



2006 - 2008
[ACADEMIC
CATALOG]

GARDEN CITY COMMUNITY COLLEGE





Accreditation:

- **Higher Learning Commission
of the North Central Association of Colleges**
- **National League of Nursing**
- **Kansas State Department of Education**

General Information

2006-2008 ACADEMIC CATALOG

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CATALOG DISCLAIMER INFORMATION

All contents of this publication are accurate as of June 1, 2006. 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: Cathy McKinley, Equal Opportunity Compliance Officer, Garden City Community College, 801 Campus Drive, Garden City, Kansas 67846 (620) 276-9574.



PRESIDENT'S MESSAGE

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

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

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

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

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

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

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

I want to congratulate you on selecting GCCC. I believe in the value that a community college offers, and I gauge the success of our institution on how well you achieve your goals and objectives. Welcome to Garden City Community College. From here, you can go anywhere.

Carol E. Ballantyne, Ph.D.
President

2006-2007 ACADEMIC CALENDAR

August 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2006

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October 2006

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November 2006

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December 2006

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January 2007

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- August 10 Division/Dept. Day
- Faculty reports
- 11 Inservice
- 14 Orientation/Assessment
- 15 Registration Day/Office Day
- 16 Classes begin
- September 4 LABOR DAY - No classes
- October 12 Mid-term grades due in Registrar's Office by 1 p.m.
- FALL BREAK- No classes
- Work Day for Faculty
- 13 FALL BREAK - No classes
- Faculty Holiday
- 16 Classes Resume
- November 6 Spring Enrollment begins for currently enrolled students only
- 13 Last day to withdraw from Fall Semester classes
- 22 THANKSGIVING BREAK begins
- 27 Classes Resume
- Spring Enrollment begins for all students
- December 11-13 Final Exams
- 14 Final grades due in Registrar's Office by 1 p.m.
- Semester ends
- January 3 Registration Week begins
- 8 Faculty reports - Inservice
- 9 Division/Dept. Day
- 10 Classes begin
- February 19 PRESIDENT'S DAY - No classes
- Faculty/Staff Holiday
- March 9 Mid-term grades due in Registrar's Office by 1 p.m.
- 19 SPRING BREAK begins
- 26 Classes resume
- April 6 EASTER BREAK begins
- 10 Classes resume
- Fall Enrollment begins for currently enrolled students only
- 16 Last day to withdraw from Spring Semester classes
- 23 Fall Enrollment begins for all students
- May 12 Commencement
- 14-16 Final Exams
- 17 Final grades due in Registrar's office by 1 p.m.
- Semester ends
- 23 **Early Summer Session begins**
- 30 **MEMORIAL DAY - No classes**
- June 10 **Early Summer Session ends**
- 13 **Regular Summer Session begins**
- July 4 **INDEPENDENCE DAY**
- No classes
- 22 **Regular Summer Session ends**

February 2007

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April 2007

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June 2007

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July 2007

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THIS CALENDAR IS SUBJECT TO CHANGE.

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

2007-2008 ACADEMIC CALENDAR

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2007

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October 2007

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November 2007

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December 2007

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January 2008

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- Faculty Holiday
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- November 5 Spring Enrollment begins for currently enrolled students only
- 12 Last day to withdraw from Fall Semester classes
- 21 THANKSGIVING BREAK begins
- 26 Classes Resume
- Spring Enrollment begins for all students
- December 10-12 Final Exams
- 13 Final grades due in Registrar's Office by 1 p.m.
- Semester ends
- January 3 Registration Week begins
- 7 Faculty reports
- Division/Dept. Day
- 8 Inservice
- 9 Classes begin
- February 18 PRESIDENT'S DAY - No classes
- Faculty/Staff Holiday
- March 7 Mid-term grades due in Registrar's Office by 1 p.m.
- 14 SPRING/EASTER BREAK begins
- 25 Classes resume
- April 7 Fall Enrollment begins for currently enrolled students only
- 14 Last day to withdraw from Spring Semester classes
- 21 Fall Enrollment begins for all students
- May 10 Commencement
- 12-14 Final Exams
- 15 Final grades due in Registrar's office by 1 p.m.
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March 2008

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April 2008

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May 2008

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June 2008

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July 2008

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GENERAL INFORMATION

- **Accreditation**
- **Mission**
- **Educational Philosophy**
- **History**
- **Admissions Policies & Procedures**
- **Enrollment & Registration**
- **Costs**
- **Financial Aid**
- **Academic & Student Policies & Procedures**
- **Student Assistance & Services**
- **Extended Educational Opportunities**
- **Degrees, Certificates & Graduation Requirements**

GENERAL INFORMATION

ACCREDITATION

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

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

MISSION STATEMENT

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

EXPECTED STUDENT OUTCOMES

Essential Skills

Students will possess essential skills.

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

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 ethic, 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.

Workforce Development

1. Workforce development will be responsive to community economic development needs.
2. Continuing education courses will satisfy local employer needs.
3. Medical education programs will be consistent with population dynamics.

EDUCATIONAL PHILOSOPHY

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

PURPOSE

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

COLLEGE HISTORY

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

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

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

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

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

ADMISSIONS

ADMISSIONS POLICIES

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

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

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

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

SELECTIVE ADMISSIONS PROGRAMS

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

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

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

Voters approved a \$2.5 million bond issue, supplemented by a \$538,000 federal grant for construction. Buildings erected between 1968 and 1970 were the Residence Hall, Student Center, Academic Building, Thomas F. Saffell Library, Administration Building, Warren L. Fouse Science-Math Building, Pauline Joyce Fine Arts Building and the Physical Education Building. The John Collins Vocational Building was added in 1974. The Williams Baseball Stadium, named for Garry and Janet Williams, was added in 1975, and a residential life addition was built in 1978. The Penka Building, named for Sister Aquinata Penka, was added in 1986 when additions were completed to the Joyce, Collins and PE Buildings.

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

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

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

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

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

ADMISSIONS PROCEDURE

NEW STUDENTS

Students must obtain, complete, and submit the following:

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

NON-DEGREE SEEKING STUDENTS

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

FORMER STUDENTS

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

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

HIGH SCHOOL STUDENTS

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

GIFTED PROGRAM STUDENTS

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

TRANSFER STUDENTS

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

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

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

OUT-OF-STATE STUDENTS

Residency Defined

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

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

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

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

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

A student who is classified as a non-resident for tuition purposes when enrolling and who disagrees with that classification shall be entitled to an appeal, provided that a written appeal is filed with the Registrar within 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 of tuition **in full** as originally assessed shall be a **condition to the right to appeal** from residency classification or reclassification. **If a student fails to file an**

appeal in the allocated time and manner stated above, the classification or reclassification determined by the Registrar shall, upon expiration of the appeal period, become final.

INTERNATIONAL STUDENTS

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

International students are advised that the college does not provide special language training, and employment opportunities are limited. International students must also obtain a TOEFL (Test of English as a Foreign Language) score of at least 500 (paper) or 173 (computer based) for admission to GCCC. Applicants who have scores below 500/173 will be considered on an individual basis. The regular student application for admission is required.

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

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

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

4. Payment of \$150 U.S. by international money order with initial Application for Admission, payable to "Garden City Community College" for processing papers and forms for the prospective student. This payment is **not** refundable whether or not the student actually enters the college.
5. Specific evidence (bank statement or validated deposit slip) that the student has **direct** access to **at least \$10,392 U.S.** to cover expenses for the academic year.
6. Applicants must send a personal health history and immunization record 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.

- * International students must complete the GCCC Health and Immunization Record and will be **required** to have a Tuberculin Skin Test (PPD) administered by the college health nurse upon arrival at a minimal cost (approximately \$7.50 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.)

UNDOCUMENTED IMMIGRANTS AND OTHERS

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

1. the student has attended an accredited Kansas high school for three or more years and
2. has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas and
3.
 - a. in the case of a person without lawful immigration status: has signed and filed an affidavit with the institution stating that the person or person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so or
 - b. in the case of a person with a legal, non-permanent immigration status: has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so.

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

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

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

AUDIT STUDENTS

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

RETENTION OF RECORDS

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

ENROLLMENT & REGISTRATION

STUDENT CREDIT HOUR LOAD

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

ENROLLMENT

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

PLACEMENT ASSESSMENT

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

ADVISEMENT

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

STUDENT CLASSIFICATION

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

COURSE NUMBERS

000-099 Developmental courses. Developmental courses are designed to raise the level of basic skills so that students can perform satisfactorily in college level courses. **These courses do not count toward fulfilling the 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 Student and Community Services Center. Students are requested to carry the card at all times to take advantage of a number of activities and events free of charge. The I.D. card entitles the student to the following:

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

6. Entry to the college cafeteria for those who have contracted for meals.
7. Cash discounts at area businesses.

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

REGISTRATION

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

DEADLINES

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

ADD/DROP PROCEDURES

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

ADDING CLASSES

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

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

Office will process the Change of Schedule form.

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

DROPPING CLASSES

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

After the fifth (5th) day of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. **In addition, if the student is receiving a scholarship from any GCCC organization or team and/or is receiving financial aid and the schedule change results in the student's enrollment dropping below a total of 12 credit hours, the student must also obtain a signature of approval from the coach, organization sponsor and/or Financial Aid Office before turning in the Change of Schedule form to the Registrar's Office.** Courses dropped prior to the published 20th day of classes (certification day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student's transcript. After the certification date, officially dropped courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until the published "last date to withdraw." After the last date to withdraw, students who do not officially drop (withdraw) from a class will receive the grade recorded by the instructor. Students may appeal to the Learning Services committee to receive a withdraw by following these steps:

- a. The student must notify the Dean of Learning Services of his or her desire to appeal.
- b. The Dean will give the student an appeal form which must be filled out and returned to the Dean.
- c. The Dean will forward all appeals to the Appeal Committee which will be comprised of three members of the Learning Services Committee.
- d. The Appeal Committee will meet to approve or deny the appeals and will send the forms back to the Dean of Learning Services who will notify the students of the outcome.
- e. The decision of the Appeal Committee will be considered final. If the request is approved, the student will be dropped from the class in question and receive a "W" for the class. If the request is denied, the student will receive the grade for the class that the instructor records.

COMPLETE WITHDRAWAL FROM COLLEGE

Students who find it necessary to withdraw from all college classes for the remainder of the semester must meet with a counselor in the Student and Community Services Center. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving GCCC. Instructors cannot withdraw a student who has stopped attending. Students

who do not process a Complete Withdrawal will receive an “F” for those classes in which they are still enrolled, and that grade will be recorded on their transcripts. Students receiving any type of financial aid must also complete an exit interview with a financial aid staff member.

COSTS

*TUITION AND GENERAL FEES

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

KANSAS IN-STATE RESIDENCY STATUS

Tuition\$39 per credit hour
 Student Fees\$21 per credit hour
 (includes \$6 Technology and \$3 Student Center Fee)

OUT-OF-STATE RESIDENCY STATUS

Tuition\$65 per credit hour
 Student Fees\$21 per credit hour
 (includes \$6 Technology and \$3 Student Center Fee)

*SPECIAL FEES

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

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

*Tuition and fees are subject to change.

FEE PAYMENT

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

TUITION AND FEES REFUND POLICY

- Students may be eligible for refunds upon filing a “Change of Schedule” form in the Registrar’s Office. Written notification is required.
- Students who enroll during the early enrollment period and fail to make the required (fee) payment by the publicized date will have their enrollment deleted without the necessity of completing a “Change of Schedule” form.
- Refunds are calculated based on the day the official withdrawal is filed in the Registrar’s Office (in person, by fax or by postmark date), not when the student stopped attending class. **Failure to attend or ceasing to attend a class does not constitute an official withdrawal.**
- If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of date.
- If a student withdraws from a course after the refund period and simultaneously adds a course, no refund will be given for the withdrawn (dropped) course. Full tuition and fees will be charged for the added course.
- 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 all GCCC classes are also subject to a Pro-rata or Federal refund calculation as applicable. All applicable refund/repayment calculations will be figured and students will receive the largest refund possible. Examples of each refund are available upon request from the Financial Aid Office.

100% REFUND PERIODS

(also applies to Evening and Outreach classes):

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

- **Sessions Less Than 8-Weeks**

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

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

- **Workshops and Seminar Refunds**

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

REFUND APPEAL PROCEDURE

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

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

PAYMENT OF OBLIGATIONS

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

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

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

RESIDENCE HALL COSTS

The Residence Hall Contract is a room and board contract. The cost includes actual room rent and food service for three different meal plans (19, 15, or 10 meals per week). This amount is subject to change. Students interested in living in the Residence Halls should telephone the Residential Life Office at (620) 276-9516 for current costs, contracts, payment plans available, and additional information.

TEXTBOOK COSTS

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

TRANSCRIPT FEES

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

RETURNED CHECK POLICY

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

FINANCIAL AID

GOAL & PHILOSOPHY

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

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

SERVICES

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

APPLICATION PROCESS

To apply for Federal Student Financial Aid, students must submit the Free Application for Federal Student Aid (FAFSA). 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 degree or certificate seeking student in an eligible program of study.
- Make satisfactory academic progress toward earning a degree or certificate in an eligible program.

TYPES OF AID

U.S. Department of Education

Federal Financial Aid

- **Federal Pell Grant**
A Federal Pell Grant helps undergraduates pay for their education after high school. Pell Grants are need-based and, for those who qualify, provide a foundation of financial aid to which aid from other sources may be added. Unlike loans, grants generally do not have to be repaid.
- **Academic Competitiveness Grant**
Students who are eligible for Pell Grants could receive additional awards under the new Academic Competitiveness Grant Program if they have completed "a rigorous secondary-school program of study" and maintain a 3.0 GPA in college. Students should contact the Financial Aid Office for additional information.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
The FSEOG is available to students who demonstrate exceptional need. Students must be eligible for Pell Grant to receive FSEOG. FSEOG is very limited at Garden City Community College, so students must apply early to receive full consideration for this award. FSEOG awards normally do not have to be repaid.
- **Federal Work-Study**
The Federal Work-Study Program provides part-time employment for students with financial need. Students work in college facilities or in approved community programs. **Garden City Community College also provides work-study opportunities to students who do not demonstrate financial need.**
- **Federal Stafford Loan**
A Stafford Loan is a low-interest loan made through lenders such as banks, credit unions, or savings and loan associations. These loans must be repaid.
- **Federal PLUS Loan**
The PLUS Loan program allows parents to borrow to help pay for their student's education. Like Stafford Loans, PLUS Loans are borrowed through banks, credit unions or savings and loan associations, and must be repaid.

GCCC Institutional Aid

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

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

Additional Financial Aid Assistance

- **Veterans Administration Benefits**
Veterans, spouses, and children of disabled or deceased veterans may qualify for special education benefits. Students should contact their local Veteran’s Administration Office for further information.
- **Vocational Rehabilitation**
Students with physical or emotional disabilities may qualify for special assistance. Students should contact the Division of Vocational Rehabilitation, Department of Social and Rehabilitation Services in their area.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that a student must be making “satisfactory academic progress” toward a degree or transfer program leading to a bachelor’s degree to be eligible to receive federal financial aid. GCCC will review each student requesting financial assistance from the college to determine if satisfactory academic progress is being met; the review will be based on all academic transcripts. Enrollment periods and transfer hours that were completed during a term in which financial aid was not received are included in the calculation.

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

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

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



THE STUDENT AND ACADEMIC DECISIONS

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

STUDENT RESPONSIBILITIES

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

UPDATING STUDENT INFORMATION

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

ADVANCED STANDING CREDIT

Advanced standing implies that credit will be granted for specific courses in which certain requirements or standards have been satisfactorily completed from external sources. These external sources may include: **proficiency examinations, military credits, national standardized examinations, Kansas Technical Colleges and Schools, competency based programs, correspondence courses, and departmental course challenges.** A maximum of 30 credit hours may be accepted by this method. (Credits transferred from regionally accredited universities/colleges are excluded from this classification; however, the total hours applicable to fulfilling degree requirements from advanced standing and/or transfer cannot exceed 48 semester hours.)

Advanced standing credit will not count for the 16 credit hour residency requirement. All external credit requests must be evaluated and approved by the College Registrar. The source will also be listed on the transcript.

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

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

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

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

Advance Placement (AP) and CLEP Examinations

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

Competency-Based Credits

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

Departmental Course Challenges

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

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

Military Credits

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

Those students who are currently or were previously in the Army/Army National Guard should request a copy of their Army/American Council on Education Registry Transcript (AARTS) be sent to the college Registrar. Request forms are available from that office. U.S. Air Force enlisted or formerly enlisted personnel must request an official copy of their Community College of the Air Force transcript be sent to the Admissions Office. The Navy also provides college credit recommendation transcripts. Students in other Military branches must submit their DD214 for evaluation

High School Articulation

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

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

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

Vocational Courses from Kansas Area Technical Colleges/Schools

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

Completed Technical Programs

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

Correspondence Study Credits

Correspondence Study courses will be accepted for equivalent GCCC courses provided they were received from

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

Other External Credits

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

ATTENDANCE

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. Instructors will be provided lists of participants in college activities.

CLASS CANCELLATION

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

EXAMINATIONS

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

GRADING SYSTEM

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

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

CREDIT/PASS GRADES

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

PASS/FAIL POLICY

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

The following conditions apply to students choosing this option:

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

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

POSTING GRADES

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

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

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

INCOMPLETE GRADES

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

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

INDEPENDENT STUDY COURSES

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

REPETITION OF COURSES

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

GRADE CHANGES

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

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

ACADEMIC PROBATION/DISMISSAL

Students enrolled in six or more credit hours, whose semester grade point average falls below 1.5 will be placed on academic probation. This is a warning that the individual's performance is below that necessary for satisfactory academic progress. To avoid dismissal, the student's semester grade point average must be a minimum of 1.5 in 6 or more credit hours 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.

ACADEMIC DISMISSAL APPEAL PROCESS

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

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

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

the student's right to appeal for that appeal session.

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

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

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

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

ACADEMIC RENEWAL

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

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

5. This policy refers to GCCC only. A student transferring from or to another institution will have to follow the other institution's policy.
6. Academic Renewal will be granted for only one semester.
7. Granting of Academic Renewal does not affect or alter a student's record for financial aid awards or for athletic eligibility.

HONORS RECOGNITION

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

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

TRANSCRIPTS

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

RECORDS ON HOLD

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

STUDENT RECORDS

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

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

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

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

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

STUDENT'S PRIVACY RIGHTS

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

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative head of the education agency, or the educational authorities;
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974;
- f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;
- g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns.

- h. To comply with a judicial order or a lawfully issued subpoena;
- i. To appropriate parties in a health or safety emergency;
- j. Directory information so designated by the educational institution as follows:
 - 1. Name
 - 2. Address
 - 3. Telephone listing
 - 4. Date and place of birth
 - 5. Major field of study
 - 6. Classification
 - 7. Participation in officially recognized college activities
 - 8. Sports - weight and height of athletic team members
 - 9. Dates of attendance
 - 10. Degrees or certificates earned
 - 11. Awards received
 - 12. Most recent previous educational institution attended
 - 13. Photograph

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

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

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

SENIOR CITIZENS

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

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

VERIFICATION OF ENROLLMENT

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

STUDENT CONDUCT

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

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

Discipline is the responsibility of the Dean of Student Services. Cases involving minor infractions of normal discipline are handled by the Disciplinary Review Board. Disciplinary action will be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well being, infringement on others' rights, damage to college property, or any other situation which reflects negatively on the college community, programs, organizations, or activities.

The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of college officials.

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

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

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

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

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

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

- **Fireworks, Firearms and Ammunition, Knives or Other Weapons** – A Garden City ordinance forbids the detonation of fireworks within the city limits. Kansas Statute 39-17-1309 forbids carrying weapons on school property. Firearms, ammunition, knives, explosives, explosive weapons, weapons of any type or any stolen property are strictly prohibited on the campus. This list includes, but is not limited to, any weapon designed to fire any projectile, i.e., paintball guns, bb guns, air rifles, pellet guns, etc. The college cooperates and will report any violations to local law

enforcement agencies for prosecution. Students will also be dismissed from the college should any type of weapon be used in a threatening manner.

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

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

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

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

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

COLLEGE DISCIPLINARY PROCESS

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

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

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

IMPLEMENTATION OF DISCIPLINARY PROCESS

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

DISCIPLINARY APPEALS PROCEDURES

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

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

COLLEGE DISCIPLINARY REVIEW

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

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

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

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

THE PRESIDENTIAL REVIEW

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

ATHLETIC CODE OF CONDUCT

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

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

from the immediate confines of practice and or competition in which the athlete can and may be in violation.

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

1. The coach will have the initial responsibility to take first disciplinary action.
2. Action taken by the Disciplinary Committee may include, but not be limited to:
 - a. Short-term suspension – Suspension from at least one regular season athletic contest.
 - b. Long-term suspension – Suspension from at least 20% of the regular season athletic contests, up to the entire season with forfeiture of any future athletic scholarship at GCCC.
 - c. Expulsion – Elimination from participation in all athletic activities while enrolled at GCCC. The athletic scholarship will also be forfeited for the remaining enrollment at GCCC.

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

ATHLETIC DEPARTMENT DISCIPLINARY PROCESS

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

IMPLEMENTATION OF DISCIPLINARY PROCESS

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

The Committee will consist of the following members:

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

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

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

STUDENT APPEALS OTHER THAN DISCIPLINARY AREAS

THE STUDENT AND ACADEMIC DECISIONS

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

ACADEMIC ETHICS

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

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

ACADEMIC DISHONESTY POLICY

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

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

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

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

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

GRADE APPEALS PROCESS

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

NON-ACADEMIC APPEALS PROCESS

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

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

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

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

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

CAMPUS ENVIRONMENT/ OFFICIAL COMPLIANCE

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, 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 he or she doesn't sexually submit.

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

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

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

STATEMENTS OF NON-DISCRIMINATION/ EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, 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: Cathy McKinley, Equal Opportunity Compliance Officer, Garden City Community College, 801 Campus Drive, Garden City, KS 67846. (620) 276-9574.

ADA/EQUAL ACCESS

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

DRUG/ALCOHOL-FREE CAMPUS

GCCC has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon the academic community and are not associated with a single socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. GCCC subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse:

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

help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance. The institution is committed to a healthy environment for learning and living.

STUDENT ACCOMMODATIONS

The College seeks to provide all students with a quality education and equal educational opportunities. Action will be taken, if necessary, to comply with legal requirements ensuring that such requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability. Requested changes shall not be granted if they require alteration of essential elements of the program or directly related licensing requirements, or would result in undue financial or administrative burdens.

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

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

Graduation Rate

The four-year completion or graduation rate for students who entered Garden City Community College fall 2000, 2001, 2002, and 2003 as first-time, full-time, degree-seeking students was 34%. The four-year successful transfer-out rate for other students (non-graduates) in the same cohort groups was 35%. The persistence rate accounted for 69% of the four-year cohort groups. (2006 Graduation Rate Survey)

Crime Statistics

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

Current or prospective students interested in obtaining father information should contact the Dean of Student Services Office located in the Student and Community Services Center.

STUDENT ASSISTANCE & SERVICES

STUDENT SERVICES

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

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

SALMANS ADVISING CENTER

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

ASSESSMENT AND TESTING PROGRAM

GCCC students complete a skills assessment to determine course placement. The placement assessment determines if the student is prepared to succeed in the required English and math courses or if he/she would benefit from developmental course preparation as well as reading courses before advancing to the required college level courses. See Placement Assessment, page 13.

The college participates in the ACT testing program and is designated as a state and national testing site for ACT as well as for Educational Testing Services and the Kansas State Department of Education. First-time or full-time students

with less than one semester of college credit are requested to take the ACT assessment.

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

BOOKS/SUPPLIES

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

CAMPUS SAFETY AND SECURITY

The GCCC Safety and Security Unit, located in the Physical Plant Building, is an integral part of the college's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many college departments. Charged with ensuring safety and security for GCCC, the unit strives to fulfill its responsibility to each member of the college community by providing quality services. In addition to enforcing the laws on campus, they also provide valuable services to students such as vehicle unlocks, jumpstarts, engraving, bicycle identification, and escorts. This is a short list of services campus police offer.

CHILD CARE CENTER

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

COMPREHENSIVE LEARNING CENTER

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

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

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

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

COUNSELING/CAREER RESOURCE CENTER

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

HEALTH SERVICES

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

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

HEALTH AND HOSPITAL PROTECTION

The college does not offer a student health insurance program. Students who do not have health and hospitalization protection covered by their parents, spouses or employers are responsible for their own health insurance coverage, and the

college assumes no responsibility for health insurance plans. Information on individual student health insurance plans is available from the Student Health Nurse and on the college website (www.gcccks.edu) listed under Student Health.

ON-CAMPUS HOUSING

On-campus living facilities for 296 students provide a living/learning environment which is part of the college. All students who need to locate housing in order to attend the college should contact the Residential Life Office for full information concerning on-campus availability.

RESIDENCE HALL APPLICATION

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

RESIDENCE POLICIES

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

OFF-CAMPUS HOUSING

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

MEAL PLANS

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

THOMAS F. SAFFELL LIBRARY

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

The library staff offers formal and informal instruction

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

BETH G. TEDROW STUDENT CENTER

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

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

ORIENTATION

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

STUDENT EMPLOYMENT OPPORTUNITIES

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

Off-campus employment opportunities are listed through the Counseling/Career Resources Center located in the Student and Community Services Center. Students seeking employment can receive assistance in learning about 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 and state and federal government funded programs. The aid consists of scholarships, grants, loans and work study opportunities. Scholarships may be obtained by students who maintain above average grades, who show leadership qualities and/or excellence in extra-curricular activities. Information on scholarships and grant-in-aid is available in the Financial Aid Office, also located in the Student and Community Services Center.

SERVICE MEMBERS OPPORTUNITY COLLEGE

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

TRiO PROGRAMS

TRiO 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 postsecondary education and for the Upward Bound (UB) and Student Support Services (SSS) participants to complete no less than a bachelor's degree. All three programs are located in the Student and Community Services Center.

Additional information concerning the GCCC TRiO Programs is available through the various offices. 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

Educational Talent Search

The Educational Talent Search Project (ETS) identifies qualified youth with potential for postsecondary education and encourages them to complete secondary school and undertake a program of post-secondary education at the

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

ETS offers a Summer Academy for sixth through eighth graders. Computer classes, sports camps, and area trips are included. Activities are also available for high school students during the summer. Activities for all ETS participants are offered during the academic year. Returning adult students can receive assistance clarifying career opportunities, completing financial aid, scholarship and college applications, or entering a General Education Development program. Bilingual staff members are available to assist those who prefer to converse in Spanish. Call 620-276-9643 for more information.

The ETS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2005, the Department provides \$231,198 (95%) and GCCC provides \$11,560 (5%) of the funds to operate the ETS project. ETS serves 625 participants each year.

Upward Bound

The Upward Bound (UB) Project serves qualified youth in grades 9-12 motivated to complete a program of secondary education and succeed in a program of postsecondary education that includes attainment of at least a baccalaureate degree. A residential component brings students to the GCCC campus to live and learn for six weeks each summer. Saturday Learning, Exploration Days and cultural trips are provided during the academic year. For additional information call 620-276-9538.

The UB project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2005, the Department provides \$234,624 (95%) and GCCC provides \$11,731 (5%) of the funds to operate the UB project. UB serves 50 participants each year.

Student Support Services

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

Students are provided career, transfer, academic, personal and financial aid counseling. A personal success plan is constructed with each participant that outlines any services necessary for their success. Visits to four-year universities 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. For additional information call 620-275-3243.

The SSS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2005, the Department provides \$271,074 (89%)

and GCCC provides \$29,818 (11%) of the funds to operate the SSS project. SSS serves 200 participants each year.

VETERAN'S SERVICE

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

STUDENT ACTIVITIES AND ORGANIZATIONS

ACADEMIC CHALLENGE TEAM

This organization is an interscholastic competition team that competes with other community colleges, 4-year universities and colleges. The organization is open to any students who wish to challenge themselves intellectually.

ART CLUB

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

ASIAN CLUB

This organization promotes an understanding of the Asian culture and history. All students are welcome to join.

ASSOCIATION OF NURSING STUDENTS

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

ATHLETICS

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

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

ATHLETIC TRAINERS

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

BAND/INSTRUMENTAL MUSIC

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

BILINGUAL EDUCATION STUDENT ORGANIZATION

The Bilingual Education Student Organization (BESO) promotes social, cultural and linguistic awareness at GCCC. The organization is open to anyone who wishes to learn about and advocate for bilingual/bicultural education.

BLACK STUDENT UNION

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

BLOCK AND BRIDLE

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

BREAKAWAY

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

BUSINESS PROFESSIONALS OF AMERICA

BPA is a national student organization dedicated to advancing student skills in business and community involvement. Students compete with other colleges and technical colleges at the state level in business related events. Students who qualify may compete at the national level.

CHEER/YELL LEADERS

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

CHOIR/VOCAL MUSIC

Choir is open to all students on either a credit or non-credit basis. The college choir presents one major performance each semester as well as several other public appearances

throughout the year. Participants in choir have many opportunities for rewarding musical experiences.

COLLEGE PLAYERS

Students interested in all phases of theater may join the organization. Members sponsor several annual functions to promote social and theatrical experiences for interested students. College players are affiliated with Delta Psi Omega, a national drama fraternity, and membership is based on invitation in consideration of performance or assistance in drama production.

DECA (DISTRIBUTIVE EDUCATION CLUBS OF AMERICA)

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

FORENSICS CLUB

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

HALO

The Hispanic American Leadership Organization (HALO) is organized for the purpose of promoting cooperation between students of various ethnic groups and to sponsor awareness programs that involve all students in activities and social functions. Membership is open to any student.

INTRAMURALS

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

KANSAS STUDENT NATIONAL EDUCATION ASSOCIATION

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

LATIN HEAT

This group is an extracurricular dance team, available to all students, that explores many different dance styles and techniques. The group performs at men's and women's soccer games and at other college and community activities.

LECTURE SERIES

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

PHI THETA KAPPA

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

PRACTICAL NURSING STUDENT ASSOCIATION

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

RESIDENCE HALLS ASSOCIATION

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

SCIENCE & MATH CLUB

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

SILHOUETTE

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

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

STUDENTS IN FREE ENTERPRISE

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

TAU EPSILON LAMBDA

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

EXTENDED EDUCATIONAL OPPORTUNITIES

GCCC EDUCATION OPPORTUNITY CENTER

PURPOSE

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

LOCATIONS

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

PROGRAMS

Adult Basic Education

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

General Education Development (GED)

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

Center at 276-9654.

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

English as a Second Language Classes (ESL)

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

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

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.

OUTREACH OPPORTUNITIES

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

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

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

In the spring of 1997, Garden City Community College opened a permanent facility at Scott City, Kansas. The newly

remodeled Bryan Education Center at 416-418 Main Street includes a comfortable reception area, two large classrooms, and a computer lab equipped with Internet and email access to the college and the world. The Bryan Center maintains both daytime and evening hours. Those seeking information may call 620-872-2155.

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

CONTINUING EDUCATION AND COMMUNITY SERVICES

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

BUSINESS AND INDUSTRY INSTITUTE

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

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

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

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

EDUKAN

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

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

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

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

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

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



DEGREES

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

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

APPLICATION FOR GRADUATION

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

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

DEGREE AND GRADUATION REQUIREMENTS

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

The requirements for the four degrees and additional requirements for graduation are listed in the following sections. Basic degree program outlines are on pages 39-42.

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

CATALOG COMPLIANCE

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

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

MINIMUM GCCC CREDITS

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

PHYSICAL FITNESS REQUIREMENT

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

DEVELOPMENTAL COURSES

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

ENGL-091	-	Basic English
MATH-006	-	Beginning Algebra
READ-092	-	Reading Improvement I
READ-093	-	College Reading

PERSONAL AND CAREER DEVELOPMENT REQUIREMENT

To meet graduation requirements for all associate degrees, a student must complete PCDE101 (College Skills Development) for 1 credit hour. This requirement may be

waived for students that have completed at least 20 credit hours after graduation from high school and prior to their initial enrollment at GCCC.

WAIVER AND SUBSTITUTION FOR GENERAL EDUCATION REQUIREMENTS

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

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

GRADUATION EXERCISES

GCCC celebrates the accomplishments of the graduating students with Commencement exercises on the Saturday prior to the final examination period in May. Graduating students who do not plan to participate in the Commencement exercises should indicate this choice on the Application for Graduation. Students participating in the commencement exercises must wear cap and gown regalia which are 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), from the student's advisor and also on the College Website.

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

TRANSFER AGREEMENT AND ARTICULATION GUIDE

Kansas Public Community Colleges -

Kansas Regents Universities

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

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

12 hours of Basic Skills courses, including:

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

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

- Art*
 - Music*
 - Theatre*
 - History
 - Philosophy
 - Literature
- *Performance courses are excluded

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

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

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

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

TECHNICAL CERTIFICATE PROGRAMS

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

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



ASSOCIATE IN ARTS (AA) DEGREE

Requirements

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

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
 - *Public Speaking I (SPCH-111) - 3 hours
 - *Minimum grade of C required
- 2. NATURAL SCIENCES & 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)
 - Chemistry (CHEM-105, 108, 109, 110)
 - Physical Science (PHSC-105, 106*, 205)
 - Physics (PHYS-106*, 205, 207)
 - *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)
 - Geography (GEOG-101)
 - Political Science (POLS-104, 105)
 - Psychology (PSYC-104, 201)
 - Sociology (SOC-102, 104, 105, 113, 204)
 - *Will not count as a general education requirement for business majors
- 4. HUMANITIES & FINE ARTS..... 9 hours**
 - Select courses from at least **three** of the following areas:
 - Art (ARTS-120, 121)
 - Drama (DRAM-120, 150)
 - History (HIST-101, 102, 103, 104)
 - Literature (LITR-210, 212, 213, 215, 216, 230, 231, 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 & CAREER DEVELOPMENT 1 hour**
 - College Skills Development (PCDE-101)
 - (may be waived upon initial enrollment for students who have completed 20 credit hours since high school graduation)
- 7. ELECTIVES OR MAJOR COURSES..... 26 hours**
- 8. OTHER**
 - Outcomes assessment examination required for degree completion.
 - 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 Requirement64 hours**

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



ASSOCIATE IN SCIENCE (AS) DEGREE

Requirements

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

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
 - *Public Speaking I (SPCH-111) - 3 hours
 - *Minimum grade of C required
- 2. NATURAL SCIENCES & 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, 108, 109, 110)
 - 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)
 - Geography (GEOG-101)
 - Political Science (POLS-104, 105)
 - Sociology (SOC-102, 104, 105, 113, 204)
 - *Will not count as a general education requirement for business majors
- 4. HUMANITIES & FINE ARTS..... 6 hours**
 - Select courses from at least **two** of the following areas:
 - Art (ARTS-120, 121)
 - Drama (DRAM-120, 150)
 - History (HIST-101, 102, 103, 104)
 - Literature (LITR-210, 212, 213, 215, 216, 230, 231, 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 & CAREER DEVELOPMENT 1 hour**
 - College Skills Development (PCDE-101)
 - (may be waived upon initial enrollment for students who have completed 20 credit hours since high school graduation)
- 7. ELECTIVES OR MAJOR COURSES..... 29 hours**
- 8. OTHER**
 - Outcomes assessment examination required for degree completion.
 - 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 Requirement64 hours**

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



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 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 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
 Public Speaking I (SPCH-111)
 Interpersonal Communications (SPCH-113)
- 2. NATURAL SCIENCES & 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)
 Geography (GEOG-101)
 Political Science (POLS-104, 105)
 Psychology (PSYC-101, 104, 201)
 Sociology (SOC-102, 104, 105, 113, 204)
**Will not count as a general education requirement for business majors*
- 4. HUMANITIES & FINE ARTS..... 6 hours**
 Select courses from **two** different areas
 Art (ARTS-120, 121)
 Drama (DRAM-120, 150)
 History (HIST-101, 102, 103, 104)
 Literature (LITR-210, 212, 213, 215, 216, 230, 231, 253)
 Music (MUSC-106, 108)
 Philosophy (PHIL-101, 102, 103)
- 5. ADDITIONAL GENERAL EDUCATION HOURS..... 9 hours**
 Select from any of the courses listed above in the following areas:
 COMMUNICATIONS, NATURAL SCIENCES & MATHEMATICS, SOCIAL SCIENCES,
 HUMANITIES & FINE ARTS.
- 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 & CAREER DEVELOPMENT 1 hour**
 College Skills Development (PCDE-101)
 (may be waived upon initial enrollment for students who have completed 20 credit hours since high school graduation)
- 8. OTHER**
 Outcomes assessment examination required for degree completion.
 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 Requirement64 hours

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



ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

Requirements

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

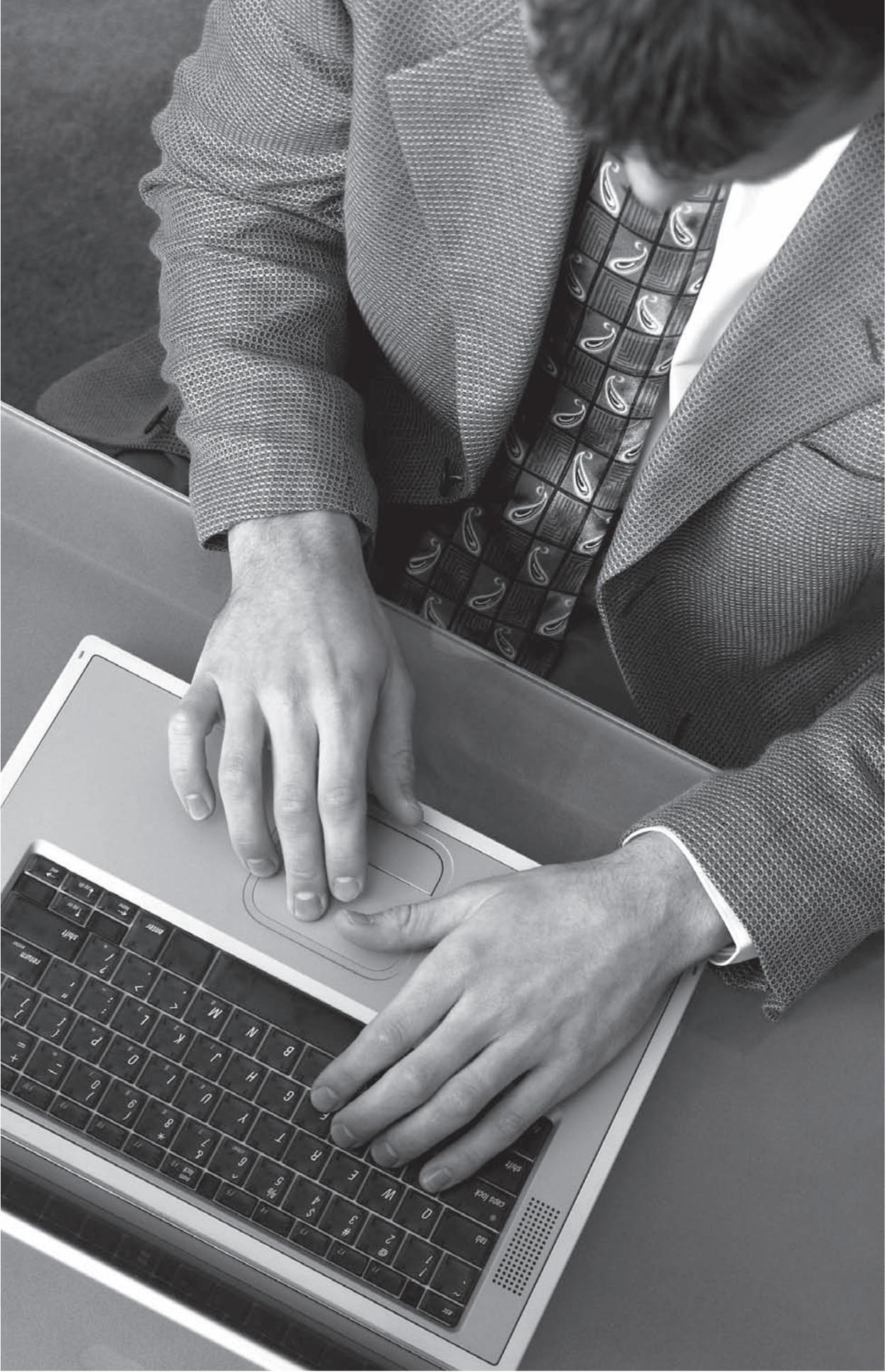
The Associate in Applied Science degree will be awarded upon satisfactory completion of a planned program of not less than sixty-four (64) college credit hours and a cumulative GPA of 2.0 including the following distribution of credits:

Minimum AAS Degree Requirements

- 1. COMMUNICATIONS..... 6 hours**
 Select from **two** of the following areas:
 Written Communications (ENGL-101, OFAD-206)
 Oral Communications (SPCH-111, 113, BSAD-124)
 Applied Communications (JDAT-111, BSAD-102)
- 2. MATHEMATICS, NATURAL & 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 &/OR HUMANITIES & FINE ARTS 3 hours**
 Economics* (ECON-111, 112)
 Geography (GEOG-101)
 Political Science (POLS-104, 105)
 Psychology (PSYC-101, 104, 201)
 Sociology (SOC-102, 104, 105, 113, 204)
 Art (ARTS-120, 121)
 Drama (DRAM-120, 150)
 History (HIST-101, 102, 103, 104)
 Literature (LITR-210, 212, 213, 215, 216, 230, 231, 253)
 Music (MUSC-106, 108)
 Philosophy (PHIL-101, 102, 103)
**Will not count as a general education requirement for business majors*
- 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 & CAREER DEVELOPMENT 1 hour**
 College Skills Development (PCDE-101)
 (may be waived upon initial enrollment for students who have completed 20 credit hours since high school graduation)
- 6. MAJOR SPECIALIZATION & RELATED AREAS.....46 hours**
 Contextual courses/competencies (determined by Program Director)
- 7. OTHER**
 Outcomes assessment examination required for degree completion.
 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 Requirement64 hours

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





DIVISION
**BUSINESS &
INFORMATION
SYSTEMS**

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



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

BUSINESS & INFORMATION SYSTEMS

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

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

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

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

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

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

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

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



ACCOUNTING, BUSINESS ADMINISTRATION, BUSINESS MANAGEMENT, OR ECONOMICS

General education requirements

35 hours

PLUS

ACCT-102	Accounting I.....	3		
ACCT-103	Accounting II.....	3	CSCI-110	and Introduction to Computer Concepts and Applications
ACCT-105	Managerial Accounting	3		or
BSAD-104	Business Law I	3	CSCI-111	Advanced Computer Concepts
CSCI-102	Introduction to Programming and one computer programming course from the following courses: (CSCI103, CSCI105, CSCI106, CSCI108).....	3 6	ECON-111	and Applications
	or		ECON-112	Economics: Macro.....
CSCI-101	Introduction to Management Information Systems	6		Economics: Micro
				BSAD, CSCI, BSNT, OFAD, & BSNT courses

AS DEGREE COMPUTER SCIENCE

PROGRAMMING LANGUAGE CONCENTRATION

General education requirements PLUS	35 hours
CSCI-101	Introduction to Management Information Systems..... 3
CSCI-110	Introduction to Computer Concepts and Applications . 3
CSCI-111	Advanced Computer Concepts and Applications..... 3
CSCI-100	Keyboarding 3
CSCI-102	Introduction to Programming and and
CSCI-108	Programming in C++..... 6
CSCI-103	Programming in Visual BASIC 3
	and/or
CSCI-106	Programming in COBOL..... 3
	and/or
CSCI-107	Advanced Programming (Java) 3
	and/or
CSCI-107	Advanced Programming (HTML)..... 3

BUSINESS INFORMATION SYSTEM CONCENTRATION

General education requirements PLUS	35 hours
CSCI-101	Introduction to Management Information System.....3
CSCI-110	Introduction to Computer Concepts and Applications3
CSCI-111	Advanced Computer Concepts and Applications3
CSCI-100	Keyboarding3
CSCI-102	Introduction to Programming and and
CSCI-106	Programming in COBOL.....6
ACCT-102	Accounting I3*
ACCT-103	Accounting II.....3*
ECON-111	Economics: Macro.....3*
ECON-112	Economics: Micro.....3*

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

AS DEGREE BUSINESS EDUCATION

GENERAL BUSINESS CONCENTRATION

General education requirements PLUS	35 hours
BSAD-101	Introduction to Business..... 3
ACCT-102	Accounting I.....3
ACCT-103	Accounting II.....3
OFAD-112	Document Formatting.....3
OFAD-207	Document Production.....3
ECON-111	Economics: Macro.....3
ECON-112	Economics: Micro.....3
CSCI-1103	Introduction to Computer Concepts and Applications3
EDUC-110	Human Growth and Development.....3
EDUC-105	Foundations of Education.....3

OFFICE TECHNOLOGY CONCENTRATION

In addition to the courses suggested for the Associate in Science Degree for General Business Education, the following courses are highly recommended.

OFAD-110	Word Processing Applications I3
OFAD-109	Administrative Procedures & Technology.....3

PRE HOTEL AND RESTAURANT MANAGEMENT SPECIALIZATION

General education requirements PLUS	35 hours
ACCT-102	Accounting I3
ACCT-103	Accounting II.....3
ECON-111	Economics: Macro.....3
ECON-112	Economics: Micro.....3
CSCI-110	Introduction to Computer Concepts and Applications or
CSCI-111	Advanced Computer Concepts and Applications3
HMEC-115	Basic Nutrition.....3
HMEC-110	Meal Planning.....3
BSAD-101	Introduction to Business3
	Additional Business or General Education Courses.....6

Suggested General Education Courses:

CHEM-105	General Chemistry5
BIOL-105	Biology5
SOCI-102	Sociology3
GEOG-101	World Geography3

AS DEGREE PRE-LAW

BUSINESS CONCENTRATION

General education requirements PLUS	35 hours
BSAD-101	Introduction to Business 3
ECON-111	Economics: Macro..... 3
ECON-112	Economics: Micro 3
BSAD-104	Business Law I 3
ACCT-102	Accounting I..... 3
ACCT-103	Accounting II..... 3
CSCI-1103	Introduction to Computer Concepts and Applications or
CSCI-111	Advanced Concepts and Applications 3
	Additional Business or Social Science Courses 9



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BUSINESS SYSTEMS, NETWORKING, AND TELECOMMUNICATIONS

General education requirements		18 hours
PLUS		
BSNT-103	IT Essentials I: PC Hardware & Software (A+).....	6
BSNT-108	Fundamentals of Wireless LANs.....	4
BSNT-110	CISCO Academy I: Networking Basics.....	3
BSNT-111	CISCO Academy II: Routers & Routing Basics.....	3
BSNT-112	CISCO Academy III: Switching Basics & Intermediate Routing.....	3
BSNT-113	CISCO Academy IV: WAN Technologies.....	3
BSNT-150	Designing a Secure Microsoft Windows 2003 Network....	3
BSNT-158	Supporting Microsoft Windows 2003 Professional.....	3
BSNT-159	Supporting Microsoft Windows 2003 Server.....	3
BSNT-153	Supporting a Network Infrastructure using Microsoft Windows 2003.....	3
BSNT-154	Implementing & Administering Microsoft Windows 2003 Directory Services.....	3
BSNT-157	Designing Microsoft Windows 2003 Directory Services Infrastructure.....	2
BSNT-160	Managing Microsoft Networks.....	3
CSCI-101*	Intro to Management Information Systems.....	3
CSCI-110*	Introduction to Computer Concepts.....	3

*as needed



GRAPHIC DESIGN (Advertising and Display)

General education requirements		18 hours
PLUS		
CSCI-109	Desktop Publishing.....	3
JRNL-110	Media in Free Society.....	3
PHOT-120	Photography I.....	3
BSAD-128	Entrepreneurship.....	3
CSCI-110	Intro to Computer Concepts and Applications.....	3
ARTS-107	Oil Painting I.....	3
ARTS-108	Oil Painting II.....	3
ARTS-101	Drawing I.....	3
ARTS-102	Drawing II.....	3
ARTS-124	Design.....	3
ARTS-127	Layout and Design.....	3
ARTS-128	Commercial Design.....	3
	Additional Business or Graphic Arts courses.....	10



MANAGEMENT/ MARKETING Specialization

General education requirements		18 hours
PLUS		
ACCT-101	General Accounting or	
ACCT-102	Accounting I.....	3
BSAD-101	Introduction to Business.....	3
BSAD-104	Business Law I.....	3
BSAD-122	Management.....	3
BSAD-212	Small Business Management.....	3
BSAD-125	Retailing.....	3
BSAD-124	Salesmanship.....	3
BSAD-123	Marketing.....	3
BSAD-120	Advertising.....	3
CSCI-100	Keyboarding or	
CSC-1110	Introduction to Computer Concepts and Applications.....	3
CSCI-109	Desktop Publishing.....	3
CSCI-111	Advanced Computer Concepts and Applications.....	3
MIDM-103	Management/Marketing Internship.....	3
	Additional Business Courses.....	7



PRE RESTAURANT ADMINISTRATION (Food Service Management)

General education requirements		18 hours
PLUS		
BSAD-101	Introduction to Business.....	3
BSAD-104	Business Law I.....	3
BSAD-122	Management.....	3
BSAD-120	Advertising.....	3
BSAD-123	Marketing.....	3
CSCI-110	Introduction to Computer Concepts and Applications.....	3
BSAD-124	Salesmanship.....	3
BSAD-212	Small Business Management.....	3
BSAD-128	Entrepreneurship.....	3
MIDM-103	Management/Marketing Internship.....	3
	Additional Business or Living Arts.....	16

General education requirements

18 hours

PLUS

OFAD-112	Document Formatting	3
OFAD-207	Document Production	3
OFAD-108	Records Management	3
OFAD-110	Word Processing App. I	3
OFAD-111	Word Processing App. II	2
OFAD-206	Business English.....	3
CSCI-110	Introduction to Computer Concepts and Applications	
	or	
CSCI-111	Advanced Computer Concepts and Applications	3
ACCT-101	General Accounting or	
ACCT-102	Accounting I	3
OFAD-203	Machine Transcription.....	2
BSAD-102	Business Communication	3
OFAD-109	Administrative Procedures & Technology.....	3
	Additional Business courses.....	15

Medical Concentration Option:

For those planning to work in a medical office part of the 15 additional hours needed in the degree option above could be from the following suggested courses.

EMIC-104	Medical Terminology.....	3
OFAD-204	Medical Transcription.....	2
ENGL-101	English I.....	3
BIOL-210	Anatomy & Physiology	5

Legal Concentration Option:

For those planning to work in a legal office. In addition to the course recommended for the Associate in Applied Science degree for Office Specialist and Technology, the following courses are suggested.

BSAD-104	Business Law I.....	3
OFAD-205	Legal Transcription.....	2

CERTIFICATE **OFFICE SPECIALIST & TECHNOLOGY CERTIFICATE**

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

Courses required for the certification:

OFAD-112	Document Formatting.....	3
OFAD-207	Document Production.....	3
OFAD108	Records Management.....	3
OFAD-206	Business English.....	3
OFAD-110	Word Processing Application I.....	3
OFAD-109	Administrative Procedures & Technology.....	3
BSAD-102	Business Communication	3
OFAD-124	Office Technology Internship	3
	Additional Business Course.....	3
CSCI-110	Introduction to Computer Concepts and Applications OR	
CSCI-111	Advanced Computer Applications.....	3
ACCT-101	General Accounting	
	or	
ACCT-102	Accounting I	3
PCDE-101	College Skills Development.....	1

AMERICAN MANAGEMENT ASSOCIATION EXTENSION INSTITUTE
Garden City Community College in cooperation with American Management Association provides courses that will enhance the job skills of those currently employed.

AMA CERTIFICATION IN MANAGEMENT

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

AMAM-101	Finance and Accounting for Non-financial Managers..	1
AMAM-102	First-Line Supervision.....	1
AMAM-103	A Manager's Guide to Human Behavior	1
AMAM-104	Communication Skills for Managers.....	1
AMAM-105	What Managers Do.....	1
AMAM-106	Managing Conflict.....	1
AMAM-107	How to Build High-Performance Teams	1
AMAM-108	Leadership Skills for Managers	1
AMAM-109	Business Writing Skills.....	1
AMAM-110	Getting Assertive	1
AMAM-111	Taking Control with Time Management.....	1
AMAM-112	Understanding Financial Statements	1
AMAM-113	Getting More Done Through Delegation	1
AMAM-114	Fundamentals of Marketing	1
AMAM-115	Fundamentals of Human Resources	1
AMAM-117	Managing Customer Service	1
AMAM-118	How to Read & Interpret Financial Statements.....	1

AMA ADMINISTRATIVE ASSISTANT CERTIFICATION

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

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

ACCOUNTING

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. This class is offered every semester.

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

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

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

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

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

Prerequisite: Accounting I with grade of C or better or permission of instructor. This course includes hands-on experience on the personal computer utilizing basic accounting theory with machine applications. Students will integrate use of the electronic spreadsheet. This class is offered once in four semesters.

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

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

Managerial Accounting **ACCT-202** **3 hours**

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

AMA CERTIFICATION IN MANAGEMENT

(All classes offered on an as needed basis.)

Finance and Accounting for Non-financial Managers **AMAM-101** **1 hour**

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

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

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

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

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

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

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

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

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

Managing Conflict **AMAM-106** **1 hour**

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

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

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

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

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

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

This AMA course gives the student guidelines, techniques, and exercises to improve the writing of memos, reports, and proposals that command attention and the desired results. This courses 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 their 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, and say "no" to unfair demands.

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

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

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

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

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

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

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

This AMA course cuts through the jargon and gets right to the techniques and skills needed to sell products and services at a profit. The course will identify how to target a marketing segment

and determine buyer behavior, develop new product strategies and create opportunities for old products, evaluate market research techniques, and gather useful marketing information.

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

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

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

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

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

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

BUSINESS ADMINISTRATION

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

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

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

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

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

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

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

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

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

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

Management BSAD-122 3 hours

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

Marketing BSAD-123 3 hours

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

Salesmanship BSAD-124 3 hours

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

Business Field Study I BSAD-126 3 hours

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

Business Field Study II BSAD-127 3 hours

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

Entrepreneurship BSAD-128 3 hours

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

Consumer Finance BSAD-130 3 hours

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

Money and Banking BSAD-131 3 hours

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

e-Commerce BSAD-135 3 hours

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

Personnel Management I BSAD-210 3 hours

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

Small Business Management BSAD-212 3 hours

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

BUSINESS SYSTEMS, NETWORKING, AND TELECOMMUNICATIONS

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

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

Fundamentals of Wireless LAN BSNT-108 3 hours

This introductory course to Fundamentals of Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and a design for best practices with particular emphasis on hands-on skills in numerous areas.

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

Cisco Academy I: Networking Basics BSNT-110 3 hours

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

Cisco Academy II Routers and Routing Basics BSNT-111 3 hours

Prerequisites: Successful completion of Cisco Academy I. This is the second of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking

field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, beginning router configurations and routed and routing protocols.

Cisco Academy III: Switching Basics and Intermediate Routing BSNT-112 3 hours

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

Cisco Academy IV: WAN Technologies BSNT-113 3 hours

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

Designing a Secure Microsoft Windows Network BSNT-150 3 hours

Prerequisites: Working knowledge of Windows 2003 Directory Services; Completion of BSNT155 (MCN1560), Upgrading Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2003; or, completion of BSNT154 (MCN2154), Implementing and Administering Windows 2003 Directory Services; or equivalent knowledge. This provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Microsoft® Windows® 2000 technologies. This course changes with the development of new software by Microsoft and may be repeated for each new software.

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

This course is to provide individuals who are new to Microsoft® Windows® 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2003 networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2003. This course will help the student prepare for the Microsoft Certified Professional Exam 70-210; Installing, Configuring, and Administering Microsoft Windows 2003 Professional and Exam 70-215; Installing, Configuring, and Administering Microsoft Windows 2003 Server. This course changes with the development of new software by Microsoft and may be repeated for each new software.

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

Prerequisites: Successful completion of BSNT-152 (MCN-2152), Supporting Windows 2003 Professional and Server, or equivalent skills and knowledge. This course is for new-to-product support professionals who will be responsible for installing, configuring, managing and supporting a network infrastructure that uses the Microsoft® Windows® 2000 Server products. It also provides students with the prerequisite knowledge and skills required for MCN-2154: Implementing and Administering Microsoft Windows 2003 Directory Services. This course will help the student prepare for the following Microsoft Certified Professional Exam 20-216: Implementing and Administering a Microsoft Windows 2003 Network Infrastructure. This course changes with the development of new software by Microsoft and may be repeated for each new software.

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

Prerequisites: BSNT-151 (MCN-2151) Microsoft Windows 2003 Network and Operating System Essentials, or equivalent skills and knowledge; and BSNT-152 (MCN-2152), Implementing Microsoft Windows 2003 Professional and Server, or equivalent knowledge and skills. This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2003 Active Directory™ directory services. The course also focuses on implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-217: Implementing and Administering a Microsoft Windows 2003 Directory Services Infrastructure. This course changes with the development of new software by Microsoft and may be repeated for each new software.

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

Prerequisites: BSNT155, Updating Support Skills from Microsoft Windows NT® 4.0 to Microsoft Windows or BSNT154, Implementing and Administering Windows 2003 Directory Services. This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. Some Microsoft® Windows® 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-221: Designing a Microsoft Windows 2003 Network Infrastructure. This course changes with the development of new software by Microsoft and may be repeated for each new software.

Supporting Microsoft Windows Professional**BSNT-158****3 hours**

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

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

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

This course provides the skills and knowledge necessary to install and configure Windows Server to create file, print, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course MCN-2153: Implementing a Network Infrastructure Using Microsoft Window 2000. This course will help the student prepare for the following Microsoft Certified Professional Exam 70-215, Installing, Configuring, and Administering Microsoft Windows 2003 Server. This course changes with the development of new software by Microsoft and may be repeated for each new software.

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

Prerequisites: BSNT158, BSNT159, and BSNT157. This course is designed to teach students how to administer, support, and troubleshoot information systems that incorporate Microsoft Windows 2003. This course will help the student prepare for Microsoft Certified Professional Exam 70-218. This course changes with the development of new software by Microsoft and may be repeated for each new software.

COMPUTER SCIENCE

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

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

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

This course is an introductory class that assists students in learning about 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.

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

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

Programming in BASIC (Visual) CSCI-103 3 hours
Prerequisite: Introduction to Programming or permission of instructor. This is an entry level programming course in the BASIC language. The class provides students with hands-on experience with a computer system.

Programming in COBOL CSCI-106 3 hours
Prerequisite: Introduction to Programming or permission of instructor. This is an entry level programming course in the COBOL language. Class is taught hands-on with particular emphasis on the file structure of COBOL that makes it uniquely fitted to the business environment. This course is recommended for students in business and related fields.

Advanced Programming CSCI-107 3 hours
Prerequisite: One of the entry level programming courses or permission of instructor. This course covers disk file structure, creation, and management. Emphasis is placed on logic methods of data file use. Topics include utility programs, and file types within a specific language. This course may be repeated as computer languages change.

Programming in C ++ CSCI-108 3 hours
Prerequisite: Introduction to Programming. This course studies problem solving tools and techniques, program design, and syntax and semantics of programming languages using C. Emphasis is placed on structured programming using the following control structures: sequence, repetition, and selection. Students will be introduced to the C editor, debugger, and compiler.

Desktop Publishing CSCI-109 3 hours
 This beginning course in desktop publishing is a hands-on computer course. Layout, balance, pagination, graphics, fonts, and other desktop elements will be studied. Special techniques within the software used will be explored.

Introduction to Computer Concepts and Applications CSCI-110 3 hours
Prerequisite: Keyboarding. Introduction to Microcomputer Software provides an introduction to the basics of computer usage for Internet, email, word processing, spreadsheet, database, and presentation software programs. This first course provides information to the non-computer user and familiarizes the student with the basics of computer usage. Successful completion of this course will enable the student to continue studying the advanced features of the studied software. This course may be repeated for additional credits as software use changes.

Advanced Computer Concepts and Applications CSCI-111 3 hours
 Advanced Computer Concepts and Applications will give the opportunity for the student to extend his/her basic knowledge of word processing (Word), spreadsheet (Excel), database (Access), and presentation software (PowerPoint). This course acquaints students with the proper procedures to create more advanced documents, workbooks, databases, and presentations suitable for course work, professional purposes, and personal use. Students will use the concepts and techniques learned to integrate these applications. Students will practice the skills developed in the course. This course may be repeated as application software is changed.

MOS (Microsoft Office Specialist) Word Proficient(version specific) CSCI-116 2 hours
Prerequisites: Windows 98, 2000 or XP (2003); Introduction or Transition, or equivalent knowledge. Word is a Microsoft word processing application that enables students to type reports, letters, newsletters and brochures. Students will learn the basic skills necessary to use Word (version specific) Proficient. They will design and create documents, tables, reports and insert images. This course will help the student prepare for the Microsoft Office Specialist Exam Word (version specific) Proficient. Students may retake this course for additional credit as the Word version changes.

MOS (Microsoft Office Specialist) Excel Proficient (version specific) CSCI-117 2 hours
Prerequisites: Windows 98, 2000 or XP (2003); Introduction or Transition, or equivalent knowledge. Excel is a Microsoft spreadsheet application that enables you to organize, analyze and manage data. Students will learn the basic skills necessary to use Excel (version specific). They will design and create spreadsheets, tables, formulas, functions, and charts.

This course will help the student prepare for the Microsoft Office Specialist Exam Excel (version specific) Proficient. Students may retake this course for additional credit as the Excel version changes.

MOS (Microsoft Office Specialist) Access Proficient (version specific) CSCI-118 2 hour
Prerequisites: Windows 98, 2000 or XP (2003); Introduction or Transition, or equivalent knowledge. Access is a Microsoft database application that enables students to organize and manage database information as well as create their own custom applications. Students will learn the basic skills necessary to use Access (version specific). They will design and create databases, tables, queries, forms, and reports. This course will help the student prepare for the Microsoft Office Specialist Exam Access (version specific) Proficient. Students may retake this course for additional credit as the Access version changes.

MOS (Microsoft Office Specialist) PowerPoint Proficient (version specific) CSCI-119 1 hour
Prerequisites: Windows 98, 2000 or XP (2003); Introduction or Transition, or equivalent knowledge. PowerPoint is a Microsoft presentation application that enables students to create powerful multimedia presentations. Students will learn the basic skills necessary to use PowerPoint (version specific). They will design and create presentations. This course will help the student prepare for the Microsoft Office Specialist Exam PowerPoint (version specific) Proficient. Students may retake this course for additional credit as the PowerPoint version changes.

Microcomputer Applications I CSCI-210 1 hour
 This course provides introductory-intermediate knowledge of current business and industry recognized software for word processing, spreadsheets, database, multimedia and operating systems. This hands-on competency based course offers individualized instruction in an open entry/open exit format with year-round, daytime and evening enrollment available. Students may retake this course for additional credit as the software version changes.

Microcomputer Applications II **CSCI-211** **1 hour**
Prerequisite: Consent of instructor or prior computer software applications course. The course provides advanced instruction in selected software offered in Microcomputer Applications I. This hands-on competency based course offers individualized instruction in an open entry/open exit format with year-round, daytime and evening enrollment available. Students may retake this course for additional credit as the software version changes.

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 the economy as a whole.

Economics: Micro **ECON-112** **3 hours**
 This course covers theory of demand and supply, productivity and costs, equilibrium of the firm, price determination, pure competition, imperfect competition and monopoly, along with other related economic problems.

American Economic History **ECON-113** **3 hours**
 This course studies the economic development of this country from the beginning of colonial times to the present day with emphasis on natural resources, transportation, agriculture, industry, commerce, territorial expansion, finance, labor and population growth.

OFFICE TECHNOLOGY

Records Management **OFAD-108** **3 hours**
 The basic rules of indexing, coding and filing for alphabetic, subject, numeric and other filing systems are studied. Students will also learn how to electronically manipulate data.

Administrative Procedures & Technology **OFAD-109** **3 hours**
Prerequisite: Document Formatting or instructor permission. This course consists of blocks of content covering office skills requested by today's employers and skills that are needed by an office professional. The content blocks are 1) The Office Professional, 2) The Work Environment, 3) Project & Task Management, 4) Telecommunications, 5) Ergonomics, 6) Records Management, 7) Formatting Business Documents and Reports, 8) Mail Processing Procedures, 9) Travel and Conference Planning, 10) Planning Your Career, 11) Leadership and Supervision, 12) Cases for Online Research. This course may be taken in an open entry/open exit setting at the convenience of the student. Four modules are equal to one credit hour. All twelve modules can be taken for three credit hours.

Word Processing Applications I **OFAD-110** **3 hours**
Prerequisite: Document Formatting or permission of instructor. This course familiarizes students with various types of word processing equipment. Transcribing machines and computers will be used.

Word Processing Applications II **OFAD-111** **2 hours**
Prerequisite: Word Processing Applications I or permission of instructor. This course provides competence with word processing equipment. Advanced skill applications such as merging, shell documents, and math will be addressed.

Document Formatting **OFAD-112** **3 hours**
Prerequisite: Keyboarding or one semester of high school typing/keyboarding or demonstrated competency in keyboarding. This course provides continued development of skill in speed and accuracy, keying of the different types of business letters, manuscripts, and business documents.

Office Technology Internship **OFAD-124** **3 hours**
Prerequisite: Consent of Certificate Program Director. Students receive credit for work experience at an approved training center under faculty supervision. Periodic meetings with faculty supervisor are required. Emphasis is placed on integration and synthesis of office knowledge and on-the-job experience. Fifteen hours per week on the job employment is required. This course is repeatable.

Machine Transcription **OFAD-203** **2 hours**
Prerequisite: Document Formatting or permission of instructor. Students develop the art of keying business documents and correspondence from a recorded media.

Medical Transcription **OFAD-204** **2 hours**
Prerequisite: Document Formatting and Medical Terminology or permission of the instructor. This course provides training for medical transcriptionists who wish to work in clinics, hospitals and medical offices. During the course students work with exercises in the following areas of medical transcriptions: history and physical reports, radiology, operations, pathology, discharge summaries, and autopsies.

Legal Transcription **OFAD-205** **2 hours**
Prerequisite: Document Formatting and Business Law or permission of the instructor. This course provides training for students who wish to work as transcriptionists in legal and government offices. Students become familiar with terms used in civil, family, probate, real estate and corporate law as well as developing proficiency in the use of a transcribing machine.

Business English **OFAD-206** **3 hours**
 The course gives the student a complete, comprehensive review in the essentials of grammar, punctuation, and proofreading. The emphasis is on application of skills.

Document Production **OFAD-207** **3 hours**
Prerequisite: Document Formatting or four semesters of high school 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.

Topics in Office Technology **OFAD-250** **1-3 hours**
 The office technology program covers a wide-range of topics which can include the areas of legal or medical terminology, various software applications, leadership, time-management, business ethics, etc. This course will help students gain the skills necessary to successfully enter the work force.

MANAGEMENT/MARKETING

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

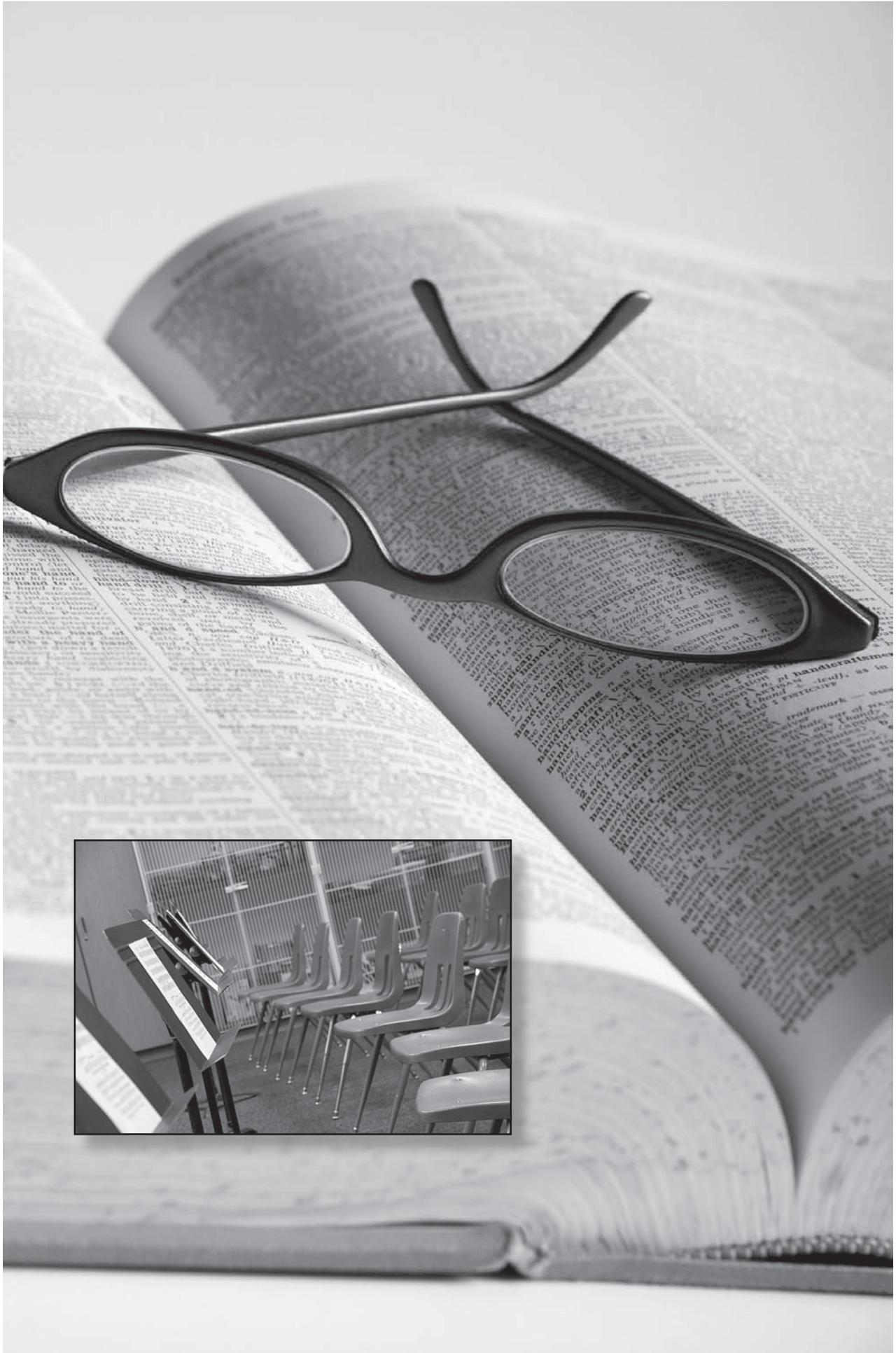
Prerequisite: Consent of Program Director. This course gives those students in the management and marketing program actual work experience at an approved training site under faculty supervision. Students also explore changes going on in the workplace and how this affects them. Fifteen hours per week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

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

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



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DIVISION

HUMANITIES &
FINE ARTS

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



Humanities & Fine Arts involve 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.



38 hours of General Education

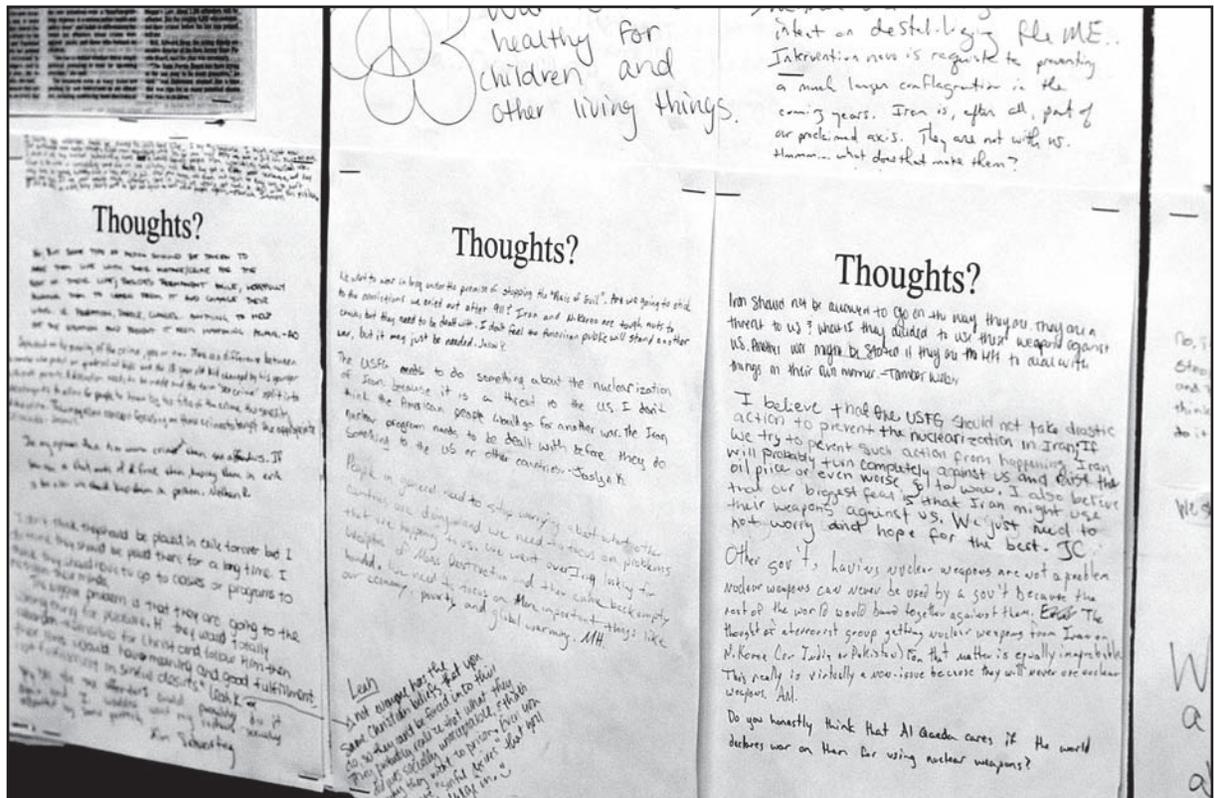
The suggested program that follows should satisfy many of the Humanities requirements of baccalaureate-granting institutions. This curriculum is recommended to complete requirements at GCCC and to meet the broadest amount of course work required by Regents' institutions; however, students should check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

Semester 1	17 hours
Course No.	Course Title
ENGL-101	English I.....3
SPCH-111	Public Speaking I.....3
HIST-101	Survey of Civilization I.....3
PSYC-101	General Psychology.....3
PHIL-101	Intro to Philosophy.....3
PCDE-101	College Skills.....1
HPER-119	Physical Fitness I: Aerobic Super Circuit.....1

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

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

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



Associate in Arts Degree – 38 hours of General Education

The music program serves two principal functions: for non-music majors it expands the musical background through participation in ensembles and elective courses; for music majors it provides a solid academic and performance foundation upon which to pursue music as a career. The suggested program that follows is meant to satisfy the needs of students wishing to transfer as music majors to a four-year university. Students should check with their advisors to ensure transferability of electives and to develop a schedule designed to meet their specific needs.

Semester 1		16 hours
Course No.	Course Title	Credit
MUSC-150	Theory of Music I.....	3
MUSC-152	Aural Skills.....	2
MUSC-111	Class Piano I.....	1
	Applied Major I.....	1
	Ensembles.....	(2)
MUSC-000	Recital Attendance.....	0
PCDE-101	College Skills.....	1
ENGL-101	English I.....	3
	Social Science Requirement.....	3

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

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

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



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ART

Associate in Arts Degree – 38 hours of General Education

The art program is designed to meet the needs of the transfer students as well as those individuals interested in pursuing studio course for personal enjoyment and enhancement. The following classes provide a broad range of foundational courses for those students in pursuing a degree in the studio arts, art education and commercial art. Individual programs will vary depending on student interests and requirements issued by four-year transfer institution, so it is important that students work with their advisors to ensure transferability of classes and develop a schedule designed to meet their specific needs.

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

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

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

Drawing II* **ARTS-102** **3 hours**

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

Watercolor Painting I* **ARTS-104** **3 hours**

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

Watercolor Painting II* **ARTS-105** **3 hours**

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

Oil Painting I* **ARTS-107** **3 hours**

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

Oil Painting II* **ARTS-108** **3 hours**

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

Sculpture* **ARTS-110** **3 hours**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

study English vocabulary and grammar in addition to developing an understanding of academic writing conventions, styles, audience, purpose, and formality. Students will also read a variety of paragraphs and essays and will begin to become more familiar with text structures and to improve reading comprehension.

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

Prerequisite: A score of 50-69 on the Michigan Placement Exam or permission of the instructor. This ESL course is designed to help intermediate students to improve their knowledge and use of English grammar and to increase their oral comprehension and comprehensibility, as well as their writing skills. This intermediate course will focus on the form, meaning, and use of all the verb tenses. Students will have many opportunities to practice each grammatical form.

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

Prerequisite: A score of 70-89 on the Michigan Placement Exam, successful completion of LANG 221, or permission of the instructor. This ESL course is designed to help upper-intermediate students further improve their comprehensibility as speakers and their comprehension as listeners. Students will continue their focus on many of the elements of clear speech, such as rhythm, word and sentence stress, sentence and question intonation, and the pronunciation of difficult sounds and will continue developing their understanding of how English is spoken to further improve listening comprehension. Students will also concentrate on increasing their knowledge of vocabulary and grammar, both of which will improve their speaking and listening.

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

Prerequisite: A score of 70-89 on the Michigan Placement Exam, successful completion of LANG 222, or permission of the instructor. This ESL course is designed to help high-intermediate students improve their academic writing and reading skills. This course will review paragraphs before beginning a study of several different essay types. Students will study English vocabulary and grammar in addition to developing a greater understanding of academic writing conventions, styles, audience, purpose, and formality. Students will also read and analyze a variety of essays to become more familiar with text structures and to improve reading comprehension.

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

Prerequisite: A score of 70-89 on the Michigan Placement Exam, successful completion of LANG 223, or permission of the instructor. This ESL course is designed to help high-intermediate students to improve their knowledge and use of English grammar and to increase their oral comprehension and comprehensibility as well as their writing skills. Students will learn the form, meaning, and use of conjunctions, articles, adjectives, nouns, adverb clauses, gerunds, infinitives, and modals.

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

Prerequisite: A score of 90 or above on the Michigan Placement Exam, successful completion of Lang 232, or permission of the instructor. This ESL course is designed to help advanced students gain confidence and competence in their academic writing skills. This course is the study of academic writing conventions, the composition process, a variety of essay types, styles, audience, purpose, formality, sentence structure, grammar, vocabulary, and revision and editing techniques. This course is designed to help prepare students for further writing courses and participation in other college coursework.

HISTORY

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

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

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

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

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

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

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

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

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

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

Special Topics In History HIST-114 1-3 hours

This course is designed to provide a learning opportunity for specialized topic areas. Past offerings have included The West, The Civil War, the Vietnam War, and Biblical Archeology. Course offerings under the Special Topics heading are dependent on student interest and availability of qualified staff.

HUMANITIES

Introduction to Women's Studies HUMA-150 3 hours

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

International Humanities Studies HUMA-201 1-8 hours

This course consists of travel and/or study in foreign countries under supervised conditions. The study of cultural objects, localities and/or languages serves as the bulk of instruction. Course work and lectures supplement the studies. Course credit must be prearranged with the Dean of Learning Services.

National Humanities Studies HUMA-202 1-8 hours

This course consists of travel and study in the United States under supervised conditions in any of the humanities disciplines. Study of cultural objects, localities and events serves as the bulk of instruction. Course work and lectures supplement the class. The amount of credit must be determined by the Dean of Learning Services in cooperation with the instructor. Enrollment for all segments is by special arrangement only.

LANGUAGES

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

Conversational French LANG-100 2 hours

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

Conversational German LANG-110 2 hours

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

Introduction to Conversational Spanish I LANG-130 2 hours

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

Introduction to Conversational Spanish II LANG-131 2 hours

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

Spanish for the Bilingual LANG-134 3 hours

This is a course designed for students who already speak the regional Spanish fluently, but who wish to improve their reading and writing skills. They will become familiar with standard Spanish and increase their vocabulary through reading selections based on Spanish-American history and culture.

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

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

Spanish Composition and Conversation LANG-201 3 hours

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

Commercial Spanish LANG-202 3 hours

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

Elementary Spanish I LANG-1322 5 hours

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

Elementary Spanish II LANG-1331 5 hours

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

LITERATURE

Introduction to Literature LITR-210 3 hours

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

English Literature I LITR-212 3 hours

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

English Literature II LITR-213 3 hours

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

American Literature I **LITR-215** **3 hours**

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

American Literature II **LITR-216** **3 hours**

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

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

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

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

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

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

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

Kansas Literature **LITR-251** **3 hours**

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

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

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

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 news gathering and reporting techniques. Students will have the opportunity to explore research materials, interview news sources, write various types of stories, handle press releases, and write under deadline pressure. Other topics include libel and online reporting.

News Editing **JRNL-117** **3 hours**

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

Magazine Publications I **JRNL-111** **1 hour**

Magazine Publications II **JRNL-112** **1 hour**

Magazine Publications III **JRNL-201** **1 hour**

Magazine Publications IV **JRNL-202** **1 hour**

Prerequisite: At least one semester of high school journalism or permission of the instructor. Magazine Publications may be taken four semesters. Practical work is offered in layout, design, writing, editing, and photography on Breakaway, the college magazine.

Newspaper Publications I **JRNL-113** **1 hour**

Newspaper Publications II **JRNL-114** **1 hour**

Newspaper Publications III **JRNL-203** **1 hour**

Newspaper Publications IV **JRNL-204** **1 hour**

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

Photojournalism **JRNL-122** **3 hours**

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

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

This course provides supervised experience in a field setting implementing theory and skill in mass communications and providing the student with an opportunity to be involved in the every day setting of mass communication.

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

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

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

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

MUSIC

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

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

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.

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

Class Piano I **MUSC-111** **1 hour**

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

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

This course is a continuation of Class Piano I.

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

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

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

Concert Choir is open to all members of the student body by audition and performs in concert two to four times per year.

Small Ensembles

Personnel for College Singers, Jazz Ensemble and Chamber Ensembles are selected by audition from all disciplines in the college. Participants must be concurrently enrolled in the corresponding large ensemble.

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

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

Community Chorus **MUSC-134** **1 hour**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PERSONAL AND CAREER DEVELOPMENT

College Skills Development **PCDE-101** **1 hours**

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

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

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

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

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

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

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

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

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

PHILOSOPHY

Philosophy is critical reflection on the justification of basic human beliefs and analysis of how these beliefs are expressed. It involves the rational, methodological, and systematic consideration of those topics that are of central concern to human beings.

Introduction to Philosophy **PHIL-101** **3 hours**

This course introduces students to some of the major themes and thinkers of Western Philosophy. Areas covered include knowledge, ethics, religious beliefs, and political theory. The class is structured to develop student ability to read and write critically using the methods of philosophical analysis.

Elementary Ethics **PHIL-102** **3 hours**

This course is an historical and topical overview of philosophical ethics. It examines some of the most important ethical theories and thinkers. Topics studied include the nature and rationale of ethical theories and the application of these theories to contemporary ethical issues.

Logic: An Introduction to Clear Thinking **PHIL-103** **3 hours**

This course is concerned with the nature of rational thought and the practice of critical thinking. It includes an overview of forms of persuasive reasoning and examines many misleading practices found in everyday life.

PUBLIC SPEAKING

Public Speaking I **SPCH-111** **3 hours**

This course includes the study of the fundamentals of communication and the composition, organization, and delivery of original speeches. Five to seven speeches are required throughout the semester. This course meets the speech requirement for transfer programs and is performance based with appropriate assignments included.

Advanced Public Speaking **SPCH-112** **3 hours**

Prerequisite: Public Speaking I. The course includes detailed work in public speaking, such as advanced work in extemporaneous and impromptu style speaking, oratory, and argumentation. Special occasion speeches are covered. Lecture with practical experience comprise instruction.

Interpersonal Communications I **SPCH-113** **3 hours**

Interpersonal Communications includes the study of communication theory and its application to interpersonal relations. The development of insight, skills and knowledge in the process of group interaction are the basis for the course.

Voice and Diction **SPCH-117** **2 hours**

This class is designed to help students improve their speaking voices and to develop accuracy and refinement in diction. Study includes the International Phonetic Alphabet, dialects and accents.

Oral Interpretation **SPCH-118** **3 hours**

Oral Interpretation covers reading from the printed page of selected portions of stories, plays, nonfictional prose, and lyric and dramatic poetry for different objectives such as to inform, impress, entertain, and convince. This course is excellent for any speech or drama major and is primarily lecture with practical application in performance.

Debate Practicum I **SPCH-121** **1 hour**

Debate Practicum II **SPCH-122** **1 hour**

Debate Practicum III **SPCH-201** **1 hour**

Debate Practicum IV **SPCH-202** **1 hour**

This course may be taken each semester for a total of four semesters. It is the examination of advanced argumentation theory as related to the current debate topic. Participation on the collegiate debate squad is required, and it is a lab format requiring a minimum of three hours of class time per week.

Argumentation and Debate **SPCH-123** **3 hours**

Argumentation and Debate is designed for the student desiring theory and practices of argumentation and formal academic debate. The class is required for, but not limited to, members of the collegiate debate squad. The course is essentially lecture with practical experiential application and meets three hours per week.

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

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

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

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

Forensics Practicum may be taken each of four semesters and includes the practical study of the selection and presentation of forensics competition materials. Students select and prepare materials for presentation to the general public, area schools, and possible competition.

READING

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

Prerequisite: Grade Level Equivalency of 4 or better determined by a standardized test. Students must demonstrate that they can read at 7.0 grade level as determined by a standardized test before they can enroll in English I. This course is designed for students who score 49 or below on the reading portion of the COMPASS test. An individualized program of competencies for reading basics is featured. This course does not meet degree requirements.

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

Prerequisite: Grade Level Equivalency of 7.0 or better determined by a standardized test. College Reading is for students who score

from 50-80 on the reading portion of the COMPASS test. Emphasis is higher-order thinking and efficient reading skills at the college level with application to college and life skills success. This class does not meet degree requirements.

THEATRE ARTS AND 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. The 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 are included. Beginning Ballet 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**

Tap Dance includes the study of basic steps, techniques and skills involved in tap dancing.

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

The basic techniques of jazz and show dance are studied with emphasis on warm-up, barre work, center work, and basic dance steps.

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

Prerequisites: Previous dance training or permission of instructor. This course includes exploration and experience in the choreographic techniques of several forms of dance.

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

Acting I includes the basic techniques of acting, character development, moving on stage, voice study, basic tools of acting, and some history. Students will also learn to develop a theatre resume. Acting I is a lecture/lab course with activities included and is a requirement of the core curriculum.

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

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

Stage Movement **DRAM-113** **2 hours**

Stage Movement is the study of movement for theatre including placement, gesture, body emotion, plus basics of stage combat and mime. It is a lecture/lab course.

Improvisation **DRAM-114** **3 hours**

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

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

This course is the study of theatre as an art form. It covers technical and playwriting developments from the pre-Greek through the Neo-Classical.

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

This course includes the period from mid-19th Century Restoration to the present and looks at technical and writing contributions unique to each period.

Musical Theatre **DRAM-122** **3 hours**

Musical Theatre is a survey course which includes study of the history and styles of American musical theatre.

Reader's Theatre **DRAM-123** **2 hours**

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

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

Stagecraft II **DRAM-142** **2 hours**

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

Fundamentals of Stage Lighting **DRAM-143** **2 hours**

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

Technical Theatre I **DRAM-144** **1 hour**

Technical Theatre II **DRAM-145** **1 hour**

Technical Theatre III **DRAM-246** **1 hour**

Technical Theatre IV **DRAM-247** **1 hour**

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

Makeup **DRAM-148** **2 hours**

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

Introduction to Theatre 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.

Introduction to Theatre **DRAM-150** **3 hours**

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

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, basics of stage blocking, rehearsal timelines, and technical procedures are included.

Creative Dramatics **DRAM-232** **3 hours**

Creative Dramatics introduces the student to the world of children's theatre through development and performance of a major production, development of a resource bank of theatre games, exercises and craft projects, and practical teaching experience and lesson planning. It is especially appropriate for both drama and education majors.

Community Theatre **DRAM-251** **2 hours**

The actual production of a play is the basis for this class. It is open to any community member and offers the opportunity to learn both technical or performance responsibilities.





DIVISION HEALTH PHYSICAL EDUCATION & RECREATION

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



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

HEALTH, PHYSICAL EDUCATION & RECREATION

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

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



ATHLETIC TRAINING

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



RECREATION

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



HEALTH

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



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AEROBIC SUPER CIRCUIT

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

Physical Fitness I HPER-119 1 hour

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

Physical Fitness II HPER-120 1 hour

This course is a continuation of Physical Fitness I.

Lifetime Fitness HPER-121 2 hours

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

ACTIVITY COURSES

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

Beginning Tennis HPER-114 1 hour

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

Intermediate Tennis HPER-115 1 hour

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

Advanced Tennis HPER-116 1 hour

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

Golf HPER-117 1 hour

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

Bowling HPER-118 1 hour

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

Paddleball and Badminton HPER-123 1 hour

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

Racquetball I HPER-124 1 hour

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

Racquetball II HPER-125 1 hour

This course is a continuation of Racquetball I.

Beginning Swimming HPER-126 1 hour

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

Intermediate Swimming HPER-127 1 hour

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

Lifesaving and Water Safety HPER-128 1 hour

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

Interpretive Dance HPER-141 1 hour

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

Beginning Ballet HPER-142 1 hour

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

Modern Rhythms HPER-143 1 hour

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

Tap Dance HPER-144 1 hour

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

Jazz Dance HPER-145 1 hour

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

Social Dance HPER-146 1 hour

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

Folk and Square Dance HPER-147 1 hour

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

Dance Production **HPER-148** **1 hour**

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

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

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

Rhythmic Aerobics **HPER-151** **1 hour**

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

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. **Three contact hours per week.**

R.O.P.E.S.

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

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

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

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

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

This course is designed to promote outdoor recreation. Students will spend approximately 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 must 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, 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 must be taken concurrently with River Ecology.

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

This course is designed to promote recreational shooting as a lifetime leisure activity and safety with firearms and their related equipment. This course develops the student's ability to handle firearms and their related equipment safely and efficiently. Basics of reloading of ammunition will be presented and discussed. Actual range firing of pistols, rifles, and shotguns will be required of each student. If a student is born after July 1, 1957, proof of successful completion of a hunter education course must be presented. Anyone born before July 1, 1957 must have permission from the instructor. **Four contact hours per week.**

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

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

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

This course is a continuation of Trap Shooting Techniques I.

Fundamentals of Weightlifting I **HPER-191** **1 hour**

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

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

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

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

This course is a continuation of Trap Shooting Techniques II.

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

This course is a continuation of Trap Shooting Techniques III.

ATHLETIC COURSES

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

This course includes varsity competition in baseball, basketball, cross country, football, rodeo, soccer, softball, track and volleyball. Taken by arrangement with the head coach students may earn one credit per sport per season.

Athletics II **HPER-112** **1 hour**

This course is a continuation of Athletics I.

Cheerleading **HPER-113** **1 hour**

This course emphasizes development of routines, cheers, chants, and skits, all of which contribute to crowd control and collegiate atmosphere. Taken by arrangement with the sponsor.

Cheerleading II **HPER-122** **1 hour**

This course is a continuation of Cheerleading I.

CORE COURSES

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

This course is designed to give the student a working knowledge of the fundamental principles of healthful living, as applied to physical, mental, and community life.

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

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

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

This course studies the emergency treatment of injuries, wounds, hemorrhage, burns, and poisoning. CPR training will be required. Successful completion of physical and written skill tests required for Red Cross First Aid certification.

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

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

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

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

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

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

Fundamentals of Coaching Track **HPER-183** **2 Hours**

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

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

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

Fundamentals of Minor Sports **HPER-186** **2 hours**

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

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

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

Fundamentals of Coaching Volleyball **HPER-189** **2 hours**

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

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

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

Outdoor Recreation **HPER-202** **3 hours**

This course is designed to acquaint the student with outdoor recreation, recreational use of natural resources, and the background of the outdoor movement. Topics include historical topography, ecological and environmental studies and other aspects which should introduce outdoor activities to the student.

Recreation for Special Populations **HPER-203** **3 hours**

This course provides an introduction to prescribing exercise programs for all populations. Basic techniques for screening and assessing physical fitness and health are covered. Students gain supervised practical experience in the Fitness Center

Prevention and Care of Athletic Injuries **HPER-211** **3 hours**

Students learn not only how to care for an injury, but how to keep injuries from occurring. This course involves terminology, nutrition, and practice recognizing and treating specific common injuries.

Athletic Training Practicum **HPER-212** **1 hour**

This course is a supervised clinical application of practical methods in athletic training. Athletic Training Practicum may be taken by arrangement with the instructor. **A minimum of 300 hours must be spent in the training room.**

Officiating

HPER-288 2 hours

This course studies the interpretation of the rules of football, basketball, and all minor sports with attention given to the mechanics of officiating in preparation for coaching and teaching. Actual officiating experience is a part of this course.

Intramurals

HPER-289 3 hours

This course studies the organization of intramurals at the elementary, secondary, community college, and university levels. A study of setting up and running tournaments is included.

Psychology of Coaching

HPER-290 3 hours

This course includes the philosophy of coaching, the coach and his/her personality, the athlete and his/her personality, levels of coaching, communication, team cohesion, motivation, discipline, teaching techniques in athletics, outside influences on athletes, cultural and minority problems, and psychological scouting.

History and Principles of Physical Education

HPER-291 3 hours

This course studies the history and development of modern physical education and the underlying principles of school and college physical education programs.



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DIVISION [NURSING] & [ALLIED HEALTH]

■ **Allied Health**

- Emergency Medical Services Technology
- Respiratory Therapy

■ **Nursing**

- Certified Nurse Aide
- Associate Degree Nursing
- Practical Nursing



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



EMERGENCY MEDICAL SERVICES TECHNOLOGY

This series of courses prepares the student to practice in the following areas: First Responder, Emergency Medical Technician-Basic (EMT-B), Emergency Medical Technician-Intermediate (EMT-I), and Mobile Intensive Care Technician Paramedic (MICT/P). Emergency Medical Services is an emerging profession that provides the individual an opportunity to practice at basic levels of emergency care e.g.: extrication, stabilization of the sick and injured to the advanced level of a Mobile Intensive Care Technician (MICT/Paramedic), administering medications and endotracheal intubation.

The successful completion of the courses First Responder, Emergency Medical Technician-Basic, Emergency Medical Technician-Intermediate allows the graduate to sit for the State Certification Examination presented by the Board of EMS.

The successful completion of the EMT-I course prepares the student for State Certification. Completion of the First Responder, EMT-B & MICT programs makes students eligible to take the certification exam.

Students completing the MICT/Paramedic program are awarded an Associate in Applied Science (AAS) degree. However, students may opt to complete an Associate in Science (AS) Degree.

Admission Requirements

To be considered for acceptance into an Emergency Medical Services Technology course or program, the student must have the following completed:

1. Application to the College
2. Application to the desired course of study
3. Copy of high school transcript, GED and all college transcripts on file in the department
4. Completion of COMPASS and Nelson-Denny testing
5. Interview with Program Coordinator/Instructor

Prerequisites for the Following Courses/Programs

First Responder

1. Be eighteen (18) years of age at the time of registry examination.

Emergency Medical Technician-Basic (EMT-B)

1. Be eighteen (18) years of age at the time of registry examination.

Emergency Medical Technician-Intermediate (EMT-I)

1. Certification as an EMT-B in the state of Kansas

Mobile Intensive Care Technician (Paramedic/MICT)

1. Certification as an EMT-B in the state of Kansas
2. Successful completion ("C" or better) of all general education pre-requisites.
3. Applicants must pass a criminal background check

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 (EMT-B)

EMRG-101 12 hours

This basic course in emergency medical care includes lectures, videos, and practical application. Students who complete this course will have the ability to offer emergency care to victims of medical crisis or traumatic injury. Successful completion of this course makes students eligible to take the certification exam. This course is a required pre-requisite for the Mobile Intensive Care Technician (Paramedic/MICT) program.

Emergency Medical Technician-Intermediate (EMT-IEMIC-110)

4 hours

This course is designed to prepare certified EMT's in intravenous procedures. The course includes information on drugs and solutions, and provides clinical opportunities for the students to obtain the skills necessary to initiate intravenous therapy. The successful completion of this program allows the student to sit for the certification exam presented by the Board of EMS for the State of Kansas.





MOBILE INTENSIVE CARE TECHNICIAN

The Associate Degree Paramedic/MICT program is accredited by the Committee on Accreditation of Emergency Management Services Professionals. Its mission is to continuously improve the quality of EMS education through accreditation and recognition services for the full range of EMS professions. The program provides classroom theory, practical lab skills training, clinical rotation and an EMS industry field internship. Graduates are eligible to take the National Registry examination.

(Paramedic/MICT) A.A. S.

		72 credit hours
Semester 1		14 hours
Course No.	Course Title	Credit
CHEM-108	Chemistry for Health Services.....	5
BIOL-211	Anatomy & Physiology I.....	4
SPCH-113	Interpersonal Communication.....	3
PCDE-101	College Skills Development.....	1
HPER-119	Physical Education.....	1

		14 hours
Semester 2		14 hours
Course No.	Course Title	Credit
BIOL-212	Anatomy & Physiology II.....	4
PSYC-101	General Psychology.....	3
ENGL-101	English I.....	3
SOCI-102	Medical Terminology.....	3
HPER-120	Physical Education.....	1

		17 hours
Semester 3		17 hours
Course No.	Course Title	Credit
EMIC-204	Advanced Medical Terminology.....	3
EMIC-207	Medical Emergencies.....	6
EMIC-105	Cardiology.....	4
EMIC-106	Pharmacology.....	3
CRIM-2001	Strategic Team Building.....	1

		15 hours
Semester 4		15 hours
Course No.	Course Title	Credit
EMIC-208	Trauma.....	2
EMIC-209	Clinical Rotations.....	12
CRIM 2001	EVOC.....	1

		12 hours
Semester 5		12 hours
Course No.	Course Title	Credit
EMIC-210	Field Internship.....	12

(Specialty Course work -ACLS, NRP, PALS, PHTLS)

Medical Terminology **EMIC-104** **3 hours**

This course includes the study of prefixes, suffixes, root words and vocabulary including pronunciation, meaning and spelling related to areas of nursing and medical sciences. It is designed to enhance the knowledge and comprehension of nursing and medical terms for the paraprofessional health worker and others employed in nursing homes, hospitals, doctors' offices, medical records, etc. Three hours of lecture- discussion per week.

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.

Cardiology **EMIC-105** **4 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. The course includes cardiac anatomy, cardiopulmonary physiology, physiological monitoring, medications and electrolytes and their effect on the EKG, pathophysiology of specific acute and chronic disease processes that affect the electrical and mechanical activities of the heart, electrophysiology of the heart, atrial, junctional and ventricular dysrhythmias and studies of disorders of rates and rhythms (introduces the student to rhythm strip reading and nursing implications). The course expands to include blood gas interpretations, alveolar ventilation, auscultation and ACLS certification.

Pharmacology **EMIC-106** **3 hours**

Prerequisites: Anatomy and Physiology (6-8 credit hours), college chemistry, or permission of instructor. This course is an introduction to drugs that may be given by an MICT in the management of the acutely ill. The course includes information on the physiological effects, clinical use, desired effects, side effects, and precautions and contraindications of drugs used in acute care with an emphasis on cardiovascular drugs.

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 also arranges for the students to participate in special activities. Evaluations will be made by nursing and EMS personnel with whom the students work.

Field Internship **EMIC-210** **12 hours**

Prerequisite: Completion of clinical rotation. This module will primarily be supervised by certified 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.



RESPIRATORY THERAPY

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

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

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

Admission Procedures

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

Club/Organization

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

First Year

Fall Semester:

Course No.	Course Title	Credit
BIOL-211	*Anatomy & Physiology I (GCCC)	4
MATH-006	*Beginning Algebra or higher math (GCCC).....	3
	Respiratory Physiology.....	4
	Pharmacology I.....	2
	Respiratory Therapy Procedures I.....	4
	Introduction to Clinical Practicum	2

Spring Semester:

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

Second Year

Fall Semester:

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

Spring Semester:

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

Summer Semester:

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

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

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

NURSING

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

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

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

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

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

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

Activity Director **HELR-108** **3 hours**

Prerequisite: Evidence of an eighth grade reading level. This course prepares an individual to work as an Activity Director in long term care facilities by introducing the student to the role, function and performance skills of an activity director. Course content includes exploration of the philosophy of long term care, the aging process, and planning and evaluating individual and group activities. At the completion of the course the student will receive a certificate.

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

Prerequisite: Evidence of an eighth grade reading level. This course is designed to prepare an individual to work as a Social Service Designee in a long term care agency. Content areas include the philosophy of long term care, social work, the aging process, development of resident care plans, and the utilization of social services. At the completion of this course the student will receive a certificate.

Paraprofessional Health-Team Seminar **HELR-110** **1/2-3 hours**

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

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

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



The Practical Nursing Program prepares students for entry into the healthcare system as a Licensed Practical Nurse. This 10 month program covers a wide range of activities that may be viewed on a continuum beginning with simple nursing tasks, progressing through increasingly complex responsibilities. Upon completion, graduates will have a strong clinical base and will have developed the skills necessary to function in various health care settings in three interrelated roles: provider of care, manager of care, and a member of the profession.

Upon completion of the program students will be awarded a certificate. The graduate is eligible to take the National Council Licensure Examination for licensure as a Licensed Practical Nurse (LPN).

Admission Requirements

The practical nursing program has a selective admission policy based on Nelson-Denny reading score, grade point average, evidence of high school completion or GED, evidence of nurse aide certification and completion of prerequisite classes. Contact the nursing department for details.

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

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

The practical nursing sessions have unique beginning and ending dates that do not coincide with semester classes. The following is a suggested course outline. Students should contact their advisor for a personalized plan of study.

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

PRACTICAL NURSING Prerequisites:

BIOL-210	Anatomy & Physiology	5
PSYC-101	General Psychology	3
SPCH-113	Interpersonal Communications I	3
EDUC-110	Developmental Psychology	3

First Session..... 12 hours

Course No.	Course Title	Credit
NURS-253	Special Topics in Nursing	1
PNRS-100	Fundamental of Nursing	3
PNRS-104	Pharmacology	2
PNRS-101	Practical Nursing I	5
PNRS-105	Gerontology	1

Second Session..... 8 hours

Course No.	Course Title	Credit
PNRS-102	Practical Nursing II.....	8

Third Session..... 5 hours

Course No.	Course Title	Credit
PNRS-103	Practical Nursing III	5

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

This course introduces the student to the scope of practice for the practical nurse. It includes a historical overview, ethical and legal issues, health care delivery systems, health and wellness concepts, nursing process, assessment, therapeutic communication and cultural awareness. Basic nurse aide skills are validated and new skills are developed. Practical applications of knowledge and skills are provided in a clinical setting.

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

This course introduces the practical nurse to the provision of care for patients across the life span with acute and chronic disorders of the musculoskeletal, hematological, neurological, and lymphatic systems. Special considerations for the surgical, pediatric and cancer patient are also introduced. The content is focused on utilizing the nursing process to direct clinical decision making in providing nursing care.

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

This course is the second course in the Practical Nursing series. It continues to introduce the practical nursing student to providing nursing care to patients across the life span with acute and chronic health disorders. Content areas focus on cardio and peripheral vascular, respiratory, gastrointestinal, liver, biliary, gallbladder, pancreas, renal and urinary, reproduction and care of the pregnant patient and neonate. The nursing process is utilized to present content and to facilitate clinical decision making.

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

This course is the last course in the Practical Nursing series. It completes the content on providing nursing care to patients across the life span with acute and chronic health care needs in the sensory, immune, integument, endocrine systems and mental health nursing. Students employ the nursing process to make clinical decisions. Content and capstone clinical practice are provided to assist the student to transition into vocational nursing.

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

Pharmacology introduces the student to medication classifications, dosages, calculations and administration techniques through both theory and lab experiences. The main focus is on various factors about pharmacokinetics, drug groups, and specific drugs from each group.

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

This course introduces the practical nursing student to the theories and concepts of aging, the physiological and psychosocial changes and problems associated with the aging process, and the appropriate nursing interventions. It will include assessments, ethical and legal issues, and health care practices.



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ASSOCIATE DEGREE NURSING

The Associate Degree Nursing Program prepares students 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 in 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). 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 Nursing Department is continually evaluating program prerequisites and course requirements to meet industry standards and improve the learning environment. Students need to contact the nursing department for current information.

Admission Requirements

The nursing program has a selective admission policy.

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

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

Advanced Standing

The Garden City Community College Nursing Program follows the Kansas Articulation Plan for Nursing Education. Qualified licensed practical nurses and transfer students from other programs must meet the admission requirements for the college and the Nursing Department. LPN applicants must complete a two credit hour transition course prior to entering Nursing III.

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

Accreditation

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

National League for Nursing Accreditation Commission
 (NLNAC)
 61 Broadway, 33rd Floor
 New York, NY 10006
www.nlnac.org
 (800) 669-1656 ext 153

First Semester 18 hours

Course No.	Course Title	Credit
NURS-107	Nursing I.....	7
PCDE-101	College Skills Development.....	1
BIOL-211	Anatomy and Physiology I.....	4
PSYC-101	General Psychology.....	3
SPCH-113	Interpersonal Communications I.....	3

Second Semester 18 hours

Course No.	Course Title	Credit
NURS-108	Nursing II.....	10
BIOL-212	Anatomy and Physiology II.....	4
EDUC-110	Human Growth and Develop.....	3
	Physical Education requirement.....	1

Summer Semester 5 hours

Course No.	Course Title	Credit
BIOL-213	Microbiology.....	5

Fourth Semester 14 hours

Course No.	Course Title	Credit
NURS-209	Nursing III.....	10
ENGL-101	English I.....	3
	Physical Education requirement.....	1

Fifth Semester 15 hours

Course No.	Course Title	Credit
NURS-210	Nursing IV.....	12
SOCI-102	Sociology.....	3

Basic Life Support for Health Care Providers NURS-106 1/2 hour

This course is designed to provide initial certification or recertification for individuals employed in health care settings. The course includes information on risk factors, heart and lung function, heart disease, and symptoms that indicate action. The student learns CPR and foreign body airway management.

Nursing I NURS-107 7 hours

Prerequisite: Must meet all admission requirements. 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 basic human needs.

Nursing II NURS-108 10 hours

Prerequisites: a minimum grade of C in Nursing I, Anatomy and Physiology I, Interpersonal Communications, General Psychology, and College Skills Development. The development of fundamental nursing knowledge and principles is continued through utilization of the nursing process. Nursing is approached with an understanding of meeting basic human needs when an individual experiences an emotional crisis event, a regulatory or homeostatic problem and/or an alteration in functioning of a body system.

LPN Transition Course NURS-110 2 hours

This course is designed to facilitate the transition of articulating LPN students into the Associate Degree Nursing program. The course introduces the student to the philosophies and objectives of Associate Degree Nursing, the College, and the Nursing Department. Testing of content areas from Nursing I and II is utilized to aide the student and faculty in identifying individual knowledge needs, and to direct the development of learning strategies to meet identified needs. Students are oriented to the clinical learning facilities and the college campus.

Nursing III NURS-209 10 hours

Prerequisites: a minimum grade of C in Nursing II, Anatomy and Physiology II, Microbiology, and Human Growth and Development. The approach to nursing is continued through an understanding of meeting basic human needs when an individual experiences an emotional crisis event, a regulatory or homeostatic problem and/or an alteration in functioning of a body system. Emphasis is placed on nursing care utilizing the nursing process requiring a higher level of assessment, decision making, and technical skills. Opportunities are provided to develop ability in setting priorities while giving care to a small number of acute and chronic clients of all age groups. Students will begin to differentiate the functions and responsibilities of the members of the health team.

Nursing IV NURS-210 12 hours

Prerequisite: a minimum grade of C in Nursing III, and English Composition I. Nursing content includes knowledge of critical aspects of neurological, pediatric, cardiovascular, respiratory and endocrine problems. Learning opportunities are provided to develop ability in setting priorities while giving care to an increased number of acute, chronic and critical clients of all age groups. Professional attributes and managerial skills are further developed.

Special Topics in Nursing NURS-253 1-3 hours

This course provides information on health care systems and the impact of those systems on health care workers and the community. The emphasis is on timely issues, topics and methods for integrating the information into their professional roles.





DIVISION SCIENCE & MATHEMATICS

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



Most programs outlined in the Science & Mathematics Division meet the requirements for an Associate in Science degree except those noted as non-degree programs. In addition to the general education courses required for graduation, the courses listed in the following programs of study are the recommended courses for the successful completion of the identified degree or certificate program.



BIOLOGY AND LIFE SCIENCES

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

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



CHIROPRACTIC

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

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



PRE DENTAL HYGIENE

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

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

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

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

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



FISHERIES & WILDLIFE BIOLOGY

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

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

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

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

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



FORESTRY, RANGE MANAGEMENT, CONSERVATION OF NATURAL RESOURCES

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

First Semester		18 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
CHEM-109	College Chemistry I.....	5
MATH-108	College Algebra.....	3
MATH-109	Plane Trigonometry or	
MATH-110	Fundamentals of Statistics.....	3
ECON-111	Economics: Macro.....	3
PCDE-101	College Skills.....	1

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

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

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



MEDICAL TECHNOLOGY

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

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

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

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

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



PRE PHYSICAL THERAPY

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

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

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

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

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



RADIOLOGIC TECHNOLOGY (X-Ray Technology)

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

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

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

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



VETERINARY MEDICINE

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

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

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

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

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



CHEMISTRY

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

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

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

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

Fourth Semester		16 hours
Course No.	Course Title	Credit
MATH-206	Differential Equations.....	3
PHYS-208	Engineering Physics II.....	5
CHEM-207	Organic Chemistry II	5
	Social Science Requirement	3



ARCHITECTURE

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

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

Course No.	Course Title	Credit
ENGL-101	English I.....	3
ENGL-102	English II	3
MATH-108	College Algebra	3
MATH-120	PreCalculus or	
MATH-121	Fundamentals of Calculus	3
PHYS-205	General Physics I.....	5
SPCH-111	Public Speaking I.....	3

Course No.	Course Title.....	Credit
HIST-101	Survey of Civilization I	3
SOCI-102	General Psychology.....	3
PHIL-101	Introduction to Philosophy	3
ARTS-121	History of World Art.....	3
ECON-111	Economics: Macro	3
GEOG-101	World Geography	3
	Suggested Electives (ARTS-101, ARTS-104, ARTS-129, DRAFT-104).....	9



ENGINEERING

Course selection for engineering should be in keeping with the transfer university curricular requirements. College Algebra and Trigonometry will not be counted toward a degree in any Kansas engineering school. The lack of a high school background in mathematics and chemistry will make it necessary to allow more time to meet engineering requirements. Requirements for graduation vary widely within an engineering curriculum, not only concerning Social Science and Humanities electives, but also concerning some of the technical courses listed below. Courses should be selected only after consulting an advisor.

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

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

Third Semester		19 hours
Course No.	Course Title	Credit
PHYS-207	Engineering Physics I.....	5
MATH-205	Calculus & Analytical Geometry III.....	5
ECON-112	Economics: Micro.....	3
SPCH-111	Public Speaking I.....	3
	Humanities Requirement.....	3

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



ENGINEERING TECHNOLOGY

Engineering Technology programs emphasize a broad understanding of science, social sciences, and mathematics coupled with practical experience in applying that knowledge to the solution of a variety of common engineering problems. This course of study is appropriate for students interested in careers involving routine design, production or construction management and facilities operations and maintenance. The Engineering Technology program represents approximately one half of the requirements for a Bachelors Degree in Civil, Electrical, or Mechanical Engineering Technology.

Although most Engineering Technology degree programs require less mathematics and physics than engineering programs, the requirement for demonstrated capability in applied problem solving is as demanding as the engineering program's emphasis on demonstrated proficiency in understanding and use of theory. Courses should be selected only after consulting an advisor.

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

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

Third Semester		17 hours
Course No.	Course Title	Credit
PHYS-205	General Physics I.....	5
CSCI-102	Introduction to Programming.....	3
ECON-111	Economics: Macro.....	3
MATH-121	Fundamentals of Calculus.....	3
	Humanities Requirement.....	3

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



CONSTRUCTION SCIENCE & MANAGEMENT

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

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

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

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

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



MATHEMATICS

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

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

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

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

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

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



PHYSICAL SCIENCE

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

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

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

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

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



PHYSICS

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

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

Third Semester		16 hours
Course No.	Course Title	Credit
PHYS-207	Engineering Physics I.....	5
MATH-205	Calculus & Analytical Geometry III.....	5
ECON-111	Economics: Macro.....	3
	Humanities Requirement.....	3

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



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ARCHITECTURE

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

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

BIOLOGY AND LIFE SCIENCES

Principles of Biology BIOL-105 5 hours

Prerequisite: None; however, a chemistry course is recommended.

This is an introductory course dealing with the nature of life. Course concepts include simple chemistry, cells, cell processes, DNA processes, inheritance, plants, animals, ecology, reproduction and development. The course is general enough for non-majors seeking a lab science and rigorous enough for science majors. Three hours lecture/four hours laboratory per week. (Fall/Spring/Summer)

Principles of Wildlife Management BIOL-106 3 hours

This is a basic course in wildlife management. The history of conservation in the United States will be considered. Basic concepts of modern wildlife management and management of urban and suburban wildlife will be covered. Ecological relationships between wildlife and their physical environment will be a primary area for study. Wildlife management techniques and materials for sustaining various species of wildlife, with special emphasis on administration and laws pertaining to this field of work will be considered. Field trips may be scheduled depending on class size and interest. (On demand)

River Ecology BIOL-107 4 hours

This course is designed to provide a field biology experience by total immersion in the natural environment. An understanding of the broad concepts of the field of ecology will be developed by a study of the interactions of the various flora and fauna of the Ozarks. This understanding will occur as the student canoes and camps along a 60-mile section of the river. This course is a combination of laboratory and lecture as the students encounter various points of interest throughout the trip. However, it does not satisfy the laboratory science requirement in general education. This class must be taken concurrently with the Canoeing and Camping courses. (Summer)

Introduction to Ecology BIOL-109 5 hours

Prerequisite: Principles of Biology or consent of the instructor.

This course introduces the broad concepts of ecology including the ecosystem, habitat and ecological niche, biochemical cycles, food chains, trophic structures and ecological pyramids. Population and community ecology concepts are considered with a general application of ecological concepts to environmental conditions. Laboratory work predominately involves field observations with some indoor evaluation of data involved. The course is designed for forestry, wildlife, fisheries, biology and other major fields of study

that deal with environmental conditions. Three hours lecture/four hours laboratory per week. (Fall-odd year)

Special Topics in Science BIOL-110 1-2 hours

This course is taught by arrangement. One or two hours of credit is given for special problems in any mathematics or science field and is carried out under the supervision of an instructor. This course may be repeated.

General Zoology BIOL-205 5 hours

Prerequisite: Principles of Biology or consent of the instructor.

This course offers the study of the basic concepts of animal biology, beginning with the chemical and physical nature of protoplasm and continuing through the principles of molecular and cellular biology, the animal anatomy and physiology, genetics and evolution of the animal kingdom and a survey of animal taxonomy. Three hours lecture/four hours laboratory per week. (Spring)

General Botany BIOL-206 5 hours

Prerequisite: Principles of Biology or consent of the instructor.

This course surveys the plant kingdom, emphasizing molecular and cellular concepts as related to plants and the morphology and physiology, systematics, heredity and evolution of representatives of the major plant groups from bacteria to the angiosperms. Three hours lecture/four hours laboratory per week. (Fall-even year)

Anatomy and Physiology BIOL-210 5 hours

This course is an elementary study of the functions and structure of the human body, including general principles of the mechanisms of nutrition. This course which is designed for education majors and general education students, but is not recommended for students in health-related fields. Three hours lecture/four hours laboratory per week. (Fall/Spring)

Anatomy and Physiology I BIOL-211 4 hours

Prerequisite: None; however, Chemistry for Health Services and Principles of Biology are highly recommended. The structure and function of cells and tissues and the skeletal, muscular and nervous systems comprise the course content. Special attention is given to controls and integration of the erect and moving body. A human cadaver is used to supplement instruction in this course, designed primarily for students in health-related fields. Three hours lecture/two hours laboratory per week. (Fall/Spring/Summer)

Anatomy and Physiology II BIOL-212 4 hours

Prerequisite: Anatomy and Physiology I or consent of the instructor. This course is a continuation of Anatomy and Physiology I. The structures and functions of the respiratory, cardiovascular, digestive, urinary, reproductive and endocrine systems are studied in this course. Attention is given to maintaining the metabolism of the body and the fluid, electrolyte and acid-base balance of the healthy body. A human cadaver is used to supplement instruction in this course. Three hours lecture/two hours laboratory per week. (Fall/Spring/Summer)

Microbiology BIOL-213 5 hours

Prerequisite: Principles of Biology and one semester of Chemistry. This course is designed to meet the needs of students entering medically related fields or other areas requiring a basic understanding of microorganisms. Course concepts include chemistry, cells, metabolism, DNA, DNA processes and genomics, classification

of prokaryotes, survey of microorganisms, viruses (sub-cellular entities), the immune system, drugs, and diseases affecting humans. Characteristics of microorganisms (primarily bacteria, but also Archaea, protozoans and fungi and helminthes) are studied. Laboratory work predominately involves the testing of physical and metabolic traits of bacteria that leads to the identification of an unknown. Three hours of lecture/four and 1/2 hours of laboratory per week. (Fall/Spring/Summer)

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

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

CHEMISTRY

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

Prerequisites: Student must score between 47-65 on the COM-PASS test in the algebra domain. This course is the study of the principles of chemistry to provide general information about the elements, atomic structure and laboratory methods for the liberal arts student who does not expect to major in science or related fields. Students should not take this course and College Chemistry I unless a more thorough background is desired in which case not more than five hours of credit toward a chemistry degree will be granted. Three hours lecture/three hours laboratory per week. (Spring)

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

Prerequisites: Student must score between 47-65 on the COM-PASS test in the algebra domain. This course in general chemistry is designed primarily for first-year students in various health-related programs. Emphasis is placed on practical aspects of inorganic chemistry, organic chemistry and biochemistry. Theoretical topics are dealt with only as an aid to understanding human body processes. Three hours lecture/four hours laboratory per week. (Fall/Spring/Summer)

College Chemistry I **CHEM-109** **5 hours**

Prerequisite: High school chemistry and advanced algebra or concurrent enrollment in College Algebra. This course is the study of atomic structure with an emphasis on electronic configurations and their effect on chemical properties. The three phases of matter are studied through problem-solving methods. Three hours lecture/four hours laboratory per week. (Fall)

College Chemistry II and Qualitative Analysis **CHEM-110** **5 hours**

Prerequisite: College Chemistry I. This course is a continuation of College Chemistry I with emphasis on various types of chemical equilibrium, chemical kinetics, thermodynamics, electrochemistry, nuclear chemistry and an introduction to organic chemistry. Approximately one-fourth of laboratory work is spent in qualitative analysis. Three hours lecture/four hours laboratory per week. (Spring)

Organic Chemistry I **CHEM-206** **5 hours**

Prerequisite: College Chemistry II. This course is an in-depth study of organic chemistry with emphasis on nomenclature, molecular structures and common chemical reaction mechanisms. Three hours lecture/six hours laboratory per week. (Fall)

Organic Chemistry II **CHEM-207** **5 hours**

Prerequisite: Organic Chemistry I. This course is a continuation of Organic Chemistry I and is devoted to the chemistry of the major functional groups, IR and NMR Spectroscopy, carbohydrates and biochemical topics. Three hours lecture/six hours laboratory per week. (Spring).

ENGINEERING

Engineering Concepts **ENGR-100** **2 hours**

This course is an introduction to engineering and engineering design. Problem-solving techniques are emphasized. Types of problems encountered in various engineering fields are explored. Information on types of job opportunities available is provided to acquaint the undecided students with these fields. (On demand)

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

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

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

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

MATHEMATICS

Beginning Algebra **MATH-006** **3 hours**

Prerequisite: College Math with a grade of C or better or a qualifying score on the placement exam. This is a developmental course in beginning algebra intended to provide an entry course into algebra. Beginning Algebra is the first in a sequence of two developmental algebra courses, the second course being Intermediate Algebra. Beginning Algebra includes the study of signed numbers, solving equations and inequalities, simplifying exponents, manipulating and factoring polynomials, and applying problem-solving skills. This class does not count for degree requirements. (Fall, Spring, and Summer).

Computations I **MATH-101** **3 hours**

This course provides nursing students with the math skills necessary to understand and calculate dosages that are required for a practicing nurse. The first part of the course offers a review of basic math operations including fractions and proportions. The last part of the course deals with the dosage calculations for oral, parenteral, and IV administration. (Fall).

College Math **MATH-105** **3 hours**

The emphasis of this course is on the understanding and demonstrated competency of computational math skills. This refresher course includes concepts and problem-solving skills with whole numbers, fractions, decimals, proportion, percents, metrics, and integer arithmetic (Fall, Spring, and Summer).

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

Prerequisite: Beginning Algebra with a grade of C or better or a qualifying score on the COMPASS exam. Intermediate Algebra is the second in a sequence of two courses in preparation to take College Algebra or Topics in Contemporary Mathematics. This course further develops the concepts initiated in Beginning Algebra and completes the developmental algebra sequence. Intermediate Algebra also includes the study of systems of linear equations, functions, rationals exponents and radicals, operations with polynomials, advanced factoring techniques, solving quadratic equations, rational expressions, and appropriate application problems (Fall, Spring, and Summer).

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

Prerequisite: Intermediate Algebra with a grade of C or better or a qualifying score on the COMPASS exam. This course is a foundation course for advanced study in mathematics, business, and the sciences. It requires adequate mastery of basic algebraic manipulations. This course is a survey of topics including functions and their graphs, polynomials and rational functions, logarithms and exponential functions and systems of equations. Students are required to use appropriate technology (Fall, Spring, and Summer).

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

Prerequisite: Intermediate Algebra with a C or better or an appropriate COMPASS score. For non-calculus bound students only. This course will serve as a prerequisite for Fundamentals of Statistics, but it will not satisfy the prerequisite for any calculus course. The course will provide students with an opportunity to gain an understanding of mathematics and mathematical processes. There will be no emphasis on remediation of arithmetic or algebraic manipulative skills. Areas of study shall be selected from numeration systems, sets and logic, functions and graphs, personal finance, probability and statistics, and geometry and measurement (Summer, Fall)

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

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

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

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

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

Prerequisite: College Algebra with a grade of C or better or a qualifying score on the COMPASS exam. This is an advanced course in algebra and trigonometry for students who are preparing to take Calculus and Analytical Geometry I. Some knowledge of basic trigonometry is recommended, but not mandatory. Major topics include vectors, systems of linear equations and inequalities, matrices and determinants, summation notation and properties, arithmetic and geometric sequences. Mathematical modeling is integrated throughout the course. There will be brief but thorough review of polynomial, rational, exponential and logarithmic functions. This course covers trigonometric functions, identities and equations.

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

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

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

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

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

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

Calculus and Analytical Geometry II **MATH-123** **5 hours**

Prerequisite: Calculus and Analytical Geometry I with a grade of C or better or equivalent. This course is a continuation of Calculus and Analytical Geometry I. Topics include areas; work, fluid pressure, and centroid problems; formal integration and application; infinite series; parametric and polar equations (Spring).

Calculus and Analytical Geometry III **MATH-205** **5 hours**

Prerequisite: Calculus and Analytical Geometry II with a grade of C or better. This course is a continuation of Calculus and Analytical Geometry II. Topics discussed will be vectors, solid analytic geometry, functions of two or more independent variables, vector-valued functions, and multiple integration (Fall).

Differential Equations **MATH-206** **3 hours**
Prerequisite: Calculus and Analytical Geometry III with a grade of C or better. This is a first course in ordinary differential equations. Topics include techniques for solving differential equations and the basic ideas and theory behind these techniques (Spring).

PHYSICAL SCIENCE

Current Topics in Science **PHSC-101** **1-3 hours**
 This course is designed to give students a non-laboratory course in science to gain familiarity with some of the current ideas in science that are likely to be discussed in popular and scientific publications.

General Physical Science **PHSC-105** **5 hours**
Prerequisite: Beginning Algebra or one year of high school algebra would be helpful. This course is a general survey of the physical world in which astronomy, chemistry, geology, 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. (Fall/Spring)

Descriptive Astronomy **PHSC-106** **3 hours**
 A background in basic algebra is useful but not required. This course is a largely qualitative study of the sun and planets, stars and galaxies and a survey of what is known and how it is known. Extensive use will be made of audio-visual materials in class. Occasional telescopic observation sessions will be held. Three hours lecture per week. (Fall)

Understanding Weather **PHSC-110** **3 hours**
 The objective of this course is to acquaint students with the basic physical laws affecting atmospheric phenomena, to study the methodology of forecast meteorology as it applies to agriculture and aviation, to examine causes of climatic variation and to study cases of severe weather. This course is also designed to examine modification and to develop an appreciation for the impact of man on climate and climate on man. (Spring)

Introduction to Forensic Science **PHSC-120** **3-5 hours**
 Introduction of Forensic Science focusing on how samples are collected and analyzed and what information can be obtained. This course is a survey of topics utilized in forensic science in helping to solve crimes. It develops the capabilities to integrate knowledge and skills in the examination, analysis, interpretation, reporting and testimonial support of physical evidence. It also increases knowledge about various analytical techniques and the breadth of topics they can be used to examine. Hair analysis, paint analysis, drug screening, arson investigation, ballistics, serology and DNA analysis are among the topics that will be covered. (Fall/Spring)

Physical Geology **PHSC-205** **5 hours**
 This course concerns the formation, occurrence and structure of minerals and rocks, actions of streams, oceans, glaciers and the formation and modification of the landscape through mountain building, volcanism and earthquakes. Three hours lecture/four hours laboratory per week. (Spring)

PHYSICS

Descriptive Physics **PHYS-106** **3 hours**
Prerequisite: One year of high school algebra. This course serves as a three-hour elective science course for non-science majors. It also enables students not pursuing a degree in science to learn the basic concepts of physics without the need for a high proficiency in mathematics. Areas of study include mechanics, temperature and heat, waves and sound, electricity and magnetism, light and atomic and nuclear physics. Three hours lecture per week. (Fall, on demand)

General Physics I **PHYS-205** **5 hours**
Prerequisite: College Algebra or the consent of the instructor. This course is a conceptually oriented study of the field of basic physics with emphasis on understanding concepts and problem solving. Areas of study include motion in one and two dimensions, energy and momentum, gravity, rotation, fluid dynamics, thermodynamics, and mechanical waves. Three hours lecture/four hours laboratory per week. (Fall)

General Physics II **PHYS-206** **5 hours**
Prerequisite: General Physics I. This course is a continuation of the study of basic physics begun in General Physics I. Areas of study include electricity and magnetism, light and optics, relativity, quantum mechanics, and atomic and nuclear physics. Three hours lecture/three hours laboratory per week. (Spring)

Engineering Physics I **PHYS-207** **5 hours**
Prerequisite: Calculus and Analytical Geometry I. Topics studied include mechanics and thermodynamics. This is a required course for pre-engineering and science majors in the field of chemistry, physics, mathematics and geology. Three hours lecture/four hours laboratory per week. (Fall)

Engineering Physics II **PHYS-208** **5 hours**
Prerequisite: Engineering Physics I. Topics studied include mechanical waves, electricity and magnetism, and light. Three hours lecture/four hours laboratory per week. (Spring)





DIVISION

[SOCIAL SCIENCE]

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



Each discipline in the Social Science Division provides a particular point of view as the division promotes student outcomes. The outcomes lead to an understanding of human nature, an appreciation of the cultural determinants of western civilization, participation in the function of government, an awareness of the interaction of social institutions and the development of skills and attitudes conducive to successful productivity in society.

EDUCATION

The education curriculum provides the first two years of the state-prescribed professional education courses and related general education courses that will lead to the bachelor's degree with state licensure for teaching at the early childhood, elementary, or secondary level. See the specific department advisor for more information.

TEACHING LICENSURE

General and professional education requirements for early childhood, elementary, middle school and secondary school teaching are defined in the Licensure Regulations of the State Department of Education. Classes should be selected to provide a basis for degree requirements for the school granting the baccalaureate degree.

In addition to the core courses required for graduation, the courses listed in the following programs of study are recommended for the successful completion of the identified degree program. Students should work with advisors to ensure transferability. The Kansas State Board of Education requires that pre-service teachers pass the Pre-Professional Skills Test (PPST) for licensure. It is recommended by transfer institutions that the test be taken upon completion of MATH-108 (College Algebra). The PPST test is offered at GCCC three times a year and is now available online. Students should go to www.ets.org/praxis for more information.



EARLY CHILDHOOD EDUCATION



Associate in Applied Science - 18 hours of General Education

Associate in Science - 35 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 four year transfer plan currently is under design at the state level. It is suggested at this time for students interested in an Early Childhood Licensure to contact their transfer university and work closely with the GCCC Early Childhood advisor to meet those individual needs.

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

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
ECHD-101	Child Development I.....	3
ECHD-102	Observation Practicum.....	1
SPCH-111	Public Speaking I.....	3
	Physical Education Requirement.....	1
SOCI-113	Marriage & Family.....	3
PCDE-101	College Skills.....	1
HPER-109	First Aid.....	2

Second Semester		17 hours
Course No.	Course Title	Credit
MATH-105	College Math.....	3
ECHD-110	Creative Experiences for Young Children.....	3
EDUC-110	Developmental Psychology.....	3
ECHD-103	Child Development II.....	3
ECHD-104	Observation Practicum.....	1
	Physical Education Requirement.....	1
PSYC-101	General Psychology.....	3

Third Semester		16 hours
Course No.	Course Title	Credit
SOCI-102	Intro to Sociology.....	3
ECHD-108	Child Care Administration.....	3
EDUC-290	Children's Literature.....	3
ECHD-106	Infant Development.....	3
ECHD-105	Early Child Education.....	4

Fourth Semester		18-20 hours
Course No.	Course Title	Credit
HMEC-115	Basic Nutrition.....	3
ECHD-109	Child Guidance & Management.....	3
ARTS-120	Art Appreciation or History of World Art	3
ARTS-121	or Music Appreciation	3
MUSC-108	or	3
DRAM-150	Intro to Theatre.....	3
	Any Science Requirement.....	3-5
SPED-205	Survey of Young Child with Special Needs.....	3
EDUC-113	Issues in Education-Behavior Modification.....	3.



EARLY CHILDHOOD EDUCATION

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
ECHD-101	Child Development I.....	3
ECHD-102	Observation Practicum.....	1
BIOL-105	Principles of Biology.....	5
	Physical Education Requirement.....	1
PSYC-101	General Psychology.....	3
PCDE-101	College Skills.....	1

Third Semester		18 hours
Course No.	Course Title	Credit
PHSC-105	General Physical Science.....	5
LITR-210	Intro to Literature.....	3
ECHD-105	Early Childhood Education.....	4
SOCI-102	Introduction to Sociology.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
ECHD-103	Child Development II.....	3
ECHD-104	Observation Practicum.....	1
SPCH-111	Public Speaking I.....	3
EDUC-110	Developmental Psychology.....	3
	Physical Education Requirement.....	1
ECHD-109	Child Guidance & Management.....	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
POLS-105	American Government.....	3
MATH-108	College Algebra.....	3
ARTS-120	Art Appreciation or	
ARTS-121	History of World Art or	
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3
EDUC-290	Children's Literature.....	3
ECHD-106	Infant Development.....	3



ELEMENTARY EDUCATION

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

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1
	Humanities or Social Science Requirement.....	3
	Physical Education Requirement.....	1
CSCI-1103	Intro to Computer Concepts & Applications.....	3

Third Semester		21-22 hours
Course No.	Course Title	Credit
PHSC-105	General Physical Science.....	5
EDUC-105	Foundations of Education.....	3
EDUC-106	Observation.....	1-2
	Humanities or Social Science Requirement.....	3
SPCH-111	Public Speaking I.....	3
SPED-205	Survey of Young Child with Special Needs.....	3
SOCI-113	Marriage and Family.....	3

Second Semester		18 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
PSYC-101	General Psychology.....	3
BIOL-105	Principles of Biology.....	5
EDUC-110	Developmental Psychology.....	3
	Physical Education Requirement.....	1
MATH110	Fundamentals of Statistics.....	3

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

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

Humanities Requirement Options

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

Social Science Requirement Options

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

(Economics courses may be required by some universities)



SECONDARY EDUCATION

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

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1
ARTS-120	Art Appreciation	
	or	
ARTS-121	History of World Art	
	or	
MUSC-108	Music Appreciation	
	or	
DRAM-150	Intro to Theatre.....	3
	Physical Education Requirement.....	1
CSCI-110	Intro to Computer Concepts & Applications.....	3

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

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

Fourth Semester		18 hours
Course No.	Course Title	Credit
LITR-210	Introduction to Literature OR	
LITR-253	World Literature.....	3
	Humanities	
	or Social Science Requirement.....	3
SOCI-104	Human Sexuality.....	3
ARTS-120	Art Appreciation	
	or	
ARTS-121	History of World Art	
	or	
MUSC-108	Music Appreciation	
	or	
DRAM-150	Intro to Theatre.....	3
GEOG-101	World Geography.....	3
	Humanities or Social Science Requirement.....	3

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

Social Science Requirement Options

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

(Economics courses may be required by some universities)

Humanities Requirement Options

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



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SPECIAL EDUCATION

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

First Semester		17 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology	3
MATH-108	College Algebra	3
PCDE-101	College Skills.....	1
ARTS-120	Art Appreciation	
	or	
ARTS-121	History of World Art	
	or	
MUSC-108	Music Appreciation	
	or	
DRAM-150	Intro to Theatre.....	3
	Physical Education Requirement.....	1
CSCI-110	Intro to Computer Concepts & Applications.....	3

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

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

Fourth Semester		15 hours
Course No.	Course Title	Credit
LITR-210	Introduction to Literature.....	3
	Humanities or Social Science Requirement	3
EDUC-290	Children's Literature.....	3
DRAM-150	Intro to Theatre	3
GEOG-101	World Geography	3
SPED-205	Survey of Young Child with Special Needs	3

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

Social Science Requirement Options

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

(Economics courses may be required by some universities)

Humanities Requirement Options

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



LIVING ARTS AND SCIENCE (Home Economics)

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

First Semester		17 hours	Third Semester		15 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	ARTS-121	History of World Art or	
SPCH-111	Public Speaking I.....	3	MUSC-108	Music Appreciation or	
MATH-108	College Algebra.....	3	DRAM-150	Intro to Theatre.....	3
PSYC-101	General Psychology.....	3	CHEM-105	General Chemistry.....	5
SOCI-104	Human Sexuality.....	3	ARTS-124	Design or	
	Physical Education Requirement.....	1	HMEC-120	Interior Design.....	3
PCDE-101	College Skills.....	1	ECON-111	Economics: Macro.....	3
				Physical Education Requirement.....	1
Second Semester		17 hours	Fourth Semester		17 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-102	English II.....	3	ARTS-120	Art Appreciation.....	3
SOCI-102	Introduction to Sociology.....	3	EDUC-110	Developmental Psychology.....	3
BIOL-105	Principles of Biology.....	5	LITR-210	Intro to Literature.....	3
SOCI-113	Marriage and Family.....	3	CHEM-206	Organic Chemistry I.....	5
HMEC-103	Pattern Study & Garment Construction.....	3	HMEC-115	Basic Nutrition.....	3



FASHION MERCHANDISING

First Semester		18 hours	Third Semester		17 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	MATH-108	College Algebra.....	3
SPCH-111	Public Speaking I.....	3	ECON-111	Economics: Macro.....	3
PSYC-101	General Psychology.....	3	BSAD-120	Advertising.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3	EDUC-110	Developmental Psychology.....	3
BSAD-101	Intro to Business.....	2	MIDM-103	Management/Marketing Internship.....	3
PCDE-101	College Skills Development.....	1	MIDM-125	Management Marketing Seminar.....	1
MUSC-108	Music Appreciation or			Physical Education Requirement.....	1
DRAM-150	Intro to Theatre.....	3			
Second Semester		18 hours	Fourth Semester		17 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-102	English II.....	3	CHEM-105	General Chemistry.....	5
HMEC-103	Pattern Study & Garment Construction.....	3	ARTS-120	Art Appreciation.....	3
BIOL-105	Principles of Biology.....	5	SOCI-102	Introduction to Sociology.....	3
BSAD-124	Salesmanship.....	3	MIDM-103	Management/Marketing Internship.....	3
ARTS-124	Design.....	3	HMEC-104	Advanced Pattern Study	
	Physical Education Requirement.....	1		& Garment Construction.....	3

AS DEGREE INTERIOR MERCHANDISING

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

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

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

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

AS DEGREE INTERIOR DESIGN

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

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

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

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

AS DEGREE APPAREL DESIGN

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

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

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

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



PSYCHOLOGY



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

Second Semester		17 hours
Course No.	Course Title	Credit
ENGL-102	English II.....	3
SOCI-102	Introduction to Sociology.....	3
ARTS-120	Art Appreciation or	
ARTS-121	History of World Art or	
MUSC-108	Music Appreciation or	
DRAM-150	Intro to Theatre.....	3
BIOL-205	General Zoology.....	5
EDUC-110	Developmental Psychology.....	3

Third Semester		18 hours
Course No.	Course Title	Credit
LITR-210	Intro to Literature.....	3
POLS-105	American Government.....	3
PSYC-102	Human Relations.....	3
PSYC-104	Social Psychology or	
	Social Science Requirement.....	3
MATH110	Fundamentals of Statistics.....	3
	Social Science Requirement.....	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
	Humanities Requirement.....	3
ECON-111	Economics: Macro.....	3
PHIL-101	Introduction to Philosophy.....	3
PSYC-201	Abnormal Psychology	
	or Social Science Requirement.....	3
SPCH-111	Public Speaking I.....	3
	Physical Education Requirement.....	1



ADDICTION COUNSELING TRAINING PROGRAM



The two-year Addiction Counselor Training Program leads to an Associate in Arts or an Associate in Science degree. It is designed to prepare graduates for the process of certification prepared by the Kansas Association of Addiction Professionals. The comprehensive curriculum includes general education, theoretical and applied principles of counseling, chemical dependency courses and clinical experiences in various treatment programs. The program provides an in-depth understanding of the incidence, theories of causation, physiology and psychosocial factors associated with substance abuse. Emphasis is placed upon developing self-awareness, professional counseling skills, ethics, and knowledge which increases the employment potential of the Addiction Counselor Training Program graduate.

First Semester		16 hours
Course No.	Course Title	Credit
ENGL-101	English I.....	3
PSYC-101	General Psychology.....	3
ADDC-101	Introduction to Counseling.....	3
ADDC-200	Group Counseling and Self-Help Groups.....	3
PCDE-101	College Skills Development.....	1
MATH-108	College Algebra.....	3

Second Semester		19 hours
Course No.	Course Title	Credit
SPCH-111	Public Speaking I.....	3
PSYC-201	Abnormal Psychology.....	3
ADDC-210	Family Counseling.....	3
ADDC-100	Intro to Alcohol and other Drug Use.....	3
MATH-110	Fundamentals of Statistics.....	3
HPER-119	Aerobic Super Circuit.....	1
ADDC-201	Procedures in Client-Record Management.....	3

Third Semester		16 hours
Course No.	Course Title	Credit
ADDC-203	Counseling Special Pop for Addiction.....	3
PHIL-102	Elementary Ethics.....	3
ENGL-102	English II.....	3
ADDC-103	Addiction Counselor Trng: Field Practicum I.....	3
HPER-120	Aerobic Super Circuit II.....	1
ADDC-205	Addiction Counseling: Pharmacology	
	& Med High Risk Issues.....	3

Fourth Semester		18-20 hours
Course No.	Course Title	Credit
HIST-103	American History to 1865.....	3
PHSC-105	Physical Science.....	5
SOCI-113	Marriage and Family.....	3
ADDC-204	Add Counselor Trng: Field Practicum II.....	1-3
ADDC-211	Counseling Skills and Ethics.....	3
ARTS-120	Art Appreciation.....	3

First Semester		17 hours
ENGL-101	English I.....	3
SOCI-102	Introduction to Sociology.....	3
SPCH-111	Public Speaking I.....	3
MATH-108	College Algebra.....	3
PCDE-101	College Skills Development.....	1
	Physical Education Requirement.....	1
POLS-105	American Government.....	3
Second Semester		16 hours
ENGL-102	English II.....	3
CSCI-1103	Intro to Computer Concepts & Applications.....	3
SOCI-204	Social Problems.....	3
MATH-110	Fundamentals of Statistics.....	3
PSYC-101	General Psychology.....	3
	Physical Education Requirement.....	1

Third Semester		19 hours
BIOL-210	Anatomy and Physiology.....	5
HIST-104	American History since 1865.....	3
EDUC-110	Developmental Psychology.....	3
LANG-1322	Elementary Spanish I.....	5
SOCI-210	Intro to Social Work.....	3
Fourth Semester		18 hours
LANG-1331	Elementary Spanish II.....	5
	Social Science Requirements.....	3
PHIL-101	Introduction to Philosophy.....	3
SOCI-113	Marriage and Family.....	3
	Social Science Requirement.....	3

ADDICTION/COUNSELOR TRAINING

Introduction to Alcohol and Other Drug Abuse **ADDC-100 3 hours**

This course provides a study of theories and an overview or treatment and intervention methods. The impact of abuse in economic, legal, social, and criminal areas is presented. Consequences to health and pharmacological concepts, and the effects of abuse on behavioral and psycho-social areas are discussed. Students will develop a foundation of basic knowledge in the area of alcohol and drug addiction that will enhance their ability to enter and advance in the field of Alcohol and Drug Dependency Counseling.

Introduction to Counseling **ADDC-101 3 hours**

This course introduces the historical and theoretical aspects of the counseling profession. The role, functions and responsibilities of the counselor and practical aspects of interviewing are discussed. Issues such as ethical and legal standards will be included, and emphasis will be placed on understanding the cognitive and affective elements necessary to establish professional helping relationships with clients. Students will gain a basic understanding and knowledge of the historical and theoretical approaches used in counseling, be introduced to the basic techniques that are most often used within a counseling session, and understand the Counseling Profession's Code of Ethics.

Addiction Counselor Training Field Practicum I **ADDC-103 3 hours**

Prerequisites: ADDC-100, 101, 200, 201. This course offers a supervised experience in an approved alcohol and/or drug abuse agency. 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 requires 180 clock hours and is taught by arrangement.**

Group Counseling and Self-Help Groups **ADDC-200 3 hours**

Prerequisite: Introduction to Counseling or permission of instructor. This course is a study of the various approaches that are most applicable to group counseling of the addicted population. Emphasis will be placed on developing skills for effective group facilitators. The course also includes a close look at the background, history and components of Chemical Dependency Self-Help groups. Students will learn the group process, the techniques and skills most often used in Group Counseling, the theoretical approaches used in Group Counseling, and be introduced to the Self-Help Group process.

Procedures In Client-Record Management **ADDC-201 3 hours**

Prerequisites: Introduction to Alcohol and Other Drug Abuse and Introduction to Counseling. This course introduces several formats for presentation of evaluation data and includes an emphasis on the basic paperwork required in an 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 instruments 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 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.

Addiction Counselor Training Field Practicum II **ADDC-204 3 hours**

Prerequisites: ADDC103. This course is a continuation of Field Practicum I. The student participates in the core functions as applied at an approved agency. The student is also expected to evaluate the practicum experience, academic preparation, and agency function. This practicum provides training in the areas of evaluation, primary treatment, alcohol/drug education programs,

and work with families. Students will gain the necessary academic and practical working experience background needed to successfully counsel an addicted client. **This course requires 180 clock hours, and is taught by arrangement. One clock hour of face-to-face supervision on campus is required for each 18 hours of practicum work.**

Addictions Counseling: Pharmacology and Medical High Risk Issues **ADDC-205** **1-2 hours**

This course provides a basic understanding of the pharmacological effects of alcohol and drug usage based upon the main drugs of abuse. Also covered in the course will be the medical issues related to the short term and chronic usage of alcohol and other mood altering substances.

Family Counseling **ADDC-210** **1-2 hours**

This course will be taken in conjunction with the Addictions Counseling certification program through the Kansas Association of Addiction Professionals. The content of this course is to foster an understanding of the role of the family in personal development. It uses systems theory and approaches which facilitate healthy family interactions. It emphasizes current family development research to guide explorations of relationship patterns, dating and marriage, roles of the family in the addiction process, and topics in sexuality useful in implementing programs in a larger community in addition to AIDS prevention

Counseling Skills & Ethics **ADDC-211** **1-2 hours**

The purpose of this course is to present a practical approach to the application of interviewing skills, concepts, and methods. This course will provide a system for planning the interview, analyzing counselor behavior and determining developmental impact on the clients.

EARLY CHILDHOOD EDUCATION

Child Development I & II **ECHD-101 & 103** **3 hours each**

This is an introductory study of the principles of growth and development of children from conception to six years of age in the home as well as in group situations. Emphasis is placed upon the integration of insights related to the physical, emotional, social cognitive, and language development of these children. Concurrent enrollment in Observation Practicum is suggested.

Observation Practicum **ECHD-102 & 104** **1 hour each**

Co-requisite: Child Development I and II. This course provides an opportunity to observe Preschool children with emphasis upon the observation of children within a group. Consideration is given to the recording of behaviors indicative of physical, emotional, social, and cognitive growth and development.

Early Childhood Education **ECHD-105** **4 hours**

This course acquaints the student with important educational theories related to young children during early years of development. It will give the student practice in educational techniques under the supervision of a qualified educator with an early childhood classroom or developmental kindergarten. The student will evaluate educational practices and theories. This course prepares students for more difficult studies in the early childhood field.

Child Care Administration **ECHD-108** **3 hours**

This course provides the guidelines necessary for management and operation of a child care program. It emphasizes the concepts necessary for establishing a child care program, licensing, state rules and regulations, types of child care programs, planning, staffing, program management, budgets and funding, parental involvement, food service, and other operational considerations. This course is beneficial for anyone interested in working in, owning, or operating a child care program of various types.

Child Guidance and Management **ECHD-109** **3 hours**

This course acquaints students with theory, skills and techniques related to the guidance and direction of children's behavior.

Creative Experiences for Young Children **ECHD-110** **3 hours**

This course emphasizes activities which promote creative expression in children during their early childhood years. Content areas covered include blocks, language arts, fine arts, creative dramatics, science & mathematics, movement, outdoor play, social studies, sand and water play, and woodworking.

Health, Safety, and Nutrition for Young Children **ECHD-150** **3 hours**

This course enables the student to examine the interrelationship of health, safety, and nutrition with an emphasis on quality care for young children. The student will design and implement educational experiences which demonstrate principles of health, safety, and nutrition for young children. The student will focus on the provision of a healthy and safe environment, (including abuse and neglect signals), practical information on the Food Guide Pyramid, and meal planning and preparation for young children.

EDUCATION

Students in education should understand the basic elements of the public school curriculum, develop an understanding of childhood development, and have a knowledge of their children's national heritage. Emphasis is given to the continuance of study.

Education for Parenthood **EDUC-104** **1-3 hours**

This course provides the student with a systematic approach in the study of parent-child relationships. This approach will be based upon an understanding of developmental theory. The course is intended to aid individuals who work with both parents and their children as well as for those who are or will be parents of children. Course content emphasizes information rather than advice.

Foundations of Education **EDUC-105** **3 hours**

Co-requisite: Developmental Psychology or permission of instructor. This course acquaints students with the American public school system. It examines various motivations for teaching, timely information on salaries, and opportunities for employment. Instruction focuses on the philosophy of education, the history of American education and the dynamics of school life including curriculum content; social issues that affect education; how schools are governed, controlled and financed; legal and ethical issues that face teachers; expectations; and professionalism. This course should be taken concurrently with Observation.

Observation **EDUC-106 1, 2 or 3 hours**

Prerequisite: Foundations of Education or taken concurrently with Foundations of Education. Observation is done in the local school district classrooms. Teaching procedures and classroom management are studied.

Developmental Psychology **EDUC-110 3 hours**

This course provides a study of the development of the individual from birth to maturity including physical, social, sexual, emotional, intellectual and linguistic development. This is a required course for teacher training, psychology majors, social work, and health related professions.

Issues in Education **EDUC-113 1, 2, or 3 hours**

This course promotes relevant applications of educational issues to the student preparing to teach and to the already practicing teacher. The course will investigate timely issues such as conflict resolution, cooperative learning, critical thinking, PPST preparation, classroom behavior management, whole language, and other subject matters. Issues in Education may be repeated with different titles.

Children's Literature **EDUC-290 3 hours**

This course provides the student with a systematic approach to the study of literature available for children. The student will become knowledgeable about the relationship between a child's development and the selection of appropriate literature for children. The student will have the opportunity to read, discuss and evaluate a wide variety of children's literature and be confronted with issues affecting literature for children.

GEOGRAPHY

World Geography **GEOG-101 3 hours**

This course provides an introduction to world regional geography. It includes the study of the earth with reference to its physical features, human and environmental systems, and regional and global relationships. Primary emphasis will be given to the study of human activity on earth.

LIVING ARTS & SCIENCES/ HOME ECONOMICS

Pattern Study and Garment Construction **HMEC-103 3 hours**

This course deals with the selection and fitting of commercial patterns, development of construction techniques relating to various fabrics, use and care of construction equipment, and the development of criteria for evaluating the quality of clothing construction.

Advanced Pattern Study and Garment Construction **HMEC-104 3 hours**

Prerequisite: 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.

Personal Nutrition **HMEC-114 2 hours**

This course will provide the student with accurate information pertaining to nutrition, weight control, exercise and physical fitness. Opportunities will be arranged for the student to modify, practice, and evaluate behavior changes related to diet, exercise and a healthy lifestyle.

Basic Nutrition **HMEC-115 3 hours**

This course is the study of nutritional requirements with emphasis on developing judgment in the selection of foods. The course will also include the study of specific nutritional requirements for special groups of individuals in order to maintain life and health.

Interior Design **HMEC-120 3 hours**

This course studies the selection and the design of interiors based upon a knowledge of the elements and principles of design. The course covers information on design, life spaces in the home, fabrics, floor coverings, furniture selection, furniture arrangement, accessories and the exterior of the home.

Tailoring **HMEC-202 3 hours**

Prerequisite: Advanced Pattern Study and Garment Construction. This course studies tailoring techniques applied in the construction of a coat or suit using a commercial pattern.

Fashion Merchandising Internship I **HMEC-210 3 hours**

Prerequisite: Consent of instructor. This course gives the student credit for work experience in an approved training situation and under instructional supervision. Students are encouraged to secure part-time employment in the field of fashion merchandising. **Credit demands a minimum of 10 to 15 hours a week of on-the-job training by arrangement.**

Interior Merchandising Internship I **HMEC-212 2-3 hours**

Prerequisite: Consent of instructor. This course gives the student credit for work experience in an approved training situation and under instructional supervision. Students are encouraged to secure part-time employment in the field of interior merchandising. **A minimum of 10 to 15 hours a week of on-the-job training by arrangement is required.**

Creative Use of Leisure Time (Home Crafts) **HMEC-220 3 hours**

This course studies and applies various techniques used in the creation of craft projects that can be done in the home. Projects will be selected in order to acquaint the student with a broad field of creative expression.

POLITICAL SCIENCE

Introduction to Political Science **POLS-104 3 hours**

This course provides an analysis of the nature of political science, the essential elements of modern government, and the central factors and issues of politics in American and world society.

American Government **POLS-105 3 hours**

This course gives attention to the constitutional principles and organization of the national government. Special emphasis is given to the development of the constitution and the organization of the three branches of the federal government. The course will explain the role politics plays in everyday life. The course will promote

SPECIAL EDUCATION

Basic Manual Communication I **SPED-120** **3 hours**

This course attempts to eliminate the language barrier between deaf and hearing people by preparing the student to communicate with deaf people; to understand the psychological problems associated with deafness; and to become aware of schools, equipment, and technical advances for the deaf. Basic signing skills are taught.

Basic Manual Communication II **SPED-125** **3 hours**

The Basic Manual Communication II class will increase signing vocabulary. The course outline will prepare students for the Basic Manual Communication III course and will familiarize the students with body position and classifiers to develop characterization.

Basic Manual Communication III **SPED-130** **3 hours**

The Basic Manual Communication III class will increase signing vocabulary. The course outline will begin to prepare the student for the Educational Interpreter Mentorship Program (SPED-150). Familiarity of the interpreting process will be gained through presentations in front of the class.

Interpreter Mentorship Program **SPED-150** **3 hours**

This course is to provide the student with an extensive learning experience in Interpreter Mentoring. The student will be exposed to all sign languages used in the area. Also, the student will be involved in classroom interpreting and pullout sessions. Upon completion of this course, the student will also begin to understand the roles, responsibilities and guidelines of an Educational Interpreter.

Observation **SPED-1511** **3 hours**

On site visits will be made by the student to a classroom where a deaf or hard-of-hearing student is present. The student will observe classroom and/or pullout sessions. Professionalism, punctuality, and willingness to learn during these observations will be assessed. Observations will be analyzed through written summaries. **The course requires 45 clock hours per credit hour.**

Fundamentals of Interpreting **SPED-160** **3 hours**

This course is designed to allow students to view educational interpreter videos. The students will then enhance their skill by individually interpreting classroom materials such as videos and books.

Principles of Paraprofessionalism **SPED-121** **1-3 hours**

This introductory course provides a general orientation to the school systems and the definitions and roles of members of the school program. Major emphasis is placed on the roles and duties of the instructional paraprofessional. Also included is an overview of exceptionalities as well as legal and ethical issues concerning the handicapped, particularly in relation to the paraprofessional.

Survey of Young Children with Special Needs **SPED-205** **3 hours**

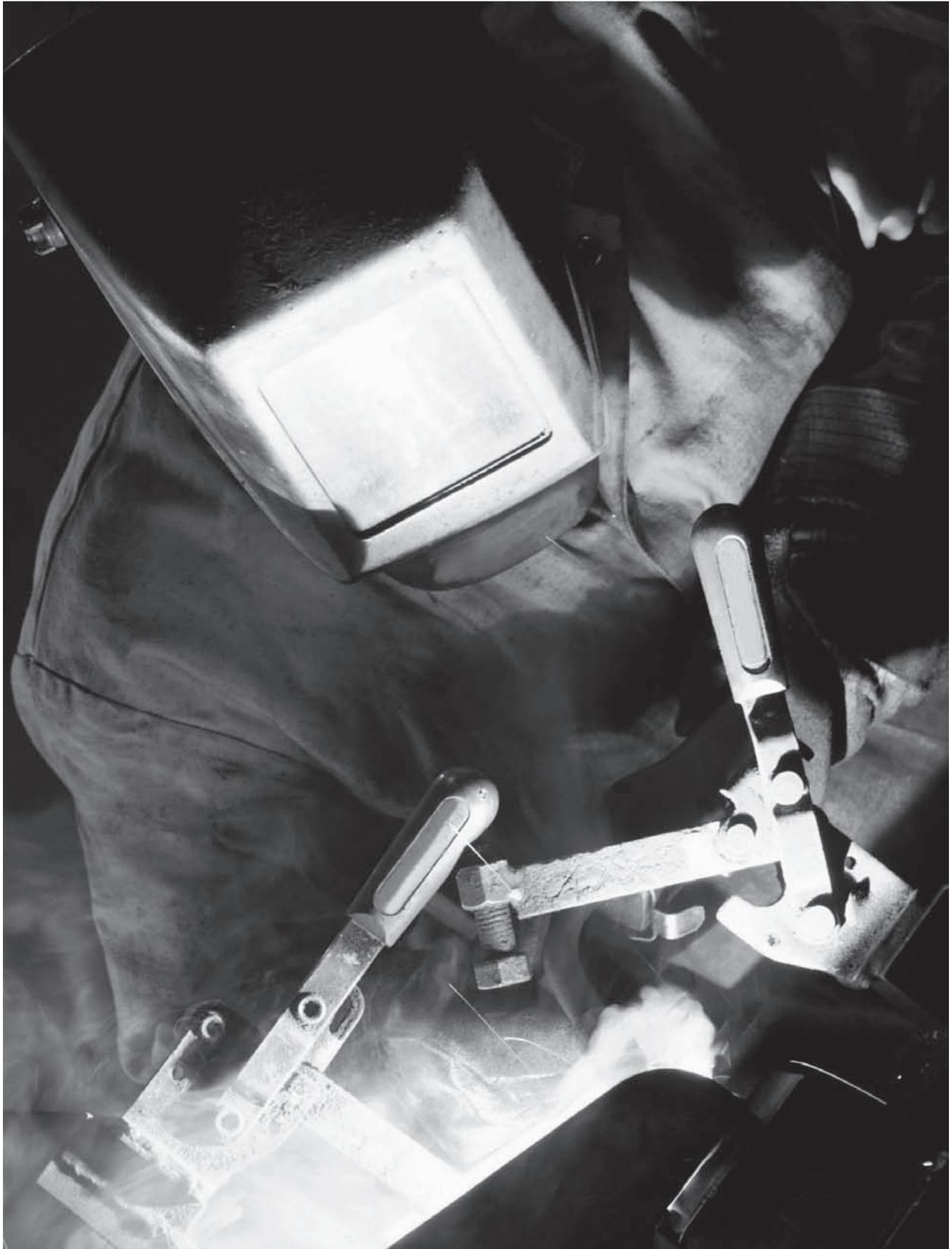
This course provides basic information in identifying and understanding children with health and handicapping conditions from birth through age eight. Content includes the importance of early intervention, parent reaction, specific conditions and their causes, and appropriate curriculum goals.

Paraprofessional Workshop **SPED-209** **1-3 hours**

These workshops, usually co-sponsored with Kansas State Department of Education and Special Education Administration, target paraprofessionals in special education and general education to upgrade paraprofessional skills. Workshop titles will vary depending on the particular subject under study. Paraprofessional Workshop may be repeated with different titles.



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The job future potential is promising for those who attain sophisticated skills, from literacy and technology to communication and teamwork, as well as to critical thinking. To gain these necessary skills, education beyond high school is required.

DIVISION

TECHNICAL

EDUCATION

- **Ag Equipment Technology**
- **Agriculture/Agri-Economics**
- **Agronomy**
- **Animal Science**
 - Meat/Food Technology
 - Meat Science
 - Veterinary Medicine
- **Automotive Technology**
- **Cosmetology**
 - Cosmetologist
 - Manicurist
- **Drafting**
- **Industrial Production Technology**
 - Computer Engineering Technology
 - Electrical Engineering Technician
 - Environmental Engineering Technology
 - Industrial Ammonia Refrigeration
 - Industrial Maintenance Technology
 - Mechanical Engineering Technology
- **Public Safety**
 - Law Enforcement and Criminal Justice
 - Fire Science
- **Welding Technology**

Each technical education program at Garden City Community College is subject to approval by the Kansas Board of Regents. All programs operate with regular input from an active industry advisory committee that meets frequently to insure currency in curriculum and technology. Many programs also maintain a close working relationship with industry partners who support them through curriculum development, paid internship, and generous donations of state-of-the-art equipment.

Technician Options:

- Option 1.** Two years or more at Garden City Community College and then to work.
- Option 2.** One, two years, or more at Garden City Community College then transfer into an advanced technical program leading to certification or a Bachelors degree.
- Option 3.** Part-time day and evening school while working in field of study.

The following curriculums are a planning guide for attaining employment skills in the designated areas. Those listed as providing an Associate in Science degree are meant to show a transfer possibility to a Bachelor degree program.



JOHN DEERE AG TECHNOLOGY

This program is a partnership with the college, John Deere and the John Deere dealer organization. Its purpose is to help create technical careers using the assets of the college, the training opportunities found at the dealership, and the technical information, training aids, and equipment provided by John Deere Company. The intent is that a graduate of this program will have earned an AAS degree, and be certified with John Deere in the fields of basic electricity, basic hydraulics, and Service Advisor.

Typical Class Schedule

First Semester		20 Hours credit
Course No.	Course Title	
INED-130	Safety Codes	1
JDAT-103	Agricultural Hydraulics	3
JDAT-102	Tractor Power Trains	3
JDAT-104	Agricultural Electrical Systems	3
JDAT-112	Information Management Sys	2
JDAT-110	Math Processes for Technicians	3
CSCI-110	Microcomputer Applications	3
PCDE-101	College Skills Development	1
HPER-119	Super Circuit.....	1

Second Semester		15 Hours credit
Course Title	Course Title	
JDAT-107	Dealer Internship I	3
JDAT-122	Tractor Power Trains II.....	3
JDAT-123	Agricultural Hydraulics II	3
JDAT-124	JD Ag Electrical Systems II	3
JDAT-111	Applied Communications	3

Summer Session		8 Hours credit
Course No.	Course Title	
JDAT-105	John Deere Air Quality Systems	2
JDAT-214	Ag Electrical Systems III	3
JDAT-109	Harvesting Systems	3

Fourth Semester		9 Hours credit
Course No.	Course Title	
JDAT-108	Dealer Internship II	3
JDAT-212	Tractor Power Trains III	3
JDAT-213	Agricultural Hydraulics III	3

Fifth Semester		18 Hours credit
Course No.	Course Title	
BSAD-124	Salesmanship	3
JDAT-202	Engines	3
JDAT-203	Ag Fuel Systems and Performance	3
JDAT-120	Special Topics in Ag Tech (Cert).....	2
INPER-120	Special Topics in Welding	3
	P.E. Activity Class	1

General Education Classes to complete the AAS degree.

Tillage and Planting Systems JDAT-101 3 hours

This course is designed to orient the Ag Tech student to the equipment sold by John Deere dealers in the region that prepare the soil and plant the crops. General adjustment procedures will be introduced with focus on the preliminary adjustments made at the dealership. Emphasis will be placed on the requirements of the equipment in question when that equipment is interfaced with the systems on the tractors that provide the power. This includes the hydraulic and electronic interfaces as well as the needs of the AMS or Precision Farming systems.

Tractor Powertrains JDAT-102, 122, 212 3 hours each

This series of three courses encompasses the transmission of mechanical power from the engine or other power source to the load. The course of study will follow from simple to complex and will generally consist of collar shift, synchronized, powershift,

electronic controlled shift, and infinitely variable transmissions (IVT). Emphasis will be placed on theory of operation, diagnosis of failures and repair procedures. JDAT-212 introduces the theory of operation of Engines Systems as found in Deere equipment.

Agricultural Hydraulics JDAT-103, 123, 213 3 hours each

Basic hydraulic principles – flow, pressure, and restriction (load) will be covered. These principles will then be applied to John Deere hydraulic systems. Basic hydraulic components – radial piston pumps, axial piston pumps, external and internal gear pumps, selective control valves and pilot controlled valves will be introduced. Basic hydraulic diagnostics will be infused with the theory of the components listed. The electronic interface will be introduced in Electrical Systems and theory further developed in the Hydraulics systems series.

John Deere Agricultural Electrical Systems JDAT-104, 124, 214, JDAT-104 3- 4 hours each

The basic characteristics of electricity, voltage, current flow and resistance, the nature of these characteristics in typical DC electrical circuits, and the theory of operation of alternators, starters, and ignition systems will be included. The control and application of accessory circuits such as lighting and HVAC will follow. The use of ISO schematics in the diagnosis of John Deere mobile electrical systems will be emphasized. The ISO diagrams, diagnostic and repair procedures, and the CCD, CanBus, and controller systems will be studied, tested and programmed if allowed. Emphasis will be placed on how the electronic systems interface with the operator, hydraulic, power train and fuel systems.

John Deere Air Quality Systems JDAT-105 2 hours

The basics of the refrigeration cycle will be introduced. Repair and diagnostic procedures will be performed on the equipment available. Cooling, heating, and filtering systems will be studied and repair procedures practiced. The electronic interface with the vehicle communications system will be introduced.

Consumer Products JDAT-106 3 hours

This course covers the function, adjustment, and repair of various Consumer and Commercial Equipment (CCE) marketed by John Deere Company. Systems include mowing, ground engagement, and residue handling equipment. Components unique to the CCE equipment in the hydraulic, electrical, and powertrains systems may be incorporated.

Dealer Internship I and II JDAT-107, 108 3 hours each

These internships offer a supervised work experience needed to make courses taught on campus meaningful and useful. Students will practice the skills and use the knowledge acquired in class and in the lab.

Harvesting Systems JDAT-109 3 hours

Theory of combine operation and thrashing concepts, operation of forage harvesters, and hay equipment will be studied and when possible, demonstrated. Adjustment and repair procedures will be outlined, studied, and practiced. The applications of the hydraulics and powertrain systems will be covered. Field demonstrations will be utilized when possible.

Mathematical Processes for Technicians JDAT-110 3 hours

This course provides a review of arithmetic operations, problem-solving techniques, estimating, and linear algebra problems. Emphasis is on application of these skills to technical areas including electricity, building trades, industrial technology, health occupations, business and marketing, as well as agriculture and ag technology. Content may be oriented to specific technical areas to meet student needs.

Applied Communication JDAT-111 3 hours

This course is the study of basic writing and oral skills for vocational – technical students as these skills apply to the workplace.

Information Management Systems JDAT-112 3 hours

The information management systems in use in the dealership service departments, including the technical manuals, owner's manuals, Service Information Bulletins, Dealer Technical Assistance Center (DTAC), Service Advisor, and the Electronic Parts Information System are introduced. The students will use each of the systems to familiarize themselves with each system and then be able to use them in the course of the Ag Tech program and at the dealership. The course includes an introduction to the financial reports that are pertinent to the service department at the dealership.

Special Topics in Ag Tech JDAT-120 1-3 Hours

This course is in place to allow flexibility in meeting training needs that are of an infrequent nature and allow the program to respond quickly to changes in the product that is delivered by John Deere to its customers.

Diagnosis of Agricultural Systems JDAT-201 3 hours

Using the basics of hydraulics and electrical systems and knowledge of the operation of their components as tools, the student will diagnose various failures in the John Deere systems available. An emphasis will be placed on the procedures outlined in the technical manual and how the basic rules of force, low, and resistance apply to those procedures. The more difficult failures such as low voltage, intermittent problems, and application problems will be studied.

John Deere Engine Systems JDAT-202 3 hours

Disassembly and repair of JD diesel engines will be covered. Cylinder head, valve train, piston and crankshaft, and lubrication systems will be studied on the basis of wear, repair, and failure prevention. A review of the basic diesel cycle will be included with emphasis on its use in the diagnostic procedures.

Agricultural Fuel Systems and Performance JDAT-203 3 hours

Gas and diesel fuel systems will be studied and theory of operation of diesel injection pumps will be covered. Testing and repair of injectors will be covered. Electronic governors and electronic fuel injection will be introduced. EPA regulations and emissions rules will be introduced. Diagnosis using the Service Advisor system will be practiced. Tractor performance and those factors that affect performance will be studied and demonstrated if possible. This includes use of performance data, ballasting, and proper adjustment of implements. Those factors that a customer considers when judging the performance of a tractor or engine will be discussed.

AGRICULTURE

The mission of the Agriculture Department is to “Provide educational curriculum to enhance a student’s ability to be successful in his / her agricultural endeavors.”

The Agricultural program is structured to allow flexibility in choices of programs that will best suit a student’s particular interests and goals. A student may select options in the Transfer Agriculture programs that will lead to an Associate in Science degree and ultimately to a Bachelor of Science degree in Agriculture. On the other hand, a student may select options that are occupationally oriented and require only one to two years of coursework. Two years of such coursework may lead to an Associate in Applied Science degree.



AGRICULTURE

Persons interested in pursuing a degree in Agronomy, Agri-Business, Agricultural Economics, Agricultural Education or any other four-year major should develop an educational plan utilizing this two-year degree.

This degree is comprised of 35 hours of general education requirements and 29 hours of agricultural electives and is designed to provide a seamless transition to a four-year university to obtain a Bachelor of Science degree. A description of agricultural electives can be found in the course description section. Consult a student advisor for course transferability.

The following is a suggested educational plan that will enhance transfer to four-year universities. Individual plans will be developed jointly by the advisor and the student to meet his/her needs. Emphasis will be placed on the requirements of the degree the student is pursuing.

First Semester		15 hours	Third Semester		16 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
AGRI-100	Agriculture In Our Society	1		Agriculture Requirement	3
AGRO-101	Crops and Crops Lab	4		Agriculture Requirement	3
	Agriculture Requirement	3		Humanities Requirement	3
MATH-108	College Algebra	3	SPCH-111	Public Speaking I.....	3
ENGL-101	English I.....	3		Physical Fitness Requirement.....	1
PCDE-101	College Skills Development*	1		Social Science Requirement	3
Second Semester			Fourth Semester		
Course No.	Course Title	18 hours	Course No.	Course Title	15 hours
		Credit			Credit
AGEC-100	Introduction to Agriculture Economics	3		Agriculture Requirement	3
	Agriculture Requirement	3		Agriculture Requirement	3
	Social Science Requirement	3		Agriculture Requirement	3
	Science Requirement	5		Humanities & Fine Arts Requirement	3
	Physical Fitness Requirement.....	1		Mathematics or Science Requirement	3
ENGL-102	English II	3			



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

Students who have no plans to seek a four-year degree can pursue the Associate in Applied Science degree. This option will be helpful for graduates who intend to seek employment in agricultural businesses or in production agriculture.

This degree is comprised of 18 hours of specific general education requirements and 46 hours of agricultural electives and is designed to provide coursework that will provide technical skills necessary to be successful in agricultural occupations. A description of agricultural electives can be found in the course description section. Students should consult an advisor for a personalized plan of study.

Agriculture requirements may be from AGRI, AGRO, AGECE, AGBS, ANSI, MEAT, or any other area deemed appropriate by the advisor to meet particular areas of specialization.

First Semester		12 hours
Course No.	Course Title	Credit
	Agriculture Requirements.....	8
	Communications Requirement	3
PCDE-101	College Skills Development*	1

Second Semester	15 hours	
Course No.	Course Title	Credit
	Agriculture Requirements.....	9
	Mathematics or Science Requirement	3
	Physical Fitness Requirement.....	1
	Communications Requirement	3

Summer Semester (OPTIONAL)		4 hours
Course No.	Course Title	Credit
AGRI-121	Agricultural Internship	4

Third Semester		17 hours
Course No.	Course Title	Credit
	Agriculture Requirements.....	10
	Computer Science Requirement	3
	Physical Fitness Requirement.....	1
	Social Science / Humanities /	
	Fine Arts Requirement.....	3

Fourth Semester		16 hours
Course No.	Course Title	Credit
	Agriculture Requirements.....	13
	Mathematics or Science Requirement	3

AGRI-BUSINESS

Computerized Farm and Ranch Records **AGBS-1053 3 hours**

This course will discuss application of accounting concepts and principles in farm and ranch businesses including cash and accrual accounting methods, whole farm and enterprise analysis, use of records in the management of farms and ranches, income tax management, and electronic farm accounting technology.

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.

AGRI-ECONOMICS

Introduction to Agricultural Economics **AGEC-100 3 hours**

This course studies the contribution of the agricultural sector to the national economy. The course also covers production and consumption, supply and demand elasticity, and marketing and budgeting of agricultural products and enterprises.

GENERAL AGRICULTURE

Agriculture In Our Society **AGRI-100 1 hour**

This is an orientation course with emphasis on agriculture and agribusiness with career and vocational opportunities being explored.

Farm Management **AGEC-102 3 hours**

This course studies the functions and activities of management in the organization and control of farm and ranch resources. Activities of management emphasized are taxes, land and capital acquisition, labor management, and estate planning. An accounting background is helpful but not required.

Agriculture Internship

(Spring)	AGRI-120	2 or 4 hours
(Summer)	AGRI-121	2 or 4 hours
(Fall)	AGRI-122	2 or 4 hours

A supervised work experience in an agricultural operation, this course may be a part of these programs of study:

Feedlot Technology, Agricultural Mechanics, Meat Animal Evaluation, Production Agriculture, and Sales and Services.

Futures Marketing and Hedging **AGEC-103 3 hours**

This course covers the basic mechanics of the commodity futures markets. Fundamental analysis and technical analysis are studied as they relate to the speculator and the hedger.

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

Farm Management for Practitioners **AGEC-105 3 hours**

accomplished during the field study period. Prior and related course work with departmental consent is required.

Introduction to Geographic Information Systems **AGRI-200** **3 hours**

This course studies fundamental processes of Geographical Information Systems using the ArcView software that has the functionality of geographical information systems. An emphasis on agriculture and the use of this software will be used in this course. The course presents the historical development of desktop GIS mapping and continues with hands-on experience in a computer lab using ArcView software. The student will complete exercises using all the components of ArcView. This course will be offered as internet based or traditional delivery.

Applications of Global Positioning Systems **AGRI-210** **3 hours**

This course studies fundamental processes of Global Positioning Systems and Geographic Information Systems with the primary emphasis on agriculture applications. General technical aspects of GPS satellites, differential correction, and hardware will be covered. Agricultural mapping, navigation, variable rate technology and yield monitoring will be discussed.

AGRONOMY

Crops **AGRO-101** **4 hours**

This course is a study of the principles of the production of economic plants, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization. Three hours recitation- lecture and two hours laboratory per week.

Range Management **AGRO-102** **3 hours**

Prerequisite: Botany or consent of instructor. This course studies field identification of range plants and types, recognition of their value and ecological requirements, grazing and capacity survey methods and field examination of better management practices.

Soils **AGRO-103** **4 hours**

Prerequisite: General Chemistry or consent of instructor. This course studies fundamental principles underlying formation, fertility and management of soils. Three hours recitation-lecture and two hours lab per week.

Fertilizers **AGRO-105** **3 hours**

This course provides a study of the management of plant nutrients in agronomic systems for economic response and environmental protection, diagnosis of nutrient availability and prediction of crop response to fertilizers as well as interactions between nutrient response and properties of soil.

Pesticides **AGRO-109** **3 hours**

This course provides a study of the purpose, use, and safe handling of pesticides as well as an extensive study of the different types of pesticides available. Also addressed will be incorporation of best management practices that will aid in productivity of production systems and protection of natural resources.

Special Topics In Crops Management **AGRO-120** **1-3 hours**

This course will provide a variable credit course designed to meet the needs of students who are currently involved in production agriculture as well as students who are taking courses to prepare them to enter the field of production agriculture. The course will provide the learner with the most current information relating to the management of crop production concepts and activities.



PRE/POST HARVEST ANIMAL AGRICULTURE

Students interested in pursuing a degree in Animal Science, Meat Science, Food Science or Pre-Veterinary Medicine can develop an educational plan to transfer to a four-year university by following the academic plan that follows. Each degree is compromised of 35 general education hours and 29-31 agricultural major courses in the student's program of study. The program is designed to allow for maximum transferability to a four-year institution.

First Semester Course No.	Course Title	15 hours Credit
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science & Industry Lab	1
AGRI-100	Agriculture in Our Society	1
PSYC-101	Psychology	3
ENG-101	English I.....	3
MATH-108	College Algebra	3
PCDE-101	College Skills Development	1

Second Semester Course No.	Course Title	19 hours Credit
ANSI-105	Commercial Cow-Calf Operations	3
ANSI-104	Commercial Feedlot Operations	1
ENG-102	English II	3
	Science Requirement	5
	Physical Fitness Requirement.....	1
ANSI-108	Livestock Selection or	3
MEAT-105	Meat Evaluation.....	3
	Humanities & Fine Arts Requirement	3

Third Semester Course No.	Course Title	16 hours Credit
ANSI-107	Animal Nutrition.....	3
ANSI-101	Animal Health & Diseases	3
SPCH-111	Public Speaking I.....	3
	Social Science Requirement	3
	Physical Fitness Requirement.....	1
	Agriculture Requirement	3

Fourth Semester Course No.	Course Title	16 hours Credit
ANSI-111	Farm Animal Reproduction	3
ANSI-108	Livestock Selection.....	2
	Science Requirement	5
	Agriculture Requirement	3
	Humanities Requirement	3



MEAT OR FOOD SCIENCE

First Semester		15 hours
Course No.	Course Title	Credit
AGRI-100	Agriculture In Our Society	1
ANSI-102	Principles of Animal Science.....	4
ANSI-103	Animal Science and Industry Lab	3
MEAT-105	Meat and Carcass Evaluation	3
	Communications Requirement	3
PCDE-101	College Skills Development.....	1

Third Semester		16 hours
Course No.	Course Title	Credit
MEAT-113	Principles of Meat Evaluation	3
	Math Requirement	3
	Humanities & Fine Arts Requirement	3
	Communications Requirement	3
	Physical Fitness Requirement.....	1
	Social Science Requirement.....	3

Second Semester		18 hours
Course No.	Course Title	Credit
MEAT-112	Classification, Grading & Selection of Meats	3
MEAT-104	Principles of Meat Science	3
	Social Science Requirement	3
	Science Requirement	5
	Physical Fitness Requirement.....	1
	Communications Requirement	3

Fourth Semester		15 hours
Course No.	Course Title	Credit
MEAT-103	Introduction to Food Science.....	3
	Agriculture Requirement	3
	Agriculture Requirement	3
	Humanities Requirement	3
	Mathematics or Science Requirement	3



PRE VETERINARY MEDICINE

The veterinary medicine curriculum is a professional program of seven years in length. Three years of restricted course work required before application can be made to the School of Veterinary Medicine at Kansas State University. It is possible to obtain the first two years at GCCC by following the schedule below:

First Semester		17 hours
Course No.	Course Title	Credit Hours
AGRI-100	Agriculture In Our Society	1
ENGL-101	English I.....	3
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science and Industry Lab	1
CHEM-206	College Chemistry I.....	5
SPCH-111	Public Speaking I.....	3
PCDE-101	College Skills Development*	1

Third Semester		18-20 hours
Course No.	Course Title	Credit Hours
ANSI-107	Animal Nutrition.....	3
	Math or Science Requirement	3-5
ENG-102	English II	3
BIOL-213	Principles of Microbiology.....	5
	Physical Fitness Requirement.....	1
	Social Science Requirement	3

Second Semester		17 hours
Course No.	Course Title	Credit Hours
PHYS-205	Physics I.....	5
PSYC-101	General Psychology.....	3
	Social Science Requirement	3
BIOL-105	Principles of Biology	5
	Physical Fitness Requirement.....	1

Fourth Semester		19 hours
Course No.	Course Title	Credit Hours
ANSI-101	Animal Diseases and Health.....	3
CHEM-110	College Chemistry II	5
PHYS-206	General Physics II.....	5
	Humanities Requirement	3
	Math Requirement	3

Automotive Mechanics I **AUTO-102** **3 hours**
Prerequisite: Consent of instructor. This course covers a general overview of the basic systems in an automobile. Students will develop proficiency in the use and care of hand tools and shop equipment, understand and practice safety procedures, understand general operation of each system and the care and light maintenance of these systems.

Engine Repair **AUTO-103** **5 hours**
Prerequisite: 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 engines. Theory of operation, problem analysis and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest engine designs.

Manual Drive Trains and Axles **AUTO-104** **5 hours**
Prerequisite: 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** **5 hours**
Prerequisites: Automotive Mechanics 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 and appropriate repair methods will be addressed. Emphasis will be on the latest system designs.

Engine Performance I **AUTO-106** **5 hours**
Prerequisite: Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis, and repair of automotive computer-controlled electronic systems. Included are computer system operation and design, electronic ignition and engine control systems and chassis electronics. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repairs methods will be addressed. Emphasis will be on the latest designs.

Brakes **AUTO-107** **5 hours**
Prerequisites: Automotive Mechanics I, Automotive Electricity and Electronics or consent of instructor. This course is a study of the operation, problem diagnosis and repair of automotive brakes systems to include conventional, power boost and ABS brakes systems. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest designs.

Engine Performance II **AUTO-108** **5 hours**
Prerequisite: Engine Performance I or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive computer controlled electronic fuel delivery and emission systems. Included are computer system operation and design, computer-controlled carburetor, throttle body and multi-port fuel injection as well as emission control systems. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of proper test equipment, special tools and diagnostic procedures, appropriate repair methods will be addressed. Emphasis will be on the latest fuel delivery systems.

Heating and Air Conditioning **AUTO-109** **5 hours**
Prerequisite: Automotive 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, appropriate repair methods will be addressed. Emphasis will be on the latest system designs.

Engine Performance III **AUTO-110** **5 hours**
Prerequisite: Engine Performance II or consent of instructor. Computer controlled engine tune-up and drivability concerns will be addressed. Theory and a systematic approach to diagnosis of vehicle drivability and exhaust emission concerns will be covered in lab work. This course allows for all previously studied engine performance theories to be applied in specially designed laboratory projects. Use of proper test equipment, special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest computerized engine control systems.

Automatic Transmissions and Transaxles **AUTO-111** **5 hours**
Prerequisites: Automotive Mechanics I, Manual Drive Trains and Axles, Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive automatic transmissions to include RWD and FWD vehicles. Theory of operation, problem analysis, replacement and complete overhaul procedures will be covered. Use of proper test equipment, special tools and procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest transmission designs.

Suspension & Steering **AUTO-112** **5 hours**
Prerequisites: Automotive Mechanics I, Automotive Electricity and Electronics or consent of instructor. This course includes a study of the operation, problem diagnosis and repair of automotive suspension and steering systems. This course covers the evolution of steering and suspension systems as well as steering geometry. Both two and four wheel alignment will be explained as well as hands-on use of computerized four-wheel alignment measuring system. Theory of operation, problem analysis, replacement and/or repair procedures will be covered. Use of special tools and diagnostic procedures, and appropriate repair methods will be addressed. Emphasis will be on the latest designs.

Internship I **AUTO-113** **3 hours**

Prerequisite: Dealership/ Independent Shop sponsor and Engine Repair, Manual Drive Trains and Axles, Engine Performance I, Brakes, Suspension & Steering or consent of instructor. This course offers the supervised work experience necessary to make the courses taught on campus meaningful and useful. Students will practice the skills and knowledge acquired in classroom and laboratory projects in actual on-the-job situations.

Internship II **AUTO-114** **3 hours**

Prerequisite: Dealership or Independent Shop sponsorship and Internship I, Engine Performance II and III, Heating and Air Conditioning, consent of instructor. This course offers the supervised work experience necessary to make the courses taught on campus meaningful and useful. Students will practice the skills and knowledge acquired in classroom and laboratory projects in actual on-the-job situations.

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.

Private Pilot Ground School **AVIA-101** **4 hours**

This course is designed to prepare the student for the FAA written exam. Subjects include airplane systems, weather, navigation, regulations, safety, communications and airport layouts. **This course includes a minimum of 60 hours lecture and recitation.**

Instrument Ground School **AVIA-107** **3 hours**

This course is a study of the instruments, aircraft systems, publications, weather reports, navigation and other topics in preparation for the FAA written exam.

SCHOOL OF COSMETOLOGY

CERTIFICATE ➤ **COSMETOLOGIST (1,500 clock hours) 44 cr. hours.**

The purpose of this program is to provide education for men and women interested in preparing themselves for employment in the field of cosmetology and to prepare for the State Board examinations.

The cosmetology program covers approximately 39 weeks (1500 hours) of intensive training. Those enrolling in the program can expect to obtain a certificate after successfully completing the course. The certificate is a qualification for taking the state cosmetology examination to obtain a license. When 350 hours of theory classes have been completed, the cosmetology student has an opportunity to book appointments with clients the same as in a regular salon. Those attending the School of Cosmetology may choose to attend college during an additional school year and earn an Associate in Applied Science degree.

Program Requirements:*

- 18 years of age
- High School Diploma or GED

***There will be an Orientation Session held three weeks prior to the start of class. Students will receive written notification of the date, time and location of the session. A \$100 deposit is required at this time to confirm a reservation in the class. The deposit will be credited to the student's account once the enrollment process is complete. The deposit will be forfeited if the student does not complete the enrollment process.**

General Education Courses:

- College Skills Development 1 hour
- Strategic Team Building 1 hour

Equipment Required for Each Student

Textbooks and kit are included in the total cost of the program.

School Curriculum

There are two enrollments in the Cosmetology program each year, one in August and one in January.

Cosmetology I **COSM-111** **11 hours**

The student begins a study of the art and theory of shampooing, rinsing, hair shaping, hair structure, hair coloring, waving, chemical relaxing and hair pressing. A study of nails and manicuring is followed by facial massage, complete facial makeup and the removal of superfluous hair and the use of electrolysis. Hair styling and a study of the skin and scalp is undertaken.

Cosmetology II **COSM-112** **11 hours**

This is a continuation of Cosmetology I and a study of scalp disorders and treatments, bacteriology, anatomy, electricity and light therapy, basic chemistry and cosmetic chemistry. The law governing schools and salons is examined. The student will begin applying the practices learned on the patrons in the salon laboratory.

Cosmetology III **COSM-113** **11 hours**

This course is a continuation of Cosmetology II. The student should take the 1000 hour written examination during this portion of the program. The examination will cover professional practices, life science, physical sciences, hair designing, business training and laws relating to cosmetology. Safety measures and oral tests may also be given.

Cosmetology IV **COSM-114** **11 hours**

After successfully completing the 1000 hours written examination, the daily period assigned to theory shall be devoted to developing skills that will lead to productive employment in cosmetology. Oral and demonstration examinations shall be given upon the completion of the 1500 hour course of study.

Cosmetology Seminar **COSM-200** **1-5 hours**

Lectures, demonstrations, hairstyling, business management for salon operators, personnel management, new trends in hair styling, public relations are subjects for seminars.



NAIL TECHNOLOGY (MANICURIST) TRAINING (350 clock hours) 10 hours

The purpose of this program is to provide education for men and women interested in preparing themselves for employment in the field of Onychology and to prepare for the State Board examinations. The Nail Technology program covers 350 clock hours of intensive training.

Program Requirements:*

- 18 years of age
- High School Diploma or GED

***There will be an Orientation Session held three weeks prior to the start of class. Students will receive written notification of the date, time and location of the session. A \$50.00 deposit is required at this time to confirm a reservation in the class. The deposit will be credited to the student's account once the enrollment process is complete. The deposit will be forfeited if the student does not complete the enrollment process.**

Equipment Required for Each Student

Nail Technology students will be equipped with all instruments and supplies necessary to perform all phases of onychology & sculpting nails.

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.

Cosmetology Instructor **COSM - 209** **9-hours**

Prerequisite: Must be a licensed cosmetologist with a minimum of three years on the job experience and two recommendations from owners or managers from past or present employment. Training includes lectures and demonstrations that will prepare a cosmetologist/nail technician to become an instructor of cosmetology/nail technology. Key criteria: ability to communicate with students and clients, knowledge of the field and of the current trends. A written examination will be given upon the completion of the 300-hour course of study.

Manicurist (350 hours) **COSM-109** **10 hours.**

Manicurist training includes manicuring, sculptured nails, pedicuring and all methods of caring for nails, hand and arm massage, sanitation, sterilization and care of equipment. Salesmanship, business training and laws relating to manicuring, and preparation for the written and oral tests are presented.



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DRAFTING TECHNOLOGY

Drafting courses are offered as electives to assist students wishing to enhance their Computer Aided Drafting skills for the purpose of career advancement or to prepare for additional postsecondary education.

Computer Aided Drafting I **DRFT-104** **3 hours**

Prerequisite: Engineering Drawing I. This course studies forms of computer graphics, identifying component parts of CAD system and how to use menu options. Definition and operation of CAD 2-Dimensional system using basic input and output modes, coordinate types and geometric entities to create 2-D drawings are included.

Engineering Drawing I **ENGR-105** **3 hours**

This course is a study of shape and size description of objects. Orthographic drawing and various pictorial drawing methods will be employed. Use of the equipment, reproduction methods, dimension techniques and lettering will be taught.

Architectural Drawing **DRFT-106** **3 hours**

Prerequisite: High school Drafting or consent of instructor. Drawings will include floor plans, elevations, plot plans, methods of construction and cost estimates. This course includes computer aided drafting applications.

Computer Aided Drafting II **DRFT-204** **3 hours**

Prerequisite: Computer Aided Drafting I. This course in computer aided drafting is designed to expand the student's understanding and knowledge of the geometric aspects of computer graphics, two and three-dimensional homogeneous transformations, hidden line and surface removal, mesh modeling, menu modifications, applications, and current topics related to computer aided drafting.

ENGINEERING TECHNOLOGY

The Engineering Technologist is often the liaison between the engineer and production. They implement the engineering design. Students interested in a field of study in engineering technology should plan on a minimum of two years of study. However, the reality of a rapidly changing technical environment nearly dictates that any student of a technical area plan on learning for a lifetime of work. The following options may be used by students in this area of study.

Visit with an advisor to develop a plan of study that meets specific education / career goals including: Electrical Engineering Technician, Mechanical Engineering Technician, Industrial Ammonia Refrigeration Technician, Computer Engineering Technology, Environmental Engineering Technology, or Industrial Maintenance Technician.



COMPUTER ENGINEERING TECHNOLOGY

This program is designed to provide a basic understanding of the areas of digital computer technology. The major emphasis in upper division courses is on hardware aspects, but through a course in computer science the student has an opportunity to become proficient with programming aspects as well. Graduates with a B.S. degree will find initial employment with emphasis on immediate application such as production process development, process design, technical sales and service.

Communications:

Course No.	Course Title	Credit
ENGL-101	English I.....	3
ENGL-102	English II	3
SPCH-111	Public Speaking I.....	3

Natural Science:

Course No.	Course Title	Credit
CHEM-109	College Chemistry I.....	5
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5

Mathematics:

Course No.	Course Title	Credit
MATH-108	College Algebra	3
MATH-109	Plane Trigonometry	3
MATH-120	Precalculus Mathematics	5
MATH-122	Calculus and Analytical Geometry I.....	5

Engineering Technology:

Course No.	Course Title	Credit
INPR-180	Robotics	3
CSCI-102	Intro to Programming	3
INPR-102	Electronics I.....	3
INPR-117	Electronics II.....	3
CSCI-103	BASIC Programming	3
DRFT-104	Computer Aided Drafting I.....	3
INPR-118	Digital Logic/Circuits I.....	3

Technical Electives:

Course No.	Course Title	Credit
CSCI-108	C Programming.....	3
INPR-103	Electronic Circuits Systems I	3-4



ELECTRICAL ENGINEERING TECHNOLOGY

This is an electrical program employing techniques and methods used in residential, commercial and industrial construction and will follow the national electrical code. Students who plan to work toward a journeyman and master's licensing should contact the local electrical board in the city they plan to license under in order to follow their procedure for licensing.

Course No.	Course Title	Credit	Course No.	Course Title	Credit
INED-111	Electricity I.....	3	INPR-2103	Basic Electrical Motor Controls.....	3
INED-112	Electricity II.....	3	INPR-2103	Basic Programmable Logic Controls.....	3
INED-113	Electricity III.....	3	DRFT-104	Computer Aided Drafting.....	3
INED-114	Electricity IV.....	3	INPR-190	Programmable Logic Controls.....	3
INPR-102	Electronics I.....	3	INPR-2103	Journeyman Prep.....	3
INPR-117	Electronics II.....	3	INPR-170	Basic Pneumatics.....	3
INPR-118	Digital Logic/Circuits I.....	3	INPR0162	Basic Hydraulics.....	3
INPR-118	Electro-Pneumatic.....	3	INPR-180	Robotics.....	3
INPR-162	Electro-Hydraulics.....	3	INPR-141	Shielded Metal Arc/Oxy Fuel Cutting.....	3



ENVIRONMENTAL ENGINEERING TECHNOLOGY

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.

Communications

Course No.	Course Title	Credit
ENGL-101	English I.....	3
ENGL-102	English II.....	3
SPCH-111	Public Speaking I.....	3

Natural Science

Course No.	Course Title	Credit
CHEM-109	College Chemistry I.....	5
CHEM-110	College Chemistry II.....	5
CHEM-206	Organic Chemistry.....	5
PHYS-205	General Physics I.....	5
BIOL-105	Principles of Biology.....	5

Mathematics

Course No.	Course Title	Credit
MATH-108	College Algebra.....	3
MATH-109	Plane Trigonometry.....	3
MATH-120	Precalculus Mathematics.....	3
MATH-122	Calculus and Analytical Geometry I.....	5

Engineering Technology

Course No.	Course Title	Credit
DRFT-104	Computer Aided Drafting I.....	3
CSCI-102	Intro to Programming.....	3

Technical Electives

Course No.	Course Title	Credit
PHOT-120	Photography I.....	3
CSCI-103	Basic Programming.....	3
INED-111	Electricity I.....	3

This program includes six courses that are designed to provide training to the Ammonia Refrigeration Technician. Taught in a week-long seminar format, each course provides three credit hours of theory and hands-on industrial ammonia refrigeration. Courses prepare the ammonia refrigeration operator to be knowledgeable and proficient in the safe, effective and efficient operation of industrial refrigeration systems.

Course No.	Course Title	Credit	Course No.	Course Title	Credit
INPR-211	Industrial Ammonia Refrigerator Operator I.....	3	INPR-218	Industrial Ammonia Refrigeration Refresher	3
INPR-212	Industrial Ammonia Refrigerator Operator II	3	INPR-216	Industrial Ammonia PSM/RMP.....	3
INPR-213	Industrial Ammonia Refrigerator Operator III	3	INPR-217	Industrial Boiler Operator I	3

Industrial NH3 Refrigerator Operator I INPR-211 3 hours

This course covers the fundamental items and concepts used by the refrigeration plant operator in the course of duty, the refrigeration cycle, physical properties of various refrigerants, refrigerant performance tables, compressor types, compressor operation and maintenance, lubrication, cooling units, condensers and high pressure receivers and purging non-condensable gases from the refrigeration system. Diagrams, tables, study questions, exams and a glossary help the student bring key concepts into focus.

Industrial NH3 Refrigerator Operator II INPR-212 3 hours

This course continues in the theory and operation of the ammonia refrigeration cycle and associated equipment. It introduces liquid feed to an evaporator and the function of vessels and their liquid feeds, direct expansion evaporators, gravity flooded evaporators, pumped liquid recirculation systems, secondary refrigerants, NH3 pressure enthalpy diagrams, two stage systems and defrost systems. Laboratory exercises in variable frequency drives, calibrating refrigeration sensors, basic electrical troubleshooting, transducer evaluation, compressor control panel, intercooler desuperheating and refrigerant pump out assignments help the students in reinforcing their theoretical knowledge

Industrial NH3 Refrigeration Operator III INPR-213 3 hours

This course continues in the theory and operation of the ammonia refrigeration cycle and associated equipment. It concentrates on the troubleshooting, maintenance, and repair of associated equipment. Students will be participating in hands-on actual tear-downs and repairs and modifications of common refrigeration equipment.

Industrial NH3 Refrigeration PSM/RMP INPR-216 3 hours

This unique course addresses PSM and RMP plans from a different perspective and is based on iiar materials, OSHA regulation 29CFR1910.119 and EPA 40CFR68 . Process Safety Management is the proactive identification, evaluation and mitigation or prevention of ammonia releases that could occur as a result of failures in the ammonia refrigeration process, procedures or equipment. While most seminars and training are aimed at what a company must do to get into compliance with these regulations, this course is intended to aid the refrigeration operator, supervisor, manager or safety manager in staying in compliance after his or her company program is in place.

Industrial Boiler Operator I INPR-217 3 hours

This course covers the fundamental theory and concepts used by the steam plant operator in the course of duty, basic boiler room systems, steam and water accessories, fuel burning equipment, combustion controls, draft systems, boiler water treatment, steam boiler fittings and steam boiler operation. Diagrams, tables, study questions, exams and a glossary help the student bring key concepts into focus.

Industrial NH3 Refrigeration 3 Year Refresher INPR-218 3 hours

This course enables ammonia refrigeration operators to comply with the OSHA and EPA requirements of recurring 3 year refresher training, when written into their plant training program. It reviews the concepts learned in refrigeration I and II and emphasizes both safety and energy saving measures. Efficiency in operational procedures and developing troubleshooting skills comprise the core of this lab intensive course. Laboratory exercises focus on troubleshooting malfunctioning refrigeration systems.



INDUSTRIAL MAINTENANCE TECHNOLOGY

The core of this program is the study of maintenance, hydraulics, pneumatics, electricity, electronics, instrumentation, programmable logic controls (PLCs), motor controls, and industrial ammonia refrigeration and their application to industry. Strong emphasis is given to providing relevant workplace knowledge and skills needed to operate, maintain and integrate automation equipment and control systems used in the processing and manufacturing industry. In addition to specific technical skills, workplace skills including teaching people to work in teams, problem solving and critical thinking skills are incorporated into the curriculum.

The program is offered in two formats, one in an alternative (seminar) format of short duration intensive courses and the other in the traditional format of college semesters. Individuals seeking the Associate in Applied Science degree have the opportunity to obtain their degree not only through the traditional courses, but also through the alternative courses.

Because of industry demand for training that is tailored to their needs, the bulk of courses offered are in an alternative format, consisting of classes "customized" in both content and time. They are most often provided in a short-term, intensive delivery of from one day (6-8 hours) to as much as five days (40-45 hours) duration. Current and prospective industrial clients are encouraged to contact the college for the latest offerings or to inform the college of their needs.

The traditional format offers course work in college semesters and may be part of the Industrial Maintenance Technology Center of Excellence. In consultation with an advisor, students may select electives from specialized and related contextual courses in either of the formats, which best fit their interests and career goals. Degree requirements are 64 credit hours, distributed as follows in a planned course of study:

First Semester		16 hours	Third Semester		16 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
INED-111	Electricity I.....	3	INPR-2103	Basic Programmable Logic Controls.....	3
INED-112	Electricity II.....	3	INPR-180	Robotics.....	3
INPR-118	Digital Logic/Circuits I.....	3	INPR-2103	Basic Electrical Motor Controls.....	3
INPR-140	Industrial Maintenance I.....	3	ENGL-101	English I.....	3
PHYS-106	Descriptive Physics.....	3	ECON-111	Economics: Macro.....	3
	Computer Applications.....	1		Physical Fitness.....	1
Second Semester			Fourth Semester		
Course No.	Course Title	16 hours	Course No.	Course Title	16 hours
		Credit			Credit
INPR-102	Electronics I.....	3	INED-113	Electricity III.....	3
INPR-117	Electronics II.....	3	INED-114	Electricity IV.....	3
PCDE-101	College Skills Development.....	1	INPR-160	Basic Hydraulics.....	3
MATH-105	College Math (or higher).....	3	INPR-162	Electro Hydraulics.....	3
INPR-170	Basic Pneumatics.....	3	SPCH-111	Public Speaking I.....	3
INPR-172	Electro Pneumatics.....	3		Physical Fitness.....	1



MECHANICAL ENGINEERING TECHNOLOGY

Continued industrial growth has resulted in an increasing need for technically trained personnel. Over one million technical jobs are currently unfilled in this country. The mechanical engineering technologist, a vital member of the engineering team, applies practical approaches to problems in many technical areas. Graduates may expect to be employed in component and system design, product testing and development, manufacturing, technical sales and services in a variety of industrial settings such as aerospace, chemical, electrical power, farm machinery and electronics.

Communications			Engineering Technology		
Course No.	Course Title	Credit	Course No.	Course Title	Credit
ENGL-101	English I.....	3	ENGR-105	Engineering Drawing I.....	3
ENGL-102	English II.....	3	INPR-140	Industrial Maintenance I.....	3
SPCH-111	Public Speaking I.....	3	CSCI-102	Intro to Programming.....	3
			DRFT-104	Computer Aided Drafting I.....	3
			INPR-160	Basic Hydraulics or	
			INPR-170	Pneumatics.....	3
Natural Science			Technical Electives		
Course No.	Course Title	Credit	Course No.	Course Title	Credit
CHEM-109	College Chemistry I.....	5	INPR-141	Shielded Metal Arc/Oxy Fuel Cutting.....	3
PHYS-205	General Physics I.....	5	CSCI-103	BASIC Programming.....	3
PHYS-206	General Physics II.....	5	ECON-111	Economics: Macro.....	3
			INED-111	Electricity I.....	3
			INPR-100	Manufacturing Principles & Processes.....	3
Mathematics					
Course No.	Course Title	Credit			
MATH-108	College Algebra.....	3			
MATH-109	Plane Trigonometry.....	3			
MATH-120	Precalculus Mathematics.....	3			
MATH-122	Calculus and Analytical Geometry I.....	5			

Electricity I **INED-111** **3 hours**

This course covers basic elements of electricity and wiring procedures including elementary DC circuit and network analysis. Emphasis is placed on residential wiring requirements and techniques. The National Electrical Code (NEC) (R) is used.

Electricity II **INED-112** **3 hours**

Prerequisite: Electricity I or consent of instructor. This course is continuation of Electricity I. The course covers additional aspects of residential wiring, including loads and service calculations. The NEC is used extensively.

Electricity III **INED-113** **3 hours**

Prerequisite: Electricity II or consent of instructor. This course covers AC electricity including inductance, capacitance, reactance, apparent and true power and impedance. It includes basic AC circuit and power factor analysis, as well as an introduction to three phase AC, transformer practices, installation sizing and analysis.

Electricity IV **INED-114** **3 hours**

Prerequisite: Electricity III or consent of instructor. This course includes meters, motor theory, generator theory, applicable NEC reference, conduits, boxes, special appliances, overcurrent protection, hazardous locations, and special wiring applications.

Field Study I **INED-151** **4-6 hours**

Field Study II **INED-152** **4-6 hours**

Field Study III **INED-153** **4-6 hours**

Prerequisite: Department consent is required. The student will choose the area of specialization of greatest interest to him or her. This course involves the students in an employee-employer-instructor relationship. A diary of daily activities with a summary will be required. The student is responsible for securing work, the nature and extent of which may qualify for four to six credit hours.

Manufacturing Principles & Processes **INPR-100** **3 hours**

This course is a hands-on study of the manufacturing process. Concepts are introduced through a student project involving product planning; material selection and procurement; material processing; and product marketing and distribution. Safety, tools, materials and processes are emphasized.

Electronics I **INPR-102** **3 hours**

This course covers DC electronics including basic electron theory, magnetism, basic physical laws, resistance, simple electronic instruments and series and parallel circuit analysis. Circuits are constructed during laboratory exercises and tested to emphasize concepts.

Electronic Circuits Systems I **INPR-103** **4 hours**

Prerequisite: Electronics II or consent of instructor. This course is a study of the design and function of different electronic circuits. Troubleshooting of these circuits is also emphasized.

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.

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.

Industrial Maintenance I **INPR-140** **3 hours**

Hands-on exposure is provided to the most basic elements of rotating machinery. Safety, laws on motion and properties of materials are reviewed. Bearing, shaft couplings and alignment and vibrations analysis and thermography are covered with emphasis on conditions analysis and trouble-shooting.

Basic Hydraulics **INPR-160** **3 hours**

This course is the study of hydraulic (oil) system components and circuits. Students draw circuits using ISO symbology, select components that provide functions required by a given circuit problem and build working circuits. Safety, pressure-force and flow relationships, metering for actuator speed control, actuator holding and positioning and filtration are emphasized.

Advanced Hydraulics **INPR-161** **3 hours**

Prerequisite: Basic Hydraulics or consent of instructor. Students are introduced to additional hydraulic components and their circuit applications. These components include flow dividers, priority valves, motor controls, piloted pressure relief valves, sequence valves, counter balance valves, and accumulators. Students design and build circuits common in industrial and mobile applications.

Electro-Hydraulics **INPR-162** **3 hours**

Prerequisite: Basic Hydraulics or consent of instructor. This course introduces the use of electric controls in conjunction with the hydraulic circuits studied in Basic Hydraulics classes.

Basic Pneumatics **INPR-170** **3 hours**

This course includes the study of pneumatic (air) system components and circuits. Students draw circuits using ISO symbology, select components that provide functions required by a given circuit problem and build working circuits. Memory/pilot control, logic control, speed control, timing, sequencing and coordinated motion are emphasized.

Advanced Pneumatics **INPR-171** **3 hours**

Prerequisite: Basic Pneumatics or consent of instructor. Advanced Pneumatics continues the study of pneumatic circuits including their design and application to industrial processes. Emphasis is shifted to coordinated motion controls and logic needed to operate the pneumatic systems. Stop and emergency stop procedures are also emphasized.

Electro-Pneumatics **INPR-172** **3 hours**

Prerequisite: Basic Pneumatics or consent of instructor. Electro-Pneumatics introduces the use of electrical controls in conjunction with pneumatic circuits studied in the Basic Pneumatics class.

Robotics **INPR-180** **3 hours**

This is an applied course in the fundamentals and applications of industrial robots. Topics include microprocessors, computer vision, drive systems, sensors, gripper design, safety, economics, design for assembly, flexible manufacturing systems, and case studies. A major emphasis is placed on a term project involving an actual industrial problem.

Programmable Logic Controls **INPR-190** **3 hours**

Prerequisite: Electro-Pneumatics or consent of instructor. This course introduces the use of Programmable Logic Controls (PLCs) in industrial processes. Pneumatic circuits are used to illustrate the application of the PLC. Students are introduced to ladder programming by constructing circuits, preparing the PLC program and testing circuits.

Electrical Master/Journeyman Prep **INPR-202** **3 hours**

Participants review the National Electric Code Book to prepare for either the Master or Journeyman state test based on the newest or latest adopted edition. Must have city authority having jurisdiction sign sponsor paperwork to take the test but not to take the class. The class can also count for other state required CEUs. Students should contact instructor to setup paperwork.

Seminar in Industrial Production Technology **INPR-210** **1-3 hours**

Prerequisite: Consent of instructor. This seminar will provide training on new and advanced equipment and processes of current significance to industry. Seminars include: Basic Electrical Motor Controls, Advanced Electrical Motor Controls, Basic PLC/SLC Programming, Advanced PLC/SLC Programming, AC Variable Frequency Drives, Operator Interface Programming, Industrial NH3 Refrigerator Operator I, Industrial NH3 Refrigerator Operator II, Industrial NH3 Refrigerator Operator III, Industrial NH3 Refrigeration PSM/RMP, Industrial NH3 Refrigeration 3 Year Refresher, and Boiler I.

Basic Electrical Motor Controls **INPR-231** **3 hours**

Participants review basic electrical theory including Ohm's Law, simple circuits, line diagrams, wiring illustrations, and meter use for voltage, current, and resistance measurements. Basic three-phase motor theory, power wiring, and motor overload protection are discussed and practiced. Hands on exercises utilize Allen-Bradley Motor Control Centers in the wiring of 2-wire, 3-wire, and multi-station operator motor controls. Simple motor sequences and reversing starter controls are also wired. Participants are introduced to solid state motor control devices (soft starts and frequency drives). Although not required, prior exposure to electrical controls is helpful.

Advanced Electrical Motor Controls **INPR-232** **3 hours**

This continuation of basic electrical motor controls emphasizes theory and wiring of interposing and multi-function relays, reversing starters, timed sequences of motors, jog circuits, two-speed starters, Wye-Delta starters, and reduced voltage starters (part winding and/or autotransformer). As time permits power factor and power factor correction techniques along with additional exposure to solid state controls are presented. Basic Electrical Motor Controls or equivalent electrical experience is required for this course.

AC Variable Frequency Drives **INPR-233** **3 hours**

This course provides thorough hands-on exposure to wiring, programming, operation, and troubleshooting of the AC variable (adjustable) frequency drive. Advantages and limitations of frequency drives are introduced in context with the most common applications. Effects of harmonics and reflected wave phenomena are demonstrated, and counter measures applied. Drive control as well as cost/benefit analysis and reflected wave software are introduced. Participants will gain exposure to most of the parameters available in the drive. Prior experience with motor controls is helpful.

Basic PLC/SLC Programming **INPR 241** **3 hours**

Participants are introduced to connecting, programming, and operation of the Allen-Bradley PLC5, SLC500, or ControlLogix processors utilizing motor control centers and working fluid power elements with pneumatic valves, actuators (cylinders), and associated sensors. Participants select the appropriate processor in programming basic bit-level logic functions, timers, and counters. Sequential programming techniques are introduced on problems simulating industrial situations. Troubleshooting is integral to the exercises as students inevitably introduce programming and/or wiring errors. Although knowledge or use of hard wire (relay) ladder logic is helpful, no prior exposure to programmable controls is necessary.

Advanced PLC/SLC Programming **INPR 242** **3 hours**

This course emphasizes use of the programming "instruction set" available in the Allen-Bradley PLC5, SLC500, or ControlLogix series processors. Word and file level comparisons, file handling, math, shift registers, program flow, sequencer, and communications instructions are introduced and utilized in programming and operating of simulated industrial situations. Analog I/O are also connected, configured and utilized. Pneumatic circuit components and the A-B motor control centers are used to provide a working environment. Prior experience or training in PLC ladder programming is required.

Operator Interface Programming **INPR 243** **3 hours**

A touch screen PanelView 1000 with PanelBuilder32 software is used to introduce participants to the commissioning and development of programs for operator interfaces. Hands on exposure, utilizing a PLC/SLC application program, will be gained in the process of creating an application file, developing screens, using graphic tools and text, screen objects, tags, graphic images and the configuration of alarms. Knowledge of PLC/SLC programming and of Windows based software is necessary to derive full benefit from this course.



CRIMINAL JUSTICE (GENERAL)

The Associate in Science degree requires a minimum of 64 credit hours. An essential part of the program is a combination of Criminal Justice classes and general education classes each semester.

This transfer program is designed to meet most 4 year Criminal Justice transfer programs; however, because universities and colleges across the country **are not** necessarily uniform, this department highly recommends that students contact the college(s) they are considering for transfer information.

Check with Department of Public Safety for current admittance requirements. Consultation with the Department of Public Safety or Criminal Justice Advisor is required prior to enrolling.

The following is a suggested sequencing of coursework subject to availability of courses.

First Semester			16 hours		Summer Semester- Highly Recommended		4 hours	
Course No.	Course Title		Credit					
CRIM-101	Intro to Criminal Justice		3	CRIM213	Problems in Criminal Justice (Internship).....			4
CRIM-108	Admin of Juvenile Justice.....		3					
PCDE-101	College Skills Dev.		1	Third Semester				
ENGL-101	English I.....		3	Course No.	Course Title			15 hours
HPER-161B	Def Tactics/Jujitsu		2	SPCH-111	Public Speaking I.....			3
	Criminal Justice Elective.....		3	CRIM-103	Criminal Law.....			3
CRIM-165	Strategic Team Building I.....		1	CRIM-212	Science Requirement (Lab).....			5
					Criminal Investigation II			3
					Criminal Justice Elective			1
Second Semester			18 hours		Fourth Semester		15-17 hours	
Course No.	Course Title		Credit	Course No.	Course Title			Credit
PSYC-101	General Psychology.....		3		Humanities Requirement			3
CRIM-226	CJ Computer Apps.....		3		Sociology or American Gov.			3
CRIM-111	Criminal Investigation		3		Humanities Requirement			3
ENGL-102	English II		3		Science Elective.....			3-5
MATH-108	College Algebra.....		3	CRIM-116	Agency Administration.....			3
CRIM-219	Sex Crimes.....		3					



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LAW ENFORCEMENT & CRIMINAL JUSTICE

Defensive Tactics/Karate **CRIM-100** **2 hours**

This course studies a system of defense and control techniques based upon established principles of hand-to-hand combat. Defensive and aggressive physical maneuvers, armed and unarmed opponents, club maneuvers, achievement of organic development, development of muscular skill, and prevention of injury to the person will be studied.

Introduction to Criminal Justice **CRIM-101** **3 hours**

Prerequisite: Admission requirements exist; contact a Criminal Justice advisor. This course includes an introduction to the philosophy and history of law enforcement constitutional limitations, function and jurisdiction of agencies, survey of procedures from arrest to release and an attempt to evaluate the system's effectiveness and orientation on careers in the field. The course examines the role of law enforcement and criminal justice in contemporary American society.

Law Enforcement Operations and Procedures **CRIM-102** **3 hours**

Prerequisite: Successful completion of Criminal Law. This introductory course surveys the organizational structure of criminal justice enforcement agencies and gives limited attention to the purposes, functions, departmental relationships and community effectiveness of the various specialized areas of enforcement operations. This course deals primarily with basic functions and tactics such as patrol procedures, crime scene techniques, etc.

Criminal Law **CRIM-103** **3 hours**

Prerequisite: Introduction to Criminal Justice. This course studies the history, scope and nature of law; parties to crime; classification of offenses; act and intent; capacity to commit crime and defenses; arrest, search and seizure. This course includes the study of elements of major criminal statutes. Criminal Law is an integrated study of Kansas Criminal Code.

Traffic Accident Investigation **CRIM-104** **3 hours**

Prerequisite: Successful completion of Criminal Law. This course includes a study of enforcement problems created by modern vehicular movement; traffic regulations, control and enforcement; the roles of engineering and education in the traffic picture; traffic accident investigation; and statistics as applied to selective enforcement.

Supervised Police Training **CRIM-106** **4 hours**

Prerequisite: Second semester Law Enforcement major status with department consent. This course will be conducted under the direct supervision of the instructors in the Administration of Justice Department. The students will be assigned to patrol cars and placed in the community to participate in simulated police operations including various phases of police administration, records keeping, traffic patrol, criminal investigation, accident investigation, obtaining arrest and search warrants, testifying in court and handling juvenile offenders.

Community Policing **CRIM-107** **3 hours**

This course will introduce the criminal justice student to what is perhaps the most significant effort to identify, label, and implement a new organization strategy for the police component: Community Policing. This course will detail the evolution of community policing, new organizational strategies, the broadening of the police mission, decentralizing of police services, the new breed of law enforcement officer, and new ideas in dealing with drug problems facing our society.

Administration of Juvenile Justice **CRIM-108** **3 hours**

Prerequisite: Introduction to Criminal Justice or concurrent enrollment. This course includes a survey of delinquency related factors and modern measures for treatment and prevention, law pertaining to juveniles, juvenile court procedures, court-ordered detention, organization, function and jurisdiction of juvenile agencies. Detention and processing by law enforcement agencies will be studied. The Kansas Juvenile Code is incorporated into the curriculum.

Security Administration **CRIM-109** **3 hours**

This course may be taught in three sessions. A student may enroll in any or all of the separate sessions. Organization and management of governmental, proprietary and industrial security systems, external and internal loss control, fire control, employee identification, television and other mechanical and scientific aids, security and safety surveys, government security procedure where government interests are involved.

Sessions include: (1) Overview of the public and private security and safety field with greater concentration on proprietary and industrial security and safety (2) Governmental security: legal basis, governmental programs, physical security, information security, personnel security, security classifications (3) Proprietary security with emphasis on retail security systems and procedures, internal loss, external loss, fraud, prevention.

Criminal Procedure **CRIM-110** **3 hours**

Prerequisite: Successful completion of Criminal Law. This course studies statutory and judicial provisions governing the processing of persons and evidence in criminal matters. The course deals with jurisdiction, use of force, search and seizure, evidence, warrants, arrest, rights and privileges, inquests, and indictments, preliminary examination, arraignment, pleas and motions, bail, trial, appeal interrogations and confessions. This course includes an integrated study of Kansas Criminal Procedure.

Criminal Investigation **CRIM-111** **3 hours**

This course is designed to exam the methods, techniques, tools and precepts employed by the criminal investigator including the identity and nature of evidence, its preservation and effective use. Police report writing and crime scene investigation including a variety of documentation techniques, investigative follow up and documentation is emphasized. Course must be taken concurrently with CRIM-226 Criminal Justice Computer Applications.

Introduction to Corrections **CRIM-114** **3 hours**

This course includes an overview of correctional theory, institutions, systems, programs and agencies, including adult prisons, juvenile facilities, jails, probation, parole and community involvement.

Strategic Team Building I **CRIM-115** **1 hour**

This course provides group challenge, self-confidence, trust and interaction for participants of all ages. Strategic Team Building is an approach to education and recreation and places a high level of expectation within an atmosphere of support and caring. Three levels of situational activities (level one: readiness; level two: low elements/group initiatives; level three: high elements) are designed to promote personal and group responsibility, self-esteem, communication, goal-setting, decision making, and problem-solving skills. This is a required class for DPS majors.

Agency Administration **CRIM-116** **3 hours**

Prerequisite: Introduction to Criminal Justice. This course studies police organization and management from the perspective of the chief administrator. Principles of organization and leadership will be studied along with the function and interaction of organizational components. Administration of line, staff and auxiliary divisions and subordinate functions, policy formulation and executive responsibilities will be included.

Interviewing and Report Writing **CRIM-120** **3 hours**

This course is designed for Criminal Justice majors and in-service officers. Emphasis will be placed on effective interviewing, note taking, factual writing of police reports. Kansas Criminal Code and common law enforcement reporting forms will be used. This course will utilize word processing and reporting software.

Police Firearms I **CRIM-121** **1 hour**

Prerequisite: Criminal Justice major and consent of department. Legal and physical restrictions apply. This course is a basic combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on the .38 and/or .357 caliber revolver, weapon safety, maintenance, selection and maintenance of leather gear and shooting basics.

 **Team-T: Dispatch I** **CRIM-130** **1 hour**

Prerequisite: In-service officer, DPS major or departmental permission. This course is the designed to provide a firm foundation for a 911 communications officer / dispatcher. Basic call taking, dispatching, critical thinking skills, classifying calls, prioritizing calls and radio techniques are incorporated. This course includes transferring the above knowledge and skills to performance based learning utilizing dispatch simulators.

 **Team-T: Dispatch II** **CRIM-131** **1 hour**

Prerequisite: Successful completion of Team-T: Dispatch I. This is the second in a sequence of program blocks located in the Team-T program, Department of Public Safety / Criminal Justice. This course provides the student with information, knowledge and skills in advanced call-taking, specialized dispatching for public safety, advanced multi-tasking, decision making and critical thinking. Dispatching codes and processes are emphasized including NCIC, ASTRA, and NLETS formats. The course includes transferring the above knowledge and skills to performance based learning utilizing dispatch simulators.

 **Team-T: EVOC I** **CRIM-140** **1 hour**

Prerequisite: Must have a valid Kansas driver's license or departmental permission. This course provides the student with the knowledge and understanding of the statutory authority to operate an emergency vehicle, the knowledge of legal (criminal and civil)

ramifications of operating an emergency vehicle, the knowledge and understanding of the human body's physiological responses to stress while operating an emergency vehicle, basic understanding of critical incident response, the ability to understand the various environmental and roadway conditions that impact emergency vehicles responses, and the understanding of vehicle dynamics as they related to emergency vehicle responses. This course includes defensive driving and the opportunity to experience simulated emergency responses in training simulators. This course is required for all Department of Public Safety majors.

 **Team-T: EVOC II** **CRIM-141** **1 hour**

Prerequisite: Successfully completed EVOC I, or be a current in-service professional, or consent of Department. Student must possess a valid Kansas Drivers License and have completed NSC approved Defensive Driving Course within the last two years. This course was designed and is taught within the Department of Public Safety to provide students with hands on application of Emergency Vehicle Operations.. This course is required for all Law Enforcement majors.

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

This course provides the students with the knowledge and skills to apply personal conditioning and overall wellness to physical fitness standards of the public safety field. Students will be required to participate in a number of physical fitness activities designed to develop their physical conditioning and endurance. Students can expect to participate in such activities as running a tactical obstacle course; carrying weight equivalent to a human body; climb walls, ladders and other obstacles; and perform physically exerting exercises under all types of weather conditions and other elements in preparation for the physical demands of a public service career.

Criminology **CRIM-205** **3 hours**

Prerequisite: Successful completion of Introduction to Criminal Justice. Crime as a form of deviant behavior, nature and extent of crime, past and present theories, evaluation of prevention, control and treatment programs will be studied.

Criminal Investigation II **CRIM-212** **3 hours**

Prerequisite: Successful completion of Criminal Investigation or consent of the department. Scientific aids available to law enforcement officers, including forensic chemistry, physics and microanalysis will be studied. Investigative procedures from crime scene through laboratory analysis to court presentations will be presented.

Problems in Criminal Justice **CRIM-213** **4 hours**

Prerequisite: Successful completion of Criminal Investigation and consent of the department. This is a supervised internship with a criminal justice agency. Students may choose their area of greatest interest of specialization. Daily journals and a summary paper are required. In cooperation with the hosting agency, the student will be required to complete duty tours in the various functions of the agency to provide exposure to administrative and line functions. Additional assignments may be made by the instructor and / or agency supervisor if they will contribute to the overall education of the student. **In order to obtain 4 credit hours a minimum of 145 hours of internship experience is needed.**

Crime Prevention **CRIM-217** **3 hours**

Prerequisite: Successful completion of Introduction to Criminal Justice and consent of department. Crime prevention involves analyzing criminal attack methods and designing specific actions within the environments of potential victims to reduce criminal opportunities and manage crime risks. The strategies of crime prevention basically are to stimulate appropriate crime prevention attitudes and behavior on the part of individuals and groups and to work toward physical environment changes which promote crime prevention.

Sex Crimes **CRIM-219** **3 hours**

Prerequisite: Successful completion of Introduction to Criminal Justice and/or consent of department. This course includes an analysis of sexually motivated crimes and their application to the Criminal Justice process. Psychological, physical, investigative and legal aspects relating to the prevention, investigation and prosecution will be explored. Major emphasis will be placed on sexual assault, incest, and sexually motivated homicides, as well as other areas of sexual deviancy which result in criminal actions.

Police Firearms II **CRIM-222** **1 hour**

Prerequisite: Successful completion of Firearms I with a C or better and consent of department. Legal and physical restrictions apply. This course is an advanced combat firearms course for Criminal Justice majors and in-service law enforcement officers. Emphasis is placed on safety, and skill development with service handgun utilizing the various combat stances and positions.

Police Firearms III (Semi-Automatics) **CRIM-223** **1 hour**

Prerequisite: Successful completion of Firearms I with a C or better and consent of department. Legal and physical restrictions apply. This is an advanced combat firearms course for Criminal Justice majors and in-service officers. Emphasis will be placed on the semi-automatic pistol including weapon familiarization, safety, maintenance, and shooting basics utilizing a variety of combat courses. A review of legal responsibility to weapon use in law enforcement will be given. The use of cover, multiple targets and shoot/don't shoot decision making will be included.

Criminal Justice Computer Applications **CRIM-226** **3 hours**

Prerequisite: Introduction to the Criminal Justice. Course must be taken concurrently with CRIM-111 Criminal Investigation. This course studies the utilization and implications of the computer and software to the criminal justice professional with emphasis placed on the use and integration of word processing, database, spreadsheets, fingerprint software, crime scene / traffic accident diagramming, multimedia for court presentations and training, law enforcement reporting programs, evidence and photo documentation, digital photographs, identification software and other types of software and technical equipment used in the law enforcement/criminal justice field. Direct applications to specific problems including report writing, criminal investigations, traffic accident investigation, police administration, institutional administration, recordkeeping and communications will be emphasized.

Correctional Law **CRIM-227** **3 hours**

Prerequisite: Successful completion of Introduction to Corrections. This course includes an in-depth study of the constitutional rights of prisoners including historical approaches to current court decisions and the effect on the inmate, officials and the public. Issues including cruel and unusual punishments, right to privacy, freedom of religion, overcrowding and others will be covered.

Juvenile Corrections **CRIM-228** **3 hours**

Prerequisite: Successful completion of Administration of Juvenile Justice. This course includes an in-depth study of correctional programs directed at the violent and non-violent juvenile offender including a review of historical approaches to a review of current community programs and offender institutionalization. Issues relating to the reintegration of the juvenile offender back into the community will be addressed with special consideration given to specific problems.

Community Corrections **CRIM-229** **3 hours**

Prerequisite: Successful completion of Introduction to Corrections. This course studies treatment, management and supervision of correctional clients in the community including persons released on probation, parole, and/or sentenced to serve time in local programs. This course will begin with the role of the court service worker/probation officer through the court release of the client to the community.

Institutional Management and Administration **CRIM-230** **3 hours**

Prerequisite: Successful completion of Introduction to Corrections. This course includes an in-depth study of the management and administration of modern correction facilities, including adult prison, juvenile facilities, jails and community corrections facilities. Issues relating to the management and administration of employees, records and budgeting, as well as supervision of inmates including current rehabilitation and education programs, security, classification and inmate management systems will be studied.

Critical Decision Making in Criminal Justice **CRIM-231** **1 hour**

Prerequisite: Consent of instructor. Legal restrictions apply. This course includes an advanced decision-making and combat firearms course for Criminal Justice majors and in-service officers. The use of cover, multiple targets and "shoot—don't shoot" decision making and utilization of proper weapons will be emphasized.

Forensic Computer Investigations I **CRIM-244** **3 hours**

Prerequisite: Successful completion of Criminal Investigation or consent of department. This course provides an introduction to forensic computer investigations including the analysis of the computer and related media as it relates to criminal activity and evidence. This course is designed to introduce the student to the operational functioning of computer technology including its use in tracking and analyzing information to improve the detection of criminal activity, case solvability factors, and the powerful abilities of computers to rapidly analyze raw data. The basic operation of the computer including DOS, Windows based machines and the use of the Internet as an information tool will be an integral part of this course. The handling and treatment of computer related evidence will also be emphasized.

Forensic Criminalistics I **CRIM-255** **4 hours**

Prerequisite: Successful completion of Criminal Investigation or consent of department. This course provides an introduction to criminalistics, a branch of the forensic sciences dedicated to the analysis of criminal evidence. Traditional laboratory techniques will be blended with new technologies including computerization, digital photography, DNA, and others to provide students with state-of-the-art approaches to evidentiary challenges.

Gangs **CRIM-2001** **3 hours**

Prerequisite: Successful completion or concurrent enrollment in Introduction to Criminal Justice. Criminal Justice majors only. Non-Criminal Justice Majors must obtain instructor's permission. This course will take an in-depth look at modern day criminal street gangs and the events in history that have led to the current criminal street gang activity. Through lecture, discussion, research and projects students will assess the reasons people join criminal street gangs and the group dynamics the criminal street gang. A variety of different types of gangs will be discussed including white gangs, black gangs, Asian gangs, motorcycle gangs, white supremacists, prison gangs, California based gangs, and Chicago based street gangs.

Drug Investigations **CRIM-2001** **3 hours**

Prerequisite: Criminal Justice major with sophomore standing or instructor permission. This course will cover the various types of drugs and their effects on the human body as well as society. Drug enforcement case studies will be included. The course requires class participation during the instruction and corresponding labs. A number of visual aids will be used throughout the course. Upon completion the student will be able to recognize various drugs that are being used throughout the United States.

Basic Rappelling **CRIM-2001** **1 hour**

This seminar course provides students with rappelling knowledge and the application of rappelling skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. In addition to the history of rappelling, the student will learn and apply knowledge of the following: knot tying, rigging, purchase and rope care, purchase and care of equipment, safety and hardware terminology.

Intermediate Rappelling **CRIM-2001** **1 hour**

Prerequisite: Successful completion of Basic Rappelling within six months. This seminar course provides the student with knowledge and safety to perform skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. A review of Basic Rappelling techniques advancing to the application of the following techniques: Rigging on buildings and trees; pick-off's, Australian rappelling, Spider rappelling, and rope ascending.

Advanced Rappelling **CRIM-2001** **1 hour**

Prerequisite: Successful completion of Intermediate Rappelling within 6 months. This seminar course provides the student with skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. The setting up of tryolene between two fixed objects and from building rooftop to ground as well as low angle rescue, high angle rope rescue utilizing the litter and tender, 3 to 1 and 9 to 1 hauling systems will be covered.

Strategic Team Building **CRIM-2001** **1 hour**

This seminar 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.

EVOC I **CRIM-2001** **1 hour**

This course provides the student with the knowledge and understanding of the statutory authority to operate an emergency vehicle, the knowledge of legal (criminal and civil) ramifications of operating an emergency vehicle, the knowledge and understanding of the human body's physiological responses to stress while operating an emergency vehicle, basic understanding of critical incident response, the ability to understand the various environmental and roadway conditions that impact emergency vehicles responses, and the understanding of vehicle dynamics as they related to emergency vehicle responses. This course includes defensive driving and the opportunity to experience simulated emergency responses in training simulators. This course is required for all Department of Public Safety majors.

Police Science Seminar **CRIM-2001, 2002, 2003** **1-3 hours**

This course includes a series of seminars in the field of criminal justice. Police Science Seminar addresses new techniques and innovations in the field in the search for solutions of criminal problems. This course may be repeated as topics vary.



FIRE SCIENCE

The Fire Science Technology program offers an Associate in Applied Science degree and is designed to prepare students for employment in fire service, in either the public or private sector, as well as meet the continuing education needs of professional firefighters.

Upon completion of the Associate in Applied Science degree, students may choose to finish the additional general education classes and receive the Associate in Science degree. As four year colleges and universities differ widely in the Fire Science Technology degree programs, students are encouraged to obtain transfer information from their chosen 4 year college or university for GCCC Fire Science advising purposes.

The program offers coursework in fire prevention, fire control techniques, emergency medical services, and rescue techniques. The curriculum aligns with National Fire Protection Association (NFPA) standards and includes state and locally identified training needs such as Hazmat, Driver Operator and EMT training. Instruction emphasizes hands-on training to assure that graduates will not only know the theory, but be able to use it. The Fire Science program curriculum is sequential.

Consultation with the Department of Public Safety or Fire Science Advisor is required prior to enrolling.

The following is a suggested sequencing of coursework subject to availability of courses.

First Semester		18 hours
Course No.	Course Title	Credit
FIRE-101	Fire Fighter I.....	5
FIRE-103	Technical Rescue I.....	2
FIRE-104	Incident Management Systems.....	3
MATH-105	College Math.....	3
PCDE-101	College Skills Development.....	1
CRIM-160	DPS Conditioning I.....	1
HMEC-114	Personal Nutrition.....	2
CRIM-2001	Strategic Team Building I.....	1

Second Semester		17 hours
Course No.	Course Title	Credit
FIRE-102	Fire Fighter II.....	4
FIRE-203	Technical Rescue II.....	2
PSYC-101	General Psychology.....	3
ENG-101	English I.....	3
SPCH-III	Public Speaking I.....	3
CRIM-2001	DPS Conditioning II.....	1
CRIM-140	EVOC (Emergency Vehicle Operations / Defensive Driving.).....	1

Summer -Highly Recommended		4 hours
FIRE-213	Fire Science Internship.....	4

Third Semester		18 hours
Course No.	Course Title	Credit
EMRD-101	Emergency Medical Tech - Basic.....	12
CSCI-110	Intro to Computer Concepts.....	3
FIRE-204	Fire Instructor I.....	1
CRIM-2001	Strategic Team Building II.....	1
CRIM-2001	DPS Conditioning III.....	1

Fourth Semester		14 hours
Course No.	Course Title	Credit
FIRE-201	Hazardous Materials Technician.....	8
FIRE-202	Fire Apparatus Driver/Operator.....	3
CRIM-150	Basic Rappelling.....	1
CRIM-151	Intermediate Rappelling.....	1
CRIM-152	Advanced Rappelling.....	1

Highly Recommended Additional Courses		7 hours
Course No.	Course Title	Credit
CRIM-2003	Dive I (Certification).....	3
CRIM-2003	Dive II (Rescue).....	3
CRIM-2001	DPS Conditioning IV.....	1

FIRE SCIENCE

Firefighter I **FIRE-101** **5 hours**

Prerequisite: Admission Requirements exist. Contact a Fire Science Advisor. The course covers technical/special operations relating to fire ground operations and prevention activities. The prime objective of this course is to train fire fighters on safety and how to avoid problems on and off the fire ground. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises including: hazardous materials awareness, safety, fire behavior, building construction, protective clothing and SCBA, team skill performances and how to operate as a part of a team. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

Firefighter II **FIRE-102** **4 hours**

Prerequisite: Successful completion of Firefighter I. The course covers technical/special operations relating to fire ground operations and prevention activities. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises in various fire ground operations including: hazardous materials operations; incident management systems, building construction and collapse; rescue and extrication and special rescue situations; hose, tools and appliances; ignitable liquid and flammable gas control; and foam fire streams. They will also understand fire pump theory; hydrant flow and operability; fire detection, alarm and suppression systems; fire cause and origin; radio communication and incident reports; and pre-incident survey. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

Technical Rescue I **FIRE-103** **2 hours**

Prerequisite: Successful completion of Firefighter I. Technical Rescue I is a more in-depth look at various techniques of auto, bus and commercial vehicle extrication. Students will be instructed in how to identify and establish levels of functional capability for safely and effectively conduct operations at vehicle extrication incidents. Students will learn how to assess hazards, provide patient care and identify the level of operational capability, and to establish operational criteria. Analysis of operational capability includes hazard analysis, risk assessment, training level of personnel, availability of internal and external resources, effects of weather, and other difficult conditions.

Incident Management Systems **FIRE-104** **3 hours**

Prerequisite: Successful completion of Firefighter II. This course is designed to be applicable to all incidents ranging from single unit incidents lasting a few minutes to complex incidents involving several agencies lasting for days or weeks.

Hazardous Materials Technician **FIRE-201** **8 hours**

Prerequisite: Successful completion of Firefighter II. The course is designed to train personnel to respond to and mitigate an incident involving hazardous materials. Course participants should be knowledgeable in the recognition and identification of hazardous materials, the U.S. Department of Transportation hazardous materials classes, and the use of breathing apparatus and turnout gear. This course covers the study of chemical characteristics and reactions related to storage, transportation, handling hazardous materials, i.e., flammable solids, oxidizing and corrosive materials, and radioactive compounds. Emphasis is on emergency situations, fire fighting and control. Upon successful completion of this course, students will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

Fire Apparatus Driver/Operator **FIRE-202** **3 hours**

Prerequisite: Successful completion of Firefighter II. This course is designed to educate driver/operators who are responsible for operating apparatus equipped with fire pumps in their local fire departments. It includes an overview of the qualities and skills needed by a driver/operator; safe driving techniques; types of pumping apparatus as well as providing information for troubleshooting during pumping operations; and procedure and inspection forms. Upon successful completion of this course, student will be able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute.

Technical Rescue II **FIRE-203** **2 hours**

Prerequisite: Successful completion of Firefighter I. This course covers technical rescue operations and instructs students in how to identify and establish levels of functional capability for safely and effectively conduct operations at rescue incidents. Students will learn how to assess a technical rescue hazard within the response area, to identify the level of operational capability, and to establish operational criteria. Analysis of operational capability includes hazard analysis, risk assessment, training level of personnel, availability of internal and external resources, effects of weather, and other difficult conditions. Technical rescue incidents are often extremely dangerous for rescue personnel. Students will receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises in various rescue disciplines

including structural collapse, rope rescue, confined space, vehicle and machinery extrication, water emergencies, trench and excavation incidents, as well as wilderness search and rescue.

Fire Instructor I **FIRE-204** **1 hour**

Prerequisite: Successful completion of Firefighter II. This course prepares students for the student practical exam that is based on the NFPA 1041 Standard for Fire Service Instruction Professional Qualifications. Students who achieve a minimum of 70% on the exam will receive national certification to become Fire Service Instructors. This course will provide a student with the basic knowledge and skills to deliver instruction effectively from a prepared lesson plan, including operating instructional aids, using evaluation instruments, adopting lesson plans to maximize student learning, organizing the learning environment and maintaining records.

Fire Investigation I **FIRE-205** **3 hours**

Prerequisite: Departmental permission. This course covers the investigation of all fires accidental and suspicious. The course will also cover collection of evidence, legal aspects, cause determination, interviewing witnesses, detonations and explosions.

Fire Investigation II **FIRE-206** **3 hours**

Prerequisite: Departmental permission. This course is a continuation of FIRE-205 and provides an in-depth study of cause determination and burn patterns involved in fires and fire investigation.

Fire Department Company Officer Officer-I **FIRE-220** **3 hours**

This course is designed for firefighters who wish to advance their career goals to another level and officers desiring to improve their management, leadership, and human relation skills. Upon successful completion, students will be able to challenge the IFSAC Officer-I Test.

Fire Science Internship **FIRE-213** **4 hours**

Prerequisite: Prior and related course work with departmental consent is required. This is a supervised internship with a fire science agency. Students may choose their area of greatest interest of specialization. Daily journals and a summary paper are required. In cooperation with the hosting agency, the student will be required to complete duty tours in the various functions of the agency to provide exposure to administrative and line functions. Additional assignments may be made by the instructor and / or agency supervisor if they will contribute to the overall education of the student. **In order to obtain 4 credit hours a minimum of 145 hours of internship experience is needed.**

WELDING TECHNOLOGY

The Welding program is an American Welding Society (AWS) S.E.N.S.E. certified program in which students can earn AWS entry-level welding certification after completion of all course competencies. Courses include Introductory, Intermediate and Advanced AWS skill development or concentration in a particular set of competencies in Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC), Gas Metal Arc Welding and Flux Cores Arc Welding (GMAW/FCAW), as Tungsten Arc Welding (GRAW/TIG), Special Projects, and Special Topics. Students may individualize their plan to focus on competencies that meet personal career goals leading to certification.

One-year program (upon completion of competencies student may earn AWS Entry Level Welder certification and a GCCC Welding Technology certification)

First Semester		15 hours
Course No.	Course Title	Credit
INPR-147	Introduction to AWS Welding.....	3
INPR-148	Intermediate to AWS Welding.....	3
DRFT-104	Computer Aided Drafting I.....	3
JDAT-110	Math Processes for Technicians.....	3
INPR-102	Electronics I	3
(Optional On the Job Training)		
INPR-145	Welding Internship	1-6

Second Semester		15 hours
Course No.	Course Title	Credit
INPR-149	Advanced AWS Welding.....	3
PHYS-106	Descriptive Physics.....	3
JDAT-111	Applied Communications.....	3
INPR-144	Special Projects.....	3
	Engineering, Testing, Inspection, and Codes.....	3
(Optional On the job training)		
INPR-145	Welding Internship	1-6



WELDING

Objective: to educate a student to earn a 2-year degree, achieve industry-based certification and to enter into the welding industry with sufficient skill and knowledge to successfully handle most welding techniques and jobs. This is also a degree which a student interested in a 4 year welding related degree such as welding engineering could pursue.

First Semester		17 hours
Course No.	Course Title	Credit
INPR-147	Introduction to AWS Welding.....	3
INPR-148	Intermediate to AWS Welding.....	3
DRFT-104	Computer Aided Drafting I.....	3
JDAT-110	Math Processes for Technicians.....	3
INPR-117	Electronics II	3
PCDE-101	College Skills Development	1
	Physical Fitness	1

Summer Semester (Optional)		
INPR-145	Welding Internship	1-6

Third Semester		15 hours
Course No.	Course Title	Credit
SPCH-113	Interpersonal Communications.....	3
ECON-111	Economics: Macro.....	3
INPR-117	Electronics II.....	3
INPR-160	Basic Hydraulics.....	3
INPR-162	Electro-Hydraulics.....	3

Second Semester		16 hours
Course No.	Course Title	Credit
INPR-149	Advanced AWS Welding.....	3
PHYS-106	Descriptive Physics.....	3
JDAT-111	Applied Communications.....	3
INPR-144	Special Projects.....	3
	Engineering, Testing, Inspection, and Codes.....	3
	Physical Fitness	1

Fourth Semester		15 hours
Course No.	Course Title	Credit
INPR-170	Basic Pneumatics.....	3
INPR-172	Electro-Pneumatics.....	3
INPR-140	Industrial Maintenance I.....	3
INPR-144	Welding-Special Projects.....	3
INED-111	Electricity I.....	3

Shielded Metal Arc Welding (stick) and Oxy Fuel Cutting (torch) INPR-141 3 hours

This course covers the study of Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC). It includes technical information based on AWS recommended competencies as well as teacher demonstration and hands-on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward SMAW certification.

Gas Metal Arc Welding and Flux Core Arc Welding (GMAW/FCAW) Formerly known as MIG INPR-142 3 hours

This course covers the study of Gas Metal Arc Welding and Flux Core Arc Welding (GMAW/FCAW). It includes technical information based on AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward GMAW/FCAW certification.

Gas Tungsten Arc Welding (GTAW/TIG) INPR-143 3 hours

This course covers the study of Gas Tungsten Arc Welding (GTAW/TIG). It includes technical information based on AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward GTAW certification.

Special Projects INPR-144 3 hours

Prerequisite: Completion of one Welding course and consent of the instructor. This course covers a variety of special projects mutually agreed upon by the instructor and student. It includes technical information as well as teacher demonstration and hands on application by the student. This course will be hand tailored to students of intermediate to advanced skill. Students may use this course to finalize preparation for the AWS Entry Level Welder certification, or to work on project construction.

Welding Internship INPR-145 1-6 hours

This course is a supervised work-study program in which students will work under the supervision of an employer and the college instructor. Positions may be paid or unpaid. Although the student will be gainfully employed, he/she will be in a learning environment to obtain the skills necessary for employment in industries that require welding skills. The student will learn workplace skills in addition to the skills needed for the job. Internships provide the actual hands-on application to an educational curriculum. The learning objectives will be coordinated between the student and the supervising instructor. A journal of education activities will be maintained and student progress will be monitored.

Special Topics INPR-146 3 hours

Prerequisite: Completion of one Welding course and consent of the instructor. This course will cover the study of a variety of special welding topics and may be delivered in a variety of settings. It will include technical information based on AWS recommended competencies as well as teacher demonstration and hands-on application by the student. This course will be hand tailored to students of all skill levels from beginning and intermediate to advanced students who wish to work toward AWS certification.

Introduction to AWS Welding INPR-147 3 hours

This course introduces the study of Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC), Gas Tungsten Arc Welding (STAW/TIG), and Gas Metal Arc Welding and Flux core Arc Welding (GMAW/FCAW). The course will include technical information based on application by the student and is designed for the beginning student who wishes to work toward certification.

Intermediate AWS Welding INPR 148 3 hours

This course allows students to advance their skills related to the study of Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC), Gas Tungsten Arc Welding (STAW/TIG), and Gas Metal Arc Welding and Flux core Arc Welding (GMAW/FCAW). This course will include technical information based on AWS recommended competencies as well as teacher demonstration and hands-on application by the student. This course is designed to help students prepare for certification.

Advanced AWS Welding INPR-149 3 hours

This course allows students to demonstrate mastery of skills related to the study of Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC), Gas Tungsten Arc Welding (STAW/TIG), and Gas Metal Arc Welding and Flux Core Arc Welding (GMAW/FCAW). It includes technical information based on AWS recommended competencies as well as teacher demonstration and hands-on application by the student. This course is designed to help students prepare for certification.

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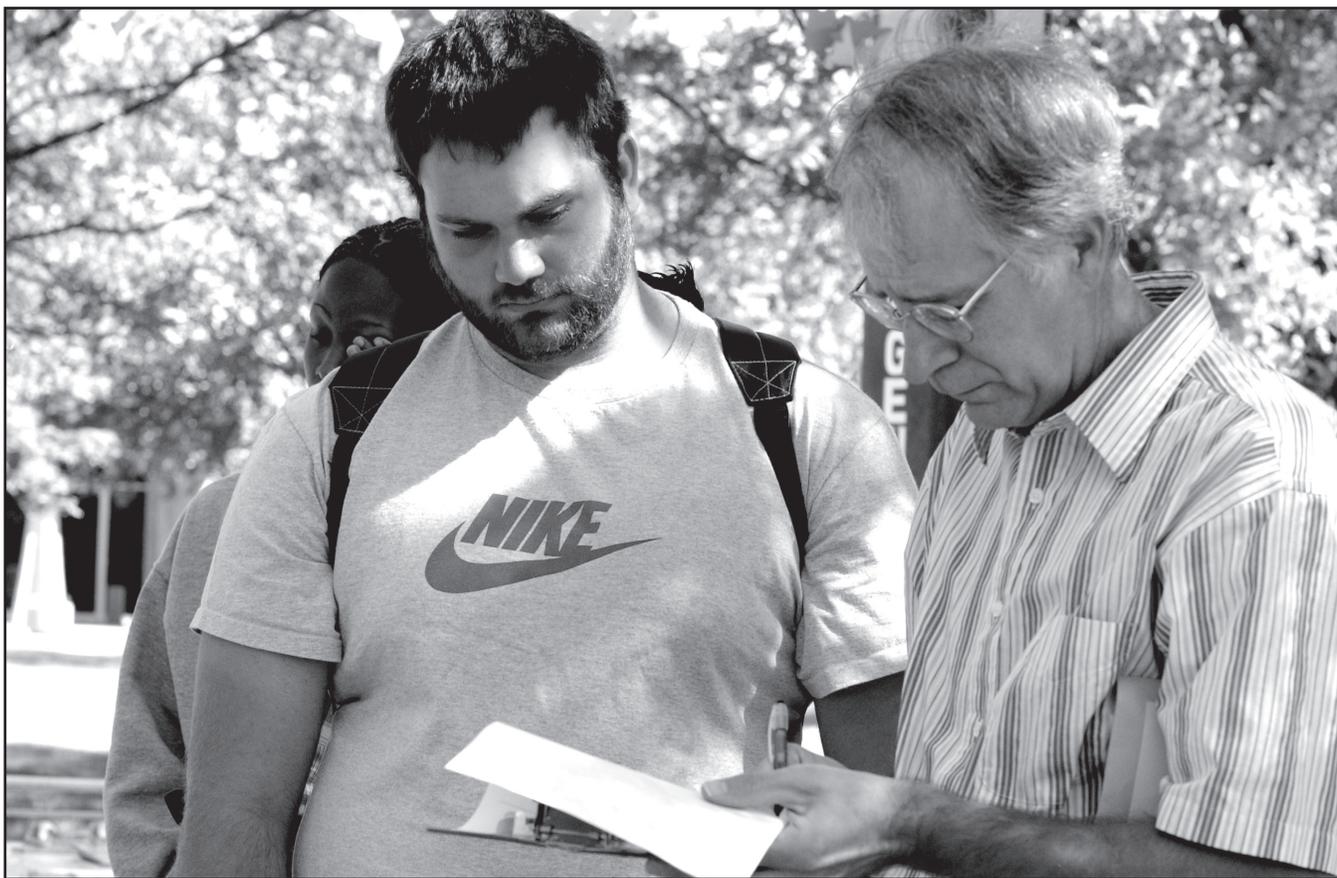
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