life. Special attention is given to sources of health materials and problems of school hygiene.

Substance Abuse **HPER-107** **3 hours**

This course is designed to give the student a foundation for discussion and an understanding of drugs. The course covers some of the psychological, sociological, and biological reasons people use drugs. An emphasis will be placed on those drugs which are most widely used and abused.

First Aid **HPER-109** **2 hours**

This course studies the emergency treatment of injuries, wounds, hemorrhage, burns, and poisoning. Emphasizes the techniques of artificial respiration and emergency bandaging. CPR training will be required.

Advanced First Aid **HPER-110** **2 hours**

This course is a continuation of First Aid I for those who require advanced preparation.

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.

Fundamentals of Coaching Football **HPER-181** **2 hours**

Essential fundamentals are given in blocking, tackling, and passing. Offensive and defensive formations are demonstrated. This course includes a complete study in the theoretical aspects of the fundamentals of football.

Fundamentals of Coaching Basketball **HPER-182** **2 hours**

This course studies the fundamentals of floor work, ball handling, passing, shooting, dribbling, etc. Time will be spent on individual and team defense and offense.

Fundamentals of Coaching Track HPER-183 2 Hours

This course emphasizes the methods of training for each event in track and field.

Fundamentals of Coaching Baseball**HPER-184 2 hours**

This course studies the essential fundamentals in hitting, fielding, and throwing. The course also includes offensive and defensive strategy pertaining to game situation.

Fundamentals of Minor Sports HPER-186 2 hours

This course includes knowledge, understanding and skill analysis which are involved in the teaching of minor sports.

Fundamentals of Coaching Women's Basketball**HPER-187 2 hours**

This course includes fundamental movements of offense and defense with regard to the coaching and teaching of women's basketball. Specific instruction for coaching and rules interpretation is given.

Fundamentals of Coaching Volleyball**HPER-189 2 hour**

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

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

This course covers organization, supervision of playground, interpretation of play and recreational activities and trends with specific stress upon the school and community recreational program. A broad study of a wide range of recreational activities for physical education and elementary teaching majors.

Outdoor Recreation HPER-202 3 hours

This course is designed to acquaint the student with outdoor recreation, recreational use of natural resources, and the background of the outdoor movement. Topics include historical topography, ecological, environmental studies and other aspects which 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. Students gain supervised practical experience in the Aerobic Super Circuit.

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. Three lecture hours per week.

Athletic Training Practicum HPER-212 1 hour

This course is a supervised clinical application of practical methods in athletic training. A minimum of 300 hours must be spent in the training room. Athletic Training Practicum may be taken by arrangement with the instructor.

Officiating HPER-288 2 hours

This course studies the interpretation of the rules of football, basketball, and all minor sports with attention given to the mechanics of officiating in preparation for coaching and teaching. Actual officiating experience is a part of this course.

Intramurals HPER-289 3 hours

This course studies the organization of intramurals at the elementary, secondary, community college, and university levels. A study of setting up and running tournaments is included. Activities and their rules in intramurals will be presented.

Psychology of Coaching HPER-290 3 hours

This course includes the philosophy of coaching, the coach and his/her personality, the athlete and his/her personality, levels of coaching, communication, team cohesion, motivation, discipline, teaching techniques in athletics, outside influences on athletes, cultural and minority problems, and psychological scouting.

History and Principles of Physical Education**HPER-291 3 hours**

This course studies the history and development of modern physical education and the underlying principles of school and college physical education programs.

Humanities

Humanities

English

History

**Mass
Communications**

Languages

Literature

Philosophy

HUMANITIES

Humanities involves those fundamental courses which help to develop a greater understanding, appreciation and enjoyment of the humanistic resources available in our culture.

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

ENGLISH**Degree: Associate in Arts-38 hours of General Education**

In addition to the core courses required for graduation, the student wishing to obtain an Associate Degree in Arts with an emphasis in English should select from the courses listed below. Students should check with transfer institutions and with advisor regarding course selection listed below.

Credit	Course Title	Course No.
3	Introduction to Literature I	LITR-210
3	English Literature I	LITR-212
3	English Literature II	LITR-213
3	American Literature I	LITR-215
3	American Literature II	LITR-216
3	The West in American Literature	LITR-219
3	Identity: Woman	LITR-250
3	Kansas Literature	LITR-251
3	Science Fiction	LITR-252

MASS COMMUNICATIONS**Degree: Associate in Arts-38 hours of General Education**

The Department of Communications adheres to the transfer articulation agreement and offers the first two years of course work required by Kansas colleges and universities to fulfill the requirements for the Bachelor of Science and Bachelor of Arts degrees in speech communication and journalism. The requirements of the transfer institution should guide a student's choices. The curriculum provides variety and flexibility in meeting a broad range of academic and professional interests in human communications.

Oral Communications

Credit	Course Title	Course No.
3	Speech I	SPCH-111
3	Speech II	SPCH-112
3	Interpersonal Communications I	SPCH-113
3	Voice and Diction	SPCH-117
3	Oral Interpretation	SPCH-118
3	Introduction to Broadcasting	SPCH-140
1	Forensics I	SPCH-141
1	Forensics II	SPCH-142
1	Forensics III	SPCH-243
1	Forensics IV	SPCH-244

Journalism

Credit	Course Title	Course No.
3	Media in Free Society	JRNL-110
3	Photography I	PHOT-120
3	Photography II	PHOT-121
3	Reporting I or Introduction to Broadcasting	SPCH-140
3	News Editing	JRNL-117
1	Publications I (Magazine)	JRNL-113
1	Publications II (Magazine)	JRNL-114

1	Publications III (Magazine)	JRNL-201
1	Publications IV (Magazine)	JRNL-202
1	Publications I(Newspaper)	JRNL-111
1	Publications II(Newspaper)	JRNL-112
1	Publications III(Newspaper)	JRNL-203
1	Publications IV (Newspaper)	JRNL-204

Recommended Electives:

Credit	Course Title	Course No.
3	Commercial Design or Desk Top Publishing	ARTS-128 MIDM-105
3	Photojournalism	JRNL-122
3	Creative Writing	LITR-240
3	Technical Photography	PHOT-130

Speech or Journalism Education

Individuals who desire to major in Speech or Journalism Education should refer to the Secondary Education program of study listed in the Social Science section. It is recommended that students work closely with their advisors to fulfill the specific requirements of the institution they wish to attend.

HISTORY**Degree: Associate in Arts-38 hours of General Education**

The History program meets the needs of the transfer student as well as those individuals interested in pursuing history courses for personal enjoyment and enhancement. The following suggested two-year program provides a broad range of course offerings. Individual programs will vary depending on student needs and interests, and the requirements of the transfer institution.

Credit	Course Title	Course No.
3	Intro. to Microcomputer Software	CSCI1-103
3	The West in American Lit. or Introduction to Literature	LITR-219 LITR-210
3	Survey of Civilization I	HIST-101
3	Survey of Civilization II	HIST-102
3	American History to 1865	HIST-103
3	American History Since 1865	HIST-104
3	Europe Since 1815	HIST-106
3	Special Topics in History OR Oral History	HIST-114 HIST-109
3	History of Kansas OR The Great Plains Experience	HIST-110 HIST-112

HUMANITIES**International Humanities Studies HUMA-201 1-8 hours**

This course consists of travel and/or study in foreign countries under supervised conditions. The study of cultural objects, localities and/or languages serves as the bulk of instruction. Course work and lectures supplement the studies. Course credit must be prearranged with the Dean of Instruction.

National Humanities Studies HUMA-202 1-8 hours

This course consists of travel and study in the United States under supervised conditions in any of the humanities disciplines. Study of cultural objects, localities and events serves as the bulk of instruction. Course work and lectures supplement the class. The amount of credit must be determined by the Dean of Instruction in cooperation with the instructor. Enrollment for all segments is by special arrangement only. One to eight credits are available and variable contact hours are required, depending on credit accrued.

ENGLISH

The composition courses give practice and proficiency in the use of the language, improve perceptive ability and aid in logical reasoning. The ability to write with clarity and precision furnishes the student with a lifetime tool.

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

In addition, all students enrolled in Basic English and English 101 must pass an in-class exit essay before enrolling in the next course in sequence.

Basic English ENGL-091 3 hours

This course is the study of fundamentals of the composition process, sentence structure, basic grammar and editing techniques and prepares students for English I. Students must pass an in-class essay to determine if they have met the minimum competencies in the course syllabus before they can enroll in English 101. (This course does not meet degree requirements.)

English I ENGL-101 3 hours

This course applies the writing process in expressive and expository writing. Students will refine skills in diction, sentence structure, organization and development of ideas, grammar and mechanics, and critical thinking. Students must pass an in-class exit essay to determine whether they have met minimum competencies outlined in the syllabus before they enroll in the next course in sequence.

English II ENGL-102 3 hours

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

Grammar ENGL-106 1-3 hours

This course is a study of parts of speech, grammar, sentence structure and mechanics. It is recommended for English majors and elementary education majors as well as students who would like to improve writing skills.

MASS COMMUNICATIONS**Media In Free Society JRNL-110 3 hours**

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

Reporting I JRNL-115 3 hours

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

News Editing JRNL-117 3 hours

This course will introduce 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, legal and ethical issues. They will also learn to catch and correct mistakes in grammar.

Publications I (Magazine) JRNL-111 1 hour**Publications II (Magazine) JRNL-112 1 hour****Publications III (Magazine) JRNL-201 1 hour****Publications IV (Magazine) JRNL-202 1 hour**

Prerequisite: At least one semester of high school journalism or permission of the instructor. Publications (Magazine) may be taken four semesters. Practical work will be offered in layout, design, writing, editing and photography on Breakaway, the college magazine.

Publications I (Newspaper) JRNL-113 1 hour**Publications II (Newspaper) JRNL-114 1 hour****Publications III (Newspaper) JRNL-203 1 hour****Publications IV (Newspaper) JRNL-204 1 hour**

Publications (Newspaper) may be taken four semesters. Practical work is offered in layout, design, writing, editing, advertising, business practice, and photography on the student newspaper. The course may be taken by arrangement with approval of the instructor.

Photojournalism JRNL-122 3 hours

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

Speech I SPCH-111 3 hours

This course includes the study of the fundamentals of communication and the composition, organization and delivery of original speeches are included in Speech I. Five to seven speeches are required throughout the semester. This course meets the speech requirement for transfer programs. The class is performance based with appropriate assignments included.

Speech II SPCH-112 3 hours

Prerequisite: Speech 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 experiences is the style of the course.

Interpersonal Communications I SPCH-113 3 hours

Interpersonal Communications includes the study of communication theory and its application to interpersonal relations. The development of insight, skills and knowledge in the process of group interaction are the basis for the course. The class transfers to some four-year institutions as a communications/speech requirement. The class is experiential in the lecture mode.

Oral Communication SPCH-116 3 hours

This course covers the basic oral communicative techniques necessary in business and trades and is designed for the student in technical programs. It includes speeches, discussion, panels, reports, and basic communication theory. The class may not transfer to some four-year institutions as a speech requirement.

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: to inform, impress, entertain and convince. This course is excellent for any speech or drama major. It is primarily lecture with practical application in performance.

Introduction to Broadcasting **SPCH-140** **3 hours**

This course acquaints the student with the equipment used in broadcasting, regulations governing broadcasting, background of radio and television industry, as well as copywriting, preparing and presenting commercials, news writing for the broadcast media, and advertising. The class is lecture with practical application.

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.

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 twentieth 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.

Europe Since 1815 **HIST-106** **3 hours**

This course provides a detailed coverage of European political and social history. It begins with the Congress of Vienna, then covers the unification of German and Italy, the Victorian Age, the era of world war and dictators, the Cold War, to the present-day. No prerequisite, but Survey of Civilization I and Survey of Civilization II are helpful.

Russian History **HIST-107** **3 hours**

This course explores the history of Russia from its beginnings in the 8th century BCE, through the formation of the Russian state, the Tartars, tsarist Russia consolidation under the Romanovs, its emergence as a major European power, World War I and the Bolshevik Revolution, Stalinism and the Cold War, through to the late twentieth century. No prerequisite, but Survey of Civilization I and Survey of Civilization II are helpful.

Oral History **HIST-109** **3 hours**

This course provides students with the opportunity to explore the richness of spoken history. It details the methods used to record spoken histories, story telling, exploring family and local histories, as well as aspects of folk culture. No prerequisite, but American History to 1865, American History Since 1865, and Speech I are helpful.

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.

Pioneer Women West of the Mississippi
HIST-111 **3 hours**

This course places special emphasis on the historic experiences of pioneer women on the Great Plains, in the mountains, and on the west coast. Diaries, letters, census records and other primary sources are used in conjunction with secondary sources to explore the world of the pioneer woman; her family life, her work, her leisure activities, and her contributions to American. No prerequisite, but American History to 1865 and American History Since 1865 are helpful.

The Great Plains Experience **HIST-112** **3 hours**

The Great Plains of the United States are rich in culture and history. This course explores that richness by focusing on various groups; American Indians, immigrants, the US army, farmers, etc. Special attention is given to primary source, especially diaries and letters. No prerequisite, but American History to 1865, American History Since 1865, and Pioneer Women West of the Mississippi are helpful.

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

This course is designed to provide a learning opportunity for specialized topic areas. Past offerings under this Special Topics course 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.

LANGUAGES

It is recommended that those 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 their studies at a four-year college should consult the catalog of their chosen school. Foreign language requirements may vary considerably in different colleges.

Conversational French LANG-100 2 hours

No credit is given if the course is followed by Elementary French I. 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

No credit is given if the course is followed by Elementary German I. 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

No credit is given if the course is followed by Elementary Spanish I. 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.

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.

Elementary Spanish I LANG-1322 3 hours

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

Elementary Spanish II LANG-1331 3 hours

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

Spanish for the Bilingual LANG-134 3 hours

This is a course designed for students who already speak the regional Spanish fluently, but who wish to improve their reading and writing skills. They will become familiar with standard Spanish and increase their vocabulary through reading selections based on Spanish American history and culture.

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

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

Elementary Vietnamese I LANG-140 3 hours

This course introduces the fundamentals of oral and written Vietnamese, with particular attention to the tonal nature of spoken Vietnamese and the diacritical markings used to signal intonation in

written Vietnamese. Listening to and pronunciation of simple words will lead into more extensive vocabulary development. Basic Vietnamese sentences will be written, stressing correct spelling and proper diacritical markings. There will be limited study of Vietnamese culture.

Elementary Vietnamese II LANG-141 3 hours

The prerequisite is satisfactory completion of Elementary Vietnamese I or equivalent skill as determined by the instructor. This is a continuation of the study of the Vietnamese language, building on the pronunciation, spelling and writing skills mastered in Elementary Vietnamese I. Students will continue vocabulary study in order to generate dialogue and conversational skills. Additional study of Vietnamese culture will be stressed.

Commercial Spanish LANG-202 3 hours

The prerequisite is permission of instructor or Spanish Composition and Conversation. This course offers training and practice in effective use of spoken and written Spanish for business purposes.

English as a Second Language LANG-204 3 hours

Review and practice of oral and written English skills for the high intermediate student. Listening and speaking skills focus on social interactions and the workplace. Basic academic skills prepare students for reading and writing at the college level.

Intermediate Spoken English as a Second Language LANG-206 3 hours

Review and practice of oral and written English for the advanced student. This class is designed to prepare students for entry into Basic English and other college-level courses. Emphasis is on vocabulary, reading and writing.

LITERATURE

The literature courses introduce the student to the masters of the written language and furnish material for critical evaluation.

Introduction to Literature LITR-210 3 hours

This course includes a wide variety of literary types, the short story, the essay, ancient and modern drama, and the novel are reviewed in this course.

English Literature I LITR-212 3 hours

This course is the study of the historical and literary development of English Literature from Anglo-Saxon origins through the Neo-Classical Period.

English Literature II LITR-213 3 hours

This course reviews the historical and literary development of English Literature from the Romantic Era into the Twentieth Century.

American Literature I LITR-215 3 hours

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

American Literature II LITR-216 3 hours

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

Introduction to Short Fiction LITR-218 3 hours

Prerequisite: English I or consent of the instructor. Examples of the best short fiction with emphasis on analysis and appreciation of the short novel and short story are studied in this course.

The West in American Literature LITR-219 3 hours

This survey course reviews selected literature from this region. The course will examine major authors through a study of novels, short stories, poetry, and criticism.

Understanding the Old Testament LITR-230 3 hours

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

Understanding the New Testament LITR-231 3 hours

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

Creative Writing LITR-240 1-3 hours

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

Writers' Workshop LITR-241 1-3 hours

Prerequisite: English II and/or consent of the instructor. This is an advanced writing course designed for those who are interested in increasing their writing skills with the possibility of publishing their work.

Identity: Woman LITR-250 3 hours

This humanities course includes a documentary history of American women, their roles and accomplishments; a study of literature by and about women; and a look at the issues and problems that women face today.

Kansas Literature LITR-251 3 hours

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

World Literature and the Human Experience LITR-253 3 hours

This course includes a study of literature from different periods, cultures, and regions of world with emphasis on the geographic and historical contexts of literary texts and on the rich diversity of social orders and human values express in literary forms.

PHILOSOPHY

Philosophy is critical reflection on the justification of basic human beliefs; and analysis of the concepts in terms of which 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 will be structured to develop in the students the 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 or rational thought and the practice of critical thinking. It includes an overview of most forms of persuasive reasoning and examines many misleading practices found in everyday life.

Nursing & Allied Health

Nursing

Allied Health

**Emergency Medical
Services Technology**

NURSING

The Associate Degree Nursing Program prepares a person for entry into professional nursing. The practice of nursing covers a wide range of activities that may be viewed on a continuum, beginning with simple nursing tasks, progressing through increasingly complex responsibilities, and culminating in critical decision making activities. Upon graduation, the graduate is prepared to function in various health care settings in three interrelated roles: provider of care; manager of care; and member of the profession.

An Associate of Applied Science Degree is granted upon completion of the program, and the graduate is eligible to take the National Council Licensure Examination for licensure as a Registered Nurse (RN). The legal qualifications for applying for RN licensure in Kansas are as follows:

1. Graduated from a high school accredited by the appropriate legal accrediting agency or has obtained the equivalent of a high school education, as determined by the Kansas State Department of Education;
2. Successfully completed the basic professional curriculum in an accredited school of professional nursing and holds evidence of graduation therefrom;
3. Satisfactorily rehabilitated if the applicant has ever been convicted of anything other than a moving traffic violation, unless the crime is as stated below. "to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse... shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto." (From: Kansas Nurse Practice Act: Laws and Administrative Regulations. Topeka, KS. Kansas State Board of Nursing, 1997. Sections 65-1115 & 65-1120.)

In accordance with the Kansas Articulation Plan for Nursing Education, the graduate is also eligible to articulate into a bachelor of science in nursing program.

The Garden City Community College Nursing Program is accredited by the Kansas State Board of Nursing and the National League for Nursing Accrediting Commission (NLNAC). The NLNAC can be contacted for information about the program at: NLNAC; 350 Hudson Street; New York, New York 10014; telephone # (800) 669-9656, ext. 153.

Admission Requirements

To assist students seeking admission to nursing they are advised to obtain from the Department of Nursing a copy of the Admission Requirements and Guidelines used in counseling applicants.

Copies of the following college admission requirements must be on file in the Nursing Department:

1. Application to the College.
2. High school transcript and/or GED certificate.
3. College transcripts (if any).
4. COMPASS for degree-seeking students.

In addition to meeting the above requirements, the student must complete and have on file in the Nursing Department:

1. Application to Nursing.
2. Evidence of nurse aide certification.

3. Evidence of completion of high school chemistry or one semester of college chemistry with a C or better.
4. Completion of a program of study with the Director, and an advising interview with a nursing faculty member.
5. Documentation of a 12th grade reading level.

After the above credentials are on file, the applicants will be reviewed for admission. The number of students selected annually depends on:

1. Available local facilities for clinical experience.
2. Number of qualified faculty.
3. Number of qualified applicants completing admission requirements.

Clinical experiences are obtained in the Garden City area. Students must provide transportation to and from the college, the hospital, and other agencies.

Advanced Standing

The Garden City Community College Nursing Program follows the Kansas Articulation Plan for Nursing Education. Qualified licensed practical nurses and transfer students from other programs must meet the admission requirements for the college and the Nursing Department. LPN applicants must complete a two credit hour transition course prior to entering Nursing III.

NURSING

Freshman Year

First Semester 18 hours

Credit	Course Title	Course No.
7	Nursing I	NURS-107
1	College Skills Development	PCDE-101
4	Anatomy and Physiology I	BIOL-211
3	General Psychology	PSYC-101
3	Interpersonal Comm. I	SPCH-113

Second Semester 18 hours

Credit	Course Title	Course No.
10	Nursing II	NURS-108
4	Anatomy and Physiology II	BIOL-212
3	Human Growth and Develop.	EDUC-110
1	PE	HPER-119

Summer 5 hours

Credit	Course Title	Course No.
5	Microbiology	BIOL-213

Sophomore Year

First Semester 14 hours

Credit	Course Title	Course No.
10	Nursing III	NURS-209
3	English I	ENGL-101
1	PE	HPER

Second Semester 15 hours

12	Nursing IV	NURS-210
3	Sociology	SOCI-102

Basic Life Support for Health Care Providers**NURS-106 1/2 hour**

This course is designed to provide initial certification or recertification for individuals employed in health care settings. The course includes information on risk factors, heart and lung function, heart disease, and symptoms/ signals that indicate action. The student learns CPR and foreign body airway management.

Nursing I**NURS-107 7 hours**

Prerequisite: high school or college chemistry. Knowledge basic to nursing practice and to nursing as a profession is provided as a foundation for all subsequent nursing courses. Scientific foundations of nursing practice are drawn from the physical, biological and social sciences. Basic nursing concepts and principles are introduced and developed. The nursing process is used to organize nursing content around the basic human needs.

Nursing II**NURS-108 10 hours**

Prerequisites: a minimum grade of C in Nursing I, Anatomy and Physiology I, Interpersonal Communications, General Psychology, and College Skills Development. The development of fundamental nursing knowledge and principles is continued through utilization of the nursing process. Nursing is approached with an understanding of meeting basic human needs when an individual experiences an emotional crisis event, a regulatory or homeostatic problem and/or an alteration in functioning of a body system.

LPN Transition Course**NURS-110 2 hours**

This course is designed to facilitate the transition of articulating LPN students into the associate degree nursing program. The course introduces the student to the philosophies and objectives of associate degree nursing, the College, and the Nursing Department. Testing of content areas from Nursing I and II is utilized to aide the student and faculty in identifying individual knowledge needs, and to direct the development of learning strategies to meet identified needs. Students are oriented to the clinical learning facilities and the college campus.

Nursing III**NURS-209 10 hours**

Prerequisites: a minimum grade of C in Nursing II, Anatomy and Physiology II, Microbiology, and Human Growth and Development. The approach to nursing is continued through an understanding of meeting basic human needs when an individual experiences an emotional crisis event, a regulatory or homeostatic problem and/or an alteration in functioning of a body system. Emphasis is placed on nursing care utilizing the nursing process requiring a higher level of assessment, decision making, and technical skills. Opportunities are provided to develop ability in setting priorities while giving care to a small number of acute and chronic clients of all age groups. Students will begin to differentiate the functions and responsibilities of the members of the health team.

Nursing IV**NURS-210 12 hours**

Prerequisite: a minimum grade of C in Nursing III, and English Composition I. Nursing content includes knowledge of critical aspects of neurological, pediatric, cardiovascular, respiratory and endocrine problems. Learning opportunities are provided to develop ability in setting priorities while giving care to an increased number of acute, chronic and critical clients of all age groups. Professional attributes and managerial skills are further developed.

Leadership/Management in Nursing Practice**NURS-251 3 hours**

This course augments the graduate nurses' understanding of leadership and management strategies as applied to nursing practice. Emphasis is on the development of personal, interpersonal, and organizational skills required in leadership and management roles.

Special Topics in Nursing**NURS-253 1-3 hours**

This course provides information on health care systems and the impact of those systems on health care workers and the community. The emphasis is on timely issues, topics and methods for integrating the information into their professional roles.

ALLIED HEALTH**Geriatric Aide Assistant****HELR-102 5 hours**

The course is designed to prepare the geriatric aide for employment in Kansas nursing homes. Course work includes basic knowledge and skills necessary to help meet the psychosocial, physical and environmental needs of the geriatric resident. It includes both class and clinical experience. The geriatric aide is prepared to give care to residents in a nursing home under the supervision of a registered nurse, licensed practical nurse or physician. The course will qualify the student to take the Kansas Department of Health and Environment Geriatric Aide Certification Examination. State certification is necessary for employment in nursing homes in Kansas.

Medical Terminology**EMIC-104 3 hours**

This course is the study of Greek and Latin word parts (prefixes, suffixes and word roots), spelling, pronunciation, and accurate application of various medical terms related to nursing and other health care fields.

Nursing Home Medication Aide**HELR-103 4 hours**

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

Nurse Aide-Geriatric Aide**HELR-104 5 hours**

The course is designed to prepare the aide for employment in either a hospital or a nursing home. Course work includes basic knowledge and skills necessary to help meet the psychosocial, physical and environmental needs of the patient. It includes both class and clinical experience. The nurse aide-geriatric aide is prepared to give patient care under the supervision of a registered nurse, a licensed practical nurse or physician. The course will qualify the student to take the Kansas Department of Health and Environment Geriatric Aide Certification Examination. State certification is necessary for employment in nursing homes in Kansas.

Home Health Aide HELR-107 2 hours

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

Activity Director HELR-108 3 hours

Prerequisites: A valid geriatric aide certificate from Kansas and evidence of an eighth grade reading level. This course prepares the nurse aide to work as an activity director in long term care facilities by introducing the student to the role, function and performance skills of an activity director. Course content includes exploration of the philosophy of long term care, the aging process, and planning and evaluating individual and group activities. At the completion of the course the student will be eligible to have this certification added to their nurse aide registry.

Social Service Designee HELR-109 3 hours

Prerequisites: A valid geriatric aide certificate from Kansas and evidence of an eighth grade reading level. This course is designed to prepare the nurse aide to work as a social service designee in a long term care agency. Content areas include the philosophy of long term care, social work, the aging process, development of resident care plans, and the utilization of social services. At the completion of this course the students is eligible to have this certification added to their nurse aide registry.

Paraprofessional Health-Team Seminar**HELR-110 1/2-3 hours**

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

Rehabilitative Aide HELR-111 2 hours

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

EMERGENCY MEDICAL SERVICES TECHNOLOGY

This series of courses prepares the student to practice in the following areas: First Responder, Emergency Medical Technician, Emergency Medical Technician-Intermediate, and Mobile Intensive Care Technician. Emergency Medical Services is an emerging profession that provides the individual an opportunity to practice at basic levels of emergency care e.g.: extrication, stabilization of the sick and injured to the advanced level of a Mobile Intensive Care

Technician (MICT/Paramedic), administering medications and endotracheal intubation.

The successful completion of the courses First Responder, Emergency Medical Technician, Emergency Medical Technician-Intermediate* allows the graduate to sit for the State Certification Examination presented by the Board of EMS.

The Mobile Intensive Care Technician Program prepares the student for the National certification exam, but also provides the student with the option of completing an Associate of Applied Science degree.

*Requires basic EMT training prior to admission to this program.

Emergency Medical Technician (EMT)**EMRG-101 12 hours**

This course requires concurrent enrollment in medical terminology. 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. Successful completion of this course allows the student to sit the state EMT certification exam.

Medical Terminology EMIC-104 3 hours

This course must be taken concurrently with EMRG-101. This course includes the study of prefixes, suffixes, root words and vocabulary including pronunciation, meaning and spelling related to areas of nursing and medical sciences. It is designed to enhance the knowledge and comprehension of nursing and medical terms for the paraprofessional health worker and others employed in nursing homes, hospitals, doctors' offices, medical records, etc. Three hours of lecture- discussion per week.

First Responder EMIC-107 4 hours

This course is designed to provide instruction in initial emergency care. Students are taught methods of primary stabilization of the sick and injured. This course is taught according to the objectives presented by the Board of EMS and allows the student to acquire information, skills, and attitudes necessary for state certification as a First Responder.

Emergency Medical Technician-Intermediate**EMIC-110 4 hours**

Prerequisite: Certification as an EMT in Kansas. This course is designed to prepare certified EMT's in intravenous procedures. The course includes information on drugs and solutions, and provides clinical opportunities for the students to obtain the skills necessary to initiate intravenous therapy. The successful completion of this program allows the student to sit for the certification exam presented by the Board of EMS for the State of Kansas.

MOBILE INTENSIVE CARE**Degree Tract**

The Mobile Intensive Care Technician program is a series of courses that includes both didactic and clinical laboratory components that will allow the student to be certified as an MICT. To enroll, the student must be certified as an EMT.

ADMISSION REQUIREMENTS

To be accepted into the program for either certification or degree tract the student must:

1. Meet college admission requirements as stated in the college catalog, including ASSET/COMPASS scores.
2. Complete a program of study as provided by the designated instructional staff.
3. Provide evidence of meeting the prerequisites e.g.: transcripts, licensure, or certifications.

Admission into the program is dependent on the availability of clinical experiences and qualified faculty. Students must provide transportation to and from the agencies utilized for meeting the program objectives.

Prerequisites:

1. 6-8 credit hours of Anatomy & Physiology (C or better)
2. 5 credit hours of Chemistry for Health Sciences (C or better)
3. Permission of the Instructor
4. Certification as an Emergency Medical Technician

General Education Requirements: (17 credit hours)*

Credit	Course Title	Course No.
3	English I	ENGL-101
3	Interpersonal Communications	SPCH-113
5	Chemistry for Health Sciences	CHEM-108
3	General Psychology**	PSYC-101
3	Sociology**	SOCI-102
2	Physical Fitness	HPER-119
1	College Skills Development	PCDE-101

*It is recommended these courses be completed prior to entering the MICT course sequence.

**Computer science courses CSCI102 or above may be substituted for one of these.

Major Specialization and Related Areas: (50 credit hours)

Credit	Course Title	Course No.
4	Anatomy and Physiology I	BIOL-211
4	Anatomy and Physiology II	BIOL-212
3	Adv. Medical Terminology	EMIC-204
6	Medical Emergencies	EMIC-207
4	Cardiology	EMIC-105
3	Pharmacology	EMIC-106
2	Trauma	EMIC-208
12	Clinical Rotation	EMIC-209
12	Field Internship	EMIC-210

Cardiology **EMIC-105** **4 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. The course includes cardiac anatomy, cardiopulmonary physiology, physiological monitoring, medications and electrolytes and their effect on the EKG, pathophysiology of specific acute and chronic disease processes that

affect the electrical and mechanical activities of the heart, electrophysiology of the heart, atrial, junctional and ventricular dysrhythmias and studies of disorders of rates and rhythms (introduces the student to rhythm strip reading and nursing implications). The course expands to include blood gas interpretations, alveolar ventilation, auscultation and CPR certification.

Pharmacology **EMIC-106** **3 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. This course is an introduction to drugs that may be given by an MICT in the management of the acutely ill. The course includes information on the physiological effects, clinical use, desired effects, side effects, and precautions and contraindications of drugs used in acute care with an emphasis on cardiovascular drugs.

Advanced Medical Terminology **EMIC-204** **3 hours**

Prerequisite: Medical Terminology. This course expands the information learned in Medical Terminology EMIC-104. Increased skills in utilizing terminology for documentation and communication are developed through direct application to printed material, discussion and record keeping.

Medical Emergencies **EMIC-207** **6 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. Emergency situations such as anaphylactic shock, drug poisoning, childbirth, seizures, cerebrovascular accidents, etc., are presented with regard to pathophysiology of the disorder and advanced clinical management. Practical sessions will be provided as applicable to the emergency situation presented.

Trauma **EMIC-208** **2 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. Provides the student with assessment and treatment skills utilized in emergency situations. Fractures, wounds, hemorrhage, and blunt trauma to the body will be discussed with regard to mechanism of the injury, anticipated as well as overt injuries, and clinical management. Laboratory sessions for practical application will be provided

Clinical Rotation **EMIC-209** **12 hours**

Prerequisite: Completion of didactic portion of program. This module provides hands-on patient contact and practice of technical skills. Experience, supervised by physicians, nurses, and certified MICT's is provided in the delivery room, emergency room, operating room, pediatrics, psychiatric ward, intensive care unit, and respiratory therapy. Overall clinical supervision is provided by the course coordinator who makes rounds with the students and arranges for the students to participate in special activities. Evaluations will be made by nursing and EMS personnel with whom the students work.

Field Internship **EMIC-210** **12 hours**

Prerequisite: Completion of clinical rotation. This module will primarily be supervised by certified MICT's who will do an evaluation on each student. This internship will be on a rotational basis similar to the clinical rotations and students will be required to spend at least 24 hours per week on call with a first response vehicle. Two fully equipped Type I vehicles will be available 24 hours a day for this portion of the training program

Science & Mathematics

Life Science

Chemistry

Mathematics

Physical Science

Physics

Electronics

Engineering

SCIENCE AND MATHEMATICS

All programs outlined in the Science and 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 courses for the successful completion of the identified degree or certificate program.

BIOLOGICAL SCIENCE

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

Credit	Course Title	Course No.
3	College Algebra	MATH-108
3	Fundamentals of Statistics	MATH-110
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	General Organic Chemistry	CHEM205
5	Principles of Biology	BIOL-105
5	General Zoology	BIOL-205
5	Microbiology	BIOL-213
5	General Physics I	PHSC-105

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.

FISHERIES & WILDLIFE BIOLOGY

Credit	Course Title	Course No.
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	Principles of Biology	BIOL-105
3	College Algebra	MATH-108
3	Plane Trigonometry OR	MATH-109
3	Fundamentals of Statistics	MATH-110
5	General Zoology	BIOL-205
5	Microbiology	BIOL-213
5	General Physics I	PHYS-205
5	General Physics II	PHYS-206
5	General Organic Chemistry	CHEM-205
3	Economics: Macro	ECON-111
5	Introduction to Ecology	BIOL-109

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 degree or certificate from an approved school of physical therapy and the ability to pass the State Board Examination are requirements to receive a license.

Credit	Course Title	Course No.
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II	CHEM-110
5	Principles of Biology	BIOL-105
3	Plane Trigonometry OR higher level math course	MATH-109
5	Microbiology OR	BIOL-213
	General Zoology	BIOL-205
4	Anatomy & Physiology I	BIOL-211
4	Anatomy & Physiology II	BIOL-212
5	General Physics I	PHYS-205
5	General Physics II	PHYS-206
3	Introduction to Microcomputer Software	CSCI-1103
3	Statistics	MATH-110

RESPIRATORY THERAPY (Non-Degree Program)

This program prepares students for beginning practice in the respiratory therapy profession. Respiratory therapy graduates must earn accreditation by the Commission on Accreditation of Allied Health Education Programs to practice in this profession. Some programs consist of two years of course work and provide certification as a respiratory therapy technician, but currently Garden City Community College does **not** offer the clinical component required for certification. Some programs at selected four-year colleges offer the B.S. degree with certification in respiratory therapy.

Students who wish to major in respiratory therapy or in respiratory therapy technician areas may complete some foundation course work at Garden City Community College. Depending upon their degree goals, students will need to transfer to either another two-year college or a four-year college which offers the clinical component required to achieve certification.

Credit	Course Title	Course No.
3	English I	ENGL-101
5	General Physics I	PHYS-205
4	Anatomy & Physiology I	BIOL-211
3	College Algebra	MATH-108
1	College Skills Development	PCDE-101
3	Speech I	SPCH-111
4	Anatomy and Physiology II	BIOL-212
5	General Chemistry or Chemistry for Health Science	CHEM-105
3	General Psychology	PSYC-101
3	Sociology	SOCI-01

RADIOLOGIC TECHNOLOGY (X-Ray Technology) (Non-Degree Program)

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

Credit	Course Title	Course No.
5	General Chemistry	CHEM-105
5	Principles of Biology	BIOL-105
3	General Psychology	PSYC-101
3	English I	ENGL-101
3	English II	ENGL-102
4	Anatomy & Physiology I	BIOL-211
4	Anatomy & Physiology II	BIOL-212
3	Speech I OR Interpersonal Communications	SPCH-111 SPCH-113
3	College Algebra	MATH-108
3	Sociology	SOCI-102
3	Introduction to Microcomputer Software	CSCI-1103

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.

Credit	Course Title	Course No.
3	College Algebra	MATH-108
5	Principles of Biology	BIOL-105
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	Microbiology	BIOL-213
4	Anatomy and Physiology I	BIOL-211
4	Anatomy and Physiology II	BIOL-212
5	Organic Chemistry I	CHEM-206
5	Organic Chemistry II	CHEM-207
5	General Zoology OR	BIOL-205
3	Descriptive Physics	PHYS-106

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.

Credit	Course Title	Course No.
3	College Algebra	MATH-108
5	General Chemistry	CHEM-105
5	General Organic Chemistry	CHEM-205
5	Microbiology	BIOL-213
5	Anatomy & Physiology	BIOL-210
3	Basic Nutrition	HMEC-115

PRE-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.

Credit	Course Title	Course No.
5	Calculus & Analytical Geometry I	MATH-122
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	General Zoology	BIOL-205
5	General Physics I	PHYS-205
5	General Physics II	PHYS-206
5	Organic Chemistry I	CHEM-206
5	Organic Chemistry II	CHEM-207
4	Anatomy & Physiology I	BIOL-211
4	Anatomy & Physiology II	BIOL-212

PRE-CHIROPRACTIC

Entrance to most chiropractic schools requires 60 hours of college credit. Completion of requirements for the Associate in Science Degree with the following courses should meet requirements at most schools. Some 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.

Credit	Course Title	Course No.
3	College Algebra or above	MATH-108 or above
5	Principles of Biology	BIOL-105
4	Anatomy & Physiology I	BIOL-211
4	Anatomy & Physiology II	BIOL-212
5	General Physics I	PHYS-205
5	General Physics II	PHYS-206
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	Organic Chemistry I	CHEM-206
5	Organic Chemistry II	CHEM-207

PRE-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.

Credit	Course Title	Course No.
3	Fundamentals of Calculus	MATH-121
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II and Qualitative Analysis	CHEM-110
5	Principles of Biology	BIOL-105
5	Microbiology	BIOL-213
5	Organic Chemistry I	CHEM-206
5	Organic Chemistry II	CHEM-207
5	Anatomy & Physiology	BIOL-210
3	Descriptive Physics	PHYS-205

MORTUARY SCIENCE (Non-Degree Program)

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

It is also possible to take up to 32 hours at Garden City community College, 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:

Credit	Course Title	Course No.
3	English I	ENGL-101
3	English II	ENGL-102
5	Chemistry for Health Services	CHEM-108
5	Principles of Biology	BIOL-105
5	Anatomy & Physiology	BIOL-210
5	Microbiology	BIOL-213
3	General Psychology	PSYC-101
3	General Accounting	ACCT-101

VETERINARY MEDICINE

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

Credit	Course Title	Course No.
5	Principles of Biology	BIOL-105
3	Principles of Animal Science	ANSI-102
1	Animal Science & Ind. Lab	ANSI-103
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	General Organic Chemistry	CHEM-205
3	Livestock Feeding	ANSI-107
5	Microbiology	BIOL-213
5	General Physics I	PHYS-205
5	General Physics II	PHYS-206
5	General Zoology	BIOL-205

CHEMISTRY

Credit	Course Title	Course No.
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II and Qualitative Analysis	CHEM-110
5	Calculus & Analytical Geometry I	MATH-122
5	Calculus and Analytical Geometry II	MATH123

5	Calculus and Analytical Geometry III	MATH-205
5	Engineering Physics I	PHYS-207
5	Engineering Physics II	PHYS-208
5	Organic Chemistry I	CHEM-206
5	Organic Chemistry II	CHEM-207

MATHEMATICS/PHYSICS

Credit	Course Title	Course No.
5	Calculus & Analytical Geometry I	MATH-122
5	Calculus & Analytical Geometry II	MATH-123
5	Calculus & Analytical Geometry III	MATH-205
3	Differential Equations	MATH-206
3	Fundamentals of Statistics	MATH-110
5	Engineering Physics I	PHYS-207
5	Engineering Physics II	PHYS-208
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
3	Economics: Macro	ECON-117

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. It is possible to readily switch to a major curriculum in either physics or chemistry after the first year.

Credit	Course Title	Course No.
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	Calculus & Analytical Geometry I	MATH-122
5	Calculus & Analytical Geometry II	MATH-123
5	Principles of Biology	BIOL-105
5	Engineering Physics I	PHYS-207
5	Engineering Physics II	PHYS-208

ARCHITECTURE (Non-Degree Program)

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

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

Credit	Course Title	Course No.
3	English I	ENGL-101
3	English II	ENGL-102
3	College Algebra	MATH-108
3	Precalculus Mathematics OR Fundamentals of Calculus	MATH-120
5	General Physics I	PHYS-205
3	Speech I	SPCH-111
3	Survey of Civilization I	HIST-101
3	Sociology	SOCI-102

3	General Psychology	PSYC-101
3	Introduction to Philosophy	PHIL-101
3	History of World Art	ARTS-121
3	Economics: Macro	ECON-111
3	World Geography	GEOG-101
9	Suggested electives	ARTS-101,

ARTS-104, ARTS-129, DRAFT-104

ENGINEERING TECHNOLOGY

Engineering Technology programs emphasize a broad understanding of science, social sciences, and mathematics coupled with practical experience in applying that knowledge to the solution of a variety of common engineering problems. This course of study is appropriate for students interested in careers involving routine design, production or construction management and facilities operations and maintenance. The Engineering Technology program represents approximately one half of the requirements for a Bachelors Degree in Civil, Electrical, or Mechanical Engineering Technology.

Although most Engineering Technology degree programs require less mathematics and physics than engineering programs, the requirement for demonstrated capability in applied problem solving is as demanding as the engineering program's emphasis on demonstrated proficiency in understanding and use of theory.

Credit	Course Title	Course No.
5	General Chemistry	CHEM-105
3	Plane Trigonometry	MATH-109
5	Calculus & Analytic Geometry I	MATH-122
5	General Physics I	PHYS-205
3	Engineering Drawing I	ENGR-105
3	Engineering Drawing II	ENGR-106
3	Introduction to Programming	CSCI-102
3	Computer Programming Language	CSCI-103, 105,107
3	Economics: Macro	ECON-111
2	Introduction to Business	BSAD-101
3	Technical Elective	

ENGINEERING

Course selection for engineering should be in keeping with the transfer university curricular requirements. College Algebra and Trigonometry will not be counted toward a degree in any Kansas engineering school. The lack of a high school background in mathematics and chemistry will make it necessary to allow more time to meet engineering requirements. Requirements for graduation vary widely within an engineering curriculum, not only concerning Social Science and Humanities electives, but also concerning some of the technical courses listed below. Courses should be selected only after consulting the advisor.

Credit	Course Title	Course No.
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	Calculus & Analytical Geometry I	MATH-122
5	Calculus & Analytical Geometry II	MATH-123
5	Calculus & Analytical Geometry III	MATH-205
3	Differential Equations	MATH-206
5	Engineering Physics I	PHYS-207
5	Engineering Physics II	PHYS-208
3	Economics: Macro	ECON-111

3	Statics I	ENGR-205
3	Engineering Drawing I	ENGR105
3	Engineering Drawing II	ENGR106

LIFE SCIENCE

Principles of Biology BIOL-105 5 hours

Prerequisite: None; however, a chemistry course is recommended. This is an introductory course into the fields of plant and animal science. The basic concepts of life science are stressed, particularly in the area of plant and animal cytology. This course is taught with the non-science major in mind to provide a general knowledge of botany, zoology and related fields. Science majors may find this course is a desirable introductory course before proceeding on to other courses in life science. Three hours lecture/four hours laboratory per week.

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. Three hours lecture per week.

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. Should be taken concurrently with the Canoeing and Camping courses.

Introduction to Ecology BIOL-109 5 hours

Prerequisite: Principles of Biology or consent of the instructor. This course introduces the broad concepts of ecology including the ecosystem, habitat and ecological niche, biochemical cycles, food chains, trophic structures and ecological pyramids. Population and community ecology concepts are considered with a general application of ecological concepts to environmental conditions. Laboratory work predominately involves field observations with some indoor evaluation of data involved. The course is designed for forestry, wildlife, fisheries, biology and other major fields of study that deal with environmental conditions. Three hours lecture/four hours laboratory per week.

Special Topics in Science BIOL-110 1-2 hours

This course is taught by arrangement. One or two hours of credit is given for special problems in any mathematics or science field and is carried out under the supervision of an instructor. This course may be repeated.

General Zoology **BIOL-205** **5 hours**

Prerequisite: Principles of Biology or consent of the instructor. This course offers the study of the basic concepts of animal biology, beginning with the chemical and physical nature of protoplasm and continuing through the principles of molecular and cellular biology, the animal anatomy and physiology, genetics and evolution of the animal kingdom and a survey of animal taxonomy. Three hours lecture/four hours laboratory per week.

General Botany **BIOL-206** **5 hours**

Prerequisite: Principles of Biology or consent of the instructor. This course surveys the plant kingdom, emphasizing molecular and cellular concepts as related to plants and the morphology and physiology, systematics, heredity and evolution of representatives of the major plant groups from bacteria to the angiosperms. Three hours lecture/four hours laboratory per week.

Anatomy and Physiology **BIOL-210** **5 hours**

This course is an elementary study of the functions and structure of the human body, including general principles of the mechanisms of nutrition. This course is designed for education majors and general education students, but is not recommended for students in health-related fields. Three hours lecture/four hours laboratory per week.

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.

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.

Microbiology **BIOL-213** **5 hours**

Prerequisite: Principles of Biology or consent of the instructor. This course is designed to meet the needs of students entering medically related fields, agriculture, health and physical education or other activities in which basic knowledge of microorganisms is required. The major emphasis of the course is directed toward the health oriented sciences. Study emphasizes microbes such as bacteria, protozoa, molds and viruses. This course also acquaints students with the morphological and physiological characteristics, relative importance, ecological relationships, metabolism and replication of these microbes as well as other aspects of microbiology. Current techniques in biotechnology and immunology are also discussed. Laboratory work predominately involves the testing of physical and metabolic characteristics of bacteria, which leads to the identification of an unknown. Three hours lecture/four hours laboratory per week.

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

This course is the study of the general principles of chemistry to provide general information about the elements, atomic structure and laboratory methods for the liberal arts student who does not expect to major in science or related fields. Students should not take this course and Inorganic Chemistry I unless a more thorough background is desired; in which case, not more than five hours of credit toward a chemistry degree will be granted. Three hours lecture/three hours laboratory per week.

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

This course in general chemistry is designed primarily for first-year students in various health-related programs. Emphasis is placed on practical aspects of inorganic chemistry, organic chemistry and biochemistry. Theoretical topics are dealt with only as an aid to understanding human body processes. Three hours lecture/four hours laboratory per week.

Inorganic 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 using a computer-based lab/interface system. Three hours lecture/four hours laboratory per week.

Inorganic Chemistry II and Qualitative Analysis**CHEM-110** **5 hours**

Prerequisite: Inorganic Chemistry I. This course is a continuation of Inorganic 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.

General Organic Chemistry **CHEM-205** **5 hours**

Prerequisite: General Chemistry or Inorganic Chemistry I or an exceptional high school chemistry background is required. Fundamentals of organic chemistry, including aliphatic and aromatic hydrocarbons and the more important classes and their derivatives are studied in this course. Fats, proteins and carbohydrates are studied for the benefit of home economics, medical and agriculture students. Three hours lecture/four hours laboratory per week.

Organic Chemistry I **CHEM-206** **5 hours**

Prerequisite: Inorganic Chemistry II and Qualitative Analysis. This course is an in-depth study of organic chemistry with emphasis on modern instrumental techniques, reactions and reaction mechanisms. Three hours lecture/six hours laboratory per week.

Organic Chemistry II **CHEM-207** **5 hours**

Prerequisite: Organic Chemistry I. Approximately one-fourth of this course is devoted to the study of natural products, an introduction to biochemistry and selected topics. Three hours lecture/six hours laboratory per week.

Quantitative Analysis **CHEM-208** **5 hours**

Prerequisite: Inorganic Chemistry II and Qualitative Analysis. This course is the study of classical and modern analytical methods of analysis, including gravimetry, titrimetry, electrochemistry, chromatography and spectroscopy. Three hours lecture/six hours laboratory per week.

MATHEMATICS

Students planning to major in mathematics or related scientific fields such as engineering, chemistry and physics can choose one of two sequences. Sequence I is for those individuals who have a limited background in high school mathematics and consists of those courses prerequisite to Calculus and Analytical Geometry I, which are determined necessary by review of the student's background through testing. Plane Trigonometry and Precalculus Mathematics or Precalculus with Trigonometry are recommended for students not prepared for Sequence II.

Sequence II is open to students who have excellent grades and 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. This sequence consists of the courses Calculus and Analytical Geometry I through Differential Equations.

Beginning Algebra **MATH-006** **3 hours**

Prerequisite: College Math with a grade of C or better or a qualifying score on the placement exam. This is a developmental course in beginning algebra intended to provide an entry course into algebra. Beginning Algebra is the first in a sequence of two developmental algebra courses, the second course being Intermediate Algebra. Beginning Algebra includes the study of signed numbers, linear equations/inequalities, graphing linear equations/inequalities and applications. (This course does not meet degree requirements.)

Computations I **MATH-101** **3 hours**

This course is intended to familiarize the student with common types of mathematical problems and to develop confidence in solving such problems using mathematical procedures and business machines. It is a review of arithmetic business calculations such as percentages, interest, discounts, area and volume determination.

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, and metrics.

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

Prerequisite: Beginning Algebra with a grade of C or better or a qualifying score on the placement exam. Intermediate Algebra is the second in a sequence of two courses in preparation to take College Algebra. This course overlaps Beginning Algebra content in that the unit on graphing linear equations and inequalities is a part of the study requirements. The course further includes systems of linear equations, exponents, polynomials, factoring, solving second degree equations, algebraic fractions and radicals.

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

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

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

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

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

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

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

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the placement exam. This is an advanced course in algebra and trigonometry for students who are preparing to take Calculus and Analytical Geometry I. Some knowledge of basic trigonometry is recommended, but not mandatory. Major topics covered include solving inequalities, linear functions and circles, quadratic functions and polynomials, rational functions, inverse functions, logarithmic and exponential functions, complex numbers, trigonometric functions, identities and equations.

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

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the placement exam. This is an advanced course in algebra for students preparing for Calculus and Analytical Geometry I. Major topics covered include solving inequalities, linear functions and circles, quadratic functions and polynomials, rational functions, inverse functions, logarithmic and exponential functions and complex numbers. (This course may be taken concurrently with Trigonometry.)

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

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

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

Prerequisite: Plane Trigonometry and Precalculus Math or Precalculus with Trigonometry with a grade of C or better or a qualifying score on the placement exam. The topics of differential and integral calculus include functions; analytic geometry; limits and continuity; differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions; and applications of the derivative and integration.

Calculus and Analytical Geometry II**MATH-123 5 hours**

Prerequisite: Calculus and Analytical Geometry I. This course is a continuation of Calculus and Analytical Geometry I. Topics discussed will be differentiation of transcendental functions, formal integration and applications, infinite series, parametric and polar equations and vectors.

Calculus and Analytical Geometry III**MATH-205 5 hours**

Prerequisite: Calculus and Analytical Geometry II. 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.

Differential Equations**MATH-206 3 hours**

Prerequisite: Calculus and Analytical Geometry III. This is an elementary course in ordinary differential equations which will exhibit techniques for obtaining solutions and the basic ideas and theory behind these techniques.

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

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

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

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

Descriptive Astronomy**PHSC-106 3 hours**

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

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.

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.

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

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

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

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

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.

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.

ELECTRONICS**Electronic Circuits I****ELEC-120 3 hours**

This is a beginning course in direct current and alternating current theory. Topics covered are direct current and alternating current sources, series and parallel circuits, magnetism, inductance and capacitance and resistance in alternating current circuits.

ENGINEERING**Engineering Concepts****ENGR-100 2 hours**

This course is an introduction to engineering and engineering design. Problem-solving techniques are emphasized. Types of problems encountered in various engineering fields are explored. Information on types of job opportunities available is provided to acquaint the undecided students with these fields.

Engineering Drawing I ENGR-105 3 hours

The scope of the course includes the relation of graphics to modern industry, orthographic projection, size, description, instrumental drawing, lettering, blueprint reading, drafting tools and techniques, pictorial drawing and geometric construction. Two hours lecture/two hours lab per week.

Engineering Drawing II ENGR-106 3 hours

Prerequisite: Engineering Drawing I. This course covers machine drawing, sketches of machine parts, preparation of working drawings, detailing of machines from sketches, notes, assembly drawings and introduction to computer aided drafting. Two hours lecture/two hours lab per week.

Computer Aided Drafting ENGR-107 3 hours

Prerequisite: Engineering Drawing I. Forms of computer graphics, identifying component parts of CAD system and how to use menu options are covered in this course. 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 also covered. Two hours lecture/two hours lab per week.

Statics I ENGR-205 3 hours

Prerequisites: Engineering Physics I and Calculus and Analytical Geometry I. Composition and resolution of forces, equilibrium of force systems, applications and laws of statics to engineering problems in structures, cables and machine elements, centers of gravity and moments of inertia are covered in this course.

Social Science

Addiction Counselor Training

Education

Early Childhood Education

Special Education

Geography

Political Science

**Living Arts & Sciences/
Home Economics**

Psychology

Sociology

SOCIAL SCIENCE

Each discipline in the Social Science Division provides a particular point of view as the division attempts to promote student outcomes which lead to an understanding of human nature, an appreciation of the cultural determinants of western civilization, participation in the function of government, an awareness of the interaction of social institutions and the development of skills and attitudes conducive to successful productivity in society.

The division offers some courses which are supportive courses for the occupational programs of the college and are elective in the Social Sciences.

EDUCATION

The education curriculum provides the first two years of the state prescribed professional education courses and related general education courses that will lead to the bachelor's degree with state certification for teaching at the early childhood, elementary, or secondary level. See the education department for more information.

CHILD CARE/EARLY CHILDHOOD EDUCATION

Early Childhood Education

The GCCC Campus Child Care Center has been established to help meet the child care needs of GCCC student parents who desire to continue their education either on a full-time or a part-time basis. In addition, the Campus Child Care Center is used as a placement center for practicum students in Child Care/Early Childhood Education and as an observation site for students enrolled in course work appropriate to majors in Childhood Education, Living Arts and Sciences and related areas. The licensed center provides quality care for young children and a center for expanding the educational environment of GCCC students.

TEACHING CERTIFICATE

General and Professional education requirements for Early Childhood, elementary, middle school and secondary school teaching are defined in the Certification Regulations of the State Department of Education. Classes should be selected to provide a basis for degree requirements from 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 or certificate program. Students should contact transfer institutions regarding their requirements. The Kansas State Board of Education requires that pre-service teachers pass the Pre-Professional Skills Test (PPST) for certification or licensure. It is recommended by transfer institutions that the test be taken in the freshman year. The PPST test is offered at GCCC three times a year. Students should see their advisor or the education department for more information.

CHILD CARE PROGRAM

Degree: Associate in Applied Science - 18 hours of General Education

The Child Care Program at Garden City Community College is designed for those who wish to prepare for teaching careers in day care centers, preschools, Head Start programs or other group programs for young children. One year of study in this program will prepare a person for employment in a child care center. The two-year program and additional work experience with preschool children will prepare the student for the responsibilities of directing or teaching in a preschool situation. The usual program could be selected from the following in addition to the 18 hour core of General

Education. Close consultation with Early Childhood Department recommended.

Credit	Course Title	Course No.
3	General Psychology	PSYC-101
3	Sociology	SOCI-102
3	Preschool Child	ECHD-103
1	Preschool Child Lab	ECHD-104
3	Basic Nutrition	HMEC-115
3	Creative Experiences for Young Children	ECHD-110
3	Human Growth & Development	EDUC-110
4	Early Childhood Education (with lab)	ECHD-105
4	Meal Planning	HMEC-110
3	Survey of Young Children with Special Needs	SPED-205
2	First Aid	HPER-109
3	Education for Parenthood	EDUC-104
3	Children's Literature	EDUC-107
3	Foundations of Education	EDUC-105
2	Observation	EDUC-1063
3	Child Guidance & Management	ECHD-109
3	Child Care Administration	ECHD-108
3	Family Systems	SOCI-113
1	Story Telling Field Study	EDUC-112
3	Introduction to Human Sexuality	SOCI-104

NANNY PROGRAM

Degree: Associate in Applied Science-18 hours of General Education

Credit	Course Title	Course No.
3	General Psychology	PSYC-101
3	Sociology	SOCI-102
3	Creative Experiences for Young Children	ECHD-110
4	Preschool Child	ECHD-103
1	Preschool Child Lab	ECHD-104
2	First Aid	HPER-109
3	Child Guidance & Management	ECHD-109
3	Infant Development	ECHD-106
3	Human Growth & Development	EDUC-110
4	Meal Planning	HMEC-110
3	Education for Parenthood	EDUC-104
3	Family Systems	SOCI-113
3	Survey of Young Children with Special Needs	SPED-205
3	Basic Nutrition	HMEC-115
3	Children's Literature	EDUC-107
3	Observation and Practicum-Preschool Child	SPED-201
1	Story Telling Field Study	EDUC-112
3	Introduction to Human Sexuality	SOCI-104

EARLY CHILDHOOD EDUCATION**Degree: Associate in Science-35 hours of General Education**

The Early Childhood Education Curriculum provides courses for students majoring in Early Childhood Education and/or elementary education, with an emphasis in teaching young children. Specifically, courses will be selected by the student to enable efficient transfer to the college or university granting the degree in elementary education.

Credit	Course Title	Course No.
3	Sociology	SOCI-102
3	Preschool Child	ECHD-103
1	Preschool Child Lab	ECHD-104
3	Creative Experiences for Young Children	ECHD-110
3	Human Growth & Development	EDUC-110
3	Foundations of Education	EDUC-105
2	Observation	EDUC-1063
3	American Government	POLS-105
3	Children's Literature	EDUC-107
1	Story Telling Field Study	EDUC-112
4	Early Childhood Education (with lab)	ECHD-105
3	Fundamentals of Statistics	MATH-110
1-3	Issues in Education	EDUC-113

SPECIAL EDUCATION**Degree: Associate in Science-35 hours of General Education**

This program of study is designed for education majors with special education as a field of concentration. Classes should be selected to provide a basis for degree requirements from the school granting the baccalaureate degree.

Credit	Course Title	Course No.
3	Sociology	SOCI-102
3	Human Growth and Development	EDUC-110
3	Foundations of Education	EDUC-105
1-3	Observation	EDUC-1063
3	Survey of Young Children with Special Needs	SPED-205
3	Preschool Child	ECHD-103
1	Preschool Child Lab	ECHD-104
3	Children's Literature	EDUC-107
1	Story Telling Field Study	EDUC-112
3	Basic Nutrition	HMEC-115
3	Fundamentals of Statistics	MATH-110
1-3	Issues in Education	EDUC-113

ELEMENTARY EDUCATION**Degree: Associate in Science-35 hours of General Education**

This program is designed to outline typical classes that students should take when majoring in elementary education. Courses should be selected to enable the student to efficiently transfer to a specific college or university granting the degree in elementary education.

Credit	Course Title	Course No.
3	Sociology	SOCI-102
3	Preschool Child	ECHD-103
1	Preschool Child Lab	ECHD-104
3	Creative Experiences for Young Children	ECHD-110
3	Human Growth & Development	EDUC-110
3	Foundations of Education	EDUC-105
1-3	Observation	EDUC-1063

3	Children's Literature	EDUC-107
1	Story Telling Field Study	EDUC-112
4	Early Childhood Education (with lab)	ECHD-105
3	Family Systems	SOCI-113
3	Survey of the Young Child with Special Needs	SPED-205
3	World Geography	GEOG-101
3	Fundamentals of Statistics	MATH-110
1-3	Issues in education	EDUC-113
3	Human Sexuality	SOCI-104
3	History of World Art OR	ARTS-121
	Art Appreciation	ARTS-120
3	Music Appreciation	MUSC-108
3	Survey of Civilization II OR	HIST-102
	American History to 1865 OR	HIST-103
	American History since 1865	HIST-04
3	Intro to Micro Computer Software	CSCI-1103C
3	Intro to Literature I	LITR-210
3	World Literature and Human Experience	LITR-253
3	Logic: Intro to Clear Thinking OR	PHIL-103
	Intro to Philosophy	PHIL-101
3	American Government	POLS-105
3	Economics: Macro	ECON-111
	Economics: Micro	ECON-112
3	Health Education	HPER-106

SECONDARY EDUCATION**Degree: Associate in Science-35 hours of General Education**

This program of study is designed for secondary education majors. Electives should be chosen with priority given to the major teaching field and to fulfill a basis for degree requirements from the school granting the baccalaureate degree.

Credit	Course Title	Course No.
3	Sociology	SOCI-102
3	Human Growth & Develop.	EDUC-110
3	Foundations of Education	EDUC-105
1-3	Observation	EDUC-1063
3	World Geography	GEOG-101
3	American Government	POLS-105
3	Human Sexuality	SOCI-104
3	Family Systems	SOCI-113
3	Fundamentals of Statistics	MATH-110
1-3	Issues in Education	EDUC-103
3	History of World Art OR	ARTS-121
	Art Appreciation	ARTS-120
3	Music Appreciation	MUSC-108
3	Survey of Civilization I OR	HIST-101
	Survey of Civilization II OR	HIST-102
	American History to 1865 OR	HIST-103
	American History Since 1865	HIST-104
3	Intro to Micro Computer Software	CSCI-1103C
3	Intro to Literature I OR	LITR-210
	World Literature and Human Experience or American Literature	LITR-253
	Logic: Intro to Clear Thinking OR	LITR-216
3	Intro to Philosophy	PHIL-103
	Intro to Philosophy	PHIL-101
3	Economics: Macro	ECON-111
	Economics: Micro	ECON-112
3	Health Education	HPER-106

PARAPROFESSIONAL**Degree: Associate in Applied Science-18 hours General Education**

Paraprofessionals assist classroom teachers and special education teachers to perform such tasks as arranging instructional material, reading aloud and story telling, arranging bulletin board displays, helping with field trips, scoring objective tests and supervising playground activities. Paraprofessionals may keep attendance and other class records, make out routine reports, handle lunch money and answer correspondence, file materials and perform other tasks. Paraprofessionals are used on all educational levels.

Credit	Course Title	Course No.
3	Creative Experiences for Young Children	ECHD-110
3	Human Growth & Development	EDUC-110
3	Preschool Child	ECHD-103
1	Preschool Child Lab	ECHD-104
2	First Aid	HPER-109
1-3	Paraprofessional Workshops	SPED-209
3	Foundations of Education	EDUC-105
2-3	Observation	EDUC-1063
3	Child Guidance & Management	ECHD-109
3	Survey of Young Child with Special Needs	SPED-205
1-3	Principals of Paraprofessionalism	SPED-121
3	Children's Literature	EDUC-107
2	Education for Parenthood	EDUC-104
3	Basic Manual Communication	SPED-120
1-3	Workshop in Learning Disabilities	SPED-206
1-3	Issues in Education	EDUC-113

LIVING ARTS AND SCIENCE (Home Economics)**Degree: Associate in Science**

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

Apparel Design
 Fashion Merchandising
 Interior Design
 Dietetics
 Hotel and Restaurant Management
 Nutrition and Exercise Science
 Home Economics and Mass Communication
 Home Economics and Extension
 Home Economics and Teaching
 Home Economics and Business

Credit	Course Title	Course No.
3	General Psychology	PSYC-101
3	Sociology	SOCI-102

4	Meal Planning	HMEC-110
3	Pattern Study & Garment Construction	HMEC-103
3	Tailoring	HMEC-202
3	Advanced Pattern Study & Garment Construction	HMEC-104
3	Preschool Child	ECHD-103
1	Preschool Child Lab	ECHD-104
3	Human Growth & Development	EDUC-110
3	Basic Nutrition	HMEC-115
3	Tailoring	HMEC-202
3	Interior Design	HMEC-120
5	General Chemistry	CHEM-105
3	Human Sexuality	SOCI-104
3	Family Systems	SOCI-113
2	Preschool Nutrition	HMEC-116
1	Preschool Nutrition Practicum	HMEC-117
2	Trim and Fit	HMEC-114
3	Education for Parenthood	EDUC-104
3	Child Guidance & Management	ECHD-109
2-3	Fashion Merchandising Internship	HMEC-210
2-3	Interior Merchandising Internship	HMEC-212

PSYCHOLOGY**Degree: Associate in Arts-38 hours General Education**

Credit	Course Title	Course No.
3	General Psychology	PSYC-101
3	Sociology	SOCI-102
3	Human Growth & Develop.	EDUC-110
3	Psychology of Adjustment	PSYC-103
3	Field Study	PSYC-107
3	Social Psychology	PSYC-104
3	Introduction to Gerontology	PSYC-202
3	Abnormal Psychology	PSYC-201
1-3	Issues in Psychology	PSYC-203
3	Cognitive Psychology	PSYC-204

ADDITION COUNSELING TRAINING PROGRAM**Degree: Associate in Arts-38 hours General Education**

Credit	Course Title	Course No.
3	Introduction to Alcohol and Other Drug Abuse	ADDC-100
3	Introduction to Counseling	ADDC-101
3	Group Counseling/ Self-Help Groups	ADDC-200
3	Procedures in Client-Record Management	ADDC201
3	Counseling Special Populations For Addictions	ADDC-203
1-3	Field Practicum I (60 clock hours = 1 cr. hr.)	ADDC-103
1-3	Field Practicum II (60 clock hours = 1 cr. hr.)	ADDC-204
1-2	Addictions Counseling: Pharmacology and Medical High Risk Issues	ADDC-205
3	Living in a Multicultural Society	SOCI-112

SOCIAL WELFARE**Degree: Associate in Science-35 hours General Education**

Credit	Course Title	Course No.
3	General Psychology	PSYC-101
3	Sociology	SOCI-102
3	Introduction to Administration of Justice	CRIM-101
3	Human Growth & Develop.	EDUC-110
3	Family Systems	SOCI-113
2	First Aid	HPER-109
3	Introduction to Gerontology	PSYC-202
3	Psychology of Adjustment	PSYC-103
3	American Government	POLS-105
3	Social Psychology	PSYC-104
5	Anatomy and Physiology	BIOL-210
3	Basic Nutrition	HMEC-115
3	Survey of Young Children with Special Needs	SPED-205
3	Human Sexuality	SOCI-104
1-3	Field Study in Social Science	SOCI-205

ADDICTION/COUNSELOR TRAINING**Introduction to Alcohol and Other Drug Abuse****ADDC-100 3 hours**

This course provides a study of theories of cause and an overview of treatment and intervention methods. The impact of abuse in economic, legal, social, and criminal areas is presented. Consequences to health and pharmacological concepts, and the effects of abuse on behavioral and psycho-social areas are discussed. Students will develop a foundation of basic knowledge in the area of alcohol and drug addiction that will enhance their ability to enter and advance in the field of Alcohol and Drug Dependency Counseling.

Introduction to Counseling ADCC-101 3 hours

This course introduces the historical and theoretical aspects of the counseling profession. The role, functions and responsibilities of the counselor and practical aspects of interviewing are discussed. Issues such as ethical and legal standards will be included, and emphasis will be placed on understanding the cognitive and affective elements necessary to establish professional helping relationships with clients. Students will gain a basic understanding and knowledge of the historical and theoretical approaches used in counseling, be introduced to the basic techniques that are most often used within a counseling session, and understand the Counseling Profession's Code of Ethics.

Addiction Counselor Training Field Practicum I**ADDC-103 3 hours**

Prerequisites: Introduction to Alcohol and Other Drug Abuse, Introduction to Counseling. This course offers a supervised experience in an approved alcohol and/or drug abuse agency. For each hour of credit, 60 clock hours working in the treatment setting are required. This practicum provides training in the areas of evaluation, primary treatment, alcohol/drug education programs, and work with families. Students will gain the necessary academic and practical working experience background needed to successfully counsel an addicted client. This course consists of three credit hours and 180 clock hours, and is taught by arrangement.

Addiction Counselor Training Field Practicum II**ADDC-204 3 hours**

Prerequisites: Introduction of Alcohol and Other Drug Abuse, Introduction to Counseling, and Addiction Counselor Training Field Practicum I. This course is a continuation of Field Practicum I. The student participates in the core functions as applied at an approved agency. The student is also expected to evaluate the practicum experience, academic preparation, and agency function. This practicum provides training in the areas of evaluation, primary treatment, alcohol/drug education programs, and work with families. Students will gain the necessary academic and practical working experience background needed to successfully counsel an addicted client.

For each hour of credit, 60 clock hours working in the treatment setting are required. This course consists of three credit hours and 180 clock hours, and is taught by arrangement.

Group Counseling and Self-Help Groups**ADDC-200 3 hours**

Prerequisite: Introduction to Counseling. This is a study of the various approaches that are most applicable to group counseling of the addicted population. Emphasis will be placed on developing skills for effective group facilitators. The course also includes a close look at the background, history and components of Chemical Dependency Self-Help groups. Students will learn the group process, the techniques and skills most often used in Group Counseling, the theoretical approaches used in Group Counseling, and be introduced to the Self-Help Group process.

Procedures In Client-Record Management**ADDC-201 3 hours**

Prerequisites: Introduction to Alcohol and Other Drug Abuse - and Introduction to Counseling. This course introduces several formats for presentation of evaluation data and includes an emphasis on the basic paperwork required in an addiction treatment setting. An overview of the most commonly used assessment instruments and psychological tests will also be included. Students will learn the uses of assessment instrument in the addiction counseling treatment setting, be provided a comprehensive introductory study of the formats, report writing, and other client-documentation used in the treatment setting, and gain an understanding of the core functions used in alcohol and other drug treatment programs.

Counseling Special Populations for Addictions**ADDC-203 3 hours**

Prerequisite: Introduction to Counseling. This course provides an in-depth study of addiction counseling issues and trends as they specifically relate to the following populations: adolescents, women and other minorities. Students will learn information needed to develop treatment plans for special population clients and learn skills and techniques that will ensure effective and appropriate counseling of special populations.

Addictions Counseling: Pharmacology and**Medical High Risk Issues ADCC-205 1-2 hours**

This course provides a basic understanding of the pharmacological effects of alcohol and drug usage based upon the main drugs of abuse. Also covered in the course will be the medical issues related to the short term and chronic usage of alcohol and other mood altering substances.

EDUCATION

Students of education should understand the basic elements of the public school curriculum, develop an understanding of childhood development, and have a knowledge of their national heritage. Emphasis is given to the continuance of study and growth by teachers through continued personal study and wholesome personal living.

Education for Parenthood EDUC-104 1-3 hours

This course provides the student with a systematic approach in the study of parent- child relationships. This approach will be based upon an understanding of developmental theory. The course is intended to aid individuals who work with both parents and their children, as well as for those who are or will be parents of children. Course content emphasizes information rather than advice.

Foundations of Education EDUC-105 3 hours

Corequisite: Human Growth & Development or permission of instructor. This course acquaints students with the American public school system. It examines various motivations for teaching, timely information on salaries, and employment opportunities. Instruction focuses on the philosophy of education, the history of American education and the dynamics of school life including curriculum content, social issues that affect education, how schools are governed, controlled and financed, legal and ethical issues that face teachers, what a new teacher can expect, and professionalism. This course should be taken concurrently with Observation.

Observation EDUC-106 1,2 or 3 hours

Prerequisite: Foundations of Education or taken concurrently with Foundations of Education. Observation is done in the local school district classrooms or in early childhood centers. Teaching procedures and classroom management are studied.

Children's Literature EDUC-107 3 hours

This course provides the student with a systematic approach to the study of literature available for children. The student will become knowledgeable about the relationship between a child's development and the selection of appropriate literature for children. The student will have the opportunity to read, discuss and evaluate a wide variety of children's literature and be confronted with issues affecting literature for children.

Human Growth & Development EDUC-110 3 hours

This course provides a study of the development of the individual from birth to maturity including physical, social, sexual, emotional, intellectual and linguistic development. This is a suggested course for teacher training, psychology majors, social work, and health related professions.

Storytelling EDUC-112 1 hour

Corequisite: Children's Literature. This course develops critical skills necessary in relating literature and story in the organization of today's classroom. Emphasis is also placed on skills and strategies necessary to choose appropriate age level activities and materials for elementary use. This course requires participation in a one hour a week instruction and practice session for the first five hours of class meeting. After the first five sessions, a one hour a week field based experience will fulfill the class requirements.

Issues in Education EDUC-113 1, 2, or 3 hours

This course promotes relevant applications of educational issues to the student preparing to teach and to the already practicing teacher. The course will investigate timely issues such as conflict resolution, cooperative learning, critical thinking, PPST preparation, classroom behavior management, whole language, and other subject matters. Issues in Education may be repeated with different titles.

EARLY CHILDHOOD EDUCATION**The Preschool Child ECHD-103 3 hours**

This is an introductory study of the principles of growth and development of children from conception to six years of age in the home as well as in group situations. Emphasis is placed upon the integration of insights related to the physical, emotional, social cognitive, and language development of these children. Concurrent enrollment in Preschool Child Laboratory is suggested.

Preschool Child Laboratory ECHD-104 1 hour

Corequisite: The Preschool Child. This course provides an opportunity to observe preschool children, with emphasis upon the observation of children within a group. Consideration is given to the recording of behaviors indicative of physical, emotional, social, and cognitive growth and development.

Early Childhood Education ECHD-105 4 hours

This course acquaints the student with important educational theories related to young child during early years of development. It will give the student practice in educational techniques under the supervision of a qualified educator with an early childhood classroom or developmental kindergarten. The student will evaluate educational practices and theories. This course prepares students for more difficult studies in the early childhood field.

Child Care Administration ECHD-108 3 hours

This course provides the guideline necessary for management and operation of a child care program. It emphasizes the concepts necessary for establishing a child care program, licensing, state rules and regulations, types of child care programs, planning a program, staffing, program management, budgets and funding, parent involvement, food service, and other operational considerations. This course is beneficial for anyone interested in working in, owning, or operating a child care program of various types.

Child Guidance and Management ECHD-109 3 hours

This course acquaints students with theory, skills and techniques related to the guidance and direction of children's behavior.

Creative Experiences for Young Children**ECHD-110 3 hours**

This course emphasizes activities which promote creative expression in children during their early childhood years. Content areas covered includes blocks, language arts, fine arts, creative dramatics, science and mathematics, movement, outdoor play, social studies, sand and water play, and woodworking.

SPECIAL EDUCATION**Basic Manual Communications SPED-120 3 hours**

This course attempts to eliminate the language barrier between deaf and hearing people by preparing the student to communicate with deaf people. To understand the psychological problems associated with deafness, and to become aware of schools, equipment, and technical advances for the deaf. Basic signing skills are taught.

Principles of Paraprofessionalism SPED-121 1-3 hours

This introductory course provides a general orientation to the school systems and the definitions and roles of member of the school program. Major emphasis is placed on the roles and duties of the instructional paraprofessional. Also included is an overview of exceptionalities as well as legal and ethical issues concerning the handicapped particularly in relation to the paraprofessional.

**Survey of Young Children with Special Needs
SPED-205 3 hours**

This course provides basic information in identifying and understanding children with health and handicapping conditions from birth through age eight. Content includes the importance of early intervention, parent reaction, specific conditions and their causes, and appropriate curriculum goals.

Paraprofessional Workshop SPED-209 1-3 hours

These workshops target paraprofessionals in special education and general education to upgrade paraprofessional skills, usually co-sponsored with Kansas State Department of Education and Special Education Administration. Workshop titles will vary depending on the particular subject under study. Paraprofessional Workshop may be repeated with different titles.

GEOGRAPHY**World Geography GEOG-101 3 hours**

This course provides an introduction to world regional geography. It includes the study of the earth with reference to its physical features, human and environmental systems, and regional and global relationships.

POLITICAL SCIENCE**Introduction to Political Science POLS-104 3 hours**

This course provides an analysis of the nature of political science, the essential elements of modern government, and the central factors and issues formative to political functioning in the twentieth century.

American Government POLS-105 3 hours

This course gives attention to the constitutional principles and organization of the national government. Special emphasis is given to the development of the constitution, the organization of three branches of the federal government, the protection of civil rights and the role of political parties.

Local & State Government POLS-106 3 hours

This course provides a study of state, county and city governments, with special emphasis on the government of Kansas. Some attention will be given to current local government problems.

Current Political Issues POLS-108 3 hours

This course examines the content, development, conflicts and consequences of major public policies and personalities. This class reviews the most significant events, trends, and issues with an emphasis upon fact finding and interpretation of current events.

LIVING ARTS & SCIENCES/HOME ECONOMICS**Pattern Study and Garment Construction
HMEC-103 3 hours**

This course deals with the selection and fitting of commercial patterns, development of construction techniques relating to various fabrics, use and care of construction equipment, and the development of criteria for evaluating the quality of clothing construction.

Advanced Pattern Study and Garment Construction**HMEC -104 3 hours**

Prerequisite: Pattern Study and Garment Construction. This course is a continuation of the study of the selection and fitting of commercial patterns with emphasis upon more advanced construction techniques, allowing the student opportunity to gain additional skills in sewing construction.

Meal Planning HMEC-110 4 hours

This course is the study of food products, food preparation techniques, meal service and meal management techniques as applied to family meal patterns within the American culture. Laboratory experiences will integrate food preparation techniques that emphasize meeting nutritional requirements and increasing the palatability of such food considering the economic factors involved in the resource management of time, money and energy.

Trim and Fit HMEC-114 2 hours

This course will provide the student with accurate information pertaining to nutrition, weight control, exercise and physical fitness. Opportunities will be arranged for the student to modify, practice and evaluate behavior changes related to diet, exercise and a healthy lifestyle.

Basic Nutrition HMEC-115 3 hours

This course is the study of nutritional requirements with emphasis on developing judgment in the selection of foods. The course will also include the study of specific nutritional requirements for special groups of individuals in order to maintain life and health.

Interior Design HMEC-120 3 hours

This course studies the selection and the design of interiors based upon a knowledge of the elements and principles of design. The course covers information on design, life spaces in the home, fabrics, floor coverings, furniture selection, furniture arrangement, accessories and the exterior of the home.

Tailoring HMEC-202 3 hours

Prerequisite: Advanced Pattern Study and Garment Construction. This course studies tailoring techniques. Basic tailoring techniques will be applied in the construction of a coat or suit using a commercial pattern.

**Fashion Merchandising Internship I
HMEC-210 3 hours**

Prerequisite: Consent of instructor. This course gives the student credit for work experience in an approved training situation and under instructional supervision. Students are encouraged to secure part-time employment in the field of fashion merchandising. Credit demands a minimum of 10 to 15 hours a week of on-the-job training by arrangement. Student is to enroll concurrently in Merchandising Seminar I.

**Interior Merchandising Internship I
HMEC-212 2-3 hours**

Prerequisite: Consent of instructor. This course gives the student credit for work experience in an approved training situation and under instructional supervision. Students are encouraged to secure part-time employment in the field of interior merchandising. A minimum of 10 to 15 hours a week on-the-job training by arrangement is required. Student is to enroll concurrently in Merchandising Seminar I.

Creative Use of Leisure Time (Home Crafts)
HMEC-220 3 hours

This course studies and applies various techniques used in the creation of craft projects that can be done in the home. Projects will be selected in order to acquaint the student with a broad field of creative expression.

Seminar in Food Processing HMEC-271 3 hours

The course covers various types of food processing and preservation. Subjects to be included are freezing, canning, dehydration, nutrient density, safety, sanitation, and food palatability.

PSYCHOLOGY

Psychology is the study of human behavior in the areas of developmental psychology, emotional psychology, social psychology, and abnormal psychology.

General Psychology PSYC-101 3 hours

This course presents an overview of psychology, including the study of the brain and behavior, states of consciousness, motivation and emotion, sensation and perception, learning, principles, memory and thought, human interaction, human development, theories of personality, disturbance and treatment.

Human Relations PSYC-102 3 hours

Prerequisite: General Psychology. The course provides an overview of human behavior, giving attention to motivation, interpersonal relations, group dynamics and group behavior. Consideration is given to employment practices, vocational and industrial efficiency, advertising and mental health services.

Psychology of Adjustment PSYC-103 3 hours

This course is a functional study of the basic problems of personality adjustment and aids the student in promoting better mental health for himself and to understanding adjustments in individuals to better understand differences in behavior among people.

Social Psychology PSYC-104 3 hours

Prerequisite: General Psychology. This course presents the study of the social behavior and the social consciousness of the individual, especially those interests and tendencies that develop from the community life of people.

Field Study in Psychology PSYC-107 1-3 hours

Prerequisite: consent of instructor. This course provides supervised experience in a field setting implementing theory and skill in helping relationships in social settings.

Abnormal Psychology PSYC-201 3 hours

Prerequisite: General Psychology. This course introduces the study of behavior pathologies, with emphasis on the social, cultural and legal outcomes of behaviors which depart from social norms and expectation in the community.

Introduction to Gerontology PSYC-202 3 hours

This course acquaints students with the psychological, sociological and physiological aspects of the aging process, with the issues and problems of aging, societal responses to the aging and to better understand aging as a normal and positive component of the life process.

Issues in Psychology PSYC-203 1-3 hours

This course promotes relevant applications of psychology to the activities of work, family, relationships, and personal understanding by investigating timely issues and focusing on the integration of the acquired knowledge into everyday experience. Issues in Psychology may be repeated with different titles.

Cognitive Psychology PSYC-204 3 hours

Prerequisite: General Psychology or permission of the instructor. This course provides a comprehensive examination of the mental processes and emotional factors which influence human behavior. Emphasis will be placed on the clinical application of this information, and will utilize cognitive theories, neuro-psychological research, and clinical findings.

SOCIOLOGY

Sociology courses provide instruction designed to assist students in deepening their understanding of social relations and the social context of their lives.

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.

Introduction of Human Sexuality SOCI-104 3 hours

This course provides a comprehensive introduction to the biological, psychosocial, behavioral and cultural aspects of sexuality in a way that is personally meaningful to students.

Introduction to Anthropology SOCI-105 3 hours

This course is an introductory course in cultural anthropology dealing with basic concepts in the social and technological studies of cultures throughout the world. Emphasis is placed on the application of learned principles and concepts and the study of past and present cultural development, diffusion and relationships.

Anthropology Lab SOCI-106 1 hour

This course provides supervised anthropological field work experience that may take a variety of forms, ranging from participant observation to tool making, to field digging and excavation. Conditions of field work are strictly controlled. This course cannot be taken without credit in or concurrent enrollment in Introduction to Anthropology.

Living In A Multicultural Society SOCI-112 3 hours

This information is valuable for anyone living in our multicultural society, particularly teachers, law enforcement personnel, health care workers, social service providers, and others who work with multi-ethnic populations.

Family Systems SOCI-113 3 hours

This course strives to bring together knowledge about individuals as they function as family members. Relationships between the family and how they relate to the rest of society's institutions will be discussed. The parenting curriculum, "Preparing For The Drug Free Years," will be incorporated into the material presented.

Social Problems SOCI-204 3 hours

This course delves into problems of personal and social disorganization, such as adolescence, juvenile delinquency, crime, mental illness, unemployment and family instability; methods of prevention and treatment.

Field Study in Social Science SOCI-205 3 hours

Prerequisite: consent of instructor. This course provides supervised experience in a field setting implementing theory and skill in helping relationships in social settings.

Technical Education

**Ag Equipment Technology
(John Deere Ag. Tech)**

Livestock/Horses

Agronomy

Agriculture/Agri-Economics

Meat Science

Industrial Education

**Building Trades/
Drafting Technology**

**Industrial Production
Technology/
Automation/Refrigeration**

Automotive Technology

Aviation

Cosmetology

**Law Enforcement &
Criminal Justice**

Power Plant Technology

TECHNICAL PROGRAMS

For each industrial area there is a support crew of technicians. To become an industrial technician, education beyond high school is required. Technicians become involved in field research and study, planning, technical writing, prototypes, etc., in industrial areas. There is a great need for technicians in all fields of industry. This need promises to continue as new technologies are explored and utilized. Technicians can expect to receive excellent salaries based on their qualifications and experiences. All courses are coeducational.

Each technical education program at Garden City Community College is subject to approval by the Kansas Board of Regents. All programs have an active advisory committee that meets regularly to insure currency of the curriculum. General education is a component of the Associate in Applied Science degree. Accordingly, the goal of education is to provide broad based knowledge through general education that is articulated in such a manner that students can benefit from theoretical and applicable subject material.

AGRICULTURE

The Agricultural program is structured to allow flexibility in choices of programs that will best suit a student's particular interests and goals. A student may select options in the Transfer Agriculture programs that will lead to an Associate in Science degree and ultimately to a Bachelor of Science Degree in Agriculture. A student, on the other hand, may select options that are occupationally oriented and require only one to two years of coursework. Two years of such coursework may lead to an Associate of Applied Science Degree.

TRANSFER AGRICULTURE

Degree: Associate in Science-35 hours General Education

The following options suggest courses of study that will enhance transfer to four-year universities. The student should obtain a catalog of the university he/she plans to attend, and with the help of an advisor, develop a more specific program designed to meet his/her needs.

Students who are planning to transfer to a four-year university after attending GCCC, should plan to meet all the general education and elective requirements for the Associate in Science degree. General education requirements are rather specific, but electives in major areas allow students to select courses which fit their interest area.

Agriculture students majoring in Agronomy, Animal Science, Agri-business, Agriculture Economics, Agriculture Education, or any other four year major should work toward the Associate in Science degree.

Credit	Course Title	Course No.
3	English I	ENGL-101
3	English II	ENGL-102
3	Speech	SPCH-111
3	College Algebra	MATH-108
5	General Chemistry	CHEM-105
5	Biology	BIOL-105
3	General Psychology	PSYC-101
3	Macro Economics	ECON-111

Suggested Agriculture Electives

3	Principles of Animal Science	ANSI-102
1	Animal Science & Ind. Lab	ANSI-103
4	Crops	AGRO-101
1	Ag in our Society	AGRI-100
3	Intro to Ag Economics	AGEC-100
3	Animal Diseases and Health	ANSI-101
3	Cow-Calf Operations	ANSI-105
3	Electricity	AGME-111
3	Livestock Feeding	ANSI-107
3	Dairy Poultry Production	ANSI-106
4	Soils	AGRO-103
3	Farm Management and Acct.	AGEC-102
3	Range Management	AGRO-102
1	Commercial Feedlot Oper.	ANSI-104
2	Livestock Selection	ANSI-108
3	Meat and Carcass Evaluation	MEAT-105
3	Principle of Meat Evaluation	MEAT-113
3	Classification, Grading and Selection of Meats	MEAT-112
3	General Accounting	ACCT-101
1-3	Microcomputer Applications	

TECHNICAL AGRICULTURE

Farm and Ranch Management

Feedlot Technology

Production Agriculture

Students who have no plans to seek a four-year degree can pursue the Associate in Applied Science degree. This option will be helpful for graduates who intend to seek employment in agricultural businesses or in production agriculture. Students who complete this degree will not meet the articulation agreement for transfer to a four-year university.

Degree: Associate in Applied Science-18 hours General Education

Credit	Course Title	Course No.
3	Principles of Animal Science	ANSI-102
1	Animal Science and Ind. Lab	ANSI-103
4	Crops	AGRO-101
1	Ag in Our Society	AGRI-100
3	Intro to Ag Economics	AGEC-100
3	Animal Health and Diseases	ANSI-101
3	Cow-Calf Operations	ANSI-105
3	Electricity	AGME-111
3	Livestock Feeding	ANSI-107
3	Dairy and Poultry Production	ANSI-106
4	Soils	AGRO-103
3	Farm and Ranch Management	AGEC-102
3	Range Management	AGRO-102
1	Comm. Feedlot Operations	ANSI-104
2	Livestock Selection	ANSI-108
2	Livestock Judging	ANSI-109
3	Meat and Carcass Evaluation	MEAT-105
3	Classification, Grading and Selection of Meats	MEAT-112
3	Horse Science	ANSI-140
1	Horsemanship	ANSI-141
3	Welding I	INPR-125
3	Welding II	INPR-126
1-3	Microcomputer Applications	
3	General Accounting	ACCT-101

AG PRODUCTS AND PROCESSING

Students may combine meat and food science courses with other agriculture electives to create a meat and food science curriculum. These courses can be included in either the Associate in Science degree or the Associate in Applied Science degree course requirements.

Credit	Course Title	Course No.
3	Meat and Carcass Evaluation	MEAT-105
3	Principles of Meat Evaluation	MEAT-113
3	Classification, Grading and Selection of Meats	MEAT-112
3	Principles of Food Science	MEAT-103
3	Principles of Meat Science	MEAT-104

AGRICULTURAL EQUIPMENT TECHNOLOGY (JOHN DEERE AG TECH)

This is a two year Associate in Applied Science degree program designed to educate technicians for employment in John Deere dealerships. A minimum of 64 credit hours is required.

Degree: Associate in Applied Science-18 hours General Education

Credit	Course Title	Course No.
Fall Semester		
1	Safety Codes (OSHA)	INED-130
3	Agricultural Hydraulics	JDAT-103
3	Tractor Power Trains	JDAT-102
3	Tillage and Planting Systems	JDAT-101
3	Mathematical Processes for Technicians	JDAT-110
3	Descriptive Physics	PHYS-106
1	Physical Education/Health	
1	College Skills Development	PCDE-101

Spring Semester

3	Dealer Internship I	JDAT-107
1	Microcomputer Applications I	CSCI-2101-2226
4	John Deere Agricultural Electrical Systems	JDAT-104
3	Harvesting Equipment	JDAT-109
3	John Deere Consumer Products and Systems	JDAT-106

Summer Session

1	Microcomputer Applications	
2	John Deere Air Quality Sys.	JDAT-105
3	Diagnosis of Agricultural Sys.	JDAT-201
3	Applied Communications	JDAT-111
1	Physical Education/Health	

Fall Semester

3	Dealer Internship II	JDAT-108
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Spring Semester

6	Electives	
3	Salesmanship	BSAD-124
3	John Deere Engine Systems	JDAT-202
3	Agricultural Fuel Systems and Performance	JDAT-203
3	Welding I	INPR-125
1	Microcomputer Applications	

VETERINARY MEDICINE

The veterinary medicine curriculum is a professional program of seven years in length. Three years of restricted course work required before application can be made to the School of Veterinary Medicine at Kansas State University. It is possible to obtain the first two years at GCCC by taking the following courses:

Credit	Course Title	Course No.
1	Agriculture in our Society	AGRI-100
3	Principles of Animal Science	ANSI-102
1	Animal Science and Ind. Lab	ANSI-103
3	Dairy-Poultry Production	ANSI-106
3	Livestock Feeding	ANSI-107
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II & Qualitative Analysis	CHEM-110
5	Principles of Biology	BIOL-105
5	Microbiology	BIOL-213
5	General Physics I	PHYS-205
5	General Physics II	PHYS-206
5	General Organic Chemistry	CHEM-205
3	English I	ENGL-101
3	English II	ENGL-102
3	Speech	SPCH-111
3	General Psychology	PSYC-101

INDUSTRIAL EDUCATION**(Transfer Program)****Degree: Associate in Science-35 hours General Education**

Industrial Education includes both industrial arts (general) education and vocational education. The following curriculum should be followed by those planning to transfer to a four-year education program. Students finishing a baccalaureate degree in Industrial Education have the options of teaching, entering industry or pursuing an industrial business or trade in an area of specialization.

Credit	Course Title	Course No.
3	Wood Production Methods	INED-106
3	Welding I	INPR-125
3	Welding II	INPR-126
3	Small Gasoline Engines	AUTO-101
3	Auto Mechanics I	AUTO-104
3	Auto Mechanics II	AUTO-105
3	Engineering Drawing I	ENGR-105
3	Engineering Drawing II	ENGR-106
3	Photography I	PHOT-120
3	Photography II	PHOT-121
1-2	Safety Codes (OSHA)	INED-130
3	Machine Woodworking	INED-107
3	Computer Aided Drafting I	DRFT-104

Electives:

10 hours		
2	Introduction to Business	BSAD-101
2	Keyboarding	CSCI-100
3	Business Communications	BSAD-102
2	First Aid	HPER-109
3	General Accounting	ACCT-101
3	Introduction to Management Information Systems	CSCI-101

AUTOMOTIVE TECHNOLOGY

Degree: Associate in Applied Science-18 hours General Education

Automotive Technology is a program of study employing modern techniques and methods used in today's automotive industry. Satisfactory completion of the program should equip the student for employment in the automotive field.

Major Specialization and Related Courses 48 hours

Credit	Course Title	Course No.
3	Small Gasoline Engines I	AUTO-100
3	Preventive Maint. for Autos	AUTO-101
3	Auto Mechanics I	AUTO-102
3	Engine Repair	AUTO-103
3	Manual Drive-Trains and Axles	AUTO-104
3	Automotive Electricity & Electronics	AUTO-106
3	Brakes	AUTO-107
3	Engine Performance II	AUTO-108
3	Heating and Air Conditioning	AUTO-109
3	Engine Performance III	AUTO-110
3	Automatic Transmissions & Transaxles	AUTO-111
3	Suspension & Steering	AUTO-112
3	Internship I	AUTO-113
3	Internship II	AUTO-114
3	Electronics I	INPR-102

BUILDING TRADES-CARPENTRY TECHNOLOGY

Degree: Associate in Applied Science-18 hours General Education

This program is designed to provide saleable skills in rough and finish carpentry, estimating, codes, management, concrete, drafting, masonry, plumbing and electricity as related to residential and commercial fields. The construction industry provides virtually unlimited opportunities for rewarding futures. By consulting with the coordinator of this program, a flexible and personalized course of study can be designed to meet the needs and desires of the student, whether it be employment in two years or transfer to a four-year college.

Credit	Course Title	Course No.
6	Carpentry I	BLDG-105
3	Wood Production	INED-106
3	Finishing (Wood)	INED-105
3	Electricity I	INED-111
3	Carpentry II	BLDG-106
3	Cabinet Making I	BLDG-108
3	Cabinet Making II	BLDG-109
3	Building Materials and Construction Methods	BLDG-110
3	Machine Wood	INED-107
3	Speech I	SPCH-111
3	Brickmasonry I (Block Laying)	BLDG-130
3	Brickmasonry II (Brick Laying)	BLDG-131
2	Construction Management	BLDG-111
3	Construction Estimating	BLDG-117
2	Building Codes	BLDG-120
3	Computer Aided Drafting I	DRFT-104
3	Building Design	DRFT-105
3	Surveying I	BLDG-160

BUILDING CONSTRUCTION

Degree: Associate in Science-35 hours General Education

Major Specialization and Related Areas:

Credit	Course Title	Course No.
3	English I	ENGL-101
3	English II	ENGL-102
3	College Algebra	MATH108
3	Speech	SPCH-111
6	Carpentry I	BLDG-105
3	Carpentry II	BLDG-106
3	Cabinet Making I OR	BLDG-108
3	Machine Wood	INED-107
3	Building Materials & Methods	BLDG-110
3	Brickmasonry I (Block Laying)	BLDG-130
3	Brickmasonry II (Brick Laying)	BLDG-131
3	Construction Estimating	BLDG-117
3	Concrete Technology OR	BLDG-115
	Surveying	BLDG-160
3	Finishing (Wood)	INED-105
3	Wood Production	INED-106
3	Machine Wood OR	INED-107
3	Building Design	DRFT-105

CONSTRUCTION ELECTRICITY

Degree: Associate in Applied Science-18 hours General Education

This is an electrical program employing techniques and methods used in residential and commercial construction and will follow the uniform electrical code. Students who plan to work toward a wireman and master's licensing should contact the local electrical board in the city they plan to license under in order to follow their procedure for licensing.

Credit	Course Title	Course No.
3	Electricity I	INED-111
3	Drafting I	DRFT-101
3	Electronics I	INPR-102
2	Trade Seminar	INED-119
3	Electricity II	INED-112
	Safety	
3	Building Materials & Methods	BLDG-110
3	Speech	SPCH-111
2	First Aid	HPER-109
2	Construction Management	BLDG-111
3	Electronics II	INPR-117
3	General Psychology	PSYC-101
3	Welding I	INPR-125
3	Electronic Circuits III	ELEC-123

COSMETOLOGY

The purpose of this program is to provide education for men and women interested in preparing themselves for employment in the field of cosmetology and to prepare for the State Board examinations.

The cosmetology program covers approximately 39 weeks (1500 hours) of intensive training. Those enrolling in the program can expect to obtain a certificate after successfully completing the course. The certificate is a qualification for taking the state cosmetology examination to obtain a license. After 320 hours of schooling have been completed, the cosmetology student has an opportunity to book appointments with clients the same as in a regular salon. Those attending the School of Cosmetology may choose to attend college during an additional school year and earn an Associate in Applied Science Degree.

General Education Requirements:

College Skills Development 1 hour

State Board of Cosmetology Examination - License

65-1905. Examination; qualifications or applicants; temporary permit.

(a) All examinations held or conducted by the board shall be in accordance with rules and regulations adopted by the board. The examination shall include practical demonstration and written and oral tests.

(b) Each applicant for examination shall:

- (1) Be at least 17 years of age and a graduate of an accredited high school, or equivalent thereof;
- (2) Submit to the board a certified copy of the applicant's birth certificate;
- (3) Submit to the board a certificate from a person licensed to practice medicine and surgery under the laws of any state showing that the applicant is free from contagious and infectious diseases; and
- (4) Have served as an apprentice for the period of time provided by K.S.A. 1983 Supp. 65-1912.

(c) Any person making application who apparently possesses the necessary qualifications to take an examination provided herein, may be issued a temporary permit by the board to practice cosmetology until the next regular examination conducted by the board.

65-1912. Apprentice License: practice as apprentice required prior to licensure as cosmetologist, instructor or manicurist; charge for services of apprentice.

(a) Any persons desiring to practice as an apprentice shall be required to pay to the board the fee required pursuant to K.S.A. 65-1904 and amendments thereto and obtain a apprentice license allowing a person to practice in a licensed school shall be submitted to the board not more than 15 days after the persons's enrollments in the school.

(b)

- (1) An applicant for examination and licensure as a cosmetologist shall be required to have practiced as an apprentice in a licensed school for not less than 1,500 clock hours.
- (2) An applicant for examination and licensure as a manicurist shall be required to have practiced as an apprentice in a licensed school of cosmetology or manicuring for not less than 350 clock hours or in a licensed beauty shop for not less than 700 clock hours.

- (3) An applicant for examination and licensure as a cosmetology instructor shall be licensed as a cosmetologist for one year and apprentice in a licensed school of cosmetology for not less than 300 clock hours.

Equipment Required for Each Student

Each student shall be equipped with hair cutting equipment, a manicuring set, combs, hair brushes, a shampoo cape, washable uniforms, a notebook and an approved textbook covering all phases of cosmetology.

Each student in manicure training shall be equipped with all instruments and supplies necessary to perform all phases of onychology, sculptured nails and nail building. Each student shall have washable uniforms, a notebook, and an approved textbook covering all phases of manicuring.

School Curriculum

There is one enrollment in the Cosmetology program each year, with enrollment in August.

Each school of cosmetology shall provide a course of training for the profession of cosmetologist and manicurist. Classes shall be scheduled for no more than eight hours per day nor more than five days per week. The course of study shall include, as a minimum, the following:

Cosmetology Training 44 cr. hr. (1,500 clock hours) To meet Kansas licensure requirements, students must complete practical services as listed below:

Shampooing	100
Facial massage	25
Eyebrow arch	25
Scalp treatments	40
Onychology and Sculptured nails	40
Hand and arm massage	5
Permanent waving (croquignoles)	25
Hair Straightening (chemical or thermal)	10
Hair Shaping:	
Razor	40
Scissors	25
Wet Waving and Hairdressing:	
Wet waving	75
Comb-outs	75
Hair tinting	30
Hair bleaching	10
Eyebrow and eyelash dye	10
Color rinses:	
Temporary	15
Semi-permanent	25

Additionally, students must complete the following **clock hours** of instruction, demonstration, and testing on specified topics:

Lectures and instruction on sanitation, sterilization, care and treatment of skin, scalp and equipment	150
Written and oral tests	75
Theory and demonstration	300
Salesmanship, business training and laws relating to cosmetology	150

Manicurist Training 10 cr. hrs. (350 clock hours)

Clock hours of manicurist training include:

Manicuring, sculptured nails, pedicuring and all methods of caring for nails; hand and arm massage 250 clock hours
 Sanitation, sterilization and care of equipment. Salesmanship, business training and laws relating to manicuring,
 written and oral tests 100 clock hours

Additionally, manicure students must complete a minimum of 80 practical services including: manicuring, sculptured nails, pedicuring and all methods of caring for nails; hand and arm massage.

Each school of cosmetology shall meet the requirements of paragraphs (b) (1), (2), and (3) of the regulation. Each school of manicuring shall meet the requirements of paragraph (b) (3).

Examination Subjects

Each applicant for licensing as a manicurist shall be required to satisfactorily pass a written examination of knowledge in the following areas: onychology, sculptured nails, pedicuring, hand and arm massage; sanitation, sterilization and care of equipment; business training and laws relating to manicuring; and safety measures. In addition, each applicant shall demonstrate an ability to properly give a manicure, including hand and arm massage and sculptured nails.

AVIATION

Aviation courses are offered to assist students in obtaining primary or advanced certification. Aviation courses are offered as electives which will apply to any degree requirements. Aviation courses are special interest courses at GCCC and are not considered as an aviation program. Ground school courses are offered to help students prepare for the FAA written exams, while flight training courses provide a mechanism for obtaining college credit for flight instruction. Costs for exam fees, flight instruction and airplane usage will be the responsibility of the student.

ENGINEERING TECHNOLOGY

The Engineering Technologist is often the liaison between the engineer and production. They implement the engineering design. Students interested in a field of study in engineering technology should plan on a minimum of two years of study. However, the reality of a rapidly changing technical environment nearly dictates that any student of a technical area plan on learning for a lifetime of work. The following options may be used by students in this area of study.

Technician Options:

- Option 1. Two years or more at Garden City Community College and then to work.
- Option 2. One, two years, or more at Garden City Community College then transfer into an advanced technical program leading to certification or a Bachelors degree.
- Option 3. Part-time day and evening school while working in field of study.

The following curriculums are a planning guide for attaining employment skills in the designated areas. Those listed as providing an Associate in Science degree are meant to show a transfer possibility to a Bachelor degree program.

COMPUTER ENGINEERING TECHNOLOGY

Degree: Associate in Science-18 hours of General Education

This program is designed to provide a basic understanding of the areas of digital computer technology. The major emphasis in upper division courses is on hardware aspects, but through a course in computer science the student has an opportunity to become proficient with programming aspects as well. Graduates with a B.S. degree will find initial employment with emphasis on immediate application such as production process development, process design, technical sales and service.

Credit	Course Title	Course No.
Communications: 9 hours		
3	English I	ENGL-101
3	English II	ENGL-102
3	Speech I	SPCH-111
Natural Science: 15 hours		
5	Inorganic Chemistry I	CHEM-109
5	General Physics I	PHYS-205
5	General Physics II	PHYS-206
Mathematics: 14 hours		
3	College Algebra	MATH-108
3	Plane Trigonometry	MATH-109
3	Precalculus Mathematics	MATH-120
5	Calculus and Analytical Geometry I	MATH-122
Engineering Technology: 21 hours		
3	Drafting I	DRFT-101
3	Intro to Programming	CSCI-102
3	Electronics I	INPR-102
3	Electronics II	INPR-117
3	BASIC Programming	CSCI-103
3	Computer Aided Drafting I	DRFT-104
3	Digital Logic/Circuits I	INPR-118
Technical Electives: 6 hours		
3	C Programming	CSCI-108
3-4	Electronic Circuits Systems I	INPR-103

DRAFTING TECHNOLOGY

Degree: Associate in Applied Science-18 hours of General Education

This two-year program is designed to provide development of qualifications for employment as a drafter, junior designer, illustrator or liaison specialist between the contractor and the architect or engineer.

Specialization 46 hours

Credit	Course Title	Course No.
3	Drafting I	DRFT-101
3	Engineering Drawing I	ENGR-105
3	Engineering Drawing II	ENGR-106
3	Computer Aided Drafting I	DRFT-104
3	Computer Aided Drafting II	DRFT-204
3	Special Problems in Drafting	DRFT-109
3	Building Design	DRFT-105
3	Architectural Drawing	DRFT-106
3	College Algebra	MATH-108
3	Computer Software Applications	
3	Drawing	ARTS-101
3	Drawing II	ARTS-102
3	Watercolor I	ARTS-104
3	Watercolor II	ARTS-105

3	Descriptive Physics	PHYS-106
3	Survey Drafting	DRFT-108
3	Technical Illustration	DRFT-107

INDUSTRIAL PRODUCTION TECHNOLOGY

Degree: Associate in Applied Science - 18 hours General Education

The core of this program is the study of maintenance, hydraulics, pneumatics, electricity, electronics, instrumentation, programmable logic controls (PLCs), motor controls, and industrial ammonia refrigeration, and their application to industry. Strong emphasis is given to providing relevant workplace knowledge and skills needed to operate, maintain and integrate automation equipment and control systems used in the processing and manufacturing industry. In addition to specific technical skills, workplace skills such as teaching people to work in teams, problem solving and critical thinking skills are incorporated into the curriculum.

The program is offered in two formats, one in an **alternative format** of short duration intensive courses and the other in the **traditional format** of college semesters. Individuals seeking the Associate in Applied Science degree have the opportunity to obtain their degree not only through the traditional courses, but also through the alternative courses.

Because of industry demand for training that is tailored to their needs, the bulk of courses offered are in an **alternative format**, consisting of classes "customized" in both content and time. They are most often provided in a short-term, intensive delivery 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 Technology Center of Excellence. In consultation with an advisor, students may select electives from specialized and related contextual courses in either of the formats, which best fit their interests and goals. Degree requirements are not less than 64 credit hours, distributed as follows in a planned course of study. Hours listed are minimum for specialization and general education courses.

Industrial Production Technology Electives

Credit	Course Title	Course No.
3	Manufacturing Principles & Processes	INPR-100*
3	Basic Pneumatics	INPR-170*
3	Basic Hydraulics	INPR-160*
3	Electricity I	INED-111*
3	Electricity II	INED-112*
3	Electronics I	INPR-102*
3	Electronics II	INPR-117*
3	Industrial Maintenance I	INPR-140*
<i>*Core classes for Industrial Technology Center of Excellence</i>		
3	Advanced Hydraulics	INPR-161
3	Electro-Hydraulics	INPR-162
3	Welding I	INPR-172
3	Welding II	INPR-126
3	Welding III	INPR-127
3	Digital Logic/Circuits I	INPR-118
3	Digital Logic/Circuits II	INPR-119
3	Programmable Logic Controls	INPR-190

1-3	Seminar in Industrial Production Technology	INPR-2101-2103
	Basic Electrical Motor Controls	
	AC Variable Frequency Drives	
	Advanced electrical Motor Controls	
	Advanced PLC Programming	
	Industrial Sensors	
	Industrial Ammonia Refrig. Operator I, I, & III	
	PSM/RMP	
	Emergency Services	
	Train the Trainer	
	Hazmat Tech 24 hour Refresher	
	On-Scene Incident Command	

Please inquire at 316-276-9520. Other industry-related topics available on request.

MECHANICAL ENGINEERING TECHNOLOGY

Degree: Associate in Science-35 hours General Education

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.

Credit	Course Title	Course No.
Communications:9 hours		
3	English I	ENGL-101
3	English II	ENGL-102
3	Speech I	SPCH-111
Natural Science:15 hours		
5	Inorganic Chemistry I	CHEM-109
5	General Physics I	PHYS-205
5	General Physics II	PHYS-206
Mathematics:6 hours		
3	College Algebra	MATH-108
3	Plane Trigonometry	MATH-109
3	Precalculus Mathematics	MATH-120
5	Calculus and Analytical Geometry	MATH-122
Engineering Technology:15 hours		
3	Engineering Drawing I	ENGR-105
3	Engineering Drawing II	ENGR-106
3	Intro to Programming	CSCI-102
3	Computer Aided Drafting I	DRFT-104
3	Computer Aided Drafting II	DRFT-204
Technical Electives:5 hours		
3	Welding I	INPR-125
3	BASIC Programming	CSCI-103
3	Economics: Macro	ECON-111
3	Electricity I	INED-111
3	Basic Hydraulics OR Pneumatics	INPR-160 INPR-170

POWER PLANT TECHNOLOGY

Degree: Associate in Applied Science-18 hours of General Education

Power Plant Technology students study principles of operations, systems and components of modern electrical power plants. The student learns specific technical skills that will enable one to qualify for entry level employment in the power plant industry. After consultation with an advisor, the student will choose one of four specialties within this program. The program requires 68 credit hours of study in technical and general education courses.

Credit	Course Title	Course No.
2	Intro. to Plant Technology	POPT-101
2	Power Plant Mathematics	
2	First Aid and Safety	POPT-102
1-4	Power Plant Principles	POPT-104
3	English I	ENGL-101
3	General Psychology	PSYC-101
3	Power Plant Cycle	POPT-105
3	College Math	MATH-105
3	Mechanical Fundamentals	POPT-106
4	Power Plant Systems	POPT-107
3	Communications	ENGL-100
3	Electrical Principles	POPT-108
2	Boilers	POPT-109
2	Turbines	POPT-110
3	Interpersonal Communications	SPCH-113
2	Electrical Power Generation	POPT-111
2	Fuels and Combustion	POPT-112
3	Human Relations	PSYC-102

(ENGINEERING)

3	Environmental Protection	POPT-113
3	Plant Instrumentation	POPT-114
3	Plant Protection	POPT-115
5	General Chemistry	CHEM-105
3	Computer Aided Drafting I	DRFT-104

(MECHANICAL)

3	Environmental Protection	POPT-113
3	Mechanical Equipment	POPT-116
1	Refrigeration	
3	Welding I	INPR-125
3	Welding II	INPR-126
3	Gas Turbines and Diesels	POPT-117

(OPERATIONS)

3	Environmental Protection	POPT-113
3	Plant Instrumentation	POPT-114
3	Plant Protection	POPT-115
3	Gas Turbines and Diesels	POPT-117
5	General Chemistry	

(INSTRUMENT AND CONTROLS)

3	Environmental Protection	POPT-113
2	Electrical Systems	POPT-118
3	Plant Instrumentation	POPT-114
3	Instrumentation and Controls	POPT-119
3	College Algebra	MATH-108
3	Gas Turbines and Diesels	POPT-117

ENVIRONMENTAL ENGINEERING TECHNOLOGY

Degree: Associate in Science-35 hours of General Education

Concern about environmental quality has resulted in a significant increase in the number of trained personnel needed to implement pollution prevention and control activities. This is the first two years of a four-year program designed to train people to meet this need. Graduates of the four-year program could expect to find employment opportunities that include inspection and field monitoring to assure compliance with pollution standards; assisting engineers in the design, construction, inspection and maintenance of facilities to handle water supplies, sanitary wastes, storm runoff, etc.; performing chemical and biological laboratory tests incidental to the protection and restoration of the environment.

Credit	Course Title	Course No.
Communications:9 hours		
3	English I	ENGL-101
3	English II	ENGL-102
3	Speech I	SPCH-111
Natural Science:25 hours		
5	Inorganic Chemistry I	CHEM-109
5	Inorganic Chemistry II	CHEM-110
5	General Organic Chemistry	CHEM-205
5	General Physics I	PHYS-205
5	Principles of Biology	BIOL-105
Mathematics:14 hours		
3	College Algebra	MATH-108
3	Plane Trigonometry	MATH-109
3	Precalculus Mathematics	MATH-120
5	Calculus and Analytical Geometry I	MATH-122
Engineering Technology:6 hours		
3	Drafting I	DRFT-101
3	Intro to Programming	CSCI-102
Technical Electives:3 hours		
3	Photography I	PHOT-120
3	Basic Programming	CSCI-103
3	Computer Aided Drafting I	DRFT-104
3	Electricity	INED-111

WELDING TECHNOLOGY**One-year program**

Objective: to educate a student to enter into the welding industry with sufficient skill and knowledge to successfully handle most welding techniques and jobs.

Credit	Course Title	Course No.
3	English I	ENGL-101
3	Math Elective	MATH-105 or higher
3	Pneumatics OR Hydraulics	INPR-170 INPR-160
3	Engineering Drawing I	ENGR-105
3	Welding I	INPR-125
3	Welding II	INPR-126
3	Electricity	INPR-101
3	Welding III	INPR-127
2	Safety Codes	INED-130
4-6	Field Study	

***Suggested Electives:**

Credit	Course Title	Course No.
1-4	Electronics I	INPR-102
3	Advanced Hydraulics	INPR-161
3	Advanced Pneumatics	INPR-171
3	Computer Aided Drafting I	DRFT-104
1	Microcomputer Applications I or II	
3	Computer Aided Drafting II	DRFT-204
3	Applied Communications	JDAT-111

(NOTE: Those desiring an Associate degree should visit with their adviser to enroll in College Skills Development and Physical Education. They should also plan their second year with their adviser.)

POLICE SCIENCE/CRIMINAL JUSTICE

Law enforcement careers for education professionals are rapidly expanding. Graduates of both two-year and four-year programs may find employment with municipal police agencies, sheriffs' offices, state police, federal law enforcement and investigative agencies, fish and game enforcement agencies, correctional institutions, probation and parole agencies, and business firms employing security officers. Rapidly improving salaries are influencing many men and women to seek employment with law enforcement agencies.

The two-year program is designed to provide educational opportunities for individuals interested in and qualified for a career in law enforcement and for in-service officers desiring to expand their knowledge. The program offers practical and "hands-on" instruction to meet the needs of various law enforcement agencies combined with the theory base necessary for preparing the student who desires to transfer to a four-year college or university. It is designed to provide the student with the skills, knowledge and attitudes required for employment in the criminal justice field and for advancement in the field.

Students should note that the Associate in Applied Science degree programs are designed for employment after completion of the programs. The Associate in Science degree program is designed to prepare the student for transfer to a four-year college to continue work toward a baccalaureate degree. Both Associate degree programs require completion of a minimum of 64 credit hours.

There are many career options in the criminal justice field. Individualized programs can be easily developed for students with specialized criminal justice goals.

Degree: Associate in Applied Science-18 hours of General Education

The following information provides a guide to you for class planning. Actual enrollment in your course of study will be completed with the help of your assigned criminal justice advisor.

The following General Education Requirements are required for all Criminal Justice Associate in Applied Science programs. Pre and post testing to measure overall program success is required for all majors.

Required General Education Courses:

Credit	Course Title	Course No.
3	English I	ENGL-101
3	Speech I or Interpersonal Communications	SPCH-111 SPCH-113
3	General Psychology	PSYC-101
5	Anatomy and Physiology	BIOL-210
2	HPER/Defensive Tactics/ Jujitsu	HPER-161

The following Criminal Justice Courses are required for all Criminal Justice Associate in Applied Science programs.

**Requires prerequisite or special conditions apply.*

Credit	Course Title	Course No.
3	Introduction to the Administration of Justice	CRIM-101
3	Criminal Investigation I	CRIM-111
3	Criminal Justice Computer Applications	CRIM-226
3	*Criminal Law	CRIM-103
3	*Criminology	CRIM-205
1	Criminal Justice Career Assessment I	CRIM-2001
1	Criminal Justice Career Assessment II	CRIM-2001
3	Computer Aided Drafting I	DRFT-104A/E

Electives:

1	*Police Firearms I	CRIM-121
1	*Police Firearms II	CRIM-222
1	*Police Firearms III	CRIM-223
1	*Critical Decision Making	CRIM-231
3	*Administration of Juvenile Justice	CRIM-108
3	*Sex Crimes	CRIM-219
3	Introduction to Corrections	CRIM-114
3	Law Enforcement in the Community	CRIM-107
3	Security Administration	CRIM-109
3	*Crime Prevention	CRIM-217
4	Problems in Criminal Justice (Summer)	CRIM-213
1	Police Science Seminar (Side-Handle Baton)	CRIM-2001
1	Police Science Seminar (Ex Straight Baton)	CRIM-2001
1	Police Science Seminar (Handcuffing)	CRIM-2001
1	Police Science Seminar (Basic Rappelling)	CRIM-2001
1	*Police Science Seminar (Interm. Rappelling)	CRIM-2001
1	*Police Science Seminar (Adv. Rappelling)	CRIM-2001
2	*Police Science Seminar (SWAT I)	CRIM-2002
2	*Police Science Seminar (SWAT II)	CRIM-2002
1-3	*Police Motorcycle Training	CRIM-118
3	*Traffic Accident Investigation	CRIM-104
3	*Law Enforcement Operation and Procedure	CRIM-102

EMPHASIS IN PATROL

This program is designed for the student intending to seek full-time employment in city, county, or state law enforcement agencies upon completion of the AAS degree. This degree program is a terminal degree and concludes upon the completion of required courses. The student must be eligible and accepted to complete this degree program.

Credit	Course Title	Course No.
3	*Police Administration	CRIM-116
3	Law Enforcement in the Community	CRIM-107
3	*Criminal Investigation II	CRIM-212
4	*Supervised Police Training	CRO,106
3	*Traffic Accident Investigation	CRIM-104
3	*Law Enforcement Operation and Procedure	CRIM-102
3	*Criminal Procedure	CRIM-110
3	Computer Aided Drafting I	DRFT-104A/E

EMPHASIS IN INVESTIGATIONS

This program is designed for the student intending to seek full-time employment in the investigations areas upon completion of the Associate in Applied Science degree. This degree program is terminal degree and concludes upon the completion of required courses.

Credit	Course Title	Course No.
3	Computer Aided Drafting I	DRFT-104A/E
3	*Police Administration	CRIM-116
3	*Criminal Investigation II	CRIM-212
4	*Supervised Police Training	CRIM-106
3	*Criminal Procedure	CRIM-110
5	Chemistry I	
5	Anatomy & Physiology	BIOL-210
5	Biology	BIOL-105

EMPHASIS IN CORRECTIONS

This program is designed for the student intending to seek full-time employment in the field of corrections and after the completion of an Associate in Applied Science degree.

Credit	Course Title	Course No.
3	Introduction to Corrections	CRIM-114
3	Administration of Juvenile Justice	CRIM-108
3	Community Corrections	CRIM-229
3	Correctional Law	CRIM-227
3	*Criminal Procedure	CRIM-110
3	*Security Administration	CRIM-109
3	Juvenile Corrections	CRIM-228
3	Institutional Management and Administration	CRIM-230

Degree: Associate in Science-35 hours of General Education

Upon completion of a planned program of not less than sixty-four (64) college credit hours, the Associate in Science degree may be awarded. Pre and post testing is required for all Criminal Justice majors.

The following General Education Requirements are required for all Criminal Justice Associate in Applied Science programs.

Credit	Course Title	Course No.
3	English I	ENGL-101
3	English II	ENGL-102
3	Speech I	SPCH-111
3	College Algebra	MATH-108
5	Science Lab Elective	
3-5	Science Elective	
3	General Psychology	PSYC-101
3	Elective	
2	HPER Defensive Tactics/Jujitsu	HPER-161

The following Criminal Justice Courses are recommended for all Criminal Justice Associate in Science programs.

Credit	Course Title	Course No.
3	Introduction to the Administration of Justice	CRIM-101
3	*Criminal Investigation I	CRIM-111
3	*Criminal Justice Computer Applications	CRIM-226
3	*Criminal Law	CRIM-103
3	*Criminology	CRIM-205
1	Criminal Justice Career Assessment I	CRIM-2001
1	Criminal Justice Career Assessment II	CRIM-2001

*** Prerequisite required****EMPHASIS IN JUVENILE JUSTICE**

This program is designed for the student intending to seek full-time employment in field of juvenile justice and intending to transfer to a four year college or university to pursue a baccalaureate degree after completion of an Associate in Science. The following courses are suggested for juvenile justice majors. Additional criminal justice and other courses may be added as electives to provide a customized degree program.

Credit	Course Title	Course No.
3	Introduction to Corrections	CRIM-114
3	Administration of Juvenile Justice	CRIM-108
3	Human Growth & Development	EDUC-110
3	*Sex Crimes	CRIM-219
3	*Criminal Procedure	CRIM-110
3	Juvenile Corrections	CRIM-228

*** Prerequisite required****EMPHASIS IN LAW ENFORCEMENT**

This program is designed for the student intending to seek full-time employment in the field of law enforcement and intending to transfer to a four year college or university to pursue a baccalaureate degree after completion of an Associate in Science. The following courses are suggested for law enforcement majors. Additional criminal justice and other courses may be added as electives to provide a customized degree program.

NOTE: Students desiring to complete the Supervised Police Training program and the Associate in Science Degree program can expect additional credit hours beyond the 64 credit hours required for the Associate in Science Degree.

Credit	Course Title	Course No.
3	*Police Administration	CRIM-116
3	*Criminal Investigation II	CRIM-212
3	Law Enforcement in the Community	CRIM-107
4	*Supervised Police Training	CRIM-106
4	*Traffic Accident Investigation	CRIM-104
3	*Law Enforcement Operation and Procedure	CRIM-102
3	*Criminal Procedure	CRIM-110

***Prerequisite required**

EMPHASIS IN CORRECTIONS

This program is designed for the student intending to seek full-time employment in field of corrections and intending to transfer to a four year college or university to pursue a baccalaureate degree after the completion of an Associate in Science. The following courses are suggested for corrections majors. Additional criminal justice and other courses may be added as electives to provide a customized degree program.

Credit	Course Title	Course No.
3	Introduction to Corrections	CRIM-114
3	Administration of Juvenile Justice	CRIM-108
3	*Community Corrections	CRIM-229
3	*Correctional Law	CRIM-227
3	*Criminal Procedure	CRIM-110
3	*Security Administration	CRIM-109
3	Juvenile Corrections	CRIM-228
3	Institutional Management and Administration	CRIM-230

**Requires prerequisite or special conditions apply.*

EMPHASIS ON FORENSIC COMPUTER INVESTIGATIONS

This program is designed for the student intending to seek full-time employment in field of forensic computer investigations and intending to transfer to a four year college or university to pursue a baccalaureate degree after the completion of an Associate in Science Degree. Criminal justice core curriculum required courses will be supplemented with additional criminal justice electives and computer science courses to provide a customized degree program.

AGRICULTURAL EQUIPMENT TECHNOLOGY

Tillage and Planting Systems JDAT-101 3 hours

Prerequisite: John Deere dealer sponsor. This course is designed to orient the student in the JDAT curriculum and familiarize the student with equipment marketed by John Deere that is used to prepare soil and plant crops in our region. General topics, including the Deere organization, service department purposes and procedures, Service Pricing Guides, Service Information Bulletins, work orders, and an overview of the John Deere line of products are introduced.

Tractor Power Trains JDAT-102 3 hours

Prerequisite: John Deere dealer sponsor. The theory, operation and repair procedures for different power train systems will be covered. Emphasis will be placed on assembly and adjustment procedures.

Agricultural Hydraulics JDAT-103 3 hours

Prerequisite: John Deere dealer sponsor. Basic hydraulic principles-flow, pressure, and restriction (load) will be covered. These principles will then be applied John Deere hydraulic systems. Basic hydraulic components-radial piston pumps, external gear pumps, selective control valves, and valve housings on current John Deere equipment will be assembled and adjusted. Basic hydraulic system diagnostics will be introduced.

John Deere Agricultural Electrical Systems JDAT-104 4 hours

Prerequisites: John Deere dealer sponsor, Tillage and Planting Systems, Tractor Power Trains and Agricultural Hydraulics. The basic electrical system principles-flow, pressure, and resistance, will be studied. These concepts will then be applied to the starting, charging, and accessory systems of a typical John Deere electrical system. Starters, alternators, and various circuit failures will be studied. Electronic components as found on the monitoring and control systems of JD electrical systems will be introduced.

John Deere Air Quality Systems JDAT-105 2 hours

Prerequisites: John Deere dealer sponsor, Tillage and Planting Systems, Tractor Power Trains and Agricultural Hydraulics. The basics of air conditioning will be studied and repair and diagnostic procedures practiced. Cooling, heating, and filtering systems will be studied and repair procedures practices.

John Deere Consumer Products and Systems JDAT-106 3 hours

Prerequisites: John Deere dealer sponsor, Tillage and Planting Systems, Tractor Power Trains and Agricultural Hydraulics. This course covers the function, adjustment, and repair of various grounds care products marketed by John Deere Company. Walk-behind mowers, riders, lawn and garden tractors, and compact utility tractors will be studied. Included will be adjustment of power trains, hydraulic and electrical systems, and cutting components. Hydrostatic drive systems will be introduced.

Dealer Internship I JDAT-107 3 hours

Prerequisites: John Deere dealer sponsor, Tillage and Planting Systems, Tractor Power Trains and Agricultural Hydraulics. Offers a supervised work experience needed to make courses taught on campus meaningful and useful. Students will practice the skills and use the knowledge acquired in class and in the lab.

Dealer Internship II JDAT-108 3 hours

This course is a continuation of dealer Internship I. Prerequisites: John Deere dealer sponsor, Tillage and Planting Systems, Tractor Power Trains, Agricultural Hydraulics, John Deere Agricultural Electrical Systems, John Deere Air Quality Systems, John Deere Consumer Products and Systems, Dealer Internship I, Harvesting Equipment, and Diagnosis of Agricultural Systems.

Harvesting Equipment JDAT-109 3 hours

Prerequisites: John Deere dealer sponsor, John Deere Agricultural Electrical Systems and Dealer Internship I. Combines, balers, forage harvesters, and windrowers, along with various attachments, will be covered during this class. Their function and adjustment as well as repair will be studied. Combine electrical and hydraulic systems will be emphasized.

Mathematical Processes for Technicians**JDAT-110 3 hours**

This course provides a review of arithmetic operations, problem-solving techniques, estimating, geometry, data handling and analysis, and linear and non-linear algebra problems. Emphasis is on application of these skills to technical areas including electricity, electronics, 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 Communications JDAT-111 3 hours

This course is a study of basic writing and oral skills for vocational-technical students as these skills apply to the workplace.

Diagnosis of Agricultural Systems**JDAT-201 3 hours**

Prerequisites: John Deere dealer sponsor, Agricultural Hydraulics, John Deere Agricultural Electrical Systems, Dealer Internship I. 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, flow, and resistance apply to those procedures.

John Deere Engine Systems JDAT-202 3 hours

Prerequisites: John Deere dealer sponsor and Diagnosis of Agricultural Systems. The basic diesel engine cycle, components of a typical John Deere engine and their theory of operation will be studied. Failure analysis and repair procedures will be emphasized.

Agricultural Fuel Systems and Performance**JDAT-203 3 hours**

Prerequisites: John Deere dealer sponsor, Diagnosis of Agricultural Systems and John Deere Engine Systems. Simple gasoline fuel systems and diesel fuel injection systems will be studied with an emphasis on how these systems affect total performance of the equipment. Basic gas fuel injection as found on John Deere equipment and electronic governor systems will be studied, with operation of the system and test procedures emphasized. Methods of measuring and analyzing torque curves will be practiced.

LIVESTOCK**Animal Diseases and Health ANSI-101 3 hours**

This course is a study of diseases that affect farm animals including prevention, treatment, symptoms and medicines.

Principles of Animal Science ANSI-102 3 hours

This course studies the basic principles of animal agriculture including health, reproduction, genetics, nutrition, marketing, economics, meats and systems of production. It is recommended this class be taken concurrently with Animal Science and Industry Lab.

Animal Science and Industry Lab ANSI-103 1 hour

This course includes field trips and laboratory exercises to observe livestock related operations and activities. Animal Science and Industry Lab includes the study of feedlots, farm production operations, meat processing, digestive systems, reproductive systems and marketing operations. This course is to be taken concurrently with Principles of Animal Science.

Commercial Feedlot Operations ANSI-104 1 hour

This course is a study of the principles, philosophy and organization of the commercial feedlot industry. Commercial Feedlot Operations includes the economics of cattle feeding, marketing methods and management concerns.

Cow-Calf Operations ANSI-105 2-3 hours

This course is a study of cow and calf operations in Kansas, with emphasis on performance, selection, methods of production, management problems and techniques, forage utilization and economic situations of cow-calf enterprises.

Dairy and Poultry Production ANSI-106 3 hours

This introductory course in dairying and poultry husbandry emphasizes management, breeds, production testing, diseases, sanitation, feeding and facilities.

Livestock Feeding ANSI-107 3 hours

This course includes the selection and preparation of feeds and the study of the digestive system and process of nutrition; the nutritional requirements and theory of practical economy for the maintenance growth and finishing of all classes of farm animals.

Livestock Selection ANSI-108 2 hours

This course is a study of livestock selection and evaluation, including carcass analysis, breeding animal evaluation and estimation of market animal carcass traits.

Livestock Judging ANSI-109 2 hours

This course is an advanced study of meat animal evaluation with emphasis on competition preparation.

Swine Production ANSI-110 3 hours

A study of the principles of swine production in the areas of breeding, nutrition, health, marketing and management.

Special Topics in Livestock Management**ANSI-120 1-3 hours**

This course includes special problems in livestock management, feeding and feedlot mechanization, or meat animal evaluation.

HORSES**Horse Science ANSI-140 3 hours**

This course is a study of the care and management of the different types and breeds of horses including evolution, selection, breeding, feeding, and health.

Horsemanship ANSI-141 1 hour

This course studies selection, grooming and feeding of pleasure horses and selection and care of riding equipment. Mounted sessions include trail riding and show arena. Student must have own horse or access to one.

Rodeo Techniques I, II, III, IV

This course is open to members of the student body with the consent of the instructor. A complete study in theory and fundamentals of rodeo will be undertaken with emphasis placed upon the methods of training for each event.

Rodeo Techniques I	ANSI-142	1 hour
Rodeo Techniques II	ANSI-143	1 hour
Rodeo Techniques III	ANSI-144	1 hour
Rodeo Techniques IV	ANSI-145	1 hour

AGRONOMY**Crops AGRO-101 4 hours**

This course is a study of the principles of the production of economic plants, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization. Three hours recitation- lecture and two hours laboratory per week.

Range Management AGRO-102 3 hours

Prerequisite: Botany or consent of instructor. This course studies field identification of range plants and types, recognition of their value and ecological requirements, grazing and capacity survey methods and field examination of better management practices.

Soils AGRO-103 4 hours

Prerequisite: General Chemistry or consent of instructor. This course studies fundamental principles underlying formation, fertility and management of soils. Three hours recitation-lecture and two hours lab per week.

Special Topics In Crops Management**AGRO-120 1-3 hours**

This course will provide a variable credit course designed to meet the needs of students who are currently involved in production agriculture as well as students who are taking courses to prepare them to enter the field of production agriculture. The course will provide the learner with new and most current information relating to the management of crop production concepts and activities.

AGRI-ECONOMICS**Introduction to Agricultural Economics****AGEC-100 3 hours**

This course studies the contribution of the agricultural sector to the national economy. Introduction to Agricultural Economics covers production and consumption, supply and demand elasticity's, 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**Electricity AGME-111 3 hours**

This course studies basic residential and farm electricity including terminology, planning circuits, installation of switches and outlets into circuits, grounding, overcurrent protection, motor selection, troubleshooting and testing.

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 4 hours****(Summer) AGRI-121 4 hours****(Fall) AGRI-122 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

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.

Introduction to Food Science MEAT-103 3 hours

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

Principles of Meat Science MEAT-104 3 hours

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

Meat and Carcass Evaluation MEAT-105 3 hours

This course is a study of beef carcass yield and quality grades, pork carcass grades and lamb carcass grades. Meat and Carcass Evaluation will involve a study of the factors used to determine grades and how those factors are determined. Evaluation of wholesale cuts will also be included.

Classification, Grading and Selection of Meats**MEAT-112 3 hours**

This course includes advanced grading of beef, pork and ham carcasses with special emphasis on correlation of grading factors with USDA. Provides preparation for meat judging team. Six hours recitation/lab per week.

Principles of Meat Evaluation MEAT-113 3 hours

This course includes the evaluation and grading of beef, pork and lamb carcasses and whole sale cuts. Provides advanced preparation for meat judging team. Six hours recitation/lab per week.

INDUSTRIAL EDUCATION**Home Maintenance & Repair INED-104 3 hours**

This course is designed for the person interested in learning to perform various repair and maintenance tasks. Units may cover hand tools, portable power tools, fasteners, paneling, molding, floor repair, door adjustments, ceiling tile, sheetrock, wood finishing, painting, minor plumbing and minor electricity. Home Maintenance & Repair may also include maintenance and repair of tools and equipment in the building trades.

Finishing (Wood) INED-105 3 hours

This course includes the use and application of finishes, stains and fillers that are applied by brush and spraying. Special attention is given to modern techniques of finishing procedures.

**Wood Production Methods INED-106 3 hours
(Beginning Woodwork)**

This course stresses safety in woodworking and the use and care of tools, materials and the process of woodwork in industry. Wood Production Methods involves the production, construction and finishing processes.

Machine Woodworking INED-107 3 hours

This course includes the use of power woodworking machines in the wood related industries, their care and maintenance, construction of projects.

Furniture Finishing & Repair INED-109 3 hours

This course is designed for the do-it-yourselfer interested in repairing and refinishing furniture in the home. Two hours lecture and two hours lab per week.

Concepts in Engineering Technology**INED-110 3 hours**

This course is open to students enrolled in the engineering programs. Concepts in Engineering technology is a survey course for background information in agricultural, architectural, and civil engineering. This course is preparatory for the engineering technician certification.

Electricity I INED-111 3 hours

This course covers basic elements of electricity and wiring procedures including elementary DC circuit and network analysis. Emphasis is placed on residential wiring requirements and techniques. The National Electrical Code (NEC) (R) is used.

Electricity II INED-112 3 hours

Prerequisite: Electricity I or consent of instructor. This course is continuation of Electricity I. This course covers additional aspects of residential wiring, including loads and service calculations. The 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.

Plumbing I INED-115 3 hours

This course studies basic elements of plumbing: concepts and patterns of city services, fittings, tools and connection, and rough-in service repair work.

Plumbing II INED-116 3 hours

This course studies residential rough-in, ground work, drainage, water rough-in, gas rough-in, sewer rough-in and installation of fixtures.

Plumbing III INED-117 3 hours

This course studies power equipment application, maintenance, safety and systems layout.

Plumbing IV INED-118 3 hours

This course studies the layout and design of residential and commercial buildings, cost estimation and job bidding. Three hours lecture per week.

Trade Seminar INED-119 2 hours

This course is a seminar to review present and new regulations regarding national and local codes or new building methods or products.

Upholstery INED-120 3 hours

The history of upholstery, the use of tools, machines, supplies and equipment, and performing the operations required in upholstery are included in this course.

General Metals INED-121 3 hours

This basic course deals with the processes, equipment, materials, products, organizations and problems of the metal work industries. Theory in the areas of bench metal, foundry, machine shop welding, forging, pipe work, tool making, ornamental metal and sheet metal is included.

Machine Shop INED-122 3 hours

Prerequisite: General Metals or instructor's approval. This course studies general machine shop practices, use of bench tools, engine, lathe and related machines and equipment. Two hours lecture and two hours lab per week.

Safety Codes (OSHA) INED-130 2 hours

This is a study of causes and prevention of accidents in shop and industry. Codes and government regulations may be reviewed. Two hours lecture per week. May be offered as seminar or workshop.

Driver Education INED-140 3 hours

This course is an introduction to objectives, instructional content and methods of safe and defensive driving. Laboratory experience involves instruction of student driver in dual controlled vehicles.

Projects INED-150 2 hours

Prerequisite: permission of instructor. This course is designed to fill the needs of students wanting additional special training or experimentation with certain processes, techniques or materials in industry. This course may be repeated.

Field Study I INED-151 4-6 hours**Field Study II INED-152 4-6 hours****Field Study III INED-153 4-6 hours**

The student will choose the area of specialization of greatest interest to him or her. This course involves the students in an employee-employer-instructor relationship. A diary of daily activities with a summary will be required. The student is responsible for securing work, the nature and extent of which may qualify for four to six credit hours. Department consent is required.

BUILDING TRADES**Carpentry I BLDG-105 6 hours**

This course is actual hands-on experience in the construction of a house. Includes site layout, blueprint reading, floor, wall and roof framing, cornice construction, application of siding, roofing, exterior doors, windows, job and tool safety.

Carpentry II BLDG-106 3 hours

This course is a continuation of Carpentry I. Hands-on experience in the construction of a house. Carpentry II includes thermal and sound insulation, dry-wall construction, painting, finishing interior trim, stair construction, laying ceramic tile, job and tool safety is also included.

Cabinet Making I BLDG-108 3 hours

Prerequisite: Wood Production Methods. This course is a study of woodworking machines and safety. Proper selection of materials, design and construction of projects using cabinet making techniques.

Cabinet Making II BLDG-109 3 hours

This course includes on-the-job experience planning and building kitchen cabinets, laying formica, setting interior doors, installing interior molding and trim. Job and tool safety.

Building Materials and Construction Methods BLDG-110 3 hours

This course includes a study and evaluation of various residential construction methods involving floor, wall, roof framing. Energy saving techniques for construction, cost saving techniques for framing and proper application of various building materials, and code requirements as applied to residential construction are included.

Construction Management BLDG-111 2 hours

This course includes a study of essential information needed for management of a residential construction business.

Construction Estimating BLDG-117 3 hours

Prerequisite: Carpentry I & II or consent of instructor. This is a course to teach the student to estimate and prepare material and labor quantity surveys by making complete cost estimates from blueprints according to building codes, specifications and local building regulations.

Building Codes BLDG-120 2 hours

This course is a study and interpretation of the uniform code. Building specifications, zoning ordinances and building regulations.

Brickmasonry I (Block Laying) BLDG-130 3 hours

This course studies characteristics, specifications, terminology and use of vertical construction of masonry units (light weight block, brick, concrete block, stone, glass brick) as bonded together by mortar.

Brickmasonry II (Brick Laying) BLDG-131 3 hours

This course is to be taken concurrently with Brickmasonry I. Brickmasonry II studies advanced original problems in brick laying, including brick veneer, composite walls, estimating and building codes.

Surveying I BLDG-160 3 hours

This course studies the use and care of the engineer's tape, builder's level and transit, level instrument, rod and note taking with emphasis on land surveying and computations. Course may include building layout, elevations, and drainage problems.

Surveying II BLDG-161 3 hours

Advanced application of plotting-measurement and use of the transit level in layout of plots and land survey. Two hours lecture and two hours lab per week.

DRAFTING TECHNOLOGY**Drafting I (Beginning Drafting) DRFT-101 3 hours**

This course is designed for students with little or no drafting experience. Lettering, freehand working sketches of simple machine parts, orthographic and pictorial drawings are objectives of the course.

Drafting II DRFT-102 3 hours

Prerequisite: Drafting I. This course studies machine drawing, sketches of machine parts and preparation of working drawings, detailing of machines from sketches, notes, assembly drawings.

Engineering Drawing I ENGR-105 3 hours

This course is a study of shape and size description of objects. Orthographic drawing and various pictorial drawing methods will be employed. Use of the equipment, reproduction methods, dimension techniques and lettering will be taught.

Engineering Drawing II ENGR-106 3 hours

Prerequisite: Engineering Drawing I. This course studies machine drawing, sketches of machine parts and preparation of working drawings, detailing of machines from sketches, notes, assembly drawings and introduction to computer aided drafting.

Computer Aided Drafting I DRFT-104 3 hours

Prerequisite: Engineering Drawing I. This course studies forms of computer graphics, identifying component parts of CAD system and how to use menu options. Definition and operation of CAD 2-Dimensional system using basic input and output modes, coordinate types and geometric entities to create 2-D drawings are included.

Computer Aided Drafting II DRFT-204 3 hours

Prerequisite: Computer Aided Drafting I. This course in computer aided drafting is designed to expand the student's understanding and knowledge of the geometric aspects of computer graphics, two and three-dimensional homogeneous transformations, hidden line and surface removal, mesh modeling, menu modifications, applications, and current topics related to computer aided drafting.

Building Design DRFT-105 3 hours

Prerequisite: Engineering Drawing or Graphics I or consent of instructor. This course includes planning and drawing building plans, method of construction, specifications and design principals.

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.

Architectural or Technical Illustration**DRFT-107 3 hours**

The course is devoted to illustrated graphics. Illustrations are the backbone of industrial visual aids. Students may choose architectural or machine drawing. Rendering by shading and air brush will be incorporated.

Survey Drafting DRFT-108 3 hours

This course consists of composing and drafting from survey field notes, including building site layouts, traverses, and practical surveying techniques.

Special Problems in Drafting DRFT-109 3 hours

Prerequisite: Engineering Drawing II or consent of instructor. This course includes a study of industrial practices in specialized areas of drafting selected for the individual student. The course may include CAD operation. Special Problems in Drafting may be repeated for credit not to exceed six hours.

Blueprint Reading for Machine Shop Practice**DRFT-132 3 hours**

The course will include three-view drawings of projections, dimensions, angles, fillets and rounds, cylinder, tolerance, taper and finish marks, angular tolerances, necking, two-view and one-view drawings, screw threads, keyways, weld symbols, and actual reading of blueprints.

Robotics DRFT-180 3 hours

This is an applied course in the fundamentals and applications of industrial robots. Topics include microprocessors, computer vision, drive systems, sensors, gripper design, safety, economics, design for assembly, flexible manufacturing systems, and case studies. A major emphasis is placed on a term project involving an actual industrial problem.

Animation I DRFT-210 3 hours

Prerequisites: Computer Aided Drafting I and II or consent of instructor. This course includes study in producing realistic shapes that move with natural motion. Student will model, animate and render drawings of all kinds with shading, texture, transparency, and reflection mapping, as well as generate architectural walk-throughs and realistic simulations.

CAD Applications I DRFT-215 3 hours

Prerequisites: Computer Aided Drafting I and II. This course is a study in shape creation and reproduction. Computer generated shapes of solid objects are reproduced by computer controlled multi-axis machines. This course will include study and use of various coordinate systems.

INDUSTRIAL PRODUCTION TECHNOLOGY**Manufacturing Principles & Processes****INPR-100 3 hours**

This course is a hands-on study of the manufacturing process. Concepts are introduced through a student project involving product planning; material selection and procurement; material processing; and product marketing and distribution. Safety, tools, materials and processes are emphasized.

Electronics I INPR-102 3 hours

This course covers DC electronics including basic electron theory, magnetism, basic physical laws, resistance, simple electronic instruments and series and parallel circuit analysis. Circuits are constructed during laboratory exercises and tested to emphasize concepts.

Electronics II INPR117 3 hours

Prerequisite: Electronics I or consent of instructor. This course is a continuation of Electronics I and introduces AC circuit concepts of inductance and capacitance in circuit analysis. The course also covers reactance, impedance, power in AC circuits and transformer analysis. Introductory solid state device concepts are presented for power supply analysis. Circuits are constructed and tested during laboratory exercises to emphasize concepts.

Electronic Circuits Systems I INPR-103 4 hours

Prerequisite: Electronics II or consent of instructor. This course is a study of the design and function of different electronic circuits. Troubleshooting of these circuits is also emphasized.

Digital Logic/Circuits I INPR-118 3 hours

Prerequisite: Electronics II or consent of instructor. This course studies digital techniques, binary and decimal number systems and codes, components of digital circuits, logic gates, integrated circuit families, and an introduction to Boolean algebra as applied to logic operations. Students build and test circuits.

Digital Logic/Circuits II INPR-119 3 hours

Prerequisite: Digital Logic/Circuits I or consent of instructor. This course is a continuation of Digital Logic/Circuits I. This course covers Boolean algebra and circuit minimization techniques, circuit implementations of counters, registers, memory, combinational logic circuits, troubleshooting and more. Students build and test circuits.

Welding I INPR-125 3 hours

This course covers how to set the welder, choose the correct welding rod and fit metal to be welded. Welding and cutting skills are developed by the beginning welder in arc and oxyacetylene. Skill will be developed in reading welding symbols and in caring for equipment.

Welding II **INPR-126** **3 hours**

Prerequisite: Welding I or consent of instructor. Emphasis is on shielded metal-arc. Other processes and procedures are covered as time permits. Special emphasis is given on learning the skill of welding with the low-hydrogen electrodes.

Welding III **INPR-127** **3 hours**

Prerequisite: Welding II. This course provides advanced welding skills in tungsten-inert gas (TIG), metal-inert gas (MIG), and shielded metal arc welding. Emphasis will be placed on pipe and plate welding according to AWS specifications.

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, power transmission drives, clutches, brakes, and vibrations analysis are covered with emphasis on conditions analysis and trouble-shooting.

Basic Hydraulics **INPR-160** **3 hours**

This course is the study of hydraulic (oil) system components and circuits. Students draw circuits using ISO symbology, select components that provide functions required by a given circuit problem and build working circuits. Safety, pressure-force and flow relationships, metering for actuator speed control, actuator holding and positioning and filtration are emphasized.

Advanced Hydraulics **INPR-161** **3 hours**

Prerequisite: Basic Hydraulics or consent of instructor. Students are introduced to additional hydraulic components and their circuit applications. These components include flow dividers, priority valves, motor controls, piloted pressure relief valves, sequence valves, counter balance valves, and accumulators. Students design and build circuits common in industrial and mobile applications.

Electro-Hydraulics **INPR-162** **3 hours**

Prerequisite: Basic Hydraulics or consent of instructor. This course introduces the use of electric controls in conjunction with the hydraulic circuits studied in Basic Hydraulics classes.

Basic Pneumatics **INPR-170** **3 hours**

This course includes the study of pneumatic (air) system components and circuits. Students draw circuits using ISO symbology, select components that provide functions required by a given circuit problem and build working circuits. Memory/pilot control, logic control, speed control, timing, sequencing and coordinated motion are emphasized.

Advanced Pneumatics **INPR-171** **3 hours**

Prerequisite: Basic Pneumatics or consent of instructor. Advanced Pneumatics continues the study of pneumatic circuits including their design and application to industrial processes. Emphasis is shifted to coordinated motion controls and logic needed to operate the pneumatic systems. Stop and emergency stop procedures are also emphasized.

Electro-Pneumatics **INPR-172** **3 hours**

Prerequisite: Basic Pneumatics or consent of instructor. Electro-Pneumatics introduces the use of electrical controls in conjunction with pneumatic circuits studied in Basic Pneumatics class.

Programmable Logic Controls **INPR-190** **3 hours**

Prerequisite: Electro-Pneumatics or consent of instructor. This course introduces the use of Programmable Logic Controls (PLCs) in industrial processes. Pneumatic circuits are used to illustrate the application of the PLC. Students are introduced to ladder programming by constructing circuits, preparing the PLC program and testing circuits.

Computer Integrated Manufacturing and Processing I
INPR-191 **3 hours**

Prerequisite: Programmable Logic Controls. This course introduces students to the integrated control of automated processing, manufacturing, packaging and handling machinery in manufacturing processes. Different industrial modules are provided for students to program and operate with a PLC. Each module is then integrated into a coordinated industrial process.

Statistical Process Control **INPR-201** **3 hours**

Prerequisite: Consent of instructor. This course provides training in use of statistical methods to evaluate business/industrial processes for improvement of product or service quality. This course will be offered for any business/industry desiring to implement total quality management concepts as related to process flow, data collection/analysis, charting and evaluation of process capability.

Seminar in Industrial Production Technology
INPR-210 **1-3 hours**

Prerequisite: Consent of instructor. This seminar will provide training on new and advanced equipment and processes of current significance to industry.

AUTOMOTIVE TECHNOLOGY**Small Gasoline Engines** **AUTO-100** **3 hours**

This course studies principles and function of two and four cycles one-cylinder internal combustion engines, carburetion, lubrication, electrical, cooling systems, maintenance, repair and overhaul will be explained.

Preventive Maintenance **AUTO-101** **3 hours**

Prerequisite: Small Gasoline Engines or consent of instructor. This course covers a general overall view of the basic systems in an automobile. The objective is to acquaint the student with the basic systems that are common to today's automotive vehicles; to develop a proficiency in the use and care of hand tools and shop equipment; understand and practice safety procedures; general operation of each system and the care and light maintenance of these systems.

Automotive Mechanics I **AUTO-102** **3 hours**

Prerequisite: Preventive Maintenance or consent of instructor. This course is a continuation of Preventive Maintenance. Automotive Mechanics I covers a general overall view of the basic systems in an automobile. The objectives are to acquaint the student with the basic systems that are common to today's automotive vehicles; to develop a proficiency in the use and care of hand tools and shop equipment; understand and practice safety procedures; general operation of each system and the care and light maintenance of these systems.

Engine Repair AUTO-103 3 hours

Prerequisite: Small Gasoline Engines, Automotive Mechanics I or consent of instructor. This course provides a study of the operation, problem diagnosis and repair of the multi-cylinder internal combustion engine. Theory of operation, problem analysis and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest engine designs.

Manual Drive Trains and Axles AUTO-104 3 hours

Prerequisite: Automotive Mechanics I or consent of instructor. This course is a study of the operation, diagnosis and repair of automotive manual power trains to include RWD transmissions and FWD transaxles, propeller shafts and CVs, clutches and RWD differential assemblies. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest designs.

Automotive Electricity and Electronics

AUTO-105 3 hours

Prerequisites: Automotive I, Electronics I, or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive electrical systems. Included are starting, charging and ignition systems as well as chassis electrical systems. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest system designs.

Engine Performance I AUTO-106 3 hours

Prerequisite: Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis, and repair of automotive computer-controlled electronic systems. Included are computer system operation and design, electronic ignition and engine control systems as well as chassis electronics. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest designs.

Brakes AUTO-107 3 hours

Prerequisites: Automotive Mechanics I, Automotive Electricity and Electronics, Electronics I or consent of instructor. This course is a study of the operation, problem diagnosis and repair of automotive brakes systems to include conventional, power boost and ABS brakes systems. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest designs.

Engine Performance II AUTO-108 3 hours

Prerequisite: Engine Performance I or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive computer controlled electronic fuel delivery and emission systems. Included are computer system operation and design, computer-controlled carburetor, throttle body and multi-port fuel injection as well as emission control systems. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of

proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest fuel delivery systems.

Heating and Air Conditioning AUTO-109 3 hours

Prerequisite: Automotive Mechanics I, Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive climate control systems. System units to be studied are heating/ventilating system, evaporator, condenser, receiver drier/accumulator and various compressor designs. Both thermostatic expansion valve and fixed orifice system will be studied. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest system designs.

Engine Performance III AUTO-110 3 hours

Prerequisite: Engine Performance II or consent of instructor. Computer controlled engine tune-up and driveability concerns will be addressed. Theory and a systematic approach to diagnosis of vehicle driveability and exhaust emission concerns will be covered in lab work. This course allows for all previously studied engine performance theories to be applied in specially designed laboratory projects. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest computerized engine control systems.

Automatic Transmissions and Transaxles

AUTO-111 3 hours

Prerequisites: Automechanics I, Manual Drive Trains and Axles, Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive automatic transmissions to include RWD and FWD vehicles. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest transmission designs.

Suspension & Steering AUTO-112 3 hours

Prerequisites: Automotive Mechanics I, Automotive Electricity and Electronics, Electronics I or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive suspension and steering systems. This course covers the evolution of steering and suspension systems as well as steering geometry. Both two and four wheel alignment will be explained as well as hands-on use of computerized four-wheel alignment measuring system. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of special tools and diagnostic procedures, along with appropriate repair methods will be addressed. Emphasis will be on the latest designs.

Internship I AUTO-113 3 hours

Prerequisite: Dealership/ Independent Shop sponsor and Engine Repair, Manual Drive Trains and Axles, Engine Performance I, Brakes, Suspension & Steering or consent of instructor. This course offers the supervised work experience necessary to make the courses taught on campus meaningful and useful. Students will practice the skills and knowledge acquired in classroom and laboratory projects in actual on-the-job situations.

Internship II AUTO-114 3 hours

Prerequisite: Dealership or Independent Shop sponsorship and Internship I, Engine Performance II and III, Heating and Air Conditioning, consent of instructor. This course offers the supervised work experience necessary to make the courses taught on campus meaningful and useful. Students will practice the skills and knowledge acquired in classroom and laboratory projects in actual on-the-job situations.

AVIATION**Private Pilot Ground School AVIA-101 4 hours**

This course is designed to prepare the student for the FAA written exam. Subjects include airplane systems, weather, navigation, regulations, safety, communications and airport layouts. This course includes a minimum of 60 hours lecture and recitation.

Private Pilot Flight Training AVIA-102 3 hours

This course is offered by arrangement for student completing the flight requirements for the private pilot certificate. Requirements include 20 hours of dual instruction, 20 hours of solo flying and an FAA checkride.

Instrument Ground School AVIA-107 3 hours

This course is a study of the instruments, aircraft systems, publications, weather reports, navigation and other topics in preparation for the FAA written exam. This course includes a minimum of 45 hours of lecture and recitation.

COSMETOLOGIST (1,500 clock hours) 44 cr. hrs.**Cosmetology I COSM-111 11 cr. hrs.**

The student begins a study of the art and theory of shampooing, rinsing, hair shaping, hair structure, hair coloring, waving, chemical relaxing and hair pressing. A study of nails and manicuring is followed by facial massage, complete facial makeup and the removal of superfluous hair and the use of electrolysis. Hair styling and a study of the skin and scalp is undertaken.

Cosmetology II COSM-112 11 cr. hrs.

This is a continuation of Cosmetology I and a study of scalp disorders and treatments, bacteriology, anatomy, electricity and light therapy, basic chemistry and cosmetic chemistry. The law governing schools and salons is examined. The student will begin applying the practices learned on the patrons in the salon laboratory.

Cosmetology III COSM-113 11 cr. hrs.

This course is a continuation of Cosmetology II. The student should take the 1000 hour examination during this portion of the program. The examination will cover professional practices, life science, physical sciences, hair designing, business training and laws relating to cosmetology. Safety measures and oral tests may also be given.

Cosmetology IV COSM-114 11 cr. hrs.

After successfully completing the 1000 hours written examination, the daily period assigned to theory shall be devoted to developing skills that will lead to productive employment in cosmetology. Oral and demonstration examinations shall be given upon the completion of the 1500 hour course of study.

Manicurist (350 hours) COSM-109 10 cr. hrs.

Manicurist training includes manicuring, sculptured nails, pedicuring and all methods of caring for nails, hand and arm

massage, sanitation, sterilization and care of equipment. Salesmanship, business training and laws relating to manicuring, and preparation for the written and oral tests are presented.

Cosmetology Seminar COSM-200 1-5 cr. hrs.

Lectures, demonstrations, hairstyling, business management for salon operators, personnel management, new trends in hair styling, public relations are subjects for seminars. This course is for licensed cosmetologists only and is not part of the licensure program.

Cosmetology Instructor COSM-209 9 hours

Prerequisite: Must be a licensed cosmetologist with a minimum of one year on the job experience. Training includes lectures and demonstrations that will prepare a cosmetologist to become an instructor of cosmetology. Examinations shall be given upon the completion of the 300-hour course of study.

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, prevention of injury to the person will be studied.

Introduction to the Administration of Justice**CRIM-101 3 hours**

This course includes an introduction to the philosophy and history of law enforcement constitutional limitations, function and jurisdiction of agencies, survey of procedures from arrest to release, an attempt to evaluate the system's effectiveness and orientation on careers in the field. Introduction to the Administration of Justice examines the role of law enforcement and criminal justice in contemporary American society.

Law Enforcement Operations and Procedures**CRIM-102 3 hours**

Prerequisite: Criminal Investigation I. This introductory course surveys the organizational structure of criminal justice enforcement agencies and gives limited attention to the purposes, functions, departmental relationships and community effectiveness of the various specialized areas of enforcement operations. This course deals primarily with basic functions and tactics such as patrol procedures, crime scene techniques, etc.

Criminal Law CRIM-103 3 hours

Prerequisite: Introduction to Administration of Justice. This course studies the history, scope and nature of law; parties to crime; classification of offenses; act and intent; capacity to commit crime and defenses; arrest, search and seizure. This course includes the study of elements of major criminal statutes. Criminal Law is an integrated study of Kansas Criminal Code.

Traffic Accident Investigation CRIM-104 3 hours

Prerequisite: Law Enforcement Operations and Procedures. This course includes a study of enforcement problems created by modern vehicular movement; traffic regulations, control and enforcement; the roles of engineering and education in the traffic picture; traffic accident investigation; statistics as applied to selective enforcement.

Supervised Police Training CRIM-106 4 hours

Prerequisite: Department consent. This course will be conducted under the direct supervision of the instructors in the Administration of Justice Department. The students will be assigned in patrol cars and placed in the community to participate in simulated police operations including various phases of police administration, records keeping, patrol traffic, criminal investigation, accident investigation, obtaining arrest and search warrants, testifying in court and the handling of juvenile offenders.

Law Enforcement in the Community CRIM-107 3 hours

This course will introduce the criminal justice student to what is perhaps the most significant effort to identify, label, and implement a new organization strategy for the police component: Community Policing. This course will detail the evolution of community policing, new organizational strategies, the broadening of the police mission, decentralizing of police services, the new breed of law enforcement officer, and new ideas in dealing with the drug problem facing our society.

Administration of Juvenile Justice CRIM-108 3 hours

Prerequisite: Introduction to Administration of Justice. This course includes a survey of delinquency related factors and modern measures for treatment and prevention, law pertaining to juveniles, juvenile court procedures, court-ordered detention, organization, function and jurisdiction of juvenile agencies. Detention and processing by law enforcement agencies will be studied. The Kansas Juvenile Code is incorporated into the curriculum.

Security Administration CRIM-109 3 hours

This course may be taught in three sessions. A student may enroll in any or all of the separate sessions. Composite description: Organization and management of governmental, proprietary and industrial security systems, external and internal loss control, fire control, employee identification, television and other mechanical and scientific aids, security and safety surveys, government security procedure where government interests are involved.

Sessions include: (1) Overview of the public and private security and safety field with greater concentration on proprietary and industrial security and safety (2) Governmental security: legal basis, governmental programs, physical security, information security, personnel security, security classifications (3) Proprietary security with emphasis on retail security systems and procedures, internal loss, external loss, fraud, prevention.

Criminal Procedures CRIM-110 3 hours

Prerequisite: Criminal Law. This course studies statutory and judicial provisions governing the processing of persons and evidence in criminal matters. Criminal Procedures deals with jurisdiction, use of force, search and seizure, evidence, warrants, arrest, rights and privileges, inquests, and indictments, preliminary examination, arraignment, pleas and motions, bail, trial, appeal interrogations and confessions. This course includes an integrated study of Kansas Criminal Procedure.

Criminal Investigation I CRIM-111 3 hours

Prerequisite: Introduction to Administration of Justice. This course examines the methods, techniques, tools and precepts employed by the modern criminal investigator including the identity and nature of evidence, its preservation and effective use. Police report writing and crime scene investigation is emphasized.

Introduction to Corrections CRIM-114 3 hours

This course includes an overview of correctional theory, institutions, systems, programs and agencies, including adult prisons, juvenile facilities, jails, probation, parole and community involvement.

Police Administration CRIM-116 3 hours

Prerequisite: Introduction to Administration of Justice. This course studies police organization and management from the perspective of the chief administrator. Principles of organization and leadership will be studied along with the function and interaction of organizational components. Administration of line, staff and auxiliary divisions and subordinate functions, policy formulation and executive responsibilities will be included.

Police Report Writing CRIM-120 3 hours

This course is designed for Criminal Justice majors and in-service personnel. Emphasis will be placed on effective interviewing, notetaking, analyzing and organizing notes, and writing police reports. Kansas Statutes and common law enforcement reporting forms will be utilized. The application of word processing and data based management is incorporated.

Police Firearms I CRIM-121 1 hour

Prerequisite: Consent of department. This course is a basic combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on the .38 and/or .357 caliber revolver, weapon safety, maintenance, selection and maintenance of leather gear and shooting basics.

Strategic Team Building CRIM-200 1-3 hours

This course provides group challenge, self-confidence, trust and interaction for participants of all ages. Strategic Team Building is an approach to education and recreation, and places a high level of expectation within an atmosphere of support and caring. Three levels of situational activities (level one: readiness; level two: low elements/group initiatives; level three: high elements) are designed to promote personal and group responsibility, self-esteem, communication, goal-setting, decision making, and problem-solving skills.

Criminology CRIM-205 3 hours

Prerequisite: Introduction to Administration of Justice. Crime as a form of deviant behavior, nature and extent of crime, past and present theories, evaluation of prevention, control and treatment programs will be studied.

Criminal Investigation II CRIM-212 3 hours

Prerequisite: Introduction to Administration of Justice or consent of the department. Scientific aids available to law enforcement officers, including forensic chemistry, physics and microanalysis will be studied. Investigative procedures from crime scene through laboratory analysis to court presentations will be presented.

Problems in Criminal Justice CRIM-213 4 hours

Prerequisite: Consent of department. This course includes a study of law enforcement principles, practices and administrative methods required for effective results in contemporary society. Management problems are approached from the point of view of the command personnel and the chief administrator. Problems in Criminal Justice deals with all areas of line, staff and auxiliary functions as well as the mission and organizational structure of modern law enforcement. In-depth study of an assigned topic is required.

Crime Prevention CRIM-217 3 hours

Prerequisite: Introduction to Administration of Justice or consent of department. Crime prevention involves analyzing criminal attack methods and designing specific actions within the environments of potential victims to reduce criminal opportunities and manage crime risks. The strategies of crime prevention basically are to stimulate appropriate crime prevention attitudes and behavior on the part of individuals and groups and to work toward physical environment changes which promote crime prevention.

Sex Crimes CRIM-219 3 hours

Prerequisite: Consent of department. This course includes an analysis of sexually motivated crimes and their application to the Criminal Justice process. Psychological, physical, investigative and legal aspects relating to the prevention, investigation and prosecution will be explored. Major emphasis will be placed on sexual assault, incest, and sexually motivated homicides, as well as other areas of sexual deviancy which result in criminal actions.

Police Firearms II CRIM-222 1 hour

Prerequisites: Firearms I and consent of department. This course is an advanced combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on skill development with service revolver utilizing the various combat stances and positions.

Police Firearms III (Semi-Automatics) CRIM-223 1 hour

Prerequisites: Firearms I and consent of department. An advanced combat firearms course for Criminal Justice majors and in-service officers. Emphasis will be placed on the S & W 4506 semi-automatic pistol including weapon familiarization, safety, maintenance, and shooting basics utilizing a variety of combat courses. A review of legal responsibility to weapon use in law enforcement will be given. The use of cover, multiple targets and shoot/don't shoot decision making will be included.

Criminal Justice Computer Applications CRIM-226 3 hours

Prerequisite: Basic computer knowledge. This course studies the utilization and implications of the computer and software to the criminal justice professional with emphasis placed on the use and integration of word processing electronic database, electronic spreadsheets and other types of software. Direct applications to specific problems including report writing, criminal investigations, traffic accident investigation, police administration, institutional administration, recordkeeping and communications will be emphasized.

Correctional Law CRIM-227 3 hours

Prerequisite: Introduction to Corrections. This course includes an in-depth study of the constitutional rights of prisoners including historical approaches to current court decisions and the effect on the inmate, officials and the public. Issues including cruel and unusual punishments, right to privacy, freedom of religion, overcrowding and others will be covered.

Juvenile Corrections CRIM-228 3 hours

Prerequisite: Administration of Juvenile Justice. This course includes an in-depth study of correctional programs directed at the violent and non-violent juvenile offender including a review of historical approaches to a review of current community programs

and offender institutionalization. Issues relating to the reintegration of the juvenile offender back into the community will be addressed with special consideration given to specific problems.

Community Corrections CRIM-229 3 hours

Prerequisite: Introduction to Corrections. This course studies treatment, management and supervision of correctional clients in the community including persons released on probation, parole, and/or sentenced to serve time in local programs. This course will begin with the role of the court service worker/probation officer through the court release of the client to the community.

Institutional Management and Administration CRIM-230 3 hours

Prerequisite: Introduction to Corrections. This course includes an in-depth study of the management and administration of modern correction facilities, including adult prison, juvenile facilities, jails and community corrections facilities. Issues relating to the management and administration of employees, records and budgeting, as well as supervision of inmates including current rehabilitation and education programs, security, classification and inmate management systems will be studied.

Critical Decision Making in Criminal Justice CRIM-231 1 hour

Prerequisite: Consent of instructor. This course 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: Consent of instructor. This course provides an introduction to forensic computer investigations, a relatively new branch of the forensic sciences dedicated to the analysis of the computer as it relates to criminal activity and evidence. This course is designed to introduce the student to the operational functioning of computer technology including its use in tracking and analyzing information to improve the detection of criminal activity, case solvability factors, and the powerful abilities of computer to rapidly analyze raw data. The basic operation of the computer including DOS, Windows based machines and the use of the Internet as an information tool will be an integral part of this course. The handling and treatment of computer related evidence will also be emphasized.

Forensic Criminalistics I CRIM-255 4 hours

Prerequisite: Consent of instructor. This course provides an introduction to criminalistics, a branch of the forensic sciences dedicated to the analysis of criminal evidence. Traditional laboratory techniques will be blended with new technologies including computerization, digital photography, DNA, and others to provide students with state-of-the-art approaches to evidentiary challenges.

Police Science Seminar CRIM-2001, 2002, 2003 1-3 hours

This course includes a series of seminars in the field of criminal justice. Police Science Seminar addresses new techniques and innovations in the field in the search for solutions of criminal problems. This course may be repeated as topics vary.

POWER PLANT TECHNOLOGY**Introduction to Plant Technology POPT-101 2 hours**

This course is intended for students with little or no power plant knowledge. Familiarity with the basic concepts of a power plant's purpose, theory of operation and major components are objectives of this course.

Power Plant Mathematics POPT-102 2 hours

The student with limited mathematics background will progress from fundamental math concepts to a level of competency that will allow application of principles to solve common power plant problems.

First Aid and Safety POPT-103 2 hours

This is an introductory course for anyone working in power plants. Familiarity with basic safety principles, hazard recognition and first aid procedures are presented. Standard First Aid and CPR completion are included in this course.

Power Plant Principles POPT-104 4 hours

This course will lead students who have a basic knowledge of power plants through the energy conversion processes involved in taking raw material, i.e., coal, and producing electrical energy. The student will develop the skills necessary to apply these concepts to the modern day electrical power plant.

Power Plant Cycle POPT-105 3 hours

This course is designed for students who wish to gain an insight into steam generation, and the principles governing the generation. The course will familiarize the student with plant operations that affect the overall plant efficiency and how to do calculations of efficiency.

Mechanical Fundamentals POPT-106 3 hours

For students with limited experience with mechanical concepts, this course explores methods of lubricating rotating equipment and reducing friction of rotating elements.

Power Plant Systems POPT-107 4 hours

Students with a basic knowledge and understanding of the electric power industry will learn the mechanical components and flow paths that are common in the industry.

Electrical Principles POPT-108 3 hours

Students with limited knowledge in electrical theory and power generation will learn basic electrical theory and simple circuits, and how some devices utilize electricity.

Boilers POPT-109 2 hours

The student desiring a working knowledge of industrial boilers and the associated equipment will learn typical methods of operating a boiler, as well as all of the fluid movement through the boiler.

Turbines POPT-110 2 hours

The student with a generalized background in physical properties of fluid flow and energy conversion will learn the design of turbines and application of various types of turbines to meet specific needs. The support system and its function will be studied.

Electrical Power Generation POPT-111 2 hours

The student who is working toward an understanding of electrical generation, and who has a basic concept of electrical theory will learn the operation of a generator and the necessary support systems and equipment to understand how the entire plant works in unison to produce electrical power.

Fuels and Combustion POPT-112 2 hours

The student with a general background in boilers will gain increased knowledge in the operation of a power plant. The safe and efficient combustion of fossil fuels is the focus of the course.

Environmental Protection POPT-113 3 hours

The student with little or no knowledge of control of the release of pollutants into the environment will learn positive means to operate the power plant properly to reduce the risks to our surroundings.

Plant Instrumentation POPT-114 3 hours

The student who possesses a general knowledge of the various systems and processes in a power plant will learn how the concepts of force, weight and motion form a core of understanding in the development of the process of instrumentation.

Plant Protection POPT-115 2 hours

The student with an overall understanding of how the various components function will learn how to prevent and limit damage to equipment, and how to minimize the results of equipment failure.

Mechanical Equipment POPT-116 3 hours

The student with a limited mechanical background will learn basic overhaul procedures, emphasizing safety requirements. The student will develop the skills necessary to identify the important inspection points during an overhaul.

Gas Turbines and Diesels POPT-117 3 hours

The student with little or no knowledge of gas turbines or diesels will gain the knowledge of these devices to better understand their purpose and how they add to the overall reliability of an electrical system.

Electrical Systems POPT-118 2 hours

The student who wants a better understanding of the entire power industry will examine various points in a system, including transformers, switchyards, substations and station service systems.

Instrumentation and Controls POPT-119 3 hours

The student will learn how an entire power plant can be monitored and controlled from one location. The basics of control systems, and the individual components of a control loop will be studied. Specific attention will be directed towards controllers and types of control.

Introduction to Transmission and Distribution, Transmission, Substations and Switchyards, and Distribution**POPT-120 2 hours**

The student will learn how basic electrical system components are used to deliver reliable electrical power from power plants through transmission and distribution systems to the customer.

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Refrigeration Engineer Technician Association Trainer

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