

# 2022-2024 ACADEMIC *Catalog*



GARDEN CITY  
COMMUNITY COLLEGE

801 Campus Drive • Garden City, KS 67846 • (620) 276-7611



# Accreditation

- The Higher Learning Commission
- Accreditation Commission for Education in Nursing
- Kansas Board of Regents
- Commission on Accreditation of Allied Health Education Programs  
(Discipline; Emergency Medical Technician, Paramedic)



## CATALOG DISCLAIMER INFORMATION

The Garden City Community College catalog is not a contract but rather a guide for the information and convenience of students. The College reserves the right to change or withdraw courses, to change the fees, rules and calendar for admissions, registration, instruction, and graduation, and to change other regulations affecting the student body, at any time. The College reserves the right to change policies or revise curricula as necessary. If the College decides to terminate a degree or certificate program, students enrolled in that program are provided written notice.

## STUDENT RESPONSIBILITY FOR CATALOG

Each student is responsible for knowing the information printed in this Catalog. Failure to read these regulations will not be considered an excuse for noncompliance. Please check the GCCC Student Handbook for additional information. The Student Handbook places full responsibility on the student for registering for appropriate courses and for fulfilling all requirements for a certificate or degree set forth in this catalog, as amended from time to time. The program pathways outlined in the catalog are the best transfer and workforce pathways for students. The pathways do not guarantee transfer of credit. Students should work with their advisors at GCCC, as well as advisors at transfer institutions, to determine the best plan for course selection. No agent or employee of the College has the authority to warrant graduation, the attainment of any type of license, or career goal.

The College does not accept any responsibility for delays in graduation or attainment of career goals resulting from errors in registration, cancelled courses, time schedule changes, changes in degree and certificate requirements, or similar or related changes, or for errors resulting from consultation with or reliance upon any information acquired from any college employee. Advisors' signatures on pre-registration, drop-add forms do not necessarily indicate agreement with or approval of the student's choice of courses, nor may they be construed in any way as a guarantee that the student's choice of courses is sufficient for graduation or attainment of any career goal.

## STATEMENT OF NON-DISCRIMINATION/EQUAL OPPORTUNITY

### ADA/EQUAL ACCESS

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Joy Lehmann, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.

### EQUAL OPPORTUNITY/TITLE IX - NON-DISCRIMINATION / ANTI-HARASSMENT

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex (including pregnancy), age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation, or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Dean of Student Services coordinates the College's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, Dean of Student Services, 620-276-9508, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact, Kellee Munoz, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846.

# 2022-2024 ACADEMIC CATALOG

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**For the most current version  
of the catalog, please refer to:**



# 2022-2023 Academic Calendar

## APPROVED 2/1/2022

- Fall Dates: August 15 – December 8, 2022 (Fall Semester Ends: 1/6/2023)
- Spring Dates: January 16 – May 11, 2023
- Summer Dates: May 22 – August 4, 2023

## 2022-23 Academic Calendar

## Quiet Zone Dates (No Classes)

August 6 - 14, 2022  
January 7 - 15, 2023  
May 12 – 21, 2023

### AUGUST 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 Inservice / Faculty Return  
10-11 Student Services Hours (until 6 PM)  
11-14 Residential Life Check-In  
12 New Student Orientation  
15 Fall 2022 Semester Begins -  
Classes Begin: Main Session (16 wks)  
and Session 1 (8 wks)  
15-18 Student Services Hours (until 6 PM)  
29 Classes Begin: Session 2 (14 wks)

### FEBRUARY 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

10 20<sup>th</sup> Day of Classes  
20 **PRESIDENT'S DAY** – No Classes  
(Campus Closed February 18-20)  
21 Classes Resume  
27 Financial Aid Disbursement Day

### SEPTEMBER 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 **LABOR DAY** – No Classes  
(Campus Closed September 3-5)  
6 Classes Resume  
12 9/11 Observance  
20<sup>th</sup> Day of Classes  
26 Financial Aid Disbursement Day

### MARCH 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Summer Enrollment Begins (ALL Students)  
10 Classes End (Session 1)  
13 **SPRING BREAK** Begins  
(No Classes March 13-17)  
(Campus Closed March 16-19)  
20 Classes Resume  
Classes Begin: Session 3 (8 wks)

### OCTOBER 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6 Classes End (Session 1)  
7 **FALL BREAK** – No Classes  
10 Classes Resume  
Classes Begin: Session 3 (8 wks)  
Columbus Day

### APRIL 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4 Advising Day – No Classes  
Fall Enrollment Begins  
(CURRENT Enrolled Students Only)  
7 **EASTER BREAK** Begins  
(Campus Closed April 7-10)  
11 Classes Resume  
13 Last Day to Withdraw (Spring Main Session)  
17 Classes Begin: Session 4 (4 wks)  
18 Fall Enrollment Begins (ALL Students)

### NOVEMBER 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Advising Day: No Classes  
Spring Enrollment Begins  
(CURRENT Enrolled Students Only)  
3 Last Day to Withdraw (Fall Main Session)  
9 Exploration Day – No Classes  
10 Classes Resume  
11 Veteran's Day  
15 Spring Enrollment Begins (ALL Students)  
19 **THANKSGIVING BREAK** Begins  
(Campus closed November 19-27)  
28 Classes Resume

### MAY 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Commencement @ 7:00 PM  
8 Final Exams Begin  
11 Final Exams End  
Classes End (Main Session and  
Sessions 2, 3 and 4)  
Spring 2023 Semester Ends  
12 Final Grades Due @ 1:00 PM  
17 Faculty Last Day  
22 Summer Session 1 Begins (3 wks)  
Summer Session 2 Begins (6 wks)  
Summer Session 5 Begins (11 wks)  
29 **MEMORIAL DAY** – No Classes/Campus Closed  
30 Classes Resume

### DECEMBER 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Final Exams Begin  
8 Final Exams End  
Classes End: (Main Session and  
Sessions 2 and 3)  
9 Final Grades Due @ 1:00 PM  
12 Classes Begin: Fall Session 4 (3 wks)  
and Session 5 (4 wks)  
15 Faculty Last Day  
17 **CHRISTMAS BREAK** Begins  
(Campus Closed December 17 – January 2)  
30 Classes End (Fall Session 4)

### JUNE 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9 Summer Session 1 Ends  
19 Juneteenth Independence Day  
30 Summer Session 2 Ends

### JANUARY 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3 Campus Reopens  
6 Classes End (Fall Session 5)  
Fall 2022 Semester Ends  
9 Inservice / Faculty Return  
11-12 Student Services Hours (until 6 PM)  
14-15 Residential Life Check-In  
16 Spring 2023 Semester Begins -  
Classes Begin: Main Session (16 wks)  
and Session 1 (8 wks)  
Martin Luther King Observance  
30 Classes Begin: Session 2 (14 wks)

### JULY 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-4 **INDEPENDENCE HOLIDAY BREAK** –  
No Classes (Campus Closed July 1-4)  
5 Summer Session 3 Begins  
(5 wks – ends August 4)  
17 Summer Session 4 Begins  
(3 wks – ends August 4)

THIS CALENDAR IS SUBJECT TO CHANGE.

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



# 2023-2024 Academic Calendar

**APPROVED 5/9/2023****2023-24 Academic Calendar**

- Fall Dates: August 14 – December 7, 2023 (Fall Semester Ends: 1/5/2024)
- Spring Dates: January 15 – May 11, 2024
- Summer Dates: May 22 – August 4, 2024

**Quiet Zone Dates (No Classes)**

August 5 - 13, 2023  
January 6 - 14, 2024  
May 12 – 21, 2024

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 7 Faculty Return
- 8 Inservice
- 9-10 Student Services Hours (until 6 PM)
- 10-13 Residential Life Check-In
- 11 New Student Orientation
- 14 Fall 2023 Semester Begins -  
Classes Begin: Main Session (16 wks)  
and Session 1 (8 wks)
- 14-17 Student Services Hours (until 6 PM)
- 28 Classes Begin: Session 2 (14 wks)

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 9 20<sup>th</sup> Day of Classes
- 19 **PRESIDENT'S DAY** – No Classes  
(Campus Closed February 17-19)
- 20 Classes Resume
- 26 Financial Aid Disbursement Day

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 **LABOR DAY** – No Classes  
(Campus Closed September 2-4)
- 5 Classes Resume
- 11 9/11 Observance
- 20<sup>th</sup> Day of Classes
- 25 Financial Aid Disbursement Day

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Summer Enrollment Begins (ALL Students)
- 8 Classes End (Session 1)
- 11 **SPRING BREAK** Begins  
(No Classes March 11-15)  
(Campus Closed March 14-17)
- 18 Classes Resume  
Classes Begin: Session 3 (8 wks)
- 29 **EASTER BREAK** Begins – No Classes  
(Campus Closed March 29-April 1)

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 Classes End (Session 1)
- 6 **FALL BREAK** – No Classes
- 9 Classes Resume
- Classes Begin: Session 3 (8 wks)
- Columbus Day
- 31 Advising Day: No Classes  
Spring Enrollment Begins  
(CURRENT Enrolled Students Only)

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 2 Classes Resume
- 4 Advising Day – No Classes  
Fall Enrollment Begins  
(CURRENT Enrolled Students Only)
- 11 Last Day to Withdraw (Spring Main Session)
- 16 Fall Enrollment Begins (ALL Students)
- 15 Classes Begin: Session 4 (4 wks)

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 2 Last Day to Withdraw (Fall Main Session)
- 8 Exploration Day – No Classes
- 9 Classes Resume
- 10 Veteran's Day Observed
- 13 Spring Enrollment Begins (ALL Students)  
(Campus closed November 18-26)
- 18 **THANKSGIVING BREAK** Begins
- 27 Classes Resume

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 Commencement @ 4:00 and 7:00 PM
- 6 Final Exams Begin
- 9 Final Exams End  
Classes End (Main Session and  
Sessions 2, 3 and 4)  
Spring 2024 Semester Ends
- 10 Final Grades Due @ 1:00 PM
- 15 Faculty Last Day
- 20 Summer Session 1 Begins (3 wks)  
Summer Session 2 Begins (6 wks)  
Summer Session 5 Begins (11 wks)
- 27 **MEMORIAL DAY**- No Classes/Campus Closed
- 28 Classes Resume

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4 Final Exams Begin
- 7 Final Exams End  
Classes End: (Main Session and  
Sessions 2 and 3)
- 8 Final Grades Due @ 1:00 PM
- 11 Classes Begin: Fall Session 4 (3 wks)  
and Session 5 (4 wks)
- 14 Faculty Last Day
- 16 **CHRISTMAS BREAK** Begins  
(Campus Closed December 16 – January 2)
- 29 Classes End (Fall Session 4)

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 7 Summer Session 1 Ends
- 19 Juneteenth Independence Day
- 28 Summer Session 2 Ends

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 3 Campus Reopens
- 5 Classes End (Fall Session 5)  
Fall 2023 Semester Ends
- 8 Faculty Return
- 9 Inservice
- 10-11 Student Services Hours (until 6 PM)
- 13-14 Residential Life Check-In
- 15 Spring 2024 Semester Begins –  
Classes Begin: Main Session (16 wks)  
and Session 1 (8 wks)  
Martin Luther King Observance
- 29 Classes Begin: Session 2 (14 wks)

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Summer Session 3 Begins  
(5 wks – ends August 2)
- 4-5 **INDEPENDENCE HOLIDAY**  
No Classes (Campus Closed July 4-7)
- 8 Classes Resume
- 15 Summer Session 4 Begins  
(3 wks – ends August 2)

THIS CALENDAR IS SUBJECT TO CHANGE.

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

# GENERAL INFORMATION

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



# General Information

## ACCREDITATION

Garden City Community College (GCCC) is officially accredited by The Higher Learning Commission, 230 South LaSalle, Suite 7-500, Chicago, IL 60604, 1-800-621-7440, [www.hlcommission.org](http://www.hlcommission.org), and the Kansas State Department of Education. On July 1, 1999, governance of the Kansas Community Colleges was transferred to the Kansas Board of Regents (SB345). Local control by the GCCC Board of Trustees remains unchanged. The GCCC Practical Nursing Program and the Associate Degree Program are approved by the Kansas State Board of Nursing. In addition, the Associate Degree Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Certain GCCC programs have also obtained other specific individual accreditations, including Commission on Accreditation of Allied Health Education Programs; Emergency Medical Technician, and Paramedic.

The College is a member of the American Association of Community College (AACC), Association of Community College Trustees (ACCT), Council of North Central Two-Year Colleges (CNCTYC), American Council on Education (ACE), Council on Higher Education Accreditation (CHEA), and Kansas Association of Community College Trustees (KACCT).

## MISSION STATEMENT

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

## VISION STATEMENT

GCCC will be the premier educational nexus of progress, providing world class learning in a dynamic environment.  
*From here, you can go anywhere.*

## BUSTER VALUES

**Bold Innovation**  
**Unwavering Integrity**  
**Service and Collegiality**  
**Trust, Transparency & Accountability**  
**Empowered Creativity & Academic Freedom**  
**Responsible Leadership**  
**Student-Centered Focus**

## EXPECTED STUDENT OUTCOMES

### Essential Skills

Students will possess essential skills.

1. Students will illustrate writing skills
2. Students will demonstrate oral communication skills
3. Students will develop critical thinking skills
4. Students will develop awareness of diversity.
5. Students will develop an awareness of social responsibility.

### Employability Skills

1. Students will be able to communicate effectively.
2. Students will apply problem solving skills in industry-specific situations.
3. Students will model work ethic.

### Work Preparedness

Students are prepared for success in the workplace.

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

### Academic Advancement

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

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

### Personal Enrichment

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

### Workforce Development

1. Workforce development are responsive to community economic development needs.

## COLLEGE HISTORY

The first four community colleges in Kansas were established in 1919, and GCCC is one of the two from that group which still exist. It was created by county-wide election on April 1, 1919, and opened in September of the same year. GCCC initially shared facilities 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 Kansas Legislature passed the Community College Act in 1965, authorizing the establishment of 22 independent colleges including GCCC. This authorized the institu-

tion to levy taxes, conduct its own programs, and function independently of the K-12 school system. County voters elected the first GCCC Board of Trustees in July 1965, and the first college president, L.C. Crouch, was hired.

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

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

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

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

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

Garden City Community College continued to grow along with the economic development in Southwest Kansas, and in 2014 GCCC realized a 7% increase in enrollment—the highest increase of the 19 Kansas Community Colleges.

In September of 2013 the residence halls were filled to capacity with students on a waiting list. Construction began on new student housing during early 2014. Just across from the College on Spruce Street, this new housing saw its first students in January of 2015. Governor Sam Brownback and over 100 people attended the ribbon cutting ceremony for Broncbuster Housing. Continued increases in enrollment furthered the need for additional housing. During Fall 2016, GCCC purchased the Wagner Apartments complex located just south of the College behind the newer Broncbuster Housing. The apartments were named “Broncbuster Suites,” and saw the first students being housed there in the fall 2016 semester.

In 2014, GCCC was recognized as “Outstanding College of the Year” by the Rural Community College Alliance (RCCA). Additionally, CNN Money Magazine ranked GCCC among the top 24 community colleges in the nation; GCCC ranked #31 in the list of top community colleges in the nation by “The 50 Best Community Colleges”. In 2015, GCCC was named to Aspen Institute’s top 10% of community colleges in America and has been listed as a “Military Friendly” college for 2016, 2017, and 2018.

Administration introduced a mobile classroom in 2013, funded by the TRAC 7 grant. The mobile classroom has internet access and up to 25 instructional computers which can provide on-site training at various locations in remote areas.

During fall 2014, the College opened its brand new Phase I multi-sports complex with seating for 3,000 spectators. The complex is home to Broncbuster Track and Field, Soccer, and Football. The complex is located near campus housing and all field sports offered at GCCC. The inaugural football game was played against Highland Community College on August 30, 2014. The Busters won the game 29-26. The complex has quickly become a hub for community events and hosted the 1A Regional Track meet in both 2015 and 2016. GCCC hosted the NJCAA Region VI Track & Field Championships in May 2016.

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

The summer of 2015 saw major improvements to buildings and parking lots at Garden City Community College. Several buildings were updated to make better use of space and remodeling was completed to bring campus compliant to current code.

The Broncbuster Bookstore relocated to the first floor of Beth Tedrow Student Center. A cyber café with coffee bar seating and WIFI access was added. The student lounge was also renovated and a new activities center was added.

The Dennis Perryman Athletic Center was remodeled, bringing the building to ADA compliance. A mural was also added featuring successful student athletes.

Utilizing a U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TA-ACCCT) grant, the welding center moved to a new updated facility, expanding capacity to serve more students.

In 2016, the College purchased four apartment buildings south of campus on Laurel Street. The property, named Broncbuster Suites, provided housing for an additional 80 students. In 2017, the College purchased the remaining apartment buildings at the Laurel Street location, bringing the total number of beds at that location to 165.

That same year, the Broncbuster football team won the program’s first national title, completing a perfect 11-0 season with a heart-stopping 25-22 victory over No. 2 Arizona Western in the El Toro Bowl. Peyton Huslig engineered a six-play, 85-yard drive, punctuating it with a game-clinching



one-yard touchdown pass to Harley Hazlett in the final minute.

In February 2019, Dr. Ryan Ruda was named the seventh President in Garden City Community College history. That coincided with the school's Centennial Celebration, which culminated in a 100-year homecoming bash on September 28 that was coronated with the football team's 42-16 thrashing of Fort Scott Community College.

And this past year, the school completed a \$500,000 renovation project to overhaul two athletic training facilities and the Super Circuit/Wellness Center. In addition, the College raised more than \$100,000 to fund a new state-of-the-art video board inside Conestoga Arena.

# Admissions

## ADMISSIONS POLICIES

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

1. A graduate of a regionally accredited high school.
2. A transfer student, in good standing, from a regionally accredited university/college.
3. A successful completer of the General Education Development (GED) examination.
4. A person 18 years of age or older.
5. A graduate of an approved home-school program. The home-school must be in compliance with the regulations set forth by the state in which it is located.
6. Students who are enrolled in an eligible career pathway program, on or after July 1, 2014, and who are not high school graduates, may be eligible to receive Title IV aid if the student meets one of the Ability-To-Benefit (ATB) alternatives listed in the ATB section in this catalog.
7. Applicants who do not meet one of the above requirements are admitted with "special student" status and are considered non-degree seeking students. Students concurrently enrolled in a high school or a home school, who have not yet graduated, may be enrolled with "special student" status under one of the following conditions:
  - Concurrent Enrollment Partnership student, a person who is in grades 10, 11, or 12, or who is gifted and is in grade 9; has been admitted to an eligible post-secondary education institution as a degree-seeking or non-degree seeking student; and is enrolled in courses at a high school at which approved high school faculty teach college credit courses during the normal school day.
  - Students who are enrolled in grade 9 and are classified by school district as "gifted" according to the State Department of Education's definition, K.A.R. 91-40-1 (bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.

"Special student" status may be changed to "degree-seeking" status upon graduation from an accredited high school or approved home-school or approved home-school program, or upon the successful completion of a GED ex-

amination, or the designated "ability-to-benefit" assessment.

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

## SELECTIVE ADMISSIONS PROGRAMS

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

## ADMISSIONS PROCEDURE

### NEW STUDENTS

Students must obtain, complete, and submit the following:

1. An Application for Admission.
  2. An official high school/home-school transcript, including final grades, grade point average, class ranking (if available), and graduation date, or an official copy of GED scores.
  3. An official transcript from each university/college attended, including any dual credit courses taken while in high school.
- All first-time students are required to provide high school transcripts or GED scores for placement purposes. For placement purposes, unofficial transcripts are accepted. The following guidelines are used to determine tool used for placement.
    - Students who provide high school transcripts with a graduation date within the last three (3) years are encouraged to use their cumulative high school GPA instead of placement exams.
    - Students who have completed the GED (Version 2014) within the last three (3) years are encouraged to use their GED scores instead of placement exams.
    - Students may also use ACT or SAT scores that are within the last three (3) years for placement.
    - Students who have graduated from High School or completed their GED more than three (3) years ago will need to take the ACCUPLACER placement test.
  - Official transcripts are required and must be mailed or transmitted electronically by the issuing institution directly to GCCC Admissions Office. Hand-carried, faxed, or emailed copies are not acceptable.
  - 4. Student Health Requirement – Tuberculosis (TB)
 

In accordance and compliance with the TB Risk Assessment Law (Kansas Statute K.S.A. 65-129e), all Garden City Community College students who have traveled, resided in for more than three months, or were born in any country where Tuberculosis (TB) is endemic as identified by the Centers for Disease Control and Prevention must provide TB test results

prior to attending classes/completing enrollment. Any student who is not in compliance with the applicable State of Kansas Statute is not eligible to attend classes or enroll for classes, or obtain an official academic transcript or records until the student is compliant with the requirements. All students must complete the TUBERCULOSIS SCREENING QUESTIONNAIRE and if required, obtain a completed/approved Certificate of Health Form from the Finney County Health Department or other approved Health Care Provider.

### NON-DEGREE SEEKING STUDENTS

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

### FORMER STUDENTS

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

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

### HIGH SCHOOL STUDENTS

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

### GIFTED PROGRAM STUDENTS

Students who are enrolled in grade 9 and are classified by school district as “gifted” according to the State Department of Education’s definition, K.A.R. 91-40-1 (bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.

Written permission of their school principal and a copy of the student’s Individual Education Plan (IEP) must be on file in the 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 credits are accepted from colleges and universities starting from the year they are accredited or hold candidacy status with the North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, Western Association of Colleges and Schools, or other institutions approved with official documentation, by GCCC. All transfer credit are converted to the semester hour system. All courses attempted/listed with an “F” grade

or higher are articulated and calculated in cumulative GPA Quality points. Grade points are articulated and averaged into the cumulative grade point average earned at GCCC. Refer to the Transfer Credit Policy on the GCCC website.

Students on academic probation at their former colleges or with transfer cumulative grade point averages below 2.0 are 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 are placed on probationary status until their grade point average meets regular college standards as outlined in the Academic Probation/Dismissal section of this catalog.

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

### TRANSFER CREDIT POLICY

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

Refer to the Transfer Credit Policy on the GCCC website.

- A. For students transferring credit to Garden City Community College
  1. Students seeking to transfer credit earned at another college to Garden City Community College must provide an official transcript from the other college to the GCCC Admissions Office. GCCC must receive these transcripts directly from the other college. Students may not submit the transcripts in person. The transcripts must bear the official seal of the other college. Photocopies and facsimiles are not acceptable.
  2. The GCCC Records Office will evaluate transcripts based on the program to which GCCC has admitted the student. GCCC will grant transfer credit only to courses that apply to students’ programs of study at GCCC, or meet degree and certificate requirements.
  3. Students who change their major program of study or degree plan at GCCC may request that the Records Office reevaluate their transcripts based on the new program of study.
  4. GCCC will generally grant credit only for courses in which students earn a grade of D or higher. GCCC will not grant credit for courses in which students earn lower than a grade of D. GCCC will grant credit for courses in which students earn a grade of D or higher whenever a grade of D is allowed for native GCCC students. A specific class or program, however, may require a higher grade as a prerequisite for a course or as a requirement for admission to the program.
  5. GCCC will grant credit either for the equivalent courses at GCCC, if they exist, or for courses within a comparable department at GCCC, if the departments exist. Courses for which no equivalent course exists, but which are acceptable as transfer credit, are designated with the most appropriate department codes and listed as elective.



6. All grades and credits on an incoming transcript are included in the evaluation at GCCC and included on the GCCC transcript for computation into the cumulative grade point average.
  7. GCCC grants transfer credit only for credit earned at regionally accredited colleges in the United States. Please check the GCCC Catalog for information on accreditation accepted by GCCC. Additionally, GCCC reserves the right to evaluate courses based upon the syllabi and competencies of similar courses instructed at GCCC. If incoming courses do not meet the same competencies and criteria as native courses, equivalency will not be established.
  8. GCCC follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions.
  9. GCCC follows the American Council on Education's (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs. These guidelines are published at <http://www.acenet.edu>.
  10. Students may check with the Records Office within two weeks of receipt of official transcript for a listing of credits transferred.
  11. Appeal Process: Students who disagree with the transfer credit decisions at GCCC may appeal those decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by GCCC.
    - a. Students first must appeal the transfer credit decision in writing to the Registrar.
    - b. If the disagreement is not resolved with the Registrar, students may appeal in writing to the Vice President for Instruction.
    - c. The decision of the Vice President for Instruction shall be final and not subject to appeal.
- B. For students transferring credit from Garden City Community College
1. Students seeking to transfer credit earned at Garden City Community College to another college must submit a signed Transcript Request Form to the GCCC Registrar's Office. Transcripts cost \$5.00 each. Signed requests are necessary to send transcripts.
  2. The Records Office will send transcripts within three days of receiving the signed request and fee to the college or colleges indicated on the Transcript Request Form. Whenever possible, students should indicate a specific person or office to which the transcripts should be sent.
  3. Students who want their transcripts to include certificates and degrees earned must request that those transcripts be sent after the appropriate graduation date for those certificates and degrees.
  4. GCCC will not send transcripts for students who have outstanding financial or property obligations to the College. All obligations to the College must be cleared before transcripts are sent.
5. Transfer credit granted by other colleges are governed by the policies and procedures of those colleges.
  6. Appeal Process: Students who disagree with the transfer credit decisions of other colleges may appeal those decisions as follows.
    - a. Students first must appeal to the transfer credit evaluator at the other college. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by the other college.
    - b. If the disagreement is not resolved with the transfer credit evaluator at the other college, students may consult with the Director of Advising at GCCC, who may contact colleagues at the other college to investigate the situation and advocate on students' behalf.
- C. Initial contacts at Garden City Community College
- Nancy Unruh, Registrar, [nancy.unruh@gcccks.edu](mailto:nancy.unruh@gcccks.edu), (620) 276-9571
  - Colin Lamb, Vice President for Student Services, [colin.lamb@gcccks.edu](mailto:colin.lamb@gcccks.edu), (620) 276-9683
  - Tammy Tabor, Dean of Student Services, [tabor@gcccks.edu](mailto:tabor@gcccks.edu), (620) 276-9508

## OUT-OF-STATE STUDENTS

### Residency Defined

Out-of-state and foreign residence: Persons enrolling in a community college who have not been domiciliary residents of the State of Kansas if they are adults, or, if they are minors, whose parents have not been domiciliary residents of the State of Kansas for six months prior to enrollment for any enrollment term or session are not residents of Kansas and are 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 are required for all terms during which the student was incorrectly registered.

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

## INTERNATIONAL STUDENTS

Garden City Community College is a two-year community college located in Garden City, Kansas. GCCC encourages enrollment of qualified international students as a means of enriching the campus environment. International students who wish to attend must follow procedures outlined in this section in order to meet admission requirements. GCCC is authorized under Federal Law to enroll nonimmigrant alien students.

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

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

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

Documents, other than the Official TOEFL score report and Course-by-Course Transcript Evaluation, may be initially submitted electronically to the International Student Advisor at [international@gcccks.edu](mailto:international@gcccks.edu). Original documents may need to be hand-carried to the United States once the approved international student arrives on-campus to start a program-of-study.

Before we begin to review application files, the non-refundable \$150 application fee must be paid in full.

Payments can be made by contacting the Business Office at 620-276-9619. If paying over the phone is not an option, you can also make online payments through Flywire: International Payments Solution (<https://www.flywire.com/>).

Before acceptance is granted and a Certificate of Eligibility (Form I-20) is issued, the following items must be approved by the International Student Advisor and on file in the GCCC Admissions Office:

1. Admissions Application: International students must complete the online application and the \$150 non-refundable fee must be paid. This fee must be paid in full prior to accepting the required documents for admission. The online admissions application can be found at [https://gcccks.formstack.com/forms/admission\\_application](https://gcccks.formstack.com/forms/admission_application)
2. Housing Payment/Housing Arrangements: Student must pay a non-refundable \$100 housing payment. This fee must be paid in full prior to accepting the required documents for admission. The housing payment is due with your housing application to secure your room. Housing arrangements must be secured. Any student interested in living on-campus must complete the appropriate Residential Life Contract/Documents. Housing information can be found at <http://www.gcccks.edu/student/reslife/reserve/> Students interested in living off-campus must make a written request to the International Student Advisor.
3. Paid on Account: A payment of \$1000 needs to be paid on account before the I-20 are issued. Any remaining charges each semester that are not paid at registration are set up on a monthly payment plan.
4. Proof of Ability to Meet Financial Obligations: Applicants must document ability to meet full-year expenses through a combination of bank statements and/or approved notarized statements of support. All financial documents must be produced in English and submitted within 6 months of the student's arrival date.

## Estimated Expenses

### International Tuition – 30 credit hours (2 semesters)

@ \$100/credit hour ..... \$3,000

### Fees – 30 credit hours (2 semesters)

@ \$55/credit hour ..... \$1,650

### Room & Board – West Hall or East Units/

19 meals (2 semesters) ..... \$5,930

Travel/Miscellaneous Supplies ..... \$1,000

**Total Cost** ..... **\$11,500**

5. Proof of English Proficiency – Garden City Community College does not have an intensive English language program. GCCC English courses are designed only for students who have already reached a certain level of English proficiency. An official score report showing that the “Test of English as a Foreign Language” (TOEFL) has been completed within the 18 months immediately preceding application to GCCC with a minimum score of 500 (paper-based) or 61 (internet-based, iBT). Students whose country's official language is English may not be required to complete the TOEFL.
6. Proof of High School Graduation - GCCC requires proof of graduation from an accredited high school or the equivalent, or a transcript of credit from another



accredited institution of secondary level or above. All documents must have English translations and must include a graduation date and be properly certified. Google translations are not acceptable. Only original documents or certified copies are acceptable. Faxed copies will not be accepted.

If the graduation date cannot be determined, an official evaluation may be required.

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

#### College or University Information:

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

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

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

- ECE: Foreign Credential Evaluations  
<https://www.ece.org/ECE>
- International Education Research Foundation  
<https://www.ierf.org/>
- World Education Services (WES) -  
<http://www.wes.org/apply/>

7. Proof of International Student Insurance with Repatriation Clause: International Students must purchase International Student Insurance coverage annually. The policy must include a Repatriation/Return of Moral Remains Clause. It is the student's responsibility to research and purchase a plan that suits his or her individual needs and meets the requirements. Approval of the policy are determined by International Student Advisor.  
\* International students must provide for their own health insurance coverage. The student may purchase coverage in his/her home country and carry evidence of coverage applicable in the U.S.
8. Personal Health History and Immunization Record: Students must complete a TB questionnaire to determine if further screening is required. Test must be taken inside the USA and is required before enrollment in classes at GCCC. Applicants must complete the GCCC Health and Immunization Record and work with the GCCC Health Nurse to ensure that all health requirements are complete and current.
9. Copy of Passport: A color scanned copy of passport of the photo/personal information page must be sent to the International Student Advisor at [international@gcccks.edu](mailto:international@gcccks.edu).
10. Before applying for an F-1 visa at the US Embassy, an I-901 application must be completed and the \$350 fee must be paid. Information regarding this governmental policy can be found at the following web address: <http://www.ice.gov/sevis/i901/index.htm>.

\*A properly executed I-20 form are issued by the College and mailed to the international student in his/her home country upon completion of the above.

\*The I-20, signed by a college official, is required by the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement for the student to enter the United States. Students who leave the U.S. for holidays must have their I-20 forms properly endorsed by a college official before they leave the U.S. in order to assure their re-entry into the country to attend GCCC.

Refer to the International Students Policy on the GCCC website.

## RESIDENT ALIENS

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

## UNDOCUMENTED IMMIGRANTS AND OTHERS

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

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

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

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

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

## 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 are required to update application information.

# Enrollment & Registration

## STUDENT CREDIT HOUR LOAD

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

## ENROLLMENT

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

## PLACEMENT TESTING

GCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. 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 we want to set up students for success. Developmental course work is intended to prepare students with the academic skills necessary to succeed at the college level. The placement guidelines below determine if the student is prepared for success in the required English, reading, and math courses.

- Students who provide high school transcripts with a graduation date within the last three (3) years are encouraged to use their cumulative high school GPA instead of placement exams.
- Students who have completed the GED (Version 2014) within the last three (3) years are encouraged to use their GED scores instead of placement exams.
- Students may also use ACT or SAT scores that are within the last three years for placement.
- Students who have graduated from High School or completed their GED more than three (3) years ago will need to take the ACCUPLACER placement test.

Please contact the Mary Jo Williams Testing Center in the Student and Community Services Center (SCSC) to arrange for testing.

## ACADEMIC ADVISING

The Salmans Advising Center provides academic advising services to current and prospective students. All students are enrolled in the first semester at GCCC by an advising in the Salmans Advising Center. Once enrolled for their first semester, students are assigned academic advisors based on the program of study declared on the student's Application for Admission. Deciding, exploratory, and non-degree seeking students will be assigned an academic advisor in the Salmans Advising Center. Advisors will assist students in setting practical and realistic academic goals. Academic advisors assist students with interpreting academic placement, enrollment restrictions, course selection, degree options, transfer information, and related academic guidance information. And advisor's approval is required for enrollment and course schedule changes. Students can change their advisor by completing a Reassignment of Advisor form. Advisor changes may be subject to approval by the Director of Advising. Students are responsible for consulting with their advisor on the development of their educational plan and the completion of the coursework required to meet their educational goals. It is essential that the student meet with their academic advisor several times throughout a semester to review their educational progress.

## STUDENT CLASSIFICATIONS

**Full-time:** Students enrolled in 12 or more semester credit hours.

**Part-time:** Students enrolled in fewer than 12 semester credit hours.

**Special:** Students pursuing high school graduation requirements and concurrently enrolled in college classes.

**Freshman:** Students with fewer than 30 semester credit hours completed.

**Sophomore:** Students with at least 30 semester credit hours completed.

**Non-degree Seeking:** Students not pursuing a degree or certificate from GCCC.

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

## COURSE NUMBERS

**000-099** Developmental courses. Developmental courses are designed to raise the level of basic skills so that students can perform satisfactorily in college level courses. These courses do not count toward fulfilling the sixty-four hour graduation requirement (for degrees and certificates); 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 and certificate requirements. Course prerequisites should be noted and adhered to for student success.



## IDENTIFICATION CARDS

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

1. Admittance to Student Government Association activities, home athletic events, drama and musical presentations sponsored by the College.
2. A vote in all College elections such as student government offices and college royalty contests.
3. Materials and the use of other services at the Saffell Library.
4. Use of the computer center and checking out games/game equipment and other services in the Beth Tedrow Student Center.
5. Entry to the College cafeteria for those who have contracted for meals.
6. Cash discounts at area businesses.

Additional privileges and services are currently being developed. Lost I.D. cards should be reported to Campus Security. Duplicate cards may be obtained for a nominal charge. Students must present proof of enrollment and another photo ID.

## 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.

## DEADLINES

High school/home study school students and students in gifted programs must have principal permission forms completed and on file at the time of their enrollment. Failure to do so will classify students as "course auditors" and no credit are 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 POLICY AND PROCEDURES

Once a student has completed registration, the only way to modify the class schedule is through the add/drop procedures (Change of Schedule form) adopted by the College. Any student who wishes to modify his/her schedule should immediately go see their academic advisor.

Refer to the Add/Drop/Change of Schedule Policy on the GCCC Website.

## ADDING CLASSES

Students wishing to add (a) class(es) during the first five (5) days of each semester may do so with their academic advisor in Self-Service. After the fifth (5th) day of the semester, the student must secure a Change of Schedule form from the Registrar's Office or his or her academic advisor, obtain

the advisor's signature, and a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. In addition, after the published 20<sup>th</sup> day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the appropriate Dean is required before the Registrar's Office will process the Change of Schedule form.

If a class has reached maximum enrollment and the class is "closed", the student has the option to be placed on the waitlist (if available) for the class. Before the class starts, the advisor can place the student on the waitlist in Self-Service. If a space becomes available in the class, the student, instructor, and advisor will be notified. The student will have four (4) days to respond and accept the space for enrollment. The advisor can enroll the student in the course in Self-Service. After four (4) days the student will be removed from the waitlist.

## DROPPING CLASSES

Students wishing to drop (a) class(es) during the first five (5) days of each semester may do so with their academic advisor in Self-Service. After the fifth (5<sup>th</sup>) day of the semester, the student must secure a Change of Schedule form from the Registrar's Office or his or her academic advisor, obtain the advisor's signature, and a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. In addition, if the student is receiving a scholarship from any GCCC organization or team and/or is receiving financial aid and the schedule change results in the student's enrollment dropping below a total of 12 credit hours, the student must also obtain a signature of approval from the coach, organization sponsor, and/or Financial Aid Office before turning in the Change of Schedule form to the Registrar's Office. Courses dropped prior to the published 20<sup>th</sup> day of classes (certification day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student's transcript. After the certification date, officially dropped courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until 75% of course completion. After the last date to withdraw, students who do not officially drop (withdraw) from a class will receive the grade recorded by the instructor. Students may appeal to the Academic Review Committee.

## COURSE WITHDRAWAL APPEAL POLICY

Students may appeal to the Academic Review Committee within two (2) weeks of the Last Day to Withdraw by following the steps below:

1. Students wishing to appeal the Last Day to Withdraw must complete a "Course Withdrawal Appeal Request" form and return it to the Dean of Student Services within two weeks of the Last Day to Withdraw from classes. The appeal form is available in the Registrar's Office.
2. The Dean of Student Services will forward all appeals to the Appeal Committee which are comprised of three members of the Academic Review Committee.
3. The Appeal Committee will meet to review and approve or deny the appeals and will send the request forms back to the Dean of Student Services who will notify students of the outcome.

- If the request is approved, the Dean of Student Services will notify the Registrar in writing. The Registrar will withdraw the student from the class(es) in question and issue a 'W' (withdrawn) for the class(es). If the request is denied, the student will receive the grade for the class that the instructor records.
- The chairperson for the Academic Review Committee will notify the student, in writing, of the committee's decision. The decision of the committee is final.

Refer to the Course Withdrawal Appeal Policy on the GCCC website.

## COMPLETE WITHDRAWAL FROM COLLEGE

Students who find it necessary to withdraw from all College classes for the remainder of the semester must meet with an academic advisor in the Student and Community Services Center. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving GCCC. Instructors cannot withdraw a student from the College who has stopped attending. Students who do not process a Complete Withdrawal will receive whatever grade is earned throughout the remainder of the semester, and that grade will be recorded on the student's transcript.

# Costs

### FINNEY COUNTY RESIDENCY STATUS

Tuition .....	\$61 per credit hour
Student Fees .....	\$55 per credit hour

### KANSAS IN-STATE RESIDENCY STATUS

Tuition .....	\$63 per credit hour
Student Fees .....	\$55 per credit hour

### BORDER STATE RESIDENCY STATUS

(CO, NE, MO, OK, TX, NM)

Tuition .....	\$77 per credit hour
Student Fees .....	\$55 per credit hour

### OUT-OF-STATE RESIDENCY STATUS

Tuition .....	\$82 per credit hour
Student Fees .....	\$55 per credit hour

### INTERNATIONAL STUDENT RESIDENCY STATUS

Tuition .....	\$100 per credit hour
Student Fees .....	\$55 per credit hour

### ONLINE

Tuition .....	\$150 per credit hour
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## 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 are notified of this charge at the time of award. *\*Tuition and fees are subject to change.*

## TUITION AND FEES REFUND POLICY

- Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office within the refund periods outlined below.
- Refunds are calculated based on the day the official withdrawal is filed in the Registrar's Office (in person, by fax or by postmark date), not when the student stopped attending class. Failure to attend or ceasing to attend a class does not constitute an official withdrawal.
- If the College cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of date.
- If a student withdraws from a class after the refund period and simultaneously adds a course, no refund are given for the withdrawn (dropped) class. Full tuition and fees are charged for the added course.
- If an enrolled student is called to active military duty, full tuition is refunded. Fees are not refundable if the activated date is beyond the published refund date.
- In addition to GCCC's refund policy, all students receiving Federal (Title IV) Financial Aid are subject to a "Return of Title IV Funds" calculation. This calculation is required for students who receive all "W" or "F" grades as assigned at end of term. The "Return of Title IV Funds" calculation involves only the Federal Financial Aid portion of funds received by the student. It determines the amount of federal funds the student and GCCC are entitled to keep based on how long the student was enrolled during the semester. It is possible that GCCC and/or the student will owe federal funds back to the Department of Education regardless of the outcome of the GCCC institutional refund policy. For a detailed summary of Return to Title IV Federal Aid, contact [finaid@gcccgs.edu](mailto:finaid@gcccgs.edu) or 620-276-9519. Or visit: [https://www.gcccgs.edu/resources/pdf/r2t4\\_summary\\_and\\_explanation.pdf](https://www.gcccgs.edu/resources/pdf/r2t4_summary_and_explanation.pdf)

## DROP/NO-SHOW FEE

Students who do not attend Face-to-Face or Hybrid classes within the first two (2) scheduled class meetings are dropped as a No-Show (for non-attendance) and are assessed a \$50 No-Show fee for each class not attended. Students must login and complete an assignment prior to the refund date for online classes. Students who do not login and complete an assignment are dropped as a No-Show (for non-attendance) and are assessed a \$50 per course no-show fee.

## 100% REFUND PERIODS

(Also applies to Evening and Outreach classes):

- 12 - 16 Week Classes  
Students who officially withdraw are entitled to a full refund of tuition and fees through the second Friday after the start of the class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.
- 8 - 11 Week Classes



The 100% refund period for 8-week session is the second Friday after the start of the class.

- **6 -7 Week Classes**  
The 100% refund period for a 6-7 week class is prior to the fifth calendar day after the start of the class.
- **2-5 Week Classes**  
The 100% refund period for a 2-5 week class is prior to the third calendar day after the start of the class.
- **1 Week Classes**  
The 100% refund period for a 1 week class is prior to the start of the class.
- **Workshops and Seminar Refunds**  
For Business and Industry Institute (B&I), Continuing Education and Community Services (CECS) classes and American Management Association Extension Institute (AMA) classes, refer to brochures for refund policy and times periods.

## REFUND APPEAL PROCEDURE

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

*Refer to the Tuition and Fees Refund Policy on the GCCC website.*

## PAYMENT OF OBLIGATIONS

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

- All existing financial obligations must be paid before enrollment are allowed for the subsequent semester or summer session.
- If a student leaves the College with unpaid accounts, his/her academic records are placed on hold and no academic transcripts are issued until the account is cleared.
- Graduating students must clear all outstanding accounts before any documentation of earned degree(s) are issued.
- Holds are placed on records of students who have defaulted on Federal Student Loans received while attending GCCC. No academic transcripts are 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.

Refer to the Payment of Obligations Policy on the GCCC website.

## RESIDENCE HALL COSTS

The Residence Hall Contract is a room and board contract. The cost includes actual room rent and food service for meal plans (19 meals per week). This amount is subject to change. Students interested in living in the Residence Halls should apply online through the StarRez portal found on the Residential Life web page. Contact the Residential Life Office at (620) 276-9516 for current costs and additional information.

## TEXTBOOK COSTS

Textbooks are part of student fees that each study pays on a

per credit hour basis. The College has partnered with Cengage Learning and most courses have adopted textbooks which are used as an e-textbook online. On-campus students will still go to the Broncbuster Bookstore for their textbooks. If your course uses Cengage texts, you will receive an access code at the bookstore to access your textbooks. Students who are taking classes which do not use Cengage will still need to purchase their textbooks from the Broncbuster Bookstore. Students taking online courses will have their textbooks embedded into the course and may access it through the Canvas course link.

## RETURNED CHECK POLICY

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

Refer to the Returned Check Policy on the GCCC website.

# Financial Aid

## SERVICES

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

## APPLICATION PROCESS

To apply for Federal Student Financial Aid, students must submit the Free Application for Federal Student Aid (FAFSA). The student's official high school transcript, GED and all college/university transcripts must be on file in the Admissions Office. If the applicant's Student Aid Report is selected for "verification," the student are asked to provide additional documentation. GCCC school code for FAFSA (001919).

## STUDENT ELIGIBILITY REQUIREMENTS

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

- Be a U.S. Citizen or eligible non-citizen.
- Have a high school diploma or GED. Students cannot be concurrently enrolled in high school/home school, including alternative high schools.
- Be enrolled as a degree or certificate seeking student in an eligible program of study.
- Make satisfactory academic progress toward earning a degree or certificate in an eligible program.

*REMINDER: Federal financial aid can only be awarded/disbursed for classes that count toward your degree or certificate at Garden City Community College. Federal financial aid will not be awarded/disbursed for classes that have already met your degree or certificate requirements.*

## ABILITY-TO-BENEFIT

Students who are enrolled in an eligible career pathway program, on or after July 1, 2014, and who are not high school graduates, may be eligible to receive Title IV aid if the student meets one of the following Ability-To-Benefit (ATB) alternatives.

- Passes an independently administered Department of Education approved ATB test.

- Completes at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.

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

Eligible career pathway programs contain two (2) components:

- An adult education component, and
- A Title IV eligible postsecondary program component”  
The Adult Education Component is defined as academic instruction and education services below the postsecondary level that increases an individual’s ability to:
  - Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
  - Transitions to postsecondary education and training;
  - Obtains employment

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

- Be at least a two-academic-year program that is acceptable for full credit toward a bachelor’s degree; OR
- Be at least a one-academic-year training program that leads to a certificate, or other non-degree recognized credential, and prepares students for gainful employment in a recognized occupation.

## TYPES OF AID

### U.S. Department of Education

#### Federal Financial Aid

- Federal Pell Grant  
A Federal Pell Grant helps undergraduates pay for their education after high school. Pell Grants are need-based and, for those who qualify, provide a foundation of financial aid to which aid from other sources may be added. Unlike loans, grants generally do not have to be repaid.
- Federal Supplemental Educational Opportunity Grant (FSEOG)  
The FSEOG is available to students who demonstrate exceptional need. Students must be eligible for a Pell Grant to receive FSEOG. FSEOG is very limited at Garden City Community College, so students must apply early to receive full consideration for this award. FSEOG awards normally do not have to be repaid.
- Federal Work-Study  
The Federal Work-Study Program provides part-time employment for students with financial need. Students work in college facilities or in approved community programs.
- Federal Direct Stafford Loans  
Stafford Loans at GCCC are low-interest loans made through the federal government. These loans must be repaid.
- Federal PLUS Loan

The PLUS Loan program allows parents to borrow to help pay for their student’s education. Like Stafford Loans, PLUS Loans at GCCC are borrowed through the federal government.

#### GCCC Institutional Aid

- Scholarships  
Scholarships are awarded to students who demonstrate promise of outstanding achievement in their educational pursuits. Most scholarships require full-time enrollment. Complete information and the online scholarship application is available on the Financial Aid page of GCCC’s website.
- Grant-in-Aid Awards  
Grant-In-Aid awards are available through various departments on campus. Grant-In-Aid award amounts vary.

#### Additional Financial Aid Assistance

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

#### SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that a student must be making “satisfactory academic progress” toward a degree or transfer program leading to a bachelor’s degree to be eligible to receive federal financial aid. GCCC will review each student requesting financial assistance from the College to determine if satisfactory academic progress is being met; the review are 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 are made.

Enrollment in 12 or more credit hours constitutes full-time; 9-11 credit hours constitutes three-quarter time; 6-8 credit hours constitutes half-time; and 1-5 credit hours constitutes less-than half-time enrollment for financial aid purposes. Student classification for the summer term is the same as during a semester.

Repeated coursework: Previously completed courses (with a grade of D or better) may be repeated only once for federal financial aid eligibility. Those seeking additional information regarding financial aid/scholarship processes should refer to the College website and/or contact the Financial Aid Office located in the Student and Community Services Center.

# Academic & Student Policies & Procedures

## THE STUDENT AND ACADEMIC DECISIONS

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

Refer to the Appeals Policy on the GCCC website.

## STUDENT RESPONSIBILITIES

Those enrolling for college credit 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 such as a name, address, or social security number, must complete a "Student Data Change Form" at the Registrar's Office.

A name change requires a copy of:

1. Marriage (License) Certificate.
2. Filed court document; OR
3. Drivers license and social security card.

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 and certificate requirements from advanced standing and/or transfer cannot exceed 45 semester hours.) Advanced standing credit will not count for the 15 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.

Refer to the Credit for Prior Learning Policy on the GCCC website.

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

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

The Credit by Examination Program is administered through the Mary Jo Williams Assessment Center, located in the Student and Community Services Center.

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

### Advanced Placement (AP) and CLEP Examinations

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

### Competency-Based Credits

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

### Departmental Course Challenges

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

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

The Joint Services Transcript (includes Army, Marine Corps, Navy or Coast Guard) can be requested at this link: <https://jst.doded.mil/official.html>.

### 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.

### 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 are 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 are 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 are listed with "CR" grade designation.

### 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 Non-collegiate Sponsored Instruction. Students interested in potential credit should contact the Registrar.

## **ATTENDANCE**

### Attendance Guidelines

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

Refer to the Attendance Policy on the GCCC website.

### College-Sponsored Activity Absence Policy

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

## **COURSE 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 email if there is sufficient time before the end of the registration period to adjust their schedules. If a section is cancelled too late for mail notification, attempts to contact students are made by the student's GCCC e-mail or by telephone and a sign is posted outside the scheduled classroom door.

Refer to the Course Cancellation Policy on the GCCC website.

## **EXAMS AND FINAL EXAMS**

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

Refer to the Exams and Final Exams Policy on the GCCC website.

## GRADING SYSTEM

Grades are reported to the office of the Registrar 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

Refer to the Grading Policy on the GCCC website.

## 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.

Refer to the Grading Policy on the GCCC website.

## PASS/FAIL GRADES

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

The following conditions apply to students choosing this option:

- Courses that cannot be taken Pass/Fail are as follows:
  1. General education requirements.
  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.

Refer to the Pass/Fail Policy on the GCCC website.

## COURSE AUDIT

Audit students, those who attend a class regularly but who elect not to earn credit, are permitted to enroll. Regular tuition and fees are 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.

Refer to the Course Audit Policy on the GCCC website.

## 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 are met and the contract for an incomplete "I" grade must be completed and returned to the Registrar's Office by the instructor. The instructor must issue a Change of Grade Request form before the "I" grade can be removed and a letter grade entered on the transcript. The "I" grades are converted to "F" grades if requirements have not been met by the Friday prior to finals week of the following semester.

Refer to the Grading Policy on the GCCC website.

## POSTING OF GRADES

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

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

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

Refer to the Posting of Grades Policy on the GCCC website.

## 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 Vice President for Instructional Services. The student will receive a copy of the grade change form as notification that the process has been completed.

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

Refer to the Grade Change Policy on the GCCC website.

## INDEPENDENT STUDY COURSES

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

Refer to the Independent Study Policy on the GCCC website.

## ACCELERATED COURSES

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

## HYBRID COURSES

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

## ONLINE COURSES

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

## FACE TO FACE COURSES

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

## REPETITION OF COURSES

Repeating a course taken at GCCC, for which credit has already been earned, will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course are 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 are averaged, not cancelled, to compute the GPA calculations.

## TRANSFER COURSES

The Kansas Board of Regents approves courses for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution offering an equivalent course.

For a list of all approved SWT courses, visit:

[www.kansasregents.org/academic\\_affairs/transfer-articulation](http://www.kansasregents.org/academic_affairs/transfer-articulation)

# ACADEMIC PROBATION & DISMISSAL APPEAL PROCESS

## ACADEMIC PROBATION

Academic Probation is a warning that the student's performance is below that which is necessary for satisfactory academic progress. To avoid dismissal, the student's cumulative Grade Point Average (GPA) must be above the GPA outlined below for the subsequent semester after being placed on academic probation.

Academic probation is not meant to be viewed as punitive but is based on the philosophy that a student's continued enrollment at Garden City Community College is dependent on making progress toward academic good standing.

Academic Probation is based upon the number of completed hours and cumulative GPA using the following structure:

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

Additionally, students who were enrolled full-time (12 hours or more) during the semester placed on academic probation are limited to 13 hours of enrollment. This allows for four academic courses and either College Success (PCDE-101) or Career Success (PCDE-109) as well as the Project Success I-IV (PCDE-001/-002/-003/-004) course. Students who were enrolled part time (less than 12 hours) during the semester placed on probation are limited to 8 hours of enrollment. This allows for a minimum of two academic courses and either College Success or Career Success as well as the Project Success course.

Students must earn a "C" or higher in either College Success or Career Success or will retake the course until successful completion.

Students are removed from academic probation if, at the end of their probationary semester, their cumulative GPA is above the minimum academic structure listed above.

Students placed on academic probation who achieve a minimum of 2.0 GPA at the conclusion of the probationary semester, but do not yet meet the cumulative minimum academic standards in the structure listed above, will remain on academic probation.

If at the end of the probationary semester, students who fail to achieve a minimum of 2.0 GPA and fail to improve their cumulative GPA to the structure listed above, are placed on academic dismissal, during which time are automatically dropped from all pre-enrolled classes for the subsequent semester.

To continue taking classes at Garden City Community College, students placed on dismissal must meet with the Dean of Student Services and complete the dismissal appeals process for reinstatement to the College. If reinstated, at the end of the appeal semester, students failing to make satisfactory progress or improve the cumulative GPA to at least a 2.0, will be dismissed. Transfer students entering GCCC will follow the same guidelines outlined above.

Exemptions or special considerations are reviewed by the Academic Review Committee using the appeal process out-



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

Refer to the Academic Probation Policy on the GCCC website.

### 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 Dean of Student Services:

1. The Application for Reinstatement must be completed, signed by the student, and submitted to the Dean of Student Services.
2. The student must also submit a signed letter of appeal with an explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that may have adversely affected academic performance. This letter must also state the conditions that indicate a plan of improvement.
3. Two letters of recommendation must be mailed directly to the Dean of Student Services. The letters must come from a college faculty or staff member, an academic advisor, or work supervisor(s). One letter of support may come from a family member.
4. If the reason is personal illness/injury, a medical verification form must be completed by a physician. This form is available from the Dean of Student Services.
5. The student must provide a degree audit from an academic advisor.
6. Official College transcript(s) must be submitted to the Admissions Office.

The items listed above will be given priority if received in the office of the Dean of Student Services by:

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

Dishonesty on any of the materials submitted to the Academic Review Committee is considered grounds for denial of reinstatement or admission to Garden City Community College.

The Academic Review Committee may schedule a hearing and will notify the student of the hearing date, time, and place. The student must be present at such hearing. The Committee shall either (1) readmit (admit) the student and allow to enroll in the upcoming session or (2) deny the student's request to be readmitted (or admitted). A student's failure to appear at the hearing waives the student's right to appeal for that specific term of appeal.

Students who have been academically dismissed from any other post-secondary institution prior to seeking admission to GCCC, must present the same information listed above to the Dean of Student Services by the priority deadline date set.

If readmitted, the student will be placed on Academic Probation for the first semester of enrollment and must meet the conditions for academic good standing thereafter. Students

whose appeals of dismissal are denied by the Academic Review Committee may appeal directly to the Vice President for Instructional Services or designee. Such appeals must be made in writing to the Vice President for Instructional Services within one working day following denial by the Committee. Decisions by the Vice President for Instruction are final. If a student does not appeal or is denied readmission for one semester, the student has the right to appeal at a future date. The appeal process must be completed by the priority dates specified for the semester in which the student wishes to enroll.

The student seeking readmission to the College at a future date is solely responsible for knowing and meeting deadlines for the subsequent appeal. Students transferring from another college are reminded that enrollment is not official until all records are complete and official transcripts are submitted to the Admissions Office.

Reinstatement for a student who has been dismissed from GCCC (or for a transferring student who has been dismissed from another institution) is neither automatic nor guaranteed. A student may be reinstated only if clear and convincing evidence of probable academic success is provided.

Refer to the Dismissal Appeal Policy on the GCCC website

### ACADEMIC RENEWAL

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

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

## HONORS RECOGNITION

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

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

## TRANSCRIPTS

A fee of \$5 are charged for each official transcript requested. Faxed transcripts may be requested; however, these are considered Unofficial. No transcript is released for anyone who is financially indebted to the College. Transcripts are issued only on the student's written request and after the appropriate transcript fee is paid. Transcripts may be requested online at [www.getmytranscript.com](http://www.getmytranscript.com). Those who desire to transfer to another institution of higher education should request the Registrar's Office to forward the transcript directly to the admissions office of the institution they plan to enter. Official transcripts received from other institutions cannot be released to any individual or institution. Transcripts are 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 are 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 are 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 are released to any person or agency outside the institution without the written consent of the student. A form shall be provided by the College for this purpose.

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

## STUDENT PRIVACY RIGHTS

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

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

10. Dates of attendance
11. Degrees or certificates earned
12. Awards received
13. Most recent previous educational institution attended
14. Photograph

The College will publish Directory Information, collectively, or individually, UNLESS a student notifies the Registrar in writing to the contrary within ten (10) days of the semester in which the initial enrollment is made. If the student makes such notice, all Directory Information are 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, 60 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 are approved for credit (including pass/fail option) only. Audit courses do not qualify for tuition waivers. Fees must be paid by the senior student. The Tuition Waiver form is available in the Business Office.

### VERIFICATION OF ENROLLMENT

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

## STUDENT CONDUCT

**NOTICE:** *Garden City Community College reserves the right to revise the Code of Conduct and other related policies at any time for any reason. At the time of printing, these policies were current, however, please check the on-line version on the Garden City Community College website for up-to-date revisions.*

*For full policy and procedure, refer to [Student Handbook](#) on the GCCC website.*

### Overview of College Conduct Process

Garden City Community College administrators, faculty, and staff respect and protect the rights of everyone at the College. To ensure the fair treatment of each individual, the College has established the following disciplinary process.

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 this Policy.

Violations of the Code of Conduct are a matter of concern to administrators, faculty, staff, and students. The Dean of Student Services is responsible for receiving reports of al-

leged violations of the Code of Conduct. This process applies to alleged violations of this Policy except for allegations of discrimination, harassment, retaliation, and/or sexual misconduct which follow the resolution processes outlined in the Nondiscrimination/Anti-Harassment Policy.

Garden City's Student Disciplinary Process is a four-step model that consists of the following stages: Preliminary Inquiry, Investigation and Initial Decision, Disciplinary Review Committee Hearing, and Appeal to the Vice President for Student Services.

Refer to the [Student Handbook](#) on the GCCC website.

### Student Code of Conduct Purpose

Garden City Community College (hereinafter referred to as "GCCC" or "the College") students are responsible for knowing and adhering to the information, policies, and procedures outlined in this document. The College reserves the right to revise the Code of Conduct and other related policies as necessary and once those changes are posted online, they are in effect. Students are encouraged to review all College policies to ensure they understand them. College policies are posted at: [gcccks.edu/about\\_gccc/policies.aspx](http://gcccks.edu/about_gccc/policies.aspx)

The College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. At GCCC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within the set of core values.

When students fail to exemplify these values by engaging in conduct in violation of this Policy, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

The College assumes that all students are able and willing to maintain the standard of self-discipline appropriate for membership in a College community. The College's student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose conduct is not in accordance with GCCC's policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with the College's community expectations.

Discipline is the responsibility of the Vice President for Student Services. Disciplinary action may be initiated when a student's conduct is determined to be dangerous to their health/well-being, infringes on others' rights, damages College property, or any other situation which reflects negatively on the College community, programs, organizations, or activities. The College reserves the right to discipline students whose conduct is at any time unsatisfactory in the judgment of College officials, up to and including dismissal.

### Prohibited Conduct

Refer to the GCCC website for all policy information.

As members of the College community, all students, student groups, and student organizations are expected to conduct themselves in a manner that is consistent with the policies and procedures of the College, federal state, and local laws, and city ordinances. Failure to comply with any of the rules/regulations governing the following areas may place a student in violation of the Student Code of Conduct, and subject them to disciplinary action:



• **Alcohol and Drug Policy:** In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), the College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined by these acts) by a student or employee on College property or at any College event or activity. No alcohol is allowed on College property or property controlled by the College without the prior written approval by the President or Board of Trustees. Violations of the Alcohol & Drug Policy and Prevention Program will result in disciplinary action up to and including dismissal from the College.

• **Bullying:** includes repeated and/or severe aggressive behavior that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish a Complainant, that is not speech or conduct that is otherwise protected by the First Amendment.

• **Computer Usage:** Violations of the Computer Usage Policy or any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as, but not limited to, using other's email without permission, downloading, viewing, or creating pornographic material, monopolizing hardware, software and/or printers for personal use (not College related), tampering with the College's network security system, or any illegal activity that violates the laws of libel, copyright, trademark, or the Buckley Amendment.

• **Dishonesty:** includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the College or College officials.

• **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 that significantly interferes with the academic mission or operations of the College.

• **Endangerment:** includes any physical action, including hazing (further defined below), which intentionally or recklessly threatens the physical well-being, mental health, or safety of others.

• **Intimidation:** Individual or group behavior which intentionally and substantially impinges upon or invades the rights of others. Such conduct includes, but is not limited to, implied threats or acts that cause the Complainant reasonable fear of harm.

• **Hazing:** includes acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining a student organization or any other group affiliation activity.

• **Fireworks, Knives, and Prohibited Weapons:** A Garden City ordinance prohibits the detonation of fireworks within city limits. Knives, explosives, air rifles/pistols, pellet guns, BB guns, paintball guns, and bludgeon weapons are prohibited on College property, except

as noted in the bullet below. The GCCC Campus Police Department will investigate all matters relating to these areas and violators may be prosecuted. Students may also receive discipline, which could include dismissal from the College for violations and/or threats involving weapons.

• **Guns, Firearms, or Other Permitted Weapons:**

In order to promote a safe and secure learning environment, GCCC prohibits the possession or use of weapons on campus and at off-campus College sponsored activities, other than as set forth below:

- o In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01, et seq, and other applicable federal/state laws, it is permissible and will not be a violation of this policy for the:

- i. Carrying of a concealed handgun on campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the concealed carry restrictions set forth below,

- ii. Lawful carrying of a concealed handgun by an employee performing College duties at an off-campus activity, when in accordance with applicable laws/policies for such location,

- iii. Lawful possession of a handgun within a personal/non-College vehicle,

- iv. Lawful possession of weapons.

Each individual who lawfully possesses a handgun on campus will be wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the law and the GCCC Weapons Policy. Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view in a way that does not reveal the handgun in any way. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items at all times. Moreover, the carrier must remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It is a violation of this Policy to openly display any lawfully possessed handgun while on campus, except as permitted by law. All laws and regulations are strictly enforced to assure safety. For additional information, please refer to the GCCC Weapons policy, accessible at: [https://www.gcccks.edu/about\\_gccc/policies/weapons\\_policy.pdf](https://www.gcccks.edu/about_gccc/policies/weapons_policy.pdf).

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

• **Smoking in Restricted Areas:** All buildings owned and leased by GCCC are tobacco-free. Neither smoking nor chewing of tobacco is allowed except in approved designated smoking areas. Full policy accessible at: [https://www.gcccks.edu/about\\_gccc/policies.aspx](https://www.gcccks.edu/about_gccc/policies.aspx).

- **Theft/Vandalism:** theft of or intentional damage to College property or the property of another may 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 the GCCC Campus Police Department, city, county, and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety. Cars parked in the non-parking areas are subject to be towed and owners are responsible for towing/storage costs.
- **Violation of College Policy:** conduct that would constitute a violation of any College policy, rule, or regulation (e.g., the Residential Life Handbook or Academic Catalog).

### 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 are 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 are 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 are taken by school officials:

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

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

### ATHLETIC DEPARTMENT DISCIPLINARY PROCESS

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

### IMPLEMENTATION OF DISCIPLINARY PROCESS (FOR ATHLETICS)

The Director of Athletics will review with the student-athlete the nature of the complaint and the relevant evidence and testimony. When the investigation has been completed, the Director may convene the Disciplinary Action Committee. The Vice President for Student Services shall serve as ex-officio of this committee.

The Committee will consist of the following members:

1. Involved Athlete's Head Coach
2. Athletic Director
3. Assistant Athletic Director
4. Member as Designated by the 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 are 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 Division Chairs, Dean of Academics, Dean of Technical Education and Workforce Development, and Vice President for Instruction. If a student believes that an academic decision is unfair, he/she may meet with the above personnel, in order of listing, who will review the student's complaint and render a final decision.

### ACADEMIC ETHICS

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

- Cheating on examinations, written quizzes, and other written work,
- Plagiarism, which is defined as the use of another's written work without appropriate recognition and 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, or the use of AI-generated material without instructor consent or appropriate citation,

- Sharing sign-in credentials with someone or using log-in credentials that are not yours,
- Giving assistance to another person during an examination,
- Falsification of an academic record,
- Obtaining or attempting to obtain copies of a non-circulated examination or examination questions,
- Facilitating another student's academic dishonesty.

Depending on the level of infraction and occurrence rate of academic dishonesty, the following disciplinary actions are possible if a student is determined to be guilty of academic dishonesty at the discretion of the instructor and relevant administration:

- The student may be allowed to repeat the assignment or complete an alternative assignment. The student will be issued a warning and/or be provided counseling.
- The student may be given a failing grade for the assignment.
- The student may be given a failing grade for the course.
- The student may be administratively withdrawn from the course and assigned an "XF" grade for the course. (An XF means failed for academic dishonesty and will remain on student transcript.)
- The student may be administratively withdrawn from their program and college.

Students may refer to the college Appeals Policy on the college website, in the college catalog, and in the student handbook.

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

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

If assigning a grade of "F" for the course, the faculty member should consult with the Dean of Academics prior to any disciplinary action. The student may also receive an "XF" grade on his/her transcript with the understanding that the "X" denotes academic dishonesty. The "X" will remain as a permanent part of the grade on the transcript. The instructor must follow this protocol if requesting an "XF."

1. The instructor will notify the Dean of Academics that academic dishonesty has occurred.
2. The notification will include the following information:
  - a. Name and ID number of the student or students involved
  - b. Proof that academic honesty has occurred
  - c. A description of any action already taken by the instructor
3. Once the Dean has received this information, he/she will notify the student's advisor and any sponsor or coaches with whom the student is associated of the

breach in academic integrity. The Dean will review all evidence and make a decision on whether an "XF" are listed on the academic transcript.

4. The Dean will maintain a file listing students whose names have been turned in for academic dishonesty.

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

Refer to the Academic Ethics Policy on the GCCC website.

## ACADEMIC DISHONESTY POLICY

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

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

Refer to the Appeals Policy on the GCCC website.

## GRADE APPEALS PROCESS

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

Refer to the Appeals Policy on the GCCC website.

## STUDENT GRIEVANCE APPEALS PROCESS

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

The College encourages the resolution of all complaints through the most informal means and at the lowest possible administrative level. Whenever a complaint is made directly to the Board of Trustees as a whole or to a Board member as an individual, it is referred to the administration for study and possible resolution. This appeals procedure is designed for issues other than academic or disciplinary actions (previously addressed in this catalog). This process/



procedure provides students with protection against unwarranted infringement of their rights. Such appeals may concern alleged violations of College policies, infringement of students' rights and problems dealing with other students, college staff and faculty or College activities. The following procedures should be adhered to in order to ensure an appropriate resolution of a student complaint:

1. The student should attempt to rectify the grievance with the individual in which the alleged violation occurred. If the grievance is not resolved with this individual, then consulting with the appropriate supervisor and attempting to resolve the grievance through informal discussions, the supervisor will inform the student, in writing, of any decision made and the reason for that decision.
2. If the student feels that the complaint has not been satisfactorily resolved, he/she may submit a written appeal to the Vice President for Instruction and request a conference. The Vice President for Student Services will inform the student, in writing, of any decision made and the reason for making that decision.
3. If the student still feels that the complaint has not been satisfactorily resolved, he/she may submit a written grievance to the President for review of the process. The President will respond in writing regarding the decision of whether the process for appeals was correctly followed within 10 days after the grievance is appealed.
4. If a solution satisfactory to the grievant and/or the administration has not been reached through the above procedures, the grievant may appeal the same in writing to the Board of Trustees within ten (10) days after delivery of the President's decision. The Board will review the grievance and the record of the above procedures at their next regularly scheduled meeting. Any pertinent evidence or argument which the grievant desires to submit or which the Board deems necessary may be presented at the next regularly scheduled meeting. The Board will review the process and thereafter render its decision and submit a copy of the same in writing to the grievant within twenty (20) days following the next regularly scheduled Board meeting.

Students concerned with the grievance procedure, after exhausting the College's appeal procedure, may contact:

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

## CAMPUS ENVIRONMENT & OFFICIAL COMPLIANCE

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

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment or sexual assault be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. Tammy Tabor, Dean of Student Services/Coordinator of Title IX and Eligibility, coordinates the College's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, Dean of Student Services/Coordinator of Title IX and Eligibility, 620-276-9508, [tammy.tabor@gcccks.edu](mailto:tammy.tabor@gcccks.edu) and office located in the Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact the Director of Human Resources, 620-276-9574 or [hr@gcccks.edu](mailto:hr@gcccks.edu) and office located in Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846. Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, phone number (800) 421-3481, email at [OCR@ed.gov](mailto:OCR@ed.gov)

No student shall engage in discrimination/harassment of another student on campus or off campus; no one shall engage in discrimination/harassment of an employee of the College as defined by College policy. All such reports are investigated in accordance with procedures developed pursuant to Section 106.8 of Title IX, Education Amendments of 1972. This includes:

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

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

For more information regarding the Non-Discrimination/Anti-Harassment policy, please see the Student Handbook or visit the College website at:

[www.gcccks.edu/about\\_gccc/title\\_ix\\_compliance.aspx](http://www.gcccks.edu/about_gccc/title_ix_compliance.aspx)

**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**References

1. Section 504, Rehabilitation Act of 1973.
2. Title II, Americans with Disabilities Act of 1990.

General

Garden City Community College is not required to provide you with a free appropriate public education (FAPE) as is required of elementary and secondary schools. GCCC is required to provide you with appropriate academic adjustments as necessary to ensure that it does not discriminate against you on the basis of a disability. GCCC is an open admissions postsecondary institution that may not deny you admission bases solely on a disability.

Refer to the Accommodations Policy on the GCCC website.

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

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

Graduation Rate

The four-year completion or graduation rate for students who entered Garden City Community College fall 2016, 2017, 2018, and 2019 as first-time, full-time, degree-seeking students was 42%. The four-year successful transfer-out rate for other students (non-graduates) in the same cohort groups was 18%. The persistence rate accounted for 60% of the four-year cohort groups. (2022-23 Graduation Rate Survey)

Crime Statistics

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

Current or prospective students interested in obtaining further information should contact the Vice President for Student Services Office located in the Student and Community Services Center.

**CAMPUS CRIME DISCLOSURE ACT**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, GCCC collects and reports specific information on campus crime statistics, campus security policies and is required to inform the campus community where information concerning registered sex offenders can be obtained. This information as well as a link to the KBI's Registered Offenders List can be accessed on the College's website ([www.gcccks.edu](http://www.gcccks.edu)) or by directly going to the KBI site at [www.accesskansas.org/kbi/ro.shtml](http://www.accesskansas.org/kbi/ro.shtml). To obtain a printed copy of the report, contact Campus Police at 620-272-6828.

**FACE COVERINGS/COVID-19 PANDEMIC**

The top priority of Garden City Community College is the safety and health of students, staff, and the community. GCCC asks that you continue to be vigilant and help decrease the spread of COVID-19 by washing hands, social distancing, wearing a face mask in public places, getting vaccinated, and staying home if you are not feeling well.

The College will continue to monitor the COVID situation on our campus and in our community and will be prepared to implement a mask mandate if the situation warrants. A multi-phased Healthy and Safe Campus Plan has been developed through extensive discussion between the GCCC COVID Committee and the Finney County Health Department (FCHD), with considerations given to rapidly evolving medical guidance, increasing community positivity rate, and the goal of slowing the spread to protect the campus and community.

- Phase 1 policy is "Masks Appreciated"
- Phase 2 policy is "Masks Required for All in Classrooms and Learning Environments and Student Life Programming Events Held Indoors. Masks Appreciated Elsewhere Indoors"
- Phase 3 policy is "Masks Required for All on Campus when Indoors"

**STUDENT PEACEFUL ASSEMBLY AND FORUM**

As a public educational institution in Kansas, the buildings, facilities and grounds of the College are dedicated to education and the fulfillment of the College's approved mission to provide high quality instruction and make original contributions to the knowledge and human understanding of its students. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-College groups. The time, place and manner regulations are intended to balance the College's responsibility to fulfill its mission as an educational institution in Kansas with the interests of non-College groups who are interested in coming onto the campus of the College for purposes of constitutionally protected speech, assembly or expression.

Refer to Student Peaceful Assembly and Forum Policy on the GCCC website.

## **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, pregnancy, age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation, or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Title IX Coordinator oversees the College's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, 620-276-9508. Student and Community Services Center, 801 Campus D., Garden City, KS 67846, and employees with concerns may contact Kellee Munoz, Director of Human Resources, 620-276-574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, [compliance@gccccks.edu](mailto:compliance@gccccks.edu).

**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 those who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638, [accommodations@gccccks.edu](mailto:accommodations@gccccks.edu).

# **Student Assistance & Services**

**STUDENT SERVICES**

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

Students are encouraged to visit the Student Services Offices for counseling, advising or consultation concerning any questions, concerns or problems. The Vice President for Student Services, the Financial Aid Offices, and the Admissions and the Records Offices are located in the Student and Community Services Center. The College Health Nurse, Activities Coordinator, and Residential Life Offices are located in the Beth Tedrow Student Center. The Family Crisis Office and The Assessment and Testing Center are located in the SCSC. The Accommodations Coordinator and TRIO/Student Support Services are located in the Saffell Library.

**SALMANS ADVISING CENTER**

The Salmans Advising Center is also located in Student and Community Services Center. The Center assists all students in enrolling in their first semester at GCCC. Deciding, exploratory, and non-degree seeking students will be assigned an academic advisor in the Salmans Advising Center. The professional advising staff members provide assistance to students with interpreting academic placement, enrollment restrictions, course selection, degree options, transfer information, and related academic guidance information. The staff also guides students in setting practical and realistic academic and career goals. Endowed by funds from M.K. and Agnes Salmans, this Center provides each student the professional assistance necessary to insure the opportunity for student success.

**PROCEDURES FOR GRANTING ACCOMMODATIONS**

Garden City Community College is dedicated to the belief that students with disabilities should have equal opportunity to develop and extend their skills and knowledge. We strive to maintain a least-restrictive environment and provide appropriate support services necessary to ensure access to our educational programs. We encourage you to communicate your needs and utilize available resources.

Refer to the Accommodations Policy on the GCCC website.

**Services and Accommodations Provided by GCCC**

Documentation of the disability must be submitted to provide evidence of the need for accommodations. It are reviewed to determine what accommodations are approved. Reasonable services and accommodations are provided to enrolled students on an individual basis and with respect to confidentiality.



### How to Receive Accommodations

1. Prior to enrolling in classes at GCCC, contact the Coordinator of Disability Services. The Coordinator is the person designated by the College to review requests for services and accommodations related to disabilities and to engage in an interactive dialog with students to determine eligibility. You will need to request accommodations in writing before the beginning of each semester. You may call 620-276-9638 or stop by the Saffell Library and ask for the Coordinator of Disabilities .

2. Provide documentation (psychological, educational, or medical evaluations) IEP or Section 504.

You may submit the documentation in person, mail or email to:

Garden City Community College  
Attn: Coordinator of Disabilities  
801 Campus Dr  
Garden City, KS 67846  
accommodations@gcccks.edu

3. Once your written request for accommodations plus your documentation is received, the Coordinator will review your request and documents to determine eligibility. If it is determined you are eligible for accommodations you are provided a letter of notification regarding accommodations that have been granted. If it is determined that based on the written request and documentation you are not eligible for accommodations, the Coordinator will communicate directly to you why your request or documentation is insufficient for eligibility in order to determine if you can submit additional information that may meet eligibility requirements.

4. It is also recommended, that, if you are granted accommodations, after you have arranged your schedule for the semester and prior to the first day of classes, arrange a meeting with each of your instructors to give him/her your accommodations letter and to discuss your accommodations specific to their class. We recommend that you meet with instructors during office hours or after class.

5. The Coordinator of Disabilities will also contact each of your instructors about the accommodations granted.

### **TESTING CENTER**

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

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

### **BOOKS AND SUPPLIES**

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

through Friday. Special evening hours are in effect during rush periods. Scholarship books are checked out through the bookstore and are to be returned at the end of each semester.

### **BUSTERWEB/PORTAL**

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

### **CAMPUS POLICE DEPARTMENT**

The GCCC Police Department, located in the Student and Community Services Center, is an integral part of the College's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many college departments. Charged with ensuring safety and security for GCCC, the unit strives to fulfill its responsibility to each member of the College community by providing quality services. In addition to enforcing the laws on campus, they also provide valuable services to students such as vehicle unlocks, jumpstarts, engraving, bicycle identification, and escorts.

### **COMPREHENSIVE LEARNING CENTER**

The Mary Jo Williams Comprehensive Learning Center (CLC) exists to assess, support, and enhance the academic achievement of those it serves. The CLC is located within the Main Reading Room of Saffell Library. Staffed by a team of professional educators, paraprofessionals and peer tutors, the learning environment is friendly, relaxed, and supportive. Free assistance is available on a walk-in basis to students seeking support in math and science courses. Access to tutors is also available during regular hours of operation through Zoom. The CLC has about 50 computers for use in word processing, course tutorials, web-based research, printing, 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. Individual or group study spaces are scattered throughout the Main Reading Room, creating a variety of study opportunities for different types of learners. Check campus signage for up-to-date hours of operation.

### **COUNSELING**

A licensed professional counselor is available for educational, occupational and personal counseling. The counselor is located in the Student and Community Services Center.

Students who are undecided about the career they would like to pursue can benefit from completing personality and interest inventories such as the Myers-Briggs Type Indicator, Clifton Strengths or the Strong Interest Inventory. These tools and other activities can help expand an individual's self-knowledge and generate appropriate ideas about lifestyle and career choice.

Counseling also offers students strategies to face and overcome difficult life transitions and circumstances as well as foster the development of clear and meaningful goals.

### **HEALTH SERVICES**

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

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

### HEALTH AND HOSPITAL PROTECTION

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

### ON-CAMPUS HOUSING

On-campus living facilities for 540 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 at 620-276-9516 for full information concerning on-campus availability.

### RESIDENCE HALL APPLICATION

To apply for the Residence Halls, students will find the application process online through the Residential Life webpage at [https://www.gcccks.edu/student\\_life/residential\\_life.aspx](https://www.gcccks.edu/student_life/residential_life.aspx).

### RESIDENCE POLICIES

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

### OFF-CAMPUS HOUSING

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

### MEAL PLANS

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

### THOMAS F. SAFFELL LIBRARY

Saffell Library is centrally located and considered the academic hub of campus, maintaining print and electronic collections that support the multiple disciplines and curricula offered by GCCC. With its dozens of subscription databases students can search millions of periodical citations and discover a wide range of full text articles through multiple journals, magazines, newspapers, and other electronic references. Saffell Library also has a large print monograph collection arranged in open stacks for convenient use and browsing.

Student facilities include study tables and quiet rooms for individual and group meetings, along with 40+ individual study carrels, each housing its own computer. The library is Wi-Fi enabled so students are encouraged to bring their own devices. Library staff offer formal and informal instruction for using information resources effectively, efficiently and ethically. Also located in the building is the Mary Jo Williams Comprehensive Learning Center. For library hours and additional information please refer to the website <https://www.gcccks.edu/academics/library.aspx>

### BETH G. TEDROW STUDENT CENTER

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

Students, employees and community members are encouraged to visit the Center, to meet with friends, watch TV and movies, and to participate in activities such as billiards, ping-pong, foosball, video games, etc. In addition to the indoor attractions, basketball, sand volleyball, the first hole of the 18-hole Frisbee golf course, and horseshoes areas are located on the west side of the Center. Student activity fees help fund the Center.

### NEW STUDENT ORIENTATION

GCCC provides an opportunity for new students and parents to get acquainted with services and resources available. The interactive format is designed to ease students into the College environment and answer any questions that may arise. New Student Orientation is mandatory for students new to GCCC (freshman and transfer students). Online orientation is available for fully online students.

### STUDENT RETENTION/ACADEMIC SUCCESS

GCCC takes a proactive approach to student retention by alerting advisors and instructors of behaviors and patterns that lead to student attrition. The Director of Advising along with advisors, instructors and coaches work as a team to monitor student progress and provide students with the support they need to be successful at GCCC.

## STUDENT EMPLOYMENT OPPORTUNITIES

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

Off-campus employment opportunities are listed through the Counseling/Career Resources Center located in the Student and Community Services Center. Students seeking employment can receive assistance in learning about available positions, interviewing skills, resume writing, and other job readiness skills.

## STUDENT SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

Financial aid to students is funded by the College, donors to the College Endowment Association, the Broncbuster Athletic Association, and state and federal government funded programs. The aid consists of scholarships, grants, loans and work study opportunities. Scholarships may be obtained by students who maintain above average grades, who show leadership qualities and/or excellence in extra-curricular activities. Information on scholarships and grant-in-aid is available in the Financial Aid Office, also located in the Student and Community Services Center.

## SERVICE MEMBERS OPPORTUNITY COLLEGE

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

## TRIO PROGRAMS

TRIO is a set of federally funded College opportunity programs that motivate and support students from populations who do not routinely have the opportunity to pursue college degrees. Over 850,000 low-income, first-generation students and students with disabilities from sixth grade through college graduation are served by more than 2,800 programs nationally. TRIO programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRIO programs provide direct support services to students and relevant training for college personnel.

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

1976, the Ronald E. McNair Post-Baccalaureate Achievement Program in 1986, Upward Bound Math/Science in 1990, and the TRIO Dissemination Partnership in 1998.

## The Student Support Services (SSS)

The Student Support Services (SSS) project works with participants to help them increase their grade point average, continue to attend classes from one semester to the next, graduate from GCCC, and transfer to a 4-year college or university. The project also works to foster an institutional climate at GCCC which is supportive of success for students who are from low-income backgrounds, first-generation college students, and students with disabilities.

SSS participants are provided with academic, career, personal, transfer, and financial aid/budgeting counseling. The participant works with staff to develop a Personal Success Plan for each semester to assure the student has a viable plan to meet their academic and personal goals. Students are provided with the opportunity to participate in cultural activities both on and off-campus. They can select a four-year college or university to visit in Kansas. Campus visits assist participants to transfer to a four-year school to complete a bachelor's degree. SSS has graphing calculators for participants to check out on a semester-by-semester basis. The program also has school supplies for participants. Tutors and paraprofessionals are available to assist participants to succeed in their coursework. Award recognition events are held twice a year to celebrate student success and achievements. Social events are held throughout the year to help foster relationships between SSS participants and GCCC faculty and staff.

If you are a student from a low income or first generation background or student with a disability, please email SSS@gcccks.edu or any staff member for additional information about becoming a program participant. Our offices are located in the Saffell Library. The SSS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2017, the Department of Education provides 95% and GCCC provides 5% plus generous in-kind support. SSS serves 200 GCCC students each year.

## CAMP Scholarship Program

The College Assistance Migrant Program (CAMP) is a unique, federally-funded educational support and scholarship program through the U.S. Department of Education. It provides scholarships to students from migrant and seasonal farm-working backgrounds to attend and succeed in college.

CAMP Participants receive financial assistance during their freshman year of college and ongoing academic support until their graduation.

### Eligibility

- High School Diploma or GED (GPA 2.5 or above)
- Migrant or Seasonal Farm-working background – jobs in meat packaging, field work, elevators, feedlots, dairies, or food processing.
- U.S. Citizen or U.S. Permanent Legal Resident
- Complete FAFSA
- Enrolled or admitted for enrollment at GCCC.

Students qualify for services if parents (or guardians) or students themselves, are migrant workers in the agricultural, dairy, lumber, or fishing industries and whose families have moved, as per federal guidelines. For more information contact Itzel Rodriguez, Regional Site Coordinator for CAMP at GCCC, Saffell Library office #1119, 620-275-3232.



**VETERAN'S SERVICE**

Programs of educational benefit to veterans and war orphans are coordinated through the Kansas Commission on Veterans' Affairs. The College is approved for veteran training. Both full-time and part-time benefits are available. In order to qualify for full benefits, an undergraduate veteran or war orphan must carry a minimum of 12 hours of credit each semester. Pay rates for summer sessions are determined on an equivalency basis. Students expecting V.A. benefits must contact the V.A. representative in the Registrar's Office by phone at 620-276-9605 or by email at [VAREP@gccccks.edu](mailto:VAREP@gccccks.edu).

**WRITING CENTER**

The Writing Center exists to assist students with writing projects for any GCCC class. Trained tutors are available to work with students at every stage of the writing process: brainstorming topic ideas, writing outlines, conducting academic research, revising, and editing. Tutors also provide feedback and suggestions on organization and development. A large variety of helpful handouts serve as references to student writers on grammar, punctuation, and mechanics. The Writing Center is located in the Pauline Joyce Fine Arts building. Students can find the tutoring schedule and access helpful resources on Canvas.

## STUDENT ACTIVITIES & ORGANIZATIONS

(refer to Student Handbook for contact information)

**ART CLUB**

Garden City Community College Art Club exists to provide opportunities for participation in art-centered exhibitions, lectures, workshops, and demonstrations in Southwest KS. The club provides GCCC students the opportunity to expand their creative knowledge through service and travel. Participants create a diverse and supportive artistic community while serving as ambassadors of the arts to GCCC and Southwest Kansas. GCCC Art Club unites like-minded students to encourage formation of arts centered communities through numerous events and demonstrations. GCCC Art Club provides members the opportunity to experience visual arts and culture by traveling to see contemporary and historical art not available in our local community.

**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, esports, track and field, golf, soccer and rodeo for men, and volleyball, basketball, rodeo, cheer, dance, soccer, softball, cross country, esports, and track and field for women. The College is a member of the Kansas Jayhawk Community College Confer-

ence 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 TRAINING/SPORTS MEDICINE**

Garden City Community College Sports Medicine Department offers the opportunity to gain clinical shadowing and hands-on skills experience in the field of athletic training. This program serves to advance the education of students that are pursuing degrees in the medical field. It lends well to those seeking careers in athletic training, physical therapy, exercise science, health education/research, nursing, EMT/paramedic, and others. Students of the program assist the certified athletic trainers in the treatment and care of student-athletes across 17 NJCAA teams on campus. Those that join have the chance to learn first-aid, emergency care, injury evaluation and treatment techniques, functional anatomy, and much more. Students provide medical coverage at practices and games and may have the opportunity to travel with our athletic teams to conference, regional, and national events. Academic scholarships are available to those that qualify (grade point average and time commitment requirements will apply).

### BAND/INSTRUMENTAL MUSIC/ MARCHING BAND/ORCHESTRA

Membership is open to all students for one hour of credit per semester. Previous experience and a desire to contribute to campus life are requirements for prospective members. Ensembles, with the other College musical organizations, makes an annual tour of Southwest Kansas high schools in the spring.

**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. This club meets combined with Collegiate Farm Bureau.

**BRIDGES/LSAMP**

As part of the two separate federal grants, GCCC grants Bridges and LSAMP scholarships for STEM majors. Each student must work on a small research project throughout the academic year and develop a research proposal for submissions to a research conference. Additionally, students receive tutoring, advising, and work experience as lab assistants as needed.

**CHOIR/VOCAL MUSIC**

Choir is open to all students who enroll in the class and they may qualify to receive a scholarship as well. The College choir presents three major performance as well as several other public appearances throughout the year. Participants in choir have many opportunities for rewarding musical experiences.

## CRIMINAL JUSTICE COMPETITION TEAM

Members of the Criminal Justice Competition Team are selected on grades, leadership abilities and involvement. Members must be a criminal justice majors and become a member of the American Criminal Justice Association/Lambda Alpha Epsilon, which sponsors regional and national competitions. Kansas criminal justice programs also sponsor additional in-state competitions during the year. The team has been successful at state, regional and national levels in all of the competition categories including written tests, crime scene investigation, physical agility, and firearms. GCCC's competition team has won numerous regional awards and three national championships.

## ESPORTS

Esports offers traditional and non-traditional students a unique and new opportunity to be involved with GCCC through competitive gaming. We offer all the fun of traditional gaming added with the experience of maintaining healthy, successful students for their future endeavors.

## FARM BUREAU COLLEGIATE PROGRAM

Kansas Farm Bureau's Collegiate Farm Bureau program offers students the ability to enhance their leadership skills through experiences and opportunities within the Farm Bureau organization to become agricultural leaders.

## FORENSICS & DEBATE/PHI RHO PI

The forensics and debate program is open to all students who wish to hone their interpretive performance and critical thinking skills. The organization is open to all majors and has available scholarships. Teams compete in 6 to 8 competitions per academic year.

## GC3 STUDENT MEDIA

See your work in print and online. Be a part of a group while learning multimedia design, reporting, videography, video and audio editing, public relations, marketing, and sports media. Help students, faculty, and staff by telling them about breaking news that affects their lives or giving them a voice. Work in a state-of-the-art media lab to produce multimedia for the campus and community. Learn marketable skills in both your specific subject area as well as in management and human relations.

Join the hundreds of GC3 Media alumni who got their start with GC3 Media and are now media managers, editors, writers, graphic designers, on-air talent, public relations specialists, salespeople, and many other occupations.

Students must enroll in Media Production I, II, III, IV (COMM-121, 114, 203 or 204) and will receive course credit and a grade for their participation. In addition, students are eligible for scholarships. Jobs are available at skill levels ranging from basic to highly technical; compensation is commensurate with the skill level and time commitment required.

Jobs with GC3 Media are available for students without regard to major. Although many of the students are Communication majors, other students are studying Art, Education, Computer Science, English, etc. All staff members are required to be full-time students at GCCC and must be in good standing, with a 2.5 minimum grade point average.

## HALO

The Hispanic American Leadership Organization (HALO) exists to nurture and encourage the leadership skills of young adults. HALO promotes Hispanic leadership within our culture and community by pursuing higher education. HALO offers the opportunity to participate in social, economic, and political issues. HALO welcomes all students.

## INTRAMURALS

An intramural athletic program is available for students who wish to participate. The program, operated by the Student Activities Coordinator, 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.

## MEAT JUDGING TEAM

The GCCC meat judging team dates back to 1987 on this campus. Overall, meat judging was started as a way for students to utilize industry concepts and equations to compete with other Colleges and universities with an animal science curriculum. Many industry leaders look for the career traits that meat judging team members have, including decision-making, note-taking, communication, and time management skills. Team members are awarded a scholarships for two years. The team has won National Championships (2003, 2013, 2014, 2015, 2017 and 2020), Reserve National Championships (2001, 2005, 2008, 2009, 2011, 2018, and 2019), the Australian Championship (2014) and the team has had 33 All-American's since the award was developed in 2002. The team travels around the country, judging on a calendar year basis, to anywhere between 5 and 8 national contests each year.

## 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 on the state and national level. Members of the Garden City Community College Alpha Xi Upsilon Chapter of Phi Theta Kappa are recognized at graduation and in several activities during the year on campus.

## PRISM

PRISM is an acronym for Promoting Respect and Inclusion of Social Minorities. This organization is to promote awareness, understanding, and tolerance of gay, lesbian, bisexual, intersex, questioning, and transgender issues at the GCCC campus and GC Community through advocacy, social activities, and community service. PRISM holds numerous events throughout the year that focus on fun, education, and travel in support of social minorities.

**QUIZ BOWL TEAM**

Collegiate Quiz Bowl (Quizards) is a traveling team, similar to Scholars Bowl. The team competes with other community colleges across the state and in national tournaments throughout the fall and spring semesters. Tournaments can include topics from community college curricula, including literature, social and physical sciences, math, geography, art, music, history, pop culture, current events, and sports. Scholarships are available for players.

**SCIENCE & MATH CLUB**

The Science and Math Club at Garden City Community College exists to promote knowledge and appreciation of science and math among GCCC students. The club promotes science and math through activities and events, such as demonstrations for students, learning how to use and then using 3D printers and software, and attending community events with science-related activities. The club is open to any student interested in science and math or related fields.

**SPIRIT SQUAD**

The college sponsors a spirit squad that is a combination of both a cheer and dance team. The squad cheers at all home football, basketball, and volleyball games as well as select postseason match-ups. The program is very visible and involved in different community events.

**STUDENT ACTIVITIES COMMITTEE**

Scholarships are offered for those students willing to work an average of twelve hours a week at the Student Center and assist in the advertising and overseeing of student activities. All full-time students are encouraged to apply. Students must also maintain a 2.0 GPA. Past SAC events include: Make-It Take -It Tuesdays, pool tournaments, bowling, free week-before-finals massages, movie nights, and intramural activities.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

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

**TAU EPSILON LAMBDA**

Persons who are actively engaged in the field of criminal justice and students who are criminal justice majors are eligible for membership.

# Extended Educational Opportunities

## GARDEN CITY CAREER CONNECTION ACADEMY

**PURPOSE**

The Garden City Career Connection Academy (GCCCCA), located in the lower level of the Student And Community Services Center, exists to provide innovative opportunities that promote and help participants to successfully meet their educational and life goals, extending the resources of the college to nontraditional students in the community and college service area. Students deserve developmental options including English as a Second Language (ESL) instruction, Adult Basic Education/General Educational Development (ABE/GED), Transition to Post-Secondary Ed., Employability Skills, Family Literacy and Digital Literacy opportunities. The GCCCCA is a key resource for enriching the quality of life, promoting economic development, and strengthening the future of our communities. The GCCCCA provides convenient and nontraditional instructional delivery systems which adapt to the schedules of working adults.

**LOCATIONS**

The GCCCCA offers classes in the Student And Community Services Center (620-276-7600), the Access and Opportunity Center (620-276-9675) and the East Garden Village campus (620-276-7600)

**PROGRAMS****Adult Basic Education**

The Adult Basic Education program is provided in conjunction with the Kansas Board of Regents. Instruction is designed to assist adults who lack their high school diploma. Those who have not completed their high school education or who desire improvement of basic skills may enroll at no cost. Basic math and reading classes are offered. GED tutoring is provided in English and Spanish, days and evenings. The (ABE) Program is a highly structured, research-based program designed to build twenty-first-century skills that enable students to successfully transition to postsecondary education and/or the workplace.

**General Education Development (GED)**

GED is also known as a high school equivalency degree. The GED credential certifies that individuals have the knowledge and skills equivalent to that of a high school graduate. Upon successful completion of the GED test, the Kansas Board of Regents issues a Kansas State High School Equivalency diploma. The GCCCCA provides preparation classes to pass the GED exam and enable students to successfully transition to postsecondary education and/or the workplace.

The GCCC is an official testing center of the General Education Development test. These tests are administered by an authorized examiner in the Mary Jo Williams Assessment Center located in Student and Community Services Center on designated test dates or by appointment. GED tests are



offered in English and Spanish. For more information contact the Assessment Center at 276-9654. 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 (ESL) program help students build the foundation to further their education. Classes are offered on a variety of schedules to accommodate GCCCA participants. Students are placed in courses specific to their language level to prepare them to move on to contextualize Career Technical Education (CTE) courses.

In addition to our traditional ESL classes, the GCCCA is always evaluating a new and innovated models for teaching English as a Second Language. The Integrated Digital English Acceleration (I-DEA) program combines in-person and on-line instruction with self-directed coursework at times and locations convenient for the student. In Addition, the GCCCA introduce an online curriculum and blended instruction with “Burlington English” for listening, speaking, grammar and career pathways vocabulary for an immediate integration into a job.

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.

### **Accelerating Opportunities**

Accelerating Opportunities program is a different approach to teaching students who need help with foundational skills by mixing Career Technical Education (CTE) training with additional support for math, writing, and reading inside and outside the classroom. This student-first approach gives participants the skills they need to succeed in school and compete in the workforce by working on technical and foundational education while also providing support services to students through a ABE instructors and a career coach.

### **Migrant Kansas High School Diploma**

The (HEP) program helps migratory and seasonal farm-workers (or children of such workers) who are 16 years of age or older and not currently enrolled in school to obtain the equivalent of a high school diploma and, subsequently, to gain employment or begin postsecondary education or training. Make it easier for students who need extra help to complete their education.

### **Plaza Comunitaria Program**

Plaza Comunitaria program offer the opportunity for youth and adults to have literacy courses and to start or continue their elementary, middle and high school education in Spanish. All students attend ESL classes. Every student who completes his or her education under this program obtains a certificate provided by the Mexican Ministry of Education and is prepared to continue and successfully pass the GED in Spanish and, if the student has a good level of English, to present it in this language and transition to contextualize Career and Technical Education courses. Furthermore, many studies show how students can learn English faster and more efficiently if they have a solid education in their own language.

## **OUTREACH OPPORTUNITIES**

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

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

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

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

### **CONTINUING EDUCATION**

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

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

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

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

Whether your lifelong learning goals are professional or personal, GCCC Continuing Education is ready to serve you! For more information contact the Dean of Technical Education & Workforce Development at 620-276-9521.

# Degrees, Certificates & Graduation Requirements

## DEGREES

Garden City Community College awards four degrees, each with a special Course 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 Liberal Arts & Sciences, General (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 (prior to Fall 2018) and 60 credit hours (effective for students entering Fall 2018 and thereafter) including the fulfillment of the specified General Education Requirements, additional courses required to complete the chosen program of study, and a cumulative GPA of 2.0, the degree seeking students are awarded an associate degree (includes the Associate in Arts, Associate in Science, and the Associate in General Studies degrees). Completion of a minimum of 64 credit hours is required for all Associate in Applied Science degrees.

The requirements for the four degrees and additional requirements for graduation are listed in the following sections. Basic degree program outlines are on pages 44-47.

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

\*The College retains the right to waive certain degree and certificate requirements upon written request and approval from the Vice President for Instruction.

## 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

Fifteen (15) semester hours of credit must be completed at Garden City Community College in order to graduate from GCCC.

## PERSONAL WELLNESS REQUIREMENT

Effective Fall 2018, to meet graduation requirements for all degrees, a student must complete two (2) personal wellness credits from the following courses below. Activity courses will no longer satisfy this requirement.

HPER-106	Health Education
HPER-109	First Aid
HPER-115	Basic Nutrition
HPER-121	Lifetime Fitness

## DEVELOPMENTAL COURSES

The following developmental courses will not count toward fulfilling degree and certificate requirements, nor do they count toward completion of the 60 credit hour requirement:

ENGL-0883	Basic English ELL Companion
ENGL-090	Basic English
ENGL-091	Intermediate English
ENGL-098	English I Companion
ENGL-0983	English I ELL Companion
ENGL-099	Integrated Reading and Writing
MATH-005	College Math
MATH-006	Beginning Algebra
READ-0922/-092	Reading Improvement I
READ 0932/-093	College Reading

College Success (PCDE-101) is strongly recommended for students who are placed into two or more developmental courses. The mission of College Success is to allow our students a learning foundation to promote success while being enrolled at GCCC. This one credit course promotes the development of academic skills and strategies, personal responsibility, understanding college culture, effective decision making strategies, and career exploration. In addition, this course offers comprehensive student development and personal support services which contribute to both student and institutional learning and achievement outcomes. This course must be completed with a C or higher.

## STUDENT SUCCESS REQUIREMENT

College Success (PCDE-101) or Career Success (PCDE-109), is a required course for all students seeking an associate degree at GCCC. This course must be completed with C or higher. The mission of College Success is to allow our students a learning foundation to promote success while being enrolled at GCCC.

**Attendance at New Student Orientation is a recommended component of College Success and Career Success.**

## WAIVER AND SUBSTITUTION FOR GENERAL EDUCATION REQUIREMENTS

The College seeks to provide all students with a quality education and equal educational opportunities. When a student's disability interferes with his or her potential to complete successfully one or more of the College general educational requirements, the College will make reasonable

modifications to its academic requirements. Action will be taken, if necessary, to comply with legal requirements ensuring that such requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability, unless the requested modification would require alteration of essential elements of the program or directly related licensing requirements or would result in undue financial or administrative burdens.

The Vice President for Instruction, 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 SUBSTITUTIONS

GCCC supports the completion of program and certificate requirements as outlined in the academic catalog. The College will consider requests by students when clear and compelling evidence is in the best interest of the student and the institution. The granting of substitutions does not guarantee transferability to other institutions. A Graduation Substitution form, available in the Registrar's Office, must be completed by the student and academic advisor. It is recommended that graduation substitution requests be submitted prior to the last semester of the student's degree or certificate completion.

Refer to the Credit for Prior Learning Policy on the GCCC website.

## GRADUATION EXERCISES

GCCC celebrates the accomplishments of the graduating students with Commencement exercises on the Friday prior to the final examination period in May. Graduating students who do not plan to participate in the Commencement exercises should indicate this choice on the Application for Graduation. Students participating in the commencement exercises must wear cap and gown regalia purchased by the College.

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

## AWARDING OF DEGREES

Degrees-awarded notations are 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 are awarded and noted on their transcripts.

Students may obtain one of the following degrees:

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

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

- Associate in Applied Science

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

## TRANSFER OF CREDIT

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

A transfer manual listing GCCC's course equivalencies with those at the Kansas Regent universities, Washburn University and Newman University has been developed and is available for student use.

Students planning to transfer should secure a copy of the transfer institution's catalog and become familiar with the requirements. Close planning with advisors 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, are 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 awarded 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 are required. General education hours totaling less than 45 are accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s). Students may contact their advisor or the Salmans Advising Center for a complete list of classes that transfer and satisfy the Articulation agreement.

12 hours of Basic Skills courses, including:

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

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

- Art\*
- Drama/Theatre\*
- History
- Literature
- Music\*
- Philosophy

*\*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 are appropriately coded by the sending institution.

The Kansas Board of Regents approves courses for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution offering an equivalent course.

For a list of all approved SWT courses, visit: [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation)

### TECHNICAL CERTIFICATE PROGRAMS

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

Students completing Technical Certificate programs in Agri-Business, Agri-Business Specialist-Agronomy, Agri-Business-Specialist Livestock Management, Automotive Technology, Carpentry, Cosmetology, Criminal Justice, Early Childhood Education, Emergency Medical Technician (EMT) Technology, Food Science, Food Science – Meat Production, Industrial Machine Mechanic, Management Marketing, Practical Nursing, and Welding Technology, 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 SCIENCE (AS) DEGREE

## Requirements

The Associate in Science degree is intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer, with advanced standing, into comparable discipline area Bachelor of Science degree programs at Kansas Regents universities. **Developmental courses will not count toward fulfilling degree requirements. Official transcripts must be on file in the Registrar's Office to receive credit for transfer courses toward graduation. Students must complete a minimum of fifteen (15) credit hours at Garden City Community College (GCCC) to receive a degree.**

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

The Associate in Science degree will be awarded upon satisfactory completion of a planned program of not less than sixty (60) college credits and a cumulative GPA of 2.0 including the following distribution of credits:

### I. COMMUNICATIONS 9 Hours

Must complete the following courses with a grade of C or higher:

_____	ENGL	101	English I	3
_____	ENGL	102	English II	3

Must complete one (1) course below with a grade of C or higher:

_____	COMM	101	Public Speaking	3
_____	COMM	103	Interpersonal Communication	3

### II. MATHEMATICS and NATURAL SCIENCES 10 Hours

Must complete a minimum of one (1) mathematics course below:

1. _____	MATH	108	College Algebra	3
_____	MATH	109	Plane Trigonometry	3
_____	MATH	110	Fund of Statistics	3
_____	*MATH	120	Pre-Calculus	3
_____	MATH	121	Fund of Calculus	3
_____	MATH	122	Calculus & Analytic Geom I	5
_____	*MATH	123	Calculus & Analytic Geom II	5
_____	*MATH	205	Calculus & Analytic Geom III	5
_____	*MATH	206	Differential Equations	3

Must complete a minimum of one (1) lab science course below:

2. _____	BIOL	104	Environmental Science	4
_____	BIOL	105	General Biology	4
_____	BIOL	114	Biology I	4
_____	BIOL	115	Biology II	4
_____	BIOL	210	Anatomy & Physiology	5
_____	BIOL	211	Anatomy & Physiology I	4
_____	BIOL	212	Anatomy & Physiology II	4
_____	*BIOL	213	Microbiology	5
_____	CHEM	105	General Chemistry	5
_____	*CHEM	108	Chem for Health Services	5
_____	CHEM	109	College Chemistry I	5
_____	CHEM	110	College Chemistry II	5
_____	PHSC	105	General Physical Science	4
_____	PHSC	205	Physical Geology	5
_____	PHYS	205	General Physics I	5
_____	PHYS	206	General Physics II	5
_____	PHYS	207	Engineering Physics I	5
_____	PHYS	208	Engineering Physics II	5

Eligible non-lab science courses:

3. _____	*BIOL	101	Introduction to Biology	3
_____	PHSC	106	Descriptive Astronomy	3
_____	PHSC	205	Physical Geology	3
_____	*PHYS	106	Descriptive Physics	3
_____	CSCI	110	Intro to Computer Concepts	3
_____	*CSCI	140	Overview of Comp Science	3

### III. SOCIAL SCIENCE 6 Hours

Must complete one (1) of the following courses:

_____	PSYC	101	General Psychology	3
_____	SOCI	102	Intro to Sociology	3

Must complete one (1) additional course below. Course must be from a different subject area than chosen above:

_____	SOCI	102	Intro to Sociology	3
_____	SOCI	105	Intro to Cultural Anthropology	3
_____	SOCI	113	Sociology of Families	3
_____	SOCI	204	Social Problems	3
_____	ECON	111	Economics: Macro	3
_____	ECON	112	Economics: Micro	3
_____	GEOG	101	World Geography	3
_____	POLS	104	Intro to Political Science	3
_____	POLS	105	American Government	3
_____	PSYC	101	General Psychology	3
_____	*PSYC	102	*Human Relations	3
_____	PSYC	106	Organizational Leadership	3
_____	PSYC	210	Developmental Psychology	3

### IV. HUMANITIES and FINE ARTS 6 Hours

Must complete no more than one (1) course per subject area:

1. _____	ARTS	120	Art Appreciation	3
_____	ARTS	121	Art History I	3
2. _____	*COMM	201	Intercultural Communication	3
_____	COMM	120	Intro to Mass Communication	3
3. _____	DRAM	150	Intro to Theatre	3
4. _____	ENGL	210	Intro to Literature	3
_____	*ENGL	211	World Literature & Hum	3
_____	*ENGL	212	British Literature I	3
_____	*ENGL	213	British Literature II	3
_____	ENGL	214	American Literature I	3
_____	ENGL	215	American Literature II	3
_____	*ENGL	230	Understand Old Testament	3
_____	*ENGL	231	Understand New Testament	3
_____	ENGL	240	Creative Writing	3
5. _____	HIST	101	Survey of Civilization I	3
_____	HIST	102	Survey of Civilization II	3
_____	HIST	103	American History to 1877	3
_____	HIST	104	American History Since 1877	3
6. _____	*MUSC	106	Today's Music	3
_____	MUSC	108	Music History & Appreciation	3
7. _____	PHIL	101	Intro to Philosophy	3
_____	PHIL	102	Elementary Ethics	3
_____	PHIL	103	Argument & Critical Thinking	3
8. _____	LANG	1322	Elementary Spanish I	5
_____	LANG	1331	Elementary Spanish II	5

### V. PERSONAL WELLNESS 2 Hours

_____	HPER	106	Health Education	3
_____	HPER	109	First Aid	2
_____	HPER	115	Basic Nutrition	3
_____	*HPER	121	Lifetime Fitness	2

### VI. STUDENT SUCCESS 1 Hour

Must complete one (1) course below with grade of C or higher:

_____	*PCDE	101	College Success	1
_____	*PCDE	109	Career Success	1

### VII. PROGRAM/ELECTIVES COURSES 26 Hours

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

### VIII. OTHER

- Minimum of fifteen (15) credit hours must be completed at Garden City Community College (GCCC).
- Developmental courses do not count as earned hours for graduation. (ENGL-0883, ENGL-090, ENGL-091, ENGL-098, ENGL-0983, ENGL-099, READ-092, READ-0922, READ-093, READ-0932, MATH-005, and MATH-006).

*\*Students may contact their advisor or the Advising Center for a complete list of classes that transfer and satisfy the Articulation agreement.*

### IX. DISTRIBUTION OF CREDIT HOURS

Required Core Curriculum:	34 Hrs / Total General Ed Hrs	_____
Additional Courses Needed:	26 Hrs / Major or Elective Hrs	_____
Minimum Graduation:	60 Hrs / Total Hrs	_____





# ASSOCIATE IN LIBERAL ARTS & SCIENCES, GENERAL (AGS) DEGREE Requirements

The Associate in Liberal Arts & Sciences, General degree is intended to recognize the attainment of a broad general education at the lower-division level. This degree is designed to provide students the opportunity to develop knowledge, skills, attitudes and greater philosophical appreciation for life-long learning. Transfer students will need to complete additional lower-division courses at transfer universities. **Developmental courses will not count toward fulfilling degree requirements. Official transcripts must be on file in the Registrar's Office to receive credit for transfer courses toward graduation. Students must complete a minimum of fifteen (15) credit hours at Garden City Community College (GCCC) to receive a degree.**

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

The Associate in General Studies degree will be awarded upon satisfactory completion of a planned program of not less than sixty (60) college credits and a cumulative GPA of 2.0 including the following distribution of credits:

## I. COMMUNICATIONS 6 Hours

Must complete the following course:

\_\_\_\_\_ ENGL 101 English I 3

And one (1) additional course below:

\_\_\_\_\_ COMM 101 Public Speaking 3

\_\_\_\_\_ COMM 103 Interpersonal Comm 3

Additional course option for Section V:

\_\_\_\_\_ ENGL 102 English II 3

## II. MATHEMATICS and NATURAL SCIENCES 7 Hours

Must complete a minimum of one (1) mathematics course below:

1. \_\_\_\_\_ MATH 107 Intermediate Algebra 3

\_\_\_\_\_ MATH 107T Technical Mathematics 3

\_\_\_\_\_ MATH 108 College Algebra 3

\_\_\_\_\_ MATH 109 Plane Trigonometry 3

\_\_\_\_\_ MATH 110 Fund of Statistics 3

Must complete a minimum of one (1) science course below:

2. \_\_\_\_\_ BIOL 101 Introduction to Biology 3

\_\_\_\_\_ BIOL 104 Environmental Science 4

\_\_\_\_\_ BIOL 105 General Biology 4

\_\_\_\_\_ BIOL 114 Biology I 4

\_\_\_\_\_ BIOL 115 Biology II 4

\_\_\_\_\_ BIOL 210 Anatomy & Physiology 5

\_\_\_\_\_ BIOL 211 Anatomy & Physiology I 4

\_\_\_\_\_ BIOL 212 Anatomy & Physiology II 4

\_\_\_\_\_ BIOL 213 Microbiology 5

\_\_\_\_\_ CHEM 105 General Chemistry 5

\_\_\_\_\_ CHEM 108 Chemistry for Health Services 5

\_\_\_\_\_ CHEM 109 College Chemistry I 5

\_\_\_\_\_ CHEM 110 College Chemistry II 5

\_\_\_\_\_ PHSC 105 General Physical Science 4

\_\_\_\_\_ PHSC 106 Descriptive Astronomy 3

\_\_\_\_\_ PHSC 205 Physical Geology 3

\_\_\_\_\_ PHSC 205 Physical Geology 5

\_\_\_\_\_ PHYS 106 Descriptive Physics 3

\_\_\_\_\_ PHYS 205 General Physics I 5

\_\_\_\_\_ PHYS 206 General Physics II 5

\_\_\_\_\_ PHYS 207 Engineering Physics I 5

\_\_\_\_\_ PHYS 208 Engineering Physics II 5

## III. SOCIAL SCIENCE 6 Hours

Must complete one (1) of the following courses:

\_\_\_\_\_ PSYC 101 General Psychology 3

\_\_\_\_\_ SOCI 102 Intro to Sociology 3

Must complete one (1) additional course below. Course must be from a different subject area than chosen above:

\_\_\_\_\_ SOCI 102 Intro to Sociology 3

\_\_\_\_\_ SOCI 105 Intro to Cultural Anthropology 3

\_\_\_\_\_ SOCI 113 Sociology of Families 3

\_\_\_\_\_ SOCI 204 Social Problems 3

\_\_\_\_\_ ECON 111 Economics: Macro 3

\_\_\_\_\_ ECON 112 Economics: Micro 3

\_\_\_\_\_ GEOG 101 World Geography 3

\_\_\_\_\_ POLS 104 Intro to Political Science 3

\_\_\_\_\_ POLS 105 American Government 3

\_\_\_\_\_ PSYC 101 General Psychology 3

\_\_\_\_\_ \*PSYC 102 \*Human Relations 3

\_\_\_\_\_ PSYC 106 Organizational Leadership 3

\_\_\_\_\_ PSYC 210 Developmental Psychology 3

## IV. HUMANITIES and FINE ARTS 6 Hours

Must complete no more than one (1) course per subject area:

1. \_\_\_\_\_ ARTS 120 Art Appreciation 3

\_\_\_\_\_ ARTS 121 Art History I 3

2. \_\_\_\_\_ COMM 120 Intro to Mass Communication 3

\_\_\_\_\_ \*COMM 201 Intercultural Communication 3

3. \_\_\_\_\_ DRAM 150 Intro to Theatre 3

4. \_\_\_\_\_ ENGL 210 Intro to Literature 3

\_\_\_\_\_ \*ENGL 211 World Literature & Hum 3

\_\_\_\_\_ \*ENGL 212 British Literature I 3

\_\_\_\_\_ \*ENGL 213 British Literature II 3

\_\_\_\_\_ ENGL 214 American Literature I 3

\_\_\_\_\_ ENGL 215 American Literature II 3

\_\_\_\_\_ \*ENGL 230 Understand Old Testament 3

\_\_\_\_\_ \*ENGL 231 Understand New Testament 3

\_\_\_\_\_ ENGL 240 Creative Writing 3

5. \_\_\_\_\_ HIST 101 Survey of Civilization I 3

\_\_\_\_\_ HIST 102 Survey of Civilization II 3

\_\_\_\_\_ HIST 103 American History to 1877 3

\_\_\_\_\_ HIST 104 American History since 1877 3

6. \_\_\_\_\_ MUSC 106 Today's Music 3

\_\_\_\_\_ MUSC 108 Music History & Appreciation 3

7. \_\_\_\_\_ PHIL 101 Intro to Philosophy 3

\_\_\_\_\_ PHIL 102 Elementary Ethics 3

\_\_\_\_\_ PHIL 103 Argument & Critical Thinking 3

8. \_\_\_\_\_ LANG 1322 Elementary Spanish I 5

\_\_\_\_\_ LANG 1331 Elementary Spanish II 5

## V. ADDITIONAL CORE COURSES (from Sections I-IV) 9 Hours

Any courses from Sections I-IV can fulfill this requirement:

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

## VI. PERSONAL WELLNESS 2 Hours

\_\_\_\_\_ HPER 106 Health Education 3

\_\_\_\_\_ HPER 109 First Aid 2

\_\_\_\_\_ HPER 115 Basic Nutrition 3

\_\_\_\_\_ HPER 121 Lifetime Fitness 2

## VII. STUDENT SUCCESS 1 Hour

Must complete one (1) course below with grade of C or higher:

\_\_\_\_\_ PCDE 101 College Success 1

\_\_\_\_\_ PCDE 109 Career Success 1

## VIII. PROGRAM OR ELECTIVE COURSES 23 Hours

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

## IX. OTHER

1. Minimum of fifteen (15) credit hours must be completed at Garden City Community College (GCCC).
2. Developmental courses do not count as earned hours for graduation. (ENGL-0883, ENGL-090, ENGL-091, ENGL-098, ENGL-0983, ENGL-099, READ-092, READ-0922, READ-093, READ-0932, MATH-005, and MATH-006).

\*Students may contact their advisor or the Advising Center for a complete list of classes that transfer and satisfy the Articulation agreement.

## X. DISTRIBUTION OF CREDIT HOURS

Required Core Curriculum: 37 Hrs / Total General Ed Hrs \_\_\_\_\_

Additional Courses Needed: 23 Hrs / Major or Elective Hrs \_\_\_\_\_

Minimum Graduation: 60 Hrs / Total Hrs \_\_\_\_\_



## ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

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 and theory based, and successful completion is determined by measured competencies. Although the objective of the AAS degree is to enhance employment opportunities, some baccalaureate degree granting institutions have developed upper-division programs to recognize this degree. **Developmental courses will not count toward fulfilling degree requirements. Official transcripts must be on file in the Registrar's Office to receive credit for transfer courses toward graduation. Students must complete a minimum of fifteen (15) credit hours at Garden City Community College (GCCC) to receive a degree.**

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

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

<b>I. COMMUNICATIONS</b>	<b>6 Hours</b>
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Must complete no more than one (1) course per area:

1.	_____	BSAD	124	Salesmanship	3
2.	_____	ENGL	100	Applied Communications	3
	_____	ENGL	101	English I	3
3.	_____	COMM	101	Public Speaking	3
	_____	COMM	103	Interpersonal Comm.	3

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

Must complete one (1) math course (determined by Program):

1.	MATH	107	Intermediate Algebra	3
_____	MATH	107T	Technical Mathematics	3
_____	MATH	108	College Algebra	3
_____	MATH			
_____	JDAT	110	Math Processes for Techs	3

Must complete one (1) science or computer science (CSCI-102 or above) course:

2.	BIOL	101	Introduction to Biology	3
	BIOL	104	Environmental Science	4
	BIOL	105	General Biology	4
	BIOL	114	Biology I	4
	BIOL	210	Anatomy & Physiology	5
	BIOL	211	Anatomy & Physiology I	4
	BIOL	213	Microbiology	5
	CHEM	105	General Chemistry	5
	CHEM	108	Chemistry for Health Svcs	5
	CHEM	109	College Chemistry I	5
	PHSC	105	General Physical Science	4
	PHSC	106	Descriptive Astronomy	3
	PHSC	205	Physical Geology	3
	PHSC	205	Physical Geology	5
	PHYS	106	Descriptive Physics	3
	PHYS	205	General Physics I	5
	PHYS	207	Engineering Physics I	5
	CSCI	110	Intro Computer Concepts	3
	CSCI			

**III. SOCIAL SCIENCES** **3 Hours**

Must complete one (1) of the following courses:

_____	PSYC	101	General Psychology	3
_____	SOCI	102	Intro to Sociology	3

#### IV. PERSONAL WELLNESS 2 Hours

Course Number	Course Title	Credits
HPER 106	Health Education	3
HPER 109	First Aid	2
HPER 115	Basic Nutrition	3
HPER 121	Lifetime Fitness	2

**V. STUDENT SUCCESS** **1 Hour**

Must complete one (1) course below with grade of C or higher:

PCDE	101	College Success	1
PCDE	109	Career Success	1

<b>VI. PROGRAM OR ELECTIVE COURSES</b>	<b>46 Hours</b>
--	-----------------

Contextual courses/competencies determined by Program Director.

Must submit program audit approved by Program Director.

[illegible]

## VII. OTHER

1. Minimum of fifteen (15) credit hours must be completed at Garden City Community College (GCCC).
2. Developmental courses do not count as earned hours for graduation. (ENGL-0883, ENGL-090, ENGL-091, ENGL-098, ENGL-0983, ENGL-099, READ-092, READ-0922, READ-093, READ-0932, MATH-005, and MATH-006).

## VIII. DISTRIBUTION OF CREDIT HOURS

Required Core Curriculum: 18 Hrs / Total General Ed Hrs

Additional Courses Needed: 46 Hrs / Major or Related Hrs


Minimum Graduation: 64 Hrs / Total Hrs

**NOTE:** This degree must be completed and approved by Technical Program Director.

# DIVISION

# **BUSINESS & TECHNOLOGY**

- **Business Administration**
- **Management Marketing**



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



The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas public postsecondary institutions. A student who completes a Systemwide Transfer (SWT) course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course. Course that meet the Systemwide Transfer (SWT) are noted by this symbol ▸. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) [for more information.



## BUSINESS ADMINISTRATION: ACCOUNTING, ECONOMICS, MANAGEMENT, MARKETING

Program Code: BSAD

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Business Administration is a program that prepares students with the skills required to work in a variety of businesses. Focus is placed on developing decision-making, supervisory, financial management, marketing, and organizational management skills. Graduates have the preparation for entry-level management, marketing, and bookkeeping positions or they may transfer this degree to a university to pursue a bachelor's degree. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	16 hours
Course No.	Course Title
*ENGL-101	English I .....
*MATH-108	College Algebra or higher .....
***	Program Elective Course (select from list below).....
***	Program Elective Course (select from list below).....
	Open Elective .....
*	Student Success Requirement.....

Semester 2	15 hours
Course No.	Course Title
*ENGL-102	English II .....
*	Mathematics & Natural Sciences Requirement .....
***	Program Elective Course (select from list below).....
* PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....
*	Humanities & Fine Arts Requirement .....

Semester 3	16 hours
Course No.	Course Title
*	Lab Science Requirement.....
*COMM-101	Public Speaking .....
***	Program Course (select from list below).....
***	Program Course (select from list below).....
	Open Elective .....

Semester 4	14-15 hours
Course No.	Course Title
***	Program Course (select from list below).....
*	Humanities & Fine Arts Requirement .....
*	Personal Wellness Requirement.....
*	Social Science Requirement .....
	Open Elective .....

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
ACCT-102	Accounting I .....	3
ACCT-103	Accounting II .....	3
ACCT-202	Managerial Accounting .....	3
BSAD-101	Intro to Business .....	3
BSAD-102	Business Communications.....	3
BSAD-104	Business Law I .....	3
BSAD-105	Business Law II .....	3
BSAD-120	Advertising .....	3
BSAD-122	Management .....	3
BSAD-123	Marketing.....	3
BSAD-124	Salesmanship .....	3
BSAD-126	Business Internship.....	3
BSAD-128	Entrepreneurship.....	3
BSAD-130	Personal Finance .....	3
BSAD-135	eCommerce .....	3
BSAD-140	International Business .....	3
BSAD-220	Business Ethics .....	3
BSAD-221	Human Resource Management .....	3
COMM-120	Introduction to Mass Communications.....	3
COMM-201	Intercultural Communication.....	3
COMM-202	Introduction to Public Relations.....	3
COMM-203	Communication in the Information Society .....	3
CSCI-101	Introduction to Management Information Systems.....	3

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
CSCI-110	Intro to Computer Concepts & Applications .....	3
CSCI-1101	Intro to Computer Concepts & Applications .....	1
ECON-102	Financial Literacy for Life .....	3
ECON-111	Principles of Economics: Macro .....	3
ECON-112	Principles of Economics: Micro .....	3
ECON-1101	Topics in Economics.....	1-3
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II .....	5
MATH-110	Fundamentals of Statistics .....	3
MATH-121	Fundamentals of Calculus .....	3
PHIL-102	Elementary Ethics.....	3
PSYC-102	Human Relations .....	3
PSYC-106	Organizational Leadership .....	3
COMM-202	Introduction to Public Relations .....	3
COMM-201	Intercultural Communications .....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Marketing Management is a program designed to prepare students for employment. This degree is designed for students seeking entry-level management, marketing, or sales position in retail, wholesale, or manufacturing. Emphasis is placed on customer service. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required for Certificate= 64

Semester 1		16 hours
Course No.	Course Title	Credit
*	Communication Requirement.....	3
*MATH-107	Intermediate Algebra of higher.....	3
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....	3
*	Student Success Requirement.....	1
**BSAD-101	Introduction to Business .....	3
**CSCI-110	Introduction to Computer Concepts & App .....	3
Semester 2		17 hours
Course No.	Course Title	Credit
*	Communication Requirement.....	3
*	Natural & Computer Science Requirement .....	3
*	Personal Wellness Requirement .....	2
**BSAD-123	Marketing.....	3
**BSAD122	Management .....	3
**BSAD-124	Salesmanship .....	3

Semester 3		15 hours
Course No.	Course Title	Credit
**BSAD-128	Entrepreneurship.....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Open Elective .....	3
Semester 4		16 hours
Course No.	Course Title	Credit
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Open Elective .....	3
***	Open Elective .....	3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
ACCT-102	Accounting I .....	3
ACCT-103	Accounting II.....	3
ACCT-202	Managerial Accounting.....	3
ARTS-124	Design .....	3
ARTS-128	Commercial Arts.....	3
BSAD-102	Business Communications .....	3
BSAD-104	Business Law I.....	3
BSAD-105	Business Law II .....	3
BSAD-120	Advertising .....	3
BSAD-126	Business Internship.....	3
BSAD-130	Personal Finance.....	3
BSAD-135	eCommerce.....	3
BSAD-140	International Business.....	3
BSAD-220	Business Ethics.....	3
BSAD-221	Human Resource Management.....	3
COMM-101	Public Speaking .....	3
COMM-120	Introduction to Mass Communications.....	3
COMM-201	Intercultural Communications .....	3
COMM-202	Introduction to Public Relations .....	3
COMM-203	Communication in the Information Society .....	3
CSCI-101	Introduction to Management Information Systems .....	3
CSCI-110	Intro to Computer Concepts & Applications .....	3
CSCI1101	Intro to Computer Concepts & Applications .....	1

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
ECON-102	Financial Literacy for Life.....	3
ECON-111	Principles of Economics: Macro.....	3
ECON-112	Principles of Economics: Micro .....	3
ENGL-101	English I.....	3
ENGL-102	English II .....	3
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II .....	5
MATH-108	College Algebra .....	3
MATH-110	Fundamentals of Statistics .....	3
MATH-121	Fundamentals of Calculus .....	3
MUSC-156	Audio Engineering I .....	3
PSYC-101	General Psychology .....	3
PSYC-102	Human Relations .....	3
PSYC-106	Organizational Leadership.....	3
SOCI-102	Introduction to Sociology .....	3

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

[ CERTIFICATE ]

# MANAGEMENT MARKETING

Program Code: **MGMK**

**PROGRAM DESCRIPTION:** The Certificate A in Marketing Management is designed to work with diverse student populations to produce ethical and effective leaders in business and society. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

**Minimum Credit Hours Required for Certificate= 18**

Certificate A		18 hours
Course No.	Course Title	Credit
**BSAD-101	Introduction to Business .....	3
**CSCI-110	Introduction to Computer Concepts & App .....	3
**BSAD-123	Marketing.....	3
**BSAD122	Management .....	3
**BSAD-124	Salesmanship .....	3
**BSAD-128	Entrepreneurship.....	3

\* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

## ACCOUNTING

**Accounting I ▶ ACCT-102 3 hours**

Accounting I is the study of accounting principles and examines the Balance Sheet accounts with particular emphasis on controlling the assets and liabilities of a business. Special journals, subsidiary ledgers, merchandising transactions, inventories, receivables, fixed assets, depreciation and disposal of assets are emphasized. The business financial reports (balance sheet, income statement, and retained earnings statement) are analyzed to see how a change in one of the reports will affect the others. Both Accounting I and Accounting II are required for individuals transferring to a four-year institution. Course offered fall and spring semesters.

**Accounting II ▶ ACCT-103 3 hours**

**Prerequisite:** Accounting I (ACCT-102) with grade of C or better or permission of instructor. Accounting II is 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. Course offered fall and spring semesters.

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

**Prerequisite:** Accounting II (ACCT-103) 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. Course offered spring semesters.



► Courses marked with this symbol are approved by the Kansas Board of Regents for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) or contact the GCCC registrar for more information.

## BUSINESS ADMINISTRATION

### Introduction to Business ► BSAD-101 3 hours

This course surveys accounting, finance, information systems, management, operations and marketing areas of business. Students will also study the impact of ethical decision-making and corporate social responsibility on business growth and success. Course offered fall and spring semesters.

### Business Communications BSAD-102 3 hours

This course studies the various aspects of business communication. The course includes the application of the principles of written communication to business letters and reports, the development of listening skills, nonverbal communication skills, job search techniques, and presentational techniques. Course offered fall semesters.

### Business Law I ► BSAD-104 3 hours

This course is an overview of the American legal system and laws that apply to business activities. The areas of law covered include the court system, constitutional law, contract law, tort law and negligence, personal property, intellectual property and real property law, agency and employment law, law of corporations, in addition to several other areas. The class also includes coverage of ethical principles and their relationship to business activities. Course offered fall and summer semesters.

### Business Law II BSAD-105 3 hours

This course will build upon concepts from Business Law I. This course teaches students the principles of property, secured transactions, business formation, corporate law, and administrative law. Upon successful completion of this course, students should be able to identify potential legal problems in their businesses and recognize when to engage the services of an attorney. Concepts of real property, personal property, bailments, estates and trusts, and insurance law are covered. The formation, operation, and dissolution of the different business forms are taught. The principles of bankruptcy law, professional responsibility, shareholders' rights, employment law, and environmental law are introduced. Course offered spring semesters.

### 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. Course offered spring semesters.

### Management ► BSAD-122 3 hours

This course is designed to provide a basic understanding of the functions of management. Students will also attain a historical perspective of management theories along with practical applications.

The skills and competencies needed to be an effective manager are explored along with the ethical and social responsibility components to decision making. The course will also provide an understanding of the changing environment and how businesses can react to these occurrences. Course offered fall and spring semesters.

### 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. Course offered fall and spring semesters.

### 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 are provided sound partnering and communication skills that are useful in a wide range of occupations. The importance of relations, along with trust are explored. Course offered spring semester.

### Business Internship BSAD-126 3 hours

**Prerequisite:** Consent of the Program Leader. This course gives actual work experience at an approved training station under faculty supervision for those students majoring in Business. There are required periodic meetings with the faculty supervisor as well as outside training assignments. A minimum of 15 hours per week (225 total hours minimum) on-the-job employment is required. Normally this course is not transferable. This course is taught by arrangement. Course offered as needed.

### 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. Course offered fall and spring semesters.+

### Personal Finance ► BSAD-130 3 hours

Personal Finance surveys various topics that are of personal value and key principles to personal financial success and management. These topics include personal money management, budgeting, the time value of money, the costs and benefits of consumer credit, evaluating choices for housing needs and other major purchases, the role of insurance in mitigating risk, and investment-retirement planning-and tax and estate planning alternatives and strategies.

Personal Finance is a course designed to provide the background necessary to manage one's own financial affairs and understand the true benefits and costs of financial services and consumer goods. Course offered fall and spring semesters.

## **e-Commerce** **BSAD-135** **3 hours**

This course explores 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 also teaches how to build and maintain a commercial Website and provide real-world examples of e-commerce. Course offered as needed.

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

This course introduces students to different cultures and expands their horizons developing a wider world perspective and understanding as it relates to international business and business practices. The focus are learning factors that influence and mold business practices in various cultures like language, history, politics, culture and more. Course offered spring semesters.

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

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

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

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

# ECONOMICS

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

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

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

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

## **Principles of Economics: MACRO** **ECON-111** **3 hours**

Macroeconomics is an introductory course to the study of macroeconomic theory, national income accounting and monetary and fiscal policy. Topics covered include the principles of opportunity cost, economic resources, and the supply and demand model. In addition, this course focuses on the circular flow model, business cycle, unemployment, inflation, Keynesian Macroeconomic theory, principles of Monetary Theory, money and banking, and monetary and fiscal policies. Course offered in fall and spring semesters.

## **Principles of Economics: MICRO** **ECON-112** **3 hours**

Microeconomics is an introductory course to the study of individual economics units. Topics covered include the principles of opportunity cost, economic resources, and the supply and demand model. In addition, this course focuses on consumer equilibrium theory, utility, productivity and the cost structure of a firm, market structure, labor markets, income distribution, international trade and an introduction to comparative economic systems. Course offered fall and spring semesters.

## **Topics in Economics** **ECON-1101** **1-3 hours**

Course topics are offered in response to current economic events and/or taught on sufficient demand. Topics may include anything from Public Finance & Taxation, to Stocks & Bonds, from healthcare economics to the 2008 nationwide financial meltdown. This course offering may also be utilized by organizations and businesses that have a need or desire for specialized economically related content material. Based on sufficient enrollment, organizations and businesses may also request the course be conducted on-site, or as a blended course, schedule permitting. Course offered as needed.



# DIVISION

## HUMANITIES & FINE ARTS

- **Art**
- **Communication**
- **English/Literature**
- **Liberal Arts & Sciences**
- **Music - Vocal & Instrumental**
- **Non-Program Elective Courses**
  - Drama
  - History
  - Languages
  - Personal & Career Development
  - Philosophy
  - Reading

Humanities & Fine Arts involve those fundamental courses which help develop a greater understanding, appreciation and enjoyment of the humanistic resources available in our culture. Even though an individual may not have decided on a program of study, it is possible after two years of study in liberal arts to enter any field in the humanities.



## COURSE TRANSFER

The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas public postsecondary institutions. A student who completes a Systemwide Transfer (SWT) course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course. Course that meet the Systemwide Transfer (SWT) are notated by this symbol **▷**. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) [for more information.

**ART****Program Code: ARTS**

**PROGRAM DESCRIPTION:** The Associate of Arts degree in Arts is a program designed to meet the needs of transfer students as well as those individuals interested in pursuing studio courses for personal enjoyment and enhancement. The following classes provide a broad range of foundational techniques for those students pursuing a degree in studio arts, art education, architecture, and all fields of graphic design. Art majors are required to spend 90 clock hours per semester in major's only sections. These courses have a four-digit distinction to ensure 1:1 transferability. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.****Minimum Credit Hours Required to Graduate = 60**

Semester 1		15-16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1
**ARTS-101	Drawing I .....	3
***	Program Elective Course (select from list below).....	3

Semester 2		16-17 hours
Course No.	Course Title	Credit
*ENGL-102	English II .....	3
*	Lab Science Requirement.....	4-5
* PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3

Semester 3		16 hours
Course No.	Course Title	Credit
*ARTS-121/ARTS-122	Art History I <i>OR</i> Art History II .....	3
*	Humanities & Fine Arts Requirement .....	3
*COMM-101	Public Speaking .....	3
*	Social Science Requirement .....	3
***	Program Elective Course (select from list below).....	3
**ARTS-225	Professional Arts Practices I .....	1

Semester 4		13 hours
Course No.	Course Title	Credit
*	Social Science Requirement .....	3
*	Humanities & Fine Arts Requirement .....	3
***	Program Elective Course (select from list below).....	3
	Open Elective .....	3
**ARTS-226	Professional Arts Practices II .....	1

**\*\*\* PROGRAM ELECTIVE COURSES**

Course No.	Course Title	Credit
ARTS-121	Art History I.....	3
ARTS-122	Art History II .....	3
ARTS-1093	Digital Photography.....	3
ARTS-1103	Sculpture .....	3
ARTS-1113	Ceramics .....	3
ARTS-1243	Design .....	3
ARTS-1273	Introduction to Graphic Design .....	3
ARTS-1283	Typography .....	3
ARTS-1293	Three-Dimensional Design.....	3
ARTS-1303	Printmaking I .....	3
ARTS-2003	Creative Photography .....	3
ARTS-2013	Projects .....	3
ARTS-2023	Drawing II.....	3
ARTS-2043	Watercolor Painting I .....	3

**\*\*\* PROGRAM ELECTIVE COURSES (continued)**

ARTS-2073	Oil Painting I .....	3
ARTS-2083	Advanced Oil Painting.....	3
ARTS-2113	Figure Drawing.....	3
ARTS-2123	Advanced Ceramics .....	3
ARTS-21333	Ceramics on the Wheel.....	3
ARTS-2303	Advanced Printmaking .....	3
ARTS-21335	Mixed Media.....	3

**\* CORE CURRICULUM REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE****\*\*\* PROGRAM ELECTIVE COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Art Degree in Communication is a program designed to teach students how to communicate effectively with individuals and groups using a variety of methods and approaches. Students learn written, oral, and interpersonal communication skills; study conflict resolution and dialogue promotion; investigate diverse cultures' communication methods; develop project organization and completion techniques; and solve communication issues associated with various forms of media. The program gives students a concentration in the field of communication studies with a liberal arts foundation which prepares students for transfer in areas such as general communication, journalism, media, public relations, corporate communication, advertising, and multimedia. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM

### Minimum Credit Hours Required to Graduate = 60

Semester 1	15-16 hours
Course No.	Course Title
* ENGL-101	English I.....3
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology.....3
*	Student Success Requirement.....1
*	Personal Wellness Requirement.....2-3
**COMM-120	Introduction to Mass Communication.....3
	Open Elective .....3

Semester 2	15 hours
Course No.	Course Title
*ENGL-102	English II .....3
*COMM-101	Public Speaking .....3
*MATH-108	College Algebra or Higher.....3
**COMM-103	Interpersonal Communication .....3
	Open Elective .....3

Semester 3	15-17 hours
Course No.	Course Title
*	Lab Science Requirement .....4-5
*	Social Science Requirement .....3
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....2-3
	Open Elective .....3

Semester 4	14-15 hours
Course No.	Course Title
*	Social Science Requirement .....3
*	Humanities & Fine Arts Requirement .....3
*	Humanities & Fine Arts Requirement .....3
**COMM-201	Intercultural Communication.....3
***	Program Elective Course (select from list below) .....2-3

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
BSAD-120	Advertising .....	3
COMM-102	Advanced Public Speaking.....	3
COMM-110	Argument and Debate.....	3
COMM-111	Voice and Diction .....	3
COMM-112	Oral Interpretation .....	2
COMM-121	Media Production I .....	2
COMM-122	Media Production II.....	2
COMM-123	Introduction to Multimedia .....	3
COMM-130	Reporting .....	3
COMM-131	News Editing.....	3
COMM-132	Photojournalism.....	3
COMM-140	Introduction to Broadcasting.....	3
COMM-141	Introduction to Audio/Visual Production .....	3
COMM-150	Sports Media.....	3
COMM-202	Introduction to Public Relations .....	3
COMM-203	Communication and the Information Society.....	3
COMM-220	Media Production III .....	2
COMM-221	Media Production IV .....	2

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.





# ENGLISH/LITERATURE

**Program Code: ENGL**

**PROGRAM DESCRIPTION:** The Associate in Arts Degree in English/Literature is a program designed to provide students the opportunity to sharpen their critical reading, thinking, and writing skills by taking courses in writing and literature. The degree prepares students for further study at four-year institutions in literary studies, humanities, and secondary/higher education as well as other majors that require a solid foundation in writing and critical thinking skills. This degree fulfills the College's mission of developing skills in written communication, oral communication, and critical thinking while advancing knowledge in cultural diversity and social responsibility. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM

### Minimum Credit Hours Required to Graduate = 60

Semester 1	15-16 hours
Course No.	Course Title
* ENGL-101	English I.....3
* MATH-108	College Algebra or higher.....3
*	Student Success Requirement.....1
**ENGL-210	Introduction to Literature.....3
*	Personal Wellness Requirement.....2-3
*	Humanities & Fine Arts Requirement.....3

Semester 2	14-16 hours
Course No.	Course Title
*ENGL-102	English II .....3
*	Lab Science Requirement.....4-5
***	Program Elective Course (select from list below).....3-5
* PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....3
	Open Elective .....2-3

Semester 3	15 hours
Course No.	Course Title
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....3-5
** ENGL-240	Creative Writing .....3
*COMM-101	Public Speaking .....3
*	Social Science Requirement.....3

Semester 4	15 hours
Course No.	Course Title
***	Program Elective Course (select from list below).....3-5
*	Social Science Requirement.....3
***	Program Elective Course (select from list below) .....3-5
*	Humanities & Fine Arts Requirement .....3
	Open Elective .....2-3

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
COMM-120	Introduction to Mass Communication.....3	
DRAM-150	Introduction to Theater.....3	
EDUC-105	Foundations of Education.....3	
EDUC-1062	Observation.....2	
ENGL-200	Topics in Literature.....3	
ENGL-211	World Literature & the Human Experience.....3	
ENGL-212	British Literature I.....3	
ENGL-213	British Literature II.....3	
ENGL-214	American Literature I .....3	
ENGL-215	American Literature II.....3	
ENGL-230	Understanding Old Testament .....3	
ENGL-231	Understanding New Testament.....3	
ENGL-232	Mythology and Folklore.....3	
ENGL-233	Young Adult Literature.....3	
ENGL-242	Advanced Creative Writing.....3	
HIST-101	Survey of Civilization I.....3	
HIST-102	Survey of Civilization II.....3	
HIST-103	American History to 1877.....3	
HIST-104	American History Since 1877.....3	
LANG-1322	Elementary Spanish I.....5	
LANG-1331	Elementary Spanish II .....5	
PSYC-210	Developmental Psychology.....3	

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.





# LIBERAL ARTS AND SCIENCES

Program Code: LASC

**PROGRAM DESCRIPTION:** The Associate in Arts Degree in Liberal Arts and Sciences is a restricted program and cannot be declared as a major without special permission from the Director of Advising. It has been shown that students with declared majors are significantly more likely to graduate; therefore, GCCC strongly encourages students to declare a major by the end of their first semester. To further aid in this process, the Liberal Arts and Sciences program is available to students only under special circumstances to allow them to graduate and transfer without declaring a specific major. The Degree is an interdisciplinary program that provides an overview of the arts, humanities, social sciences, mathematics, and natural sciences. The liberal arts major covers a broad spectrum of subjects and may be tailored for each student to give emphasis in areas of interest. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM

### Minimum Credit Hours Required to Graduate = 60

Semester 1		15-16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*PSYC-101/ SOCI-102	General Psychology or Introduction to Sociology .....	3
*	Humanities & Fine Arts Requirement .....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1

Semester 2		16-17 hours
Course No.	Course Title	Credit
*ENGL-102	English II .....	3
*COMM-101/COMM-103	Public Speaking or Interpersonal Communication.....	3
*	Lab Science Requirement.....	4-5
*	Social Science Requirement.....	3
	Open Elective .....	3

Semester 3		15 hours
Course No.	Course Title	Credit
*	Social Science Requirement .....	3
*	Humanities & Fine Arts Requirement .....	3
	Open Elective .....	3
	Open Elective .....	3
	Open Elective .....	3

Semester 4		14 hours
Course No.	Course Title	Credit
*	Humanities & Fine Arts Requirement .....	2
	Open Elective .....	3
	Open Elective .....	3
	Open Elective .....	3
	Open Elective .....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.





# LIBERAL ARTS AND SCIENCES

Program Code: LASC

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Liberal Arts and Sciences is a restricted program and cannot be declared as a major without special permission from the Director of Advising. It has been shown that students with declared majors are significantly more likely to graduate; therefore, GCCC strongly encourages students to declare a major by the end of their first semester. To further aid in this process, the Liberal Arts and Sciences program is available to students only under special circumstances to allow them to graduate and transfer without declaring a specific major. The Degree is an interdisciplinary program that provides an overview of the arts, humanities, social sciences, mathematics, and natural sciences. The liberal arts major covers a broad spectrum of subjects and may be tailored for each student to give emphasis in areas of interest. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM

### Minimum Credit Hours Required to Graduate = 60

Semester 1		15-16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1
	Open Elective .....	3
Semester 2		16-17 hours
Course No.	Course Title	Credit
*ENGL-102	English II .....	3
*COMM-101/COMM-103	Public Speaking or Interpersonal Communication .....	3
*	Lab Science Requirement.....	4-5
	Open Elective .....	3
	Open Elective .....	3

Semester 3		15-17 hours
Course No.	Course Title	Credit
*	Mathematics or Natural Science Requirement .....	5
*	Social Science Requirement .....	3
*	Humanities & Fine Arts Requirement .....	3
	Open Elective .....	3
	Open Elective .....	3

Semester 4		14 hours
Course No.	Course Title	Credit
*	Humanities & Fine Arts Requirement .....	3
	Open Elective .....	3
	Open Elective .....	3
	Open Elective .....	3
	Open Elective .....	2

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** Liberal Arts and Sciences is a restricted program and cannot be declared as a major without special permission from the Director of Advising. Students on the Associate in Liberal Arts and Sciences, General Degree (AGS) plan should note that while their courses transfer, they are required to take an additional English and Math course requirement to obtain a bachelor's degree. Students should check the degree requirements at transfer institutions. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM

### Minimum Credit Hours Required to Graduate = 60

Semester 1		15-16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-107	Intermediate Algebra or higher.....	3
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....	3
*	Core Curriculum Requirement .....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1

Semester 2		16 hours
Course No.	Course Title	Credit
*	Core Curriculum Requirement .....	3
*COMM-101/COMM-103	Public Speaking or Interpersonal Communication.....	3
*	Science Requirement .....	4-5
*	Social Science Requirement .....	3
*	Open Elective .....	3

Semester 3		15 hours
Course No.	Course Title	Credit
*	Core Curriculum Requirement .....	3
*	Humanities & Fine Arts Requirement .....	3
	Open Elective .....	3
	Open Elective .....	3
	Open Elective .....	3

Semester 4		14 hours
Course No.	Course Title	Credit
*	Humanities & Fine Arts Requirement .....	3
	Open Elective .....	3
	Open Elective .....	3
	Open Elective .....	3
	Open Elective .....	2

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.







**PROGRAM DESCRIPTION:** The Associate in Arts Degree in Music is a program that serves two principal functions: for non-music majors, it expands the musical background through participation in vocal and instrumental ensembles and elective courses. For music majors, it provides an academic and performance foundation upon which to pursue a bachelor's degree in music at a four-year institution. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 60

Semester 1		16 hours
Course No.	Course Title	Credit
**MUSC-150	Theory of Music I.....	3
**MUSC-152	Aural Skills I.....	2
**MUSC-111	Class Piano I.....	1
**MUSC-000	Recital Attendance.....	0
*MATH-108	College Algebra or higher.....	3
*ENGL-101	English I.....	3
*	Student Success Requirement.....	1
*	Humanities & Fine Arts Requirement.....	3

Semester 2		16-17 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
**MUSC-000	Recital Attendance.....	0
*ENGL-102	English II.....	3
*	Lab Science Requirement.....	4-5
*	Humanities & Fine Arts Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
EDUC-105	Foundations of Education.....	3
EDUC-210	Exceptional Children.....	3
MUSC-251	Theory of Music IV.....	3
MUSC-254	Class Piano III.....	1
MUSC-255	Class Piano IV.....	1
MUSC-1021	Applied Music Instrumental I.....	1
MUSC-1031	Applied Music Instrumental II.....	1
MUSC-2031	Applied Music Instrumental III.....	1
MUSC-2041	Applied Music Instrumental IV.....	1
MUSC-1001	Applied Music Vocal I.....	1
MUSC-1011	Applied Music Vocal II.....	1
MUSC-2011	Applied Music Vocal III.....	1
MUSC-2021	Applied Music Vocal IV.....	1
MUSC-1041	Applied Music Keyboard I.....	1
MUSC-1051	Applied Music Keyboard II.....	1
MUSC-2051	Applied Music Keyboard III.....	1
MUSC-2061	Applied Music Keyboard IV.....	1
MUSC-120	Band I.....	1
MUSC-121	Band II.....	1
MUSC-210	Band III.....	1
MUSC-211	Band IV.....	1
MUSC-124	Jazz Band I.....	1
MUSC-125	Jazz Band II.....	1
MUSC-218	Jazz Band III.....	1
MUSC-219	Jazz Band IV.....	1
MUSC-159	Woodwind Choir I.....	1
MUSC-164	Woodwind Choir II.....	1
MUSC-209	Woodwind Choir III.....	1
MUSC-228	Woodwind Choir IV.....	1
MUSC-157	Brass Choir I.....	1
MUSC-162	Brass Choir II.....	1

Semester 3		14 hours
Course No.	Course Title	Credit
**MUSC-250	Theory of Music III.....	3
**MUSC-252	Aural Skills III.....	2
**MUSC-000	Recital Attendance.....	0
*COMM-101/COMM-103	Public Speaking or Interpersonal Communication.....	3
*PSYC-101/Soci-102	General Psychology or Introduction to Sociology.....	3
*	Social Science Requirement.....	3

Semester 4		13-15 hours
Course No.	Course Title	Credit
**MUSC-253	Aural Skills IV.....	2
**MUSC-000	Recital Attendance.....	0
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
*	Personal Wellness Requirement.....	2-3
***	Program Elective Course (select from list below).....	1
	Open Elective.....	3

### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
MUSC-207	Brass Choir III.....	1
MUSC-226	Brass Choir IV.....	1
MUSC-158	Percussion Ensemble I.....	1
MUSC-163	Percussion Ensemble II.....	1
MUSC-208	Percussion Ensemble III.....	1
MUSC-227	Percussion Ensemble IV.....	1
MUSC-126	String Ensemble I.....	1
MUSC-127	String Ensemble II.....	1
MUSC-223	String Ensemble III.....	1
MUSC-224	String Ensemble IV.....	1
MUSC-130	Choir I.....	1
MUSC-131	Choir II.....	1
MUSC-212	Choir III.....	1
MUSC-213	Choir IV.....	1
MUSC-132	Vocal Ensemble I.....	1
MUSC-133	Vocal Ensemble II.....	1
MUSC-214	Vocal Ensemble III.....	1
MUSC-215	Vocal Ensemble IV.....	1
MUSC-139	Rock Ensemble I.....	1
MUSC-140	Rock Ensemble II.....	1
MUSC-239	Rock Ensemble III.....	1
MUSC-240	Rock Ensemble IV.....	1
MUSC-156	Audio Engineering I.....	1
MUSC-166	Audio Engineering II.....	1
PSYC-210	Developmental Psychology.....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

► Courses marked with this symbol are approved by the Kansas Board of Regents for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) or contact the GCCC registrar for more information.

## ART

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

### Drawing I\* ► ARTS-101/1013 3 hours

This is a beginning course in the fundamentals of drawing. The student are exposed to a variety of drawing media. In this course, the student will learn the basics of observational drawing through lectures, guided studio exercises, assignments, and critiques. Students learn to see and compose physical space. Course offered fall and spring semesters.

### Digital Photography\* ARTS-109/1093 3 hours

**Prerequisite:** Recommended Drawing I (ARTS 101-1013). This course focuses on the development of digital photography skills in production, technique, composition, and presentation in online and gallery settings. Course offered as needed.

### Sculpture\* ARTS-110/1103 3 hours

This basic course provides an introduction to the methods, techniques, and trends in sculpture and provides room for exploration in traditional and modern media. Course offered spring semesters.

### Ceramics\* ARTS-111/1113 3 hours

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

### 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. Course offered fall and spring semesters.

### Art History I: Prehistoric to Medieval ► ARTS-121 3 hours

This course surveys creative expression from earliest man through contemporary modes of expression. Course offered fall and spring semesters.

### Art History II: Renaissance to Contemporary ► ARTS-122 3 hours

This course surveys creative expression from the Renaissance through contemporary modes of expression. Course offered fall and spring semesters.

### Design\* ► ARTS-124/1243 3 hours

This course provides an introduction to underlying concepts that govern the formation of two-dimensional space. Students learn to apply the visual elements and organizing principles of design along with color theory to solve challenging problems in satisfying and effective ways. Course offered fall semester.

### Introduction to Graphic Design\* ARTS-127/1273 3 hours

**Prerequisite:** Recommended Drawing I (ARTS 101/1013) An introduction to graphic design focusing on the foundation of design through design principles and elements including methods of research, idea generation and image making. Topics over conceptual thinking and creative problem solving, application of design principles in communication, basic layout principles are covered. Basic operating systems of Macintosh computers and Adobe Illustrator program are demonstrated. Course offered as needed.

### Typography ARTS-128 3 hours

**Prerequisite:** Recommended Drawing I (ARTS 101/1013) This course introduces the discipline, function, and tradition of typography as it relates to visual communication. Projects examine the structures of typographic form, space, grid structures, sequence and visual and informational hierarchy as it relates to print and packaging. Course offered as needed.

### Three Dimensional Design\* ► ARTS-1293 3 hours

This course includes the analysis of materials, resources and elements to accomplish a variety of design solutions in three dimensions. The organizing elements of design are emphasized. Course offered fall semesters.

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

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

### Creative Photography\* ARTS-2003 3 hours

**Prerequisite:** Recommended Drawing 1 (ARTS 101/1013) This course focuses on taking, manipulating, producing and displaying creative artistic photographs. Artistic vision is a focus Course offered as needed

### Projects\* ARTS-2013 3 hours

**Prerequisite:** Permission of the instructor. Projects is designed for advanced study of various media, themes, and courses in Art. It affords the opportunity for the student to achieve further skills and training in a supportive environment. Course offered fall and spring semesters.

### Drawing II\* ARTS-2023 3 hours

**Prerequisite:** Drawing I (ARTS 101/1013). This course expands upon the creative and technical aspects covered in Drawing I, with emphasis on the elements and balancing principles of design. Diverse mediums are explored. Students are encouraged, through challenging coursework, to establish an expressive voice. Course offered fall and spring semesters.

### Watercolor Painting\* ARTS-2043 3 hours

**Prerequisite:** Drawing I (ARTS 101/1013). This course expands upon the creative and technical aspects covered in Drawing I, with emphasis on the elements and balancing principles of design. Diverse mediums are explored. Students are encouraged, through challenging coursework, to establish an expressive voice. Course offered as needed.

**Oil Painting I\*** **ARTS-2073** **3 hours**

This course is designed to expose students to the practices of oil painting. Through assignments and critiques, students will learn how to visually articulate form and space by applying perceptual and technical skills necessary to form a strong foundation for further pursuits in painting. Course offered fall and spring semesters.

**Advanced Oil Painting\*** **ARTS-2083** **3 hours**

**Prerequisite:** Oil Painting I. Advanced studies in painting with exploration into the broad fields of creative expression and techniques. Course offered fall and spring semesters.

**Figure Drawing\*** **ARTS-2113** **3 hours**

**Prerequisite:** Recommended Drawing I (ARTS 101/1013) Intensive drawing of the human figure as an element of composition. Building on the fundamental frameworks introduced in Drawing I, this course will explore techniques in various media to reinforce foundational techniques and develop a visual language in drawing the human form. Course offered as needed.

**Advanced Ceramics\*** **ARTS-2123** **3 hours**

**Prerequisite:** Ceramics (ARTS-111/1113). Advanced work on the potter's wheel combined with hand-built forms comprises this class. Studio management, production, surfacing, and design are covered. Course offered fall and spring semesters.

**Ceramics on the Wheel\*** **ARTS-2133** **3 hours**

This course explores ceramic expression in traditional vessel forms created on the potter's wheel. All aspects from design to surfacing as well as clay and glaze formulations are explored in this course. Course offered spring semesters.

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

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

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

This course is intended to fully acquaint the Associate of Arts student in visual arts with professional studio practices. It prepares the student for transfer into University or an art-related profession with professional documentation as well as the requisite knowledge and skills to function safely in a professional studio environment. This is a continuation of concepts and processes learned in Arts 225. Course offered spring semesters.

**Advanced Printmaking\*** **ARTS-2303** **3 hours**

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

**Mixed Media** **ARTS-135/1353** **3 hours**

**Prerequisite:** Recommended Drawing I (ARTS 101/1013) The student is introduced to various mixed media methods and techniques that relate to both drawing and painting problems. Course offered as needed.

## COMMUNICATION

**Public Speaking T** **COMM-101** **3 hours**

This course includes the study of the fundamentals of communication and the composition, organization, and delivery of original speeches. Four to seven speeches, delivered to a live synchronous audience of at least five appropriate persons, are required throughout the semester. This course meets the speech requirement for transfer programs and is performance based with appropriate assignments included. Course offered fall and spring semesters.

**Advanced Public Speaking** **COMM-102** **3 hours**

**Prerequisite:** Public Speaking (COMM-101). The course includes detailed work in public speaking, such as advanced work in extemporaneous and impromptu style speaking, oratory, and argumentation. Course offered spring semesters.

**Interpersonal Communication T** **COMM-103** **3 hours**

This course 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. Course offered fall and spring semesters.

**Argumentation and Debate** **COMM-110** **3 hours**

This course 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. Course offered fall semesters.

**Voice and Diction** **COMM-111** **2 hours**

This course 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. Course offered odd spring semesters.

**Oral Interpretation** **COMM-112** **3 hours**

This course covers a range of delivery concepts and skills for spoken and literary interpretations of text. Topics include literary analysis, vocal and physical delivery, group presentation, intellectual and emotional interpretations, and effective presentations. In addition, the course develops skills in articulation, reading, audience analysis, and presentation evaluation. Course offered fall semesters.

**Introduction to Mass Communication T** **COMM-120** **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. Course offered fall and spring semesters.

**Media Production I** **COMM-121** **2 hours**

**Media Production II** **COMM-122** **2 hours**

**Media Production III** **COMM-220** **2 hours**

**Media Production IV** **COMM-221** **2 hours**

**Prerequisite:** Permission of the instructor. Media Production may be taken four semesters. This is more than just a class. This is real-world journalism. Through this class students have their work published and are part of a dynamic and much needed media operation serving a vibrant community. As a member of the GC3 Media team students write, edit, photograph, and produce stories that are seen by thousands of people in print and online. The GC3



Media magazine, website and newspaper are the only publications that regularly cover the campus of Garden City Community College. The GC3 Media Production course comes in two parts -- the publications and the class. While the publications are officially published by the Communication Department, they are student-run. The adviser leads the class sessions, offers guidance, assists with resolving crises, spots minefields, monitors student progress and oversees grading. Course offered fall and spring semesters.

**Introduction to Multimedia** **COMM-123** **3 hours**

This project driven course introduces students to basic elements of multimedia storytelling using Adobe Creative Cloud programs and online media platforms. Students will use text, images, audio, and video to create and develop unique works. Learning when to utilize each type of media to communicate messages, students will practice project planning, workflow, and meeting deadlines. Industry equipment and tools are introduced and used for student projects. Collaboration are emphasized. Course offered as needed.

**Reporting** **COMM-130** **3 hours**

This course is designed to provide students with first-hand experience in news gathering and reporting techniques. Students will have the opportunity to explore research materials, interview news sources, write various types of stories, handle press releases, and write under deadline pressure. Other topics include libel and online reporting. Course offered even fall semesters.

**News Editing** **COMM-131** **3 hours**

**Prerequisite:** Reporting (COMM 130). This course introduces students to the basics of editing with an emphasis on copy editing for a daily newspaper. Students explore copy editing, news judgment, headline writing, photo editing, publication layout and design, and legal and ethical issues. Course offered odd fall semesters.

**Photojournalism** **COMM-132** **3 hours**

This course will include history and modern trends of Photojournalism; the combination of text and image(s) to cover news, sports, and other events. Students will learn to use DSLR cameras, write cut lines, edit photos with Adobe Photoshop, and create basic layouts in Adobe InDesign. Assignments, workflow, and deadlines are designed to mimic what a photojournalist would experience. Course offered as needed.

**Introduction to Broadcasting** **COMM-140** **3 hours**

This course is a study in the theory, history, and practice of the broadcast industry. This course includes an overview of the broadcasting industry and discussion on how broadcasting relates to society's past, present and future. Students are introduced to radio and television practices and may observe local radio station and television station operations. Students will complete projects utilizing learned radio and television production, broadcast writing techniques, and speech performance. Course offered odd fall semesters.

**Introduction to Audio/Visual Production** **COMM-141** **3 hours**

This course is an introduction and overview of the visual and audio media world. Students learn the fundamentals of video and audio production using a variety of equipment. Students will gain knowledge and experience with extensive hands-on assignments involving video cameras, video and audio editing, directing, digital graphics, writing, producing, pre-production, production, and post-production processes. Course offered as needed

**Sports Media** **COMM-150** **3 hours**

This course examines different forms of sports media including print, broadcast, and internet and their impact on sports. Students learn the fundamentals of various components of sports media such as writing, feature stories, broadcast, active voice, internet streaming, shooting on location, anchoring, play by play, and production of the various forms of sports media. Students examine economic, ethical, gender, and race issues in sports media. Course offered as needed.

**Intercultural Communication** **COMM-201** **3 hours**

Intercultural Communication focuses on the importance of culture in our everyday lives, and the ways in which culture inter-relates with the communication processes. Being able to communicate across cultures is imperative to our ability to function in a diverse workplace, community, and world. This course increases student's sensitivity to other cultures, increases awareness of their own cultural backgrounds and addresses the dynamics between the two. Course offered spring semesters.

**Introduction to Public Relations** **COMM-202** **3 hours**

This course is an introduction to the nature and role of public relations. We examine the role of public relations professionals, their professional development, ethics within the discipline, influences that affect organizational behavior and the impact public relations has on society. Students will learn how to prepare public relations materials for businesses and non-profit organizations and develop an understanding of crisis communication, placement and media strategies. Course offered odd fall semesters.

**Communication in the Information Society** **COMM-203** **3 hours**

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

## DRAMA

**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. Acting I is a lecture/lab course with activities included and is a requirement of the core theatre curriculum. Course offered fall semesters.

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

**Prerequisites:** Acting I (DRAM-111) or permission of the instructor. The course includes the study of various acting styles, motivation, script scene analysis and ensemble playing. Course offered even spring semesters.

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

Stage Movement is a practical class which teaches the basics of stage movement, ballroom dance for the stage, and stage combat. Students are expected to present various performances of these types of activities. Courses offered as needed.

**Stagecraft I** ▶ **DRAM-141 3 hours**  
Offered as a requirement of the core theatre 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. Course offered odd fall semesters.

**Stagecraft II** **DRAM-142 3 hours**  
**Prerequisite:** Stagecraft I (DRAM-141) 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. Course offered even fall semesters.

**Fundamentals of Stage Lighting** **DRAM-143 3 hours**  
The theory and design of stage lighting and the mechanics of instrument usage and control systems are covered. An individual design project is required and experience in lighting a production is available. Course offered odd spring semesters.

<b>Technical Theatre I</b>	<b>DRAM-144</b>	<b>1 hour</b>
<b>Technical Theatre II</b>	<b>DRAM-145</b>	<b>1 hour</b>
<b>Technical Theatre III</b>	<b>DRAM-246</b>	<b>1 hour</b>
<b>Technical Theatre IV</b>	<b>DRAM-247</b>	<b>1 hour</b>

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 program 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. One section of course offered every fall and spring semesters and can be taken out of sequence.

<b>Theatre Performance I</b> ▶	<b>DRAM-146</b>	<b>1 hour</b>
<b>Theatre Performance II</b> ▶	<b>DRAM-147</b>	<b>1 hour</b>
<b>Theatre Performance III</b> ▶	<b>DRAM-248</b>	<b>1 hour</b>
<b>Theatre Performance IV</b> ▶	<b>DRAM-249</b>	<b>1 hour</b>

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

**Introduction to Costuming** **DRAM-149 2 hours**  
The course explores the processes of costume design, figure drawing, costume construction, as well as related subjects such as fabric, color theory, and sewing techniques. Students will build the costumes for a college production. Course offered even spring semesters.

**Introduction to Theatre** ▶ **DRAM-150 3 hours**  
This is a general course designed to acquaint the student with a basic exposure to 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. Course offered fall and spring semesters.

**Play Production** **DRAM-210 3 hours**  
This is a theatre major course that provides experience and training in a variety of aspects concerned with play production. Students will work specifically with the planning and stage management portions of production. Course offered as needed.

**Acting III** **DRAM-211 3 hours**  
**Prerequisite:** Acting I (DRAM-111) or consent of the instructor. This course is a practical course that explores the audition process in full. Using Michael Shurtleff's twelve guide posts, students become familiar with professional expectations for monologues, cold readings, head shots, resumes, and union affiliations. Performances are required. Course offered odd spring semesters.

**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 and performance responsibilities. Course offered as needed.

## ENGLISH

**Basic English ELL Companion** **ENGL-0883 3 hours**  
**Prerequisite:** Placement is based upon the results of the ACT Test or required placement measures. This course is designed to support the writing process for English Language Learners (ELL) concurrently enrolled in Basic English (ENGL-090). This course assists students' understanding of Basic English (ENGL-090) assignments while guiding them through sentence composition, paragraph, essay composing processes, formal vocabulary building, grammar basics, punctuation, editing techniques, and presentation basics. A grade of C or higher is required to enroll in English I (ENGL-101). (This course does not meet degree and certificate requirements.) Course offered fall and spring semesters.

**Basic English** **ENGL-090 3 hours**  
**Prerequisite:** Placement is based upon the results of the ACT Test or required placement measures. This course introduces students to writing. The main objective of this class is to teach students how to write complete sentences, develop paragraphs and five paragraph essays, and learn the basic grammar of standard written English. Students must receive a grade of "C" or higher in the course in order to enroll in the next course. Students may retake the placement test to earn a score qualifying for English I. (This course does not meet degree and certificate requirements.) Course offered fall and spring semesters.

**English I Companion ENGL-098 3 hours**

**Prerequisite:** Placement is based upon the results of the ACT Test or placement guidelines. This course is designed to support the writing processes for students concurrently enrolled in English I (ENGL-101). This companion-style course assists students' understanding of English I assignments while guiding them through composing processes, editing techniques, and grammar basics. (This course does not meet degree and certificate requirements.) Course offered fall and spring semesters.

**English I ELL Companion ENGL-0983 3 hours**

**Prerequisite:** Placement is based upon the results of the ACT Test or placement guidelines. This course is designed to support the writing processes for English Language Learners (ELL) concurrently enrolled English I (ENGL-101). This course assists with students' understanding of English I assignments while guiding them through composition, essay-composing processes, formal vocabulary building, grammar basics, punctuation, source citation, editing techniques, and presentation techniques. A grade of C or higher is required to enroll in English II (ENGL-102). (This course does not meet degree and certificate requirements.) Course offered fall and spring semesters.

**Applied Communications ENGL-100 3 hours**

This course is designed to prepare career and technical education students for written and oral communication in the workplace. Students will write in various formats as appropriate to audience and purpose. Students will refine skills in grammar, punctuation, mechanics, and diction. Course offered fall semesters.

**English I ▶ ENGL-101 3 hours**

In this course students practice expressive and expository writing. Students refine skills in diction, sentence structure, organization and development of ideas, grammar and mechanics, and critical thinking. A minimum grade of C or higher required to enroll in English II. Course offered fall and spring semesters.

**English II ▶ ENGL-102 3 hours**

**Prerequisite:** English I (ENGL-101). The objective of the course is to amplify and apply writing principles learned in English I and to study and apply writing principles related to persuasion/argumentation, research and documentation. A research paper is required and a minimum grade of C is required to pass the course. Course offered fall and spring semesters.

**Topics in Literature ENGL-200 3 hours**

**Prerequisite:** Test out of or successfully complete developmental reading and writing courses OR instructor permission required. This course invites students to explore literary texts, their themes, and context. Specific course themes and content will vary by semester and instructor. This course may be repeated for additional credit.

**Introduction to Literature ▶ ENGL-210 3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission. The course considers a variety of literary genres including short stories, poetry, drama and novels. The main purpose of the class is for students to achieve an appreciation of literature and criticism through careful study of these literary types. We will study themes inherent to the human condition and attempt to answer the question of what place literature has in our society. Course offered fall semesters.

**World Literature and the Human Experience ENGL-211 3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission. 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. Course offered spring semesters.

**British Literature I ENGL-212 3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission. This course is the study of the historical and literary development of English Literature from Anglo-Saxon origins through the Neo-Classical Period. Course offered odd fall semesters.

**British Literature II ENGL-213 3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission. This course reviews the historical and literary development of English Literature from the Romantic Era into the twenty-first century. Course offered even spring semesters.

**American Literature I ▶ ENGL-214 3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission. The course includes a study of writers from the pre-Colonial Period to the start of the Civil War and shows the religious, historical, and social thinking that influenced the literature of the time. Course offered even fall semesters.

**American Literature II ▶ ENGL-215 3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission. The course examines American literature from the Civil War to the present day, with an emphasis on major authors and literary trends. Course offered odd spring semesters.

**Understanding Old Testament ▶ ENGL-230 3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission. 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. Course offered fall semesters.

**Understanding New Testament ▶ ENGL-231 3 hours**

**Prerequisite:** Test out of or successfully complete developmental reading and writing courses OR instructor permission. 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. Course offered spring semesters.

**Mythology and Folklore ENGL-232 3 hours**

**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission. This course focuses on stories seeking to explain natural events and the human condition as well as show the use of similar archetypes among different cultures. Course offered even fall semesters.



**Young Adult Literature** ENGL-233 3 hours  
**Prerequisite:** Place out of or successfully complete developmental reading and writing courses OR instructor permission required. This course focuses on literature for and about young adults, including literature ready currently by middle school and high school students and adults. Students read and interpret the literature in-depth, engage in active discussion, participate in creative projects, and employ literary analysis to gain an appreciation for and understanding of young adult literature. Course offered odd spring semesters.

**Creative Writing** ENGL-240 3 hours  
**Prerequisite:** Place out of or successfully complete developmental reading and writing courses 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 other genres. Course offered fall and spring semesters.

**Advanced Creative Writing** ENGL-242 3 hours  
**Prerequisite:** Creative Writing (ENGL-240) with a C or better. Advanced studies in developing creative writing skills through the development and organization of ideas and the preparation and composition of various written pieces with further emphasis on creative expression. Students study imaginative writing with particular emphasis on poetry, the short story, and other genres. Course offered fall and spring semesters.

## 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. Course offered fall and spring semesters.

**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 (HIST-101) before taking Survey of Civilization II. Course offered spring semesters.

**American History to 1877** HIST-103 3 hours  
 This course covers the American experience from the pre-colonial era through end of reconstruction. It is comprehensive in nature, covering the political, economic, social, and cultural history of those groups who have come together to make this nation. Course offered fall and spring semesters.

**American History Since 1877** HIST-104 3 hours  
 This course covers American history from the end of Reconstruction to the late twenty-first century. The subjects covered include the effects of Reconstruction, the westward expansion, 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 1877 (HIST-103) before taking American History Since 1877. Course offered fall and spring semesters.

## LANGUAGES

**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. Course offered fall semesters.

**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 Course on understanding and speaking Spanish with reading of ordinary modern prose including some study of periodicals. Course offered spring semesters.

## MUSIC

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

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

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

Four-digit Applied Music courses are private vocal or instrumental study open to music majors only. Each course constitutes one thirty-minute lesson per week. Music majors are required to enroll in one section each semester in their principle performing medium. Course offered fall and spring semesters.

## Today's Music MUSC-106 3 hours

This course is a survey of Popular American music progressing from historical precedents to contemporary styles. Included are folk, blues, jazz, rock, country, and musical comedy styles investigated in relation to social conditions. The elements of music are studied. Aural and visual aids supplement discussions. Course offered fall and spring semesters.

## 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. Course offered fall and spring semesters.

## Class Piano I ▶ MUSC-111 1 hour

This course includes the development of basic piano techniques, sight reading, transposition, improvisation, and keyboard harmony. Continuing enrollment is required for music majors until the piano proficiency exam has been successfully completed. Course offered fall semesters.

## Class Piano II MUSC-112 1 hour

**Prerequisite:** Class Piano I (MUSC-111) This course is a continuation of Class Piano I. The course includes the development of sight reading, transposition, harmonization, technical, and musical skills on the piano. Continuing enrollment is required for music majors until the piano proficiency exam has been successfully completed. This course is for music majors only. Course offered spring semesters.

## 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

The Buster Band is open to all students for one hour of credit per semester. Previous band experience and a desire to contribute to campus life are requirements for prospective band members. The Bronbuster Band performs at home football and basketball games and several community events. Course offered fall and spring semesters.

## String Ensemble I MUSC-126 1 hour

## String Ensemble II MUSC-127 1 hour

## String Ensemble III MUSC-223 1 hour

## String Ensemble IV MUSC-224 1 hour

The string ensemble (orchestra) is open to all students for one hour of credit per semester. This is a performance group with a focus on traditional and contemporary string literature performing two to four times per year. Experience in playing a string instrument is preferred but not required. Course offered fall and spring semesters.

## Choir I MUSC-130 1 hour

## Choir II MUSC-131 1 hour

## Choir III MUSC-212 1 hour

## Choir IV MUSC-213 1 hour

Choir is a performance course with a focus on traditional and contemporary choral literature. Concert Choir is open to all members of the student body and performs two to four times per year. Prior choir experience is recommended but not required for this class. On top of concert performances, we also perform for area banquets and travel on tour in the Spring. Course offered fall and spring semesters.

## 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

This course is intended to provide students the opportunity to grow as a small ensemble musician through the choir setting. Participants must be concurrently enrolled in the corresponding large ensemble. Course offered fall and spring semesters.

## 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

This course is intended to provide students the opportunity to grow as a small ensemble musician through the jazz setting. Participants must be concurrently enrolled in the corresponding large ensemble. Course offered fall and spring semesters.

## 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. This course is for music majors only. Course offered fall semesters.

## Theory of Music II ▶ MUSC-151 3 hours

**Prerequisite:** Theory of Music I (MUSC-150) 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. This course is for music majors only. Course offered spring semesters.

## Aural Skills I MUSC-152 2 hours

This is a rhythmic, melodic, and harmonic study which includes intervals, dictation, harmonic progressions, error detection, and elementary sight singing. It is intended to develop listening skills. This course is for music majors only. Course offered fall semesters.

## Aural Skills II MUSC-153 2 hours

**Prerequisite:** Aural Skills I (MUSC-152). This course is a continuation of Aural Skills I with emphasis placed on rhythmic, melodic, and harmonic study which includes intervals, dictation, harmonic progressions, error detection, and sight singing. It is intended to develop listening skills. Course offered spring semesters.

## Applied Music Theory I MUSC-154 3 hours

This course includes traditional music theory and analysis with a focus on popular music, jazz, and music business and technology students. Open to majors and non majors. Course offered fall semesters.

## Music Software I MUSC-155 3 hours

This course provides an overview of the recording studio. Topic areas include the following: basic studio electronics and acoustic principles, waveform properties, microphone concepts and placement techniques, studio setup and signal flow, console theory, signal processing concepts, multi-track principles and operation and an overview of mixing and editing. Course offered fall semesters.

## Audio Engineering I MUSC-156 3 hours

This course focuses on concepts and common practices in

professional audio. Instruction and practical experience will focus on sound reinforcement for concerts as well as recording studio techniques (since both disciplines employ the same concepts). The information learned in this course are put into practice in Rock Ensemble, Songwriting and Recording I courses. Course offered fall semesters.

<b>Brass Choir I</b>	<b>MUSC-157</b>	<b>1 hour</b>
<b>Brass Choir II</b>	<b>MUSC-162</b>	<b>1 hour</b>
<b>Brass Choir III</b>	<b>MUSC-207</b>	<b>1 hour</b>
<b>Brass Choir IV</b>	<b>MUSC-226</b>	<b>1 hour</b>

This course is intended to provide students the opportunity to grow as a small ensemble musician through the brass choir setting. Participants must be concurrently enrolled in the corresponding large ensemble. Course offered fall and spring semesters.

<b>Percussion Ensemble I</b>	<b>MUSC-158</b>	<b>1 hour</b>
<b>Percussion Ensemble II</b>	<b>MUSC-163</b>	<b>1 hour</b>
<b>Percussion Ensemble III</b>	<b>MUSC-207</b>	<b>1 hour</b>
<b>Percussion Ensemble IV</b>	<b>MUSC-227</b>	<b>1 hour</b>

This course is intended to provide students the opportunity to grow as a small ensemble musician through the percussion ensemble setting. Participants must be concurrently enrolled in the corresponding large ensemble. Course offered fall and spring semesters.

<b>Woodwind Choir I</b>	<b>MUSC-159</b>	<b>1 hour</b>
<b>Woodwind Choir II</b>	<b>MUSC-164</b>	<b>1 hour</b>
<b>Woodwind Choir III</b>	<b>MUSC-209</b>	<b>1 hour</b>
<b>Woodwind Choir IV</b>	<b>MUSC-228</b>	<b>1 hour</b>

This course is intended to provide students the opportunity to grow as a small ensemble musician through the woodwind choir setting. Participants must be concurrently enrolled in the corresponding large ensemble. Course offered fall and spring semesters.

<b>Theory of Music III</b>	<b>MUSC-250</b>	<b>3 hours</b>
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**Prerequisite:** Theory of Music II (MUSC-151) or permission of the instructor. Theory of Music III is sequential to Theory of Music II emphasizing form and advanced chromatic harmony. This course is for music majors only. Course offered fall semesters.

<b>Theory of Music IV</b>	<b>MUSC-251</b>	<b>3 hours</b>
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**Prerequisite:** Theory of Music III (MUSC-250) or permission of the instructor. Theory of Music IV is sequential to Theory of Music III, emphasizing atonal and serial advanced harmonic concepts and original composition. This course is for music majors only. Course offered spring semesters.

<b>Aural Skills III</b>	<b>MUSC-252</b>	<b>2 hours</b>
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**Prerequisite:** Aural Skills II (MUSC-153). This is a continuation of Aural Skills II. Emphasis is placed on rhythmic, melodic, and harmonic study which includes intervals, dictation, harmonic progressions, error detection and sight singing. It is intended to develop listening skills. This course is for music majors only. Course offered fall semesters.

<b>Aural Skills IV</b>	<b>MUSC-253</b>	<b>2 hours</b>
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**Prerequisite:** Aural Skills III (MUSC-252). This is a continuation of Aural Skills III. Emphasis is placed on rhythmic, melodic, and harmonic study which includes intervals, dictation, harmonic progressions, error detection and sight singing. It is intended to develop listening skills. This course is for music majors only. Course offered spring semesters.

<b>Class Piano III</b>	<b>MUSC-254</b>	<b>1 hour</b>
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**Prerequisite:** Class Piano II (MUSC-112) This course is a continuation of Class Piano II. The course includes the development of sight reading, transposition, harmonization, technical, and musical skills on the piano. Continuing enrollment is required for music majors until the piano proficiency exam has been successfully completed. This course is for music majors only. Course offered fall semesters.

<b>Class Piano IV</b>	<b>MUSC-255</b>	<b>1 hour</b>
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**Prerequisite:** Class Piano III (MUSC-254). This course is a continuation of Class Piano III. The course includes the development of sight reading, transposition, harmonization, technical, and musical skills on the piano. Continuing enrollment is required for music majors until the piano proficiency exam has been successfully completed. This course is for music majors only. Course offered spring semesters.

## PERSONAL AND CAREER DEVELOPMENT

<b>Project Success I</b>	<b>PCDE-001</b>	<b>0 hours</b>
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Students who are placed on Academic Probation or Admitted on Probation for a given term are required to take this course. The mission of Project Success I is designed to support students whose academic future is in jeopardy. This program will guide students on their academic journey by providing a bridge to campus services, such as tutoring, counseling, study groups, financial aid, and other campus programs. In addition, students are assigned an academic coach who will work with them one-on-one to assist in developing and refining academic goals and implementing strategies to help them to overcome the challenges they face. Course offered fall and spring semesters.

<b>Project Success II</b>	<b>PCDE-002</b>	<b>0 hours</b>
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This course is a continuation of Project Success II (PCDE-002). Students who are making progress toward raising their GPA but are still on Academic Probation are required to take this course. The mission of Project Success II is designed to support students whose academic future is in jeopardy. This program will guide students on their academic journey by providing a bridge to campus services, such as tutoring, counseling, study groups, financial aid, and other campus programs. In addition, students are assigned an academic coach who will work with them one-on-one to assist in developing and refining academic goals and implementing strategies to help them to overcome the challenges they face. Course offered fall and spring semesters.

<b>Project Success III</b>	<b>PCDE-003</b>	<b>0 hours</b>
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This course is a continuation of Project Success II (PCDE-002). Students who are making progress toward raising their GPA but are still on Academic Probation are required to take this course. The mission of Project Success III is designed to support students whose academic future is in jeopardy. This program will guide students on their academic journey by providing a bridge to campus services, such as tutoring, counseling, study groups, financial aid, and other campus programs. In addition, students are assigned an academic coach who will work with them one-on-one to assist in developing and refining academic goals and implementing strategies to help them to overcome the challenges they face. Course offered fall and spring semesters.

<b>Project Success VI</b>	<b>PCDE-004</b>	<b>0 hours</b>
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This course is a continuation of Project Success III (PCDE-003). The mission of Project Success IV is designed to support students whose academic future is in jeopardy. This program will guide

students on their academic journey by providing a bridge to campus services, such as tutoring, counseling, study groups, financial aid, and other campus programs. In addition, students are assigned on academic coach who will work with them one-on-one to assist in developing and refining academic goals and implementing strategies to help them to overcome the challenges they face. Course offered fall and spring semesters.

**College Success** **PCDE-101** **1 hour**

This course is designed to increase the students' opportunities for success in college by exploring career options, setting meaningful academic and career goals, developing essential skills such as information literacy and critical thinking skills, and engaging in academic behaviors and effective study strategies. All degree seeking students must complete this course or Career Success (PCDE-109) with a grade of C or higher. Course offered fall and spring semesters.

**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. Course offered as needed.

**Career Success** **PCDE-109** **1 hour**

This course is designed to instill the necessary attitudes, skills and behaviors in students to be successful in the classroom as well as the workplace. The focus of this course is to assist students in the development or refinement of good work ethic behaviors. All degree seeking students must complete this course or College Success (PCDE-101) with a grade of C or higher. Course offered fall and spring semesters.

## PHILOSOPHY

**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. Course offered fall and spring semesters.

**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. Course offered as needed.

**Argument and Critical Thinking** **PHIL-103** **3 hours**

According to Socrates, "The unexamined life is not worth living." Philosophy is the highest of man's callings, and with the aim of enabling you to live an unexamined life, in this course we thematize thinking itself. We treat logic and critical thinking as the tools of clear thinking. The student will learn about logic, logical fallacies, truth tables, etc., and their application in terms of thinking, evaluating, and making strong arguments.

## READING

**Reading Improvement I** **READ-0922/-092** **2-3 hours**

**Prerequisite:** Based upon the results of multiple measures. Reading Improvement I is designed to improve basic reading skills. Emphasis is on improvement of comprehension skills, vocabulary development and rate of reading. **Students must receive a grade of "C" or higher in order to enroll in READ-0932/-093.** This course is not for college level credit. (This course does not meet degree and certificate requirements.)

**College Reading** **READ-0932/-093** **2-3 hours**

**Prerequisite:** A grade of "C" or better in Reading for Improvement I (READ-0922/-092), placement according to the placement guidelines or instructor permission. College Reading is designed to develop thinking and reasoning skills necessary for success in vocational, two-year, and transfer programs. Course is on improvement of higher order comprehension skills, reading techniques and becoming an efficient reader by applying critical and inferential thinking skills to college texts. (This course does not meet degree and certificate requirements.)





# DIVISION HEALTH PHYSICAL EDUCATION & RECREATION

- **Exercise Science**
- **Sports Administration**



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.

# COURSE TRANSFER

The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas public postsecondary institutions. A student who completes a Systemwide Transfer (SWT) course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course. Course that meet the Systemwide Transfer (SWT) are notated by this symbol **TS**. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) [for more information.



## EXERCISE SCIENCE

Program Code: EXSC

**PROGRAM DESCRIPTION:** The Associates in Science Degree in Exercise Science is a program designed to prepare students with the fundamentals of health, physiology, medical aid, and nutrition for a seamless transition to a bachelor's degree program and for future employment opportunities. This program can lead to athletic training, coaching, strength and conditioning, physical education, personal training, sports nutrition, and other exercise-related fields. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

Minimum Credit Hours Required to Graduate = 60

Semester 1	14-18 hours
Course No.	Course Title Credit
* ENGL-101	English I.....3
*MATH-108	College Algebra or higher.....3
*COMM-101	Public Speaking .....3
*HPER-109	First Aid.....2
**HPER-281	Introduction to Exercise Science .....3
*	Student Success Requirement.....1

Semester 2	16-19 hours
Course No.	Course Title Credit
*ENGL-102	English II .....3
*	Lab Science Requirement.....4-5
**HPER-106	Health Education .....3
*	Social Science Requirement .....3
***	Program Elective Course (select from list below).....3-5

Semester 3	12-16 hours
Course No.	Course Title Credit
*PSYC-101	General Psychology .....3
**HPER-211	Prevention & Care .....3
*	Mathematics & Natural Sciences Requirement .....3-5
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....3-5

Semester 4	12-16 hours
Course No.	Course Title Credit
**HPER-115	Basic Nutrition.....3
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....3-5
	Open Elective .....3
	Open Elective .....2

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
BIOL-213	Microbiology.....	5
BSAD-101	Introduction to Business.....	3
CHEM-105	General Chemistry.....	5
COMM-150	Sports Media.....	3
EDUC-105	Foundations of Education.....	3
EMIC-104	Medical Terminology.....	3
HPER-107	Substance Abuse.....	3
HPER-121	Lifetime Fitness.....	2
HPER-180	Theories & Techniques of Football.....	2
HPER-191	Fundamentals of Weightlifting I.....	1
HPER-192	Fundamentals of Weightlifting II.....	1
HPER-201	Introduction to Community Recreation.....	3
HPER-202	Outdoor Recreation.....	3
HPER-203	Recreation for Special Populations.....	3
HPER-212	Athletic Training Practicum (for ATTR only).....	1
HPER-250	Introduction to Sports Administration.....	3
HPER-290	Psychology of Coaching.....	3

### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
HPER-291	History of Sport and PE.....	3
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II.....	5
MATH-109	Trigonometry.....	3
MATH-110	Fundamentals of Statistics.....	3
PHYS-205	Physics I.....	5
PSYC-102	Human Relations.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SOCI-220	Diversity in Society.....	3
COMM-103	Interpersonal Communications I.....	3
COMM-201	Intercultural Communication.....	3

### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitu-

**PROGRAM DESCRIPTION:** The Associates in Science Degree in Sports Administration is a program designed to provide a basic understanding of potential jobs in the field as well as prepare students with the fundamentals of medical aid, marketing, and management for a seamless transition to a bachelor's degree program and for future employment opportunities. This program can lead to being a coach, athletic director, manager, owner, as well as positions in ticketing, marketing, public relations, merchandising, or any other administrative positions in the Sports Administration field. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	15 hours
Course No.	Credit
*ENGL-101	English.....3
*MATH-108	College Algebra or higher.....3
*COMM-101	Public Speaking .....3
***HPER-109	First Aid.....2
	Open Elective .....3
*	Student Success Requirement.....1

Semester 2	16-19 hours
Course No.	Credit
*ENGL-102	English II .....3
*	Lab Science Requirement .....4-5
**BSAD-122	Management .....3
* PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....3
***	Program Elective Course (select from list below).....3-5

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
ACCT-102	Accounting I.....	3
ACCT-103	Accounting II.....	3
BIOL-211	Anatomy & Physiology I.....	4
BSAD-101	Introduction to Business.....	3
BSAD-104	Business Law I.....	3
BSAD-120	Advertising ...	3
BSAD-124	Salesmanship.....	3
BSAD-220	Business Ethics.....	3
COMM-103	Interpersonal Communications .....	3
COMM-123	Introduction to Multimedia.....	3
COMM-140	Introduction to Broadcasting .....	3
COMM-150	Sports Media.....	3
COMM-201	Intercultural Communication.....	3
COMM-202	Introduction to Public Relations.....	3
COMM-203	Communication and the Information Society.....	3
CSCI-110	Intro to Computer Concepts & Applications .....	3
ECON-111	Principles of Economics: Macro.....	3
ECON-112	Principles of Economics: Micro .....	3
EDUC-105	Foundations of Education.....	3
HPER-107	Substance Abuse.....	3
HPER-121	Lifetime Fitness .....	2
HPER-180	Theories & Techniques of Football .....	2
HPER-191	Fundamentals of Weightlifting I .....	1
HPER-192	Fundamentals of Weightlifting II.....	1
HPER-201	Introduction to Community Recreation.....	3

Semester 3	15-19 hours
Course No.	Credit
**HPER-250	Introduction to Sports Administration .....3
*	Social Science Requirement .....3
*	Mathematics & Natural Science Requirement .....3-5
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....3-5

Semester 4	14-19 hours
Course No.	Credit
**BSAD-123	Marketing.....3
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....3-5
***	Program Elective Course (select from list below).....3
	Open Elective .....2

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
HPER-202	Outdoor Recreation.....	3
HPER-203	Recreation for Special Populations.....	3
HPER-281	Introduction to Exercise Science .....	3
HPER-290	Psychology of Coaching.....	3
HPER-291	History of Sport and PE.....	3
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II .....	5
MATH-110	Fundamentals of Statistics.....	3
PSYC-102	Human Relations ..	3
PSYC-106	Organizational Leadership.....	3
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology ..	3
SOCI-220	Diversity in Society.....	3

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.

► Courses marked with this symbol are approved by the Kansas Board of Regents for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) or contact the GCCC registrar for more information.



# ATHLETIC 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. Course offered fall and spring semesters.

**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. Course are placed on those drugs which are most widely used and abused. Course offered fall and spring semesters.

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

This course studies the emergency treatment of injuries, wounds, hemorrhage, burns, and poisoning. CPR training are required. Successful completion of physical and written skill tests required for Red Cross First Aid/CPR certification. Course offered fall and spring semesters.

**Basic Nutrition** ▶ **HPER-115** **3 hours**

This course is the study of nutritional requirements of man with an emphasis on developing judgment in the selection of foods. The course also includes the study of specific nutritional requirements for special groups of individuals in order to maintain life and health. Course offered fall and spring semesters.

**Physical Fitness I** **HPER-119** **1 hour**

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. Course offered fall and spring semesters.

**Physical Fitness II** **HPER-120** **1 hour**

This course is a continuation of Physical Fitness I. Course offered fall and spring semesters.

**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. Course offered fall and spring semesters.

**Theories & Techniques of Football** **HPER-180** **2 hour**

This course includes knowledge, understanding, and skill. Course offered fall and spring semesters.

**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. Course offered fall and spring semesters.

**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. Course offered fall and spring semesters.

**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 are presented and discussed. Course offered fall semesters.

**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. Course offered spring semesters.

**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. Course offered spring semesters.

**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. Course offered fall and spring semesters.

**Athletic Training Practicum** **HPER-212** **1 hour**

**Prerequisite:** Instruction permission required; Prevention Care of Athletic Injuries (HPER-211) is recommended. This course is a supervised clinical application of practical methods in athletic training. Athletic Training Practicum may be taken by arrangement with the instructor. Course offered fall and spring semesters.

**Introduction to Sport Administration** **HPER-250** **3 hours**

This course provides an overview of the field of sport administration including the principles of leadership and management, the fundamentals of personnel management, financial management, marketing, strategic planning, sport ethics, sport law, and facility and event management applied to sport settings. Course offered fall semesters.

**Introduction to Exercise Science** ▶ **HPER-281** **3 hours**

This course provides an overview of the fundamental principles associated with exercise physiology. Specifically, the course examines the acute and chronic adaptations the body undergoes while a person engages in, and continues to engage in an exercise regimen. Course offered fall and spring semesters.

**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. Course offered spring semesters.

**History of Sport and PE** **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. Course offered spring semesters.

# DIVISION **NURSING & ALLIED HEALTH**

- **Nursing**

Practical Nursing (LPN)

Registered Nursing (RN)

- **Allied Health**


Certified Nurse Assistant (CNA)

Certified Medication Aide (CMA)

Home Health Aide (HHA)

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

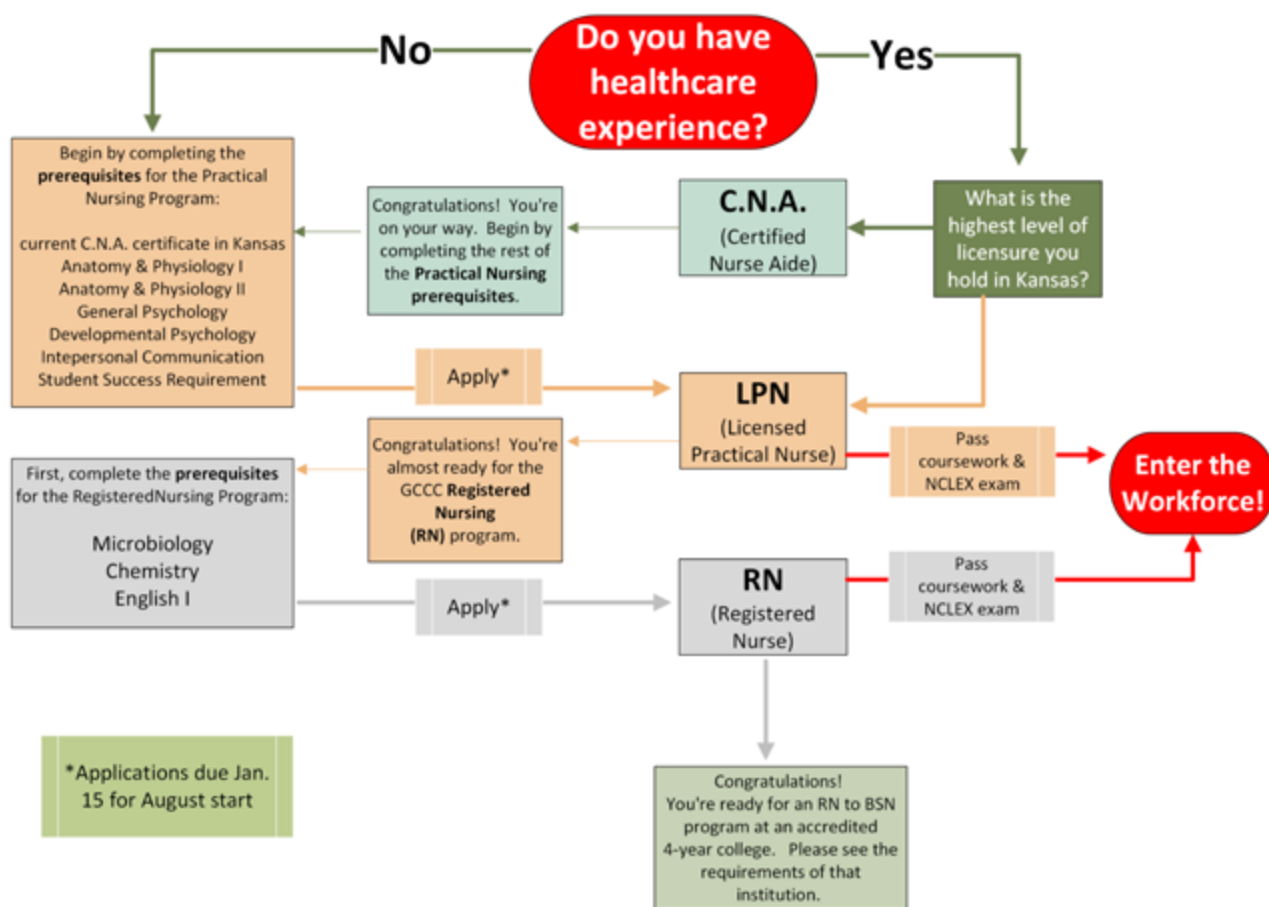
## COURSE TRANSFER

The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas public postsecondary institutions. A student who completes a Systemwide Transfer (SWT) course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course. Course that meet the Systemwide Transfer (SWT) are notated by this symbol . Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) for more information.



# Nursing Program

## Where do I start?



**CERTIFICATE**

**PRACTICAL NURSING**

**Program Code: PN**

**PROGRAM DESCRIPTION:** The Practical Nursing Certificate Program prepares students for entry into the healthcare system as a Licensed Practical Nurse (LPN). The Garden City Community College Department of Nursing Education faculty and students believe at the completion of the program the graduates have the knowledge, skills, attitudes, and abilities needed to practice safely and effectively. As an entry-level practical nurse, the graduate are able to meet the client's basic needs throughout the lifespan requiring promotion, maintenance, and/or restoration of health. Upon successful completion of this program, the students are awarded a certificate and then be eligible to take the National Council Licensure Examination to become licensed as a Practical Nurse. LPN is a requirement for entry into the associate degree nursing program at GCCC. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 46**

**Admission Requirements**

The practical nursing program has a selective admission policy. The following is a suggested course outline. Students should contact their advisor for a personalized plan of study. Nursing courses are challenging and require generous study and preparation time outside of class.

- Prerequisite classes listed must have a passing grade of "C" or greater to be eligible for entrance into the Nursing Program.
- All science classes to be considered must have been taken within the last 5 years of admission to Nursing program.
- Nelson Denny of 12 or higher.
- Placement test into Intermediate Algebra (MATH-107) or completion of Beginning Algebra (MATH-006).
- Current Certified Nurse Aide (C.N.A) certificate in Kansas.

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

**Practical Nursing certificate is approved by:**

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

**PREREQUISITES**

**18 hours**

Course No.	Course Title	Credit
**BIO- 211	Anatomy & Physiology I.....	4
**PCDE-101 or PCDE-109	College Success or Career Success .....	1
**PSYC-101	General Psychology.....	3
**COMM-103	Interpersonal Communications.....	3
**BIOL-212	Anatomy & Physiology II .....	4
**PSYC-210	Developmental Psychology .....	3

**Certificate C**

**Semester 1**

**13 hours**

Course No.	Course Title	Credit
**PNRS-100	KSPN Foundations of Nursing.....	4
**PNRS-102	KSPN Foundations of Nursing Clinical .....	1
**PNRS-101	KSPN Fundamentals of Pharmacology and Safe Medication Administration .....	2
**PNRS-104	KSPN Nursing Care of Adults I .....	4
**PNRS-105	KSPN Nursing Care of Adults I Clinical.....	2

**Semester 2**

**Course No.**

**15 hours**

**PNRS-112	KSPN Nursing Care of Adults II Clinical.....	3
**PNRS-115	KSPN Maternal Child Clinical.....	1
**PNRS-111	KSPN Maternal Child Nursing.....	2
**PNRS-116	KSPN Care of Aging Adults.....	2
**PNRS-113	KSPN Mental Health Nursing.....	2
**PNRS 114	KSPN Nursing Care of Adults II .....	4
**PNRS 117	KSPN Leadership, Roles, and Issues.....	1

**\* CORE CURRICULUM REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM ELECTIVE COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



## PRACTICAL NURSING (PN)

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

This course introduces practical nursing and roles of the practical nurse as well as profession- and client-related care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills is presented and an introduction to the nursing process provides the student with a framework for decision making. Course offered fall semesters.

### KSPN Pharmacology & Safe Medicine Administration PNRS-101 2 hours

This course introduces the principals of Pharmacology. Emphasis is placed on nursing care related to the safe calculation and administration of medication to clients across the life span. Course offered fall semesters.

### KSPN Foundations of Nursing Clinical PNRS-102 1 hour

This clinical course introduces the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given an opportunity to practice application of the nursing process to client-related situations. Course offered fall semesters.

### KSPN Nursing Care of Adults I PNRS-104 4 hours

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed. Course offered fall semesters.

### KSPN Nursing Care of Adults I Clinical PNRS-105 4 hours

This clinical course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed. Course offered fall semesters.

### KSPN Maternal Child PNRS-111 2 hours

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders. Course offered spring semesters.

### KSPN Nursing Care of Adults II Clinical PNRS-112 3 hours

This clinical course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed. Course offered spring semesters.

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

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

### KSPN Nursing Care of Adults II PNRS-114 4 hours

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed. Course offered spring semesters.

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

This clinical course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences. Course offered spring semesters.

### KSPN Care of Aging Adults PNRS-116 2 hours

This course is designed to explore issues related to the aging adult. Course content address the impact of ageism, alterations in psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care. Course offered spring semesters.

### KSPN Leadership, Roles & Issues PNRS-117 1 hours

This course provides orientation to leadership roles of the LPN and related responsibilities. It introduces issues to the student they will encounter in the workplace. Course offered spring semesters.





# REGISTERED NURSING

Program Code: RN

**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Nursing prepares students for entry into professional nursing. Upon graduation, the graduate is prepared to function in various health care settings in three interrelated roles: provider of care, manager of care, and member within the discipline of nursing. The program is configured to facilitate a career ladder approach to nursing. Students successfully completing the Practical Nursing (PN) program receive a certificate and are eligible to take the National Council of State Boards of Nursing (NCLEX-PN) exam to become a Licensed Practical Nurse (LPN). After receiving LPN licensure, the student may apply for entry into the Associate Nursing Degree (ADN) program. Upon completion of the ADN program, students are granted an Associate of Applied Science Degree (AAS) and are eligible to take the National Council of State Boards of Nursing (NCLEX-RN) exam to become a Registered Nurse (RN).

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Admission Requirements

The Garden City Community College Nursing Program follows the Kansas Articulation Plan for Nursing Education. Qualified licensed practical nurses must meet the admission requirements for GCCC and the Nursing Department.

The LPN-RN nursing program has a selective admission policy. Applicants for the Associate Nursing Degree (A.D.N.) program must provide evidence of a current Kansas Licensed Practical Nurse license. Nursing courses are challenging and require generous study and preparation time outside of class. *Please contact the nursing department for current program information.*

- Prerequisite classes listed must have a passing grade of "C" or greater to be eligible for entrance into the Nursing Program.
- All science classes to be considered must have been taken within the last 5 years of admission to Nursing program.
- Nelson Denny of 12 or higher.
- Placement test into Intermediate Algebra (MATH-107) or completion of Beginning Algebra (MATH-006).
- Current Certified Nurse Aide (C.N.A.) Certificate in Kansas.
- High School Chemistry (1 year) or completion of General Chemistry (CHEM-105) or Chemistry for Health Services (CHEM-108).

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

### Accreditation

#### The Professional Nursing Program (ADN)

- **Accreditation status: Accredited**

#### • Accredited by:

Accreditation Commission for Education  
in Nursing, Inc. (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
Email: [info@acenursing.org](mailto:info@acenursing.org)  
Web: [www.acenursing.org](http://www.acenursing.org)

#### • Approved by:

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



## Minimum Credit Hours Required to Graduate = 64

### PREREQUISITES PN

17 hours

Course No.	Course Title	Credit
*BIOL-211	Anatomy & Physiology I.....	4
*BIOL-212	Anatomy & Physiology II.....	4
*PSYC-101	General Psychology.....	3
**PSYC-210	Developmental Psychology.....	3
*COMM-103	Interpersonal Communications.....	3

### PREREQUISITES ADN

23 hours

Course No.	Course Title	Credit
CHEM-105/108/109	General Chemistry/Chemistry for Health Services/ Chemistry I.....	5

### OR

*High School Chemistry (1 year).....	
**	Practical Nursing Coursework.....
**BIOL-213	Microbiology.....
*ENGL-101	English I.....

### Semester 1

13 hours

Course No.	Course Title	Credit
**NURS-200	Advanced Clinical Skills.....	1
**NURS-202	Health Alterations Clinical.....	3
**NURS-204	Health Alterations.....	3
**NURS-205	Advanced Maternal Child.....	2
**NURS-206	Advanced Leadership.....	1
*	Personal Wellness.....	2
*	Student Success Requirement.....	1

### Semester 2

11 hours

Course No.	Course Title	Credit
**NURS-212	Complex Health Clinical.....	5
**NURS-214	Complex Health Alterations.....	3
**NURS-215	Advanced Mental Health.....	1
**NURS-216	Transition to Professional Practice.....	2

### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Nursing prepares students for entry into professional nursing. Upon graduation, the graduate is prepared to function in various health care settings in three interrelated roles: provider of care, manager of care, and member within the discipline of nursing. The program is configured to facilitate a career ladder approach to nursing. Student successfully completing the PN program receive a certificate and are eligible to take the National Council of State Boards of Nursing (NCLEX-PN) exam to become a Licensed Practical Nurse (LPN). After receiving LPN licensure, the student may apply for entry into the ADN program. Upon completion of the ADN program, students are granted an Associate of Applied Science Degree (AAS) and are eligible to take the National Council of State Boards of Nursing (NCLEX-RN) exam to become a Registered Nurse (RN).

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Admission Requirements

The Garden City Community College Nursing Program follows the Kansas Articulation Plan for Nursing Education. Qualified licensed practical nurses must meet the admission requirements for the College and the Nursing Department.

The LPN-RN nursing program has a selective admission policy. Applicants for the Associate Nursing Degree (A.D.N.) program must provide evidence of a current Kansas Licensed Practical Nurse license. Nursing courses are challenging and require generous study and preparation time outside of class. Please contact the nursing department for current program information.

- Prerequisite classes listed must have a passing grade of "C" or greater to be eligible for entrance into the Nursing Program.
- All science classes to be considered must have been taken within the last 5 years of admission to Nursing program.
- Nelson Denny of 12 or higher.
- Placement test into Intermediate Algebra (MATH-107) or completion of Beginning Algebra (MATH-006).
- Current Certified Nurse Aide (C.N.A.) Certificate in Kansas.
- High School Chemistry (1 year) or completion of General Chemistry (CHEM-105) or Chemistry for Health Services (CHEM-108).

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

### Accreditation

#### The Professional Nursing Program (ADN)

- **Accreditation status:** Continuing Accreditation  
Next evaluation visit Fall 2021

- **Accredited by:**  
Accreditation Commission for Education  
in Nursing, Inc. (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
Email: info@acenursing.org  
Web: www.acenursing.org

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



## Minimum Credit Hours Required to Graduate = 64

### PREREQUISITES PN

#### CURRENT LICENSED PRACTICAL NURSE

Course No.	Course Title	17 hours Credit
*BIOL-211	Anatomy & Physiology I.....	4
*BIOL-212	Anatomy & Physiology II.....	4
*PSYC-101	General Psychology.....	3
**PSYC-210	Developmental Psychology.....	3
*COMM-103	Interpersonal Communications.....	3

### PREREQUISITES ADN

Course No.	Course Title	8-13 hours Credit
CHEM-105/108/109	General Chemistry/Chemistry for Health Services/ Chemistry I.....	5

#### OR

*High School Chemistry (1 year) .....	
**BIOL-213	Microbiology.....
*ENGL-101	English I.....

### Semester 1

Course No.	Course Title	15 hours Credit
*ENGL-102	English II .....	3
*	Social Science Requirement .....	3
*MATH-108	College Algebra or higher.....	3
*	Fine Arts & Humanities Requirement .....	3
*	Personal Wellness Requirement.....	2
*	Student Success Requirement.....	1

### Semester 2

Course No.	Course Title	13 hours Credit
**NURS-200	Advanced Clinical Skills .....	1
**NURS-202	Health Alterations Clinical .....	3
**NURS-204	Health Alterations .....	3
**NURS-205	Advanced Maternal Child.....	2
**NURS-206	Advanced Leadership .....	1
*	Fine Arts & Humanities Requirement .....	3

### Semester 3

Course No.	Course Title	11 hours Credit
**NURS-212	Complex Health Clinical .....	5
**NURS-214	Complex Health Alterations .....	3
**NURS-215	Advanced Mental Health.....	1
**NURS-216	Transition to Professional Practice .....	2

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



# REGISTERED NURSING (RN)

## Advanced Clinical Skills      NURS-200      1 hour

**Prerequisite:** A minimum grade of C in General Psychology (PSYC-101), Maternal Child I (PNRS-111), Nursing Clinical (PNRS-102), Mental Health I (PNRS-113) and Medical Surgical II. This course focuses on the development of advanced clinical skills. Content includes initiation of peripheral IV, advanced IV skills, maintenance of central IV lines, administration of blood products, chest tube drainage systems, airway management and interpretation of basic ECG's. Students are required to demonstrate safe, competent performance of skills presented in this course. Forty-five hours of campus lab. Course offered fall semesters.

## Health Alterations Clinical      NURS-202      3 hours

**Prerequisite:** A minimum grade of C in Advanced Clinical Skills (NURS-200). This clinical experience expands on previous courses and clinical experiences. The student applies knowledge from behavioral and biological sciences in formulating a scientific, rational foundation for care of clients of all ages and cultures with increasingly complex health care needs. There is an emphasis on the use of nursing process, as well as adaptation of nursing care principles to meet individual client needs by utilizing clinical decision making skills and working collaboratively with other health team members. Clinical experiences permit the student to demonstrate safe, competent and ethical practice as a part of continuous development of the roles of provider of care, manager of care and member within the discipline. One hundred thirty-five hours of clinical lab. Course offered fall semesters.

## Health Alterations      NURS-204      3 hours

**Prerequisite:** A minimum grade of C in Advanced Clinical Skills (NURS-200). This course expands on the knowledge and skills from previous nursing courses in caring for clients with alterations of the immune, hematology, gastrointestinal, and renal/urinary systems. The student applies knowledge from behavioral and biological sciences in formulating a scientific, rational foundation for care of clients of all ages with increasingly complex health care needs. There is an emphasis in the use of nursing process, principles of teaching, health promotion, and disease prevention as well as adaptation of nursing care principles to meet the needs of culturally and economically diverse clients and families. Forty-five hours of lecture/discussion. Course offered fall semesters.

## Advanced Maternal Child      NURS-205      2 hours

**Prerequisite:** LPN licensure, Microbiology (BIOL-213) minimum grade of C, and General Chemistry (CHEM-105) or Chemistry I (CHEM-109) minimum grade of C. This course will focus on the management of care for clients with high-risk perinatal conditions, high-risk newborns, the ill child, and complex reproductive concepts. Synthesis and application of previously learned concepts will be integrated into the care of patients with critical and or life-threatening conditions.

## Advanced Leadership      NURS-206      1 hour

**Prerequisite:** LPN licensure. Advanced Leadership prepares the student to progress in the professional role of accountability based on appropriate scope of practice. This course focuses on nursing practice issues, legalities, civility, prioritization, and delegation related to the role of the professional nurse. Identification of clinical priorities, the use of clinical judgment and collaboration will be used to safe patient and organizational outcomes.

## Complex Health Alterations Clinical      NURS-212      5 hours

**Prerequisite:** A minimum grade of C in English I (ENGL-101), Advanced Clinical Skills (NURS-200), Maternal Child II (NURS-201), Mental Health II (NURS-203), Health Alterations and Health Alterations Clinical (NURS-202). This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients experiencing complex health alterations. The student will expand their ability to think critically, utilize the nursing process and exercise their ability to make clinical decisions while caring for clients with complex health issues. Management skills and legal implications for nursing are also explored and implemented in clinical practice. Clinical experiences permit students to refine advanced nursing skills, apply adaptation concepts, and function as accountable members of the healthcare team in preparation for the graduate nurse as a provider of care, manager of care and member within the discipline. Two hundred twenty-five hours of clinical lab. Course offered spring semesters.

## Complex Health Alterations      NURS-214      3 hours

**Prerequisite:** A minimum grade of C in English I (ENGL-101), Advanced Clinical Skills (NURS-200), Maternal Child II (NURS-201), Mental Health II (NURS-203), Health Alterations (NURS-204) and Health Alterations Clinical (NURS-202) and Professional Practice (NURS-213). This culminating course requires the student to integrate concepts from all previous nursing courses in the management of groups of clients of all ages and cultures facing complex health alterations. There is a continued emphasis on health promotion, disease prevention, clinical decision-making and evaluation in nursing process, as applied to the care of clients who are critically/emergently ill. Forty-five hours of lecture/discussion. Course offered spring semesters.

## Advanced Mental Health      NURS-215      1 hour

**Prerequisite:** Minimum grade of C in the following courses: Advanced Clinical Skills (NURS-200), Health Alterations Clinical (NURS-202), Health Alterations (NURS-204), Advanced Maternal Child (NURS-205), and Advanced Leadership (NURS-206). This course builds on previous foundational mental health knowledge and focuses on the role of the professional nurse in providing care to patients with complex mental health conditions. The nursing process will be utilized to formulate clinical judgments that promote and restore mental health. Emphasis will be placed on therapeutic communication and utilization of evidence-based guidelines and integration of data obtained from patient care technologies/information management systems. Theoretical knowledge related to acute and chronic mental health conditions is utilized to develop teaching plans for patients, families and the community that promote wellness, reduce risk, and minimize complications.



## Transition to Professional Practice NURS-216 2 hours

**Prerequisite:** Minimum grade of C in the following courses: Advanced Clinical Skills (NURS-200), Health Alterations Clinical (NURS-202), Health Alterations (NURS-204), Advanced Maternal Child (NURS-205), and Advanced Leadership (NURS-206). This course is designed to facilitate the transition to the professional role of the registered nurse. Students will examine the process of licensure, preparation for the NCLEX exam, and the legal/regulatory guidelines laid out in the Kansas Nurse Practice Act. Professional practice issues such as failure to rescue, quality improvement, disaster preparedness, and advanced roles for the registered nurse will also be explored.

## CERTIFIED NURSE AIDE

**Program Code: CNA**

**PROGRAM DESCRIPTION:** Our Allied Health program encompasses multiple certification programs to allow students entry into the professional world of health care. Certified Allied Health medical staff are involved in a supportive role with the delivery of health-related services under the supervision of physicians and nurses. As health care professionals, certified aides work in the promotion of optimum function and health in the improvement of health-related quality of life. As an important component of the health care team, certified aides practice direct contact with patients and clients in nearly all departments and specialties for clinics, hospitals, personal residences, assisted living, or long-term care. Our Allied Health certification programs seek to prepare competent Allied Health medical staff who practice leadership and professionalism across multiple health care settings while collaborating with a variety of licensed medical professionals. We offer flexible course schedules to allow students to maintain a job while studying to achieve their certifications. Students have the opportunity to learn hands-on skills in both a state-of-the-art lab and clinical experiences. We are an approved provider for the State of Kansas Department of Aging and Disabilities and upon completion of the course work students may sit for Kansas State certification exams.

### Minimum Credit Hours Required for completion = 5

Course No.	Course Title	Credit
HELR-102	Certified Nurse Aide (CNA).....	6

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

## HOME HEALTH AIDE

**Program Code: HHA**

**PROGRAM DESCRIPTION:** Our Allied Health program encompasses multiple certification programs to allow students entry into the professional world of health care. Certified Allied Health medical staff are involved in a supportive role with the delivery of health related services under the supervision of physicians and nurses. As health care professionals, certified aides work in the promotion of optimum function and health in the improvement of health related quality of life. As an important component of the health care team, certified aides practice direct contact with patients and clients in nearly all departments and specialties for clinics, hospitals, personal residences, assisted living, or long-term care.

Our Allied Health certification programs seek to prepare competent Allied Health medical staff who practice leadership and professionalism across multiple health care settings while collaborating with a variety of licensed medical professionals. We offer flexible course schedules to allow students to maintain a job while studying to achieve their certifications. Students have the opportunity to learn hands on skills in both a state-of-the-art lab and clinical experiences. We are an approved provider for the state of Kansas Department of Aging and Disabilities and upon completion of the course work students may sit for Kansas State certification exams.

### Minimum Credit Hours Required for completion = 2

Course No.	Course Title	Credit
HELR-107	Home Health Aide (HHA).....	2

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

## CERTIFIED MEDICATION AIDE

**Program Code: CMA**

**PROGRAM DESCRIPTION:** Our Allied Health program encompasses multiple certification programs to allow students entry into the professional world of health care. Certified Allied Health medical staff are involved in a supportive role with the delivery of health-related services under the supervision of physicians and nurses. As health care professionals, certified aides work in the promotion of optimum function and health in the improvement of health-related quality of life. As an important component of the health care team, certified aides practice direct contact with patients and clients in nearly all departments and specialties for clinics, hospitals, personal residences, assisted living, or long-term care. Our Allied Health certification programs seek to prepare competent Allied Health medical staff who practice leadership and professionalism across multiple health care settings while collaborating with a variety of licensed medical professionals. We offer flexible course schedules to allow students to maintain a job while studying to achieve their certifications. Students have the opportunity to learn hands-on skills in both a state-of-the-art lab and clinical experiences. We are an approved provider for the State of Kansas Department of Aging and Disabilities and upon completion of the course work, students may sit for Kansas State certification exams.

### Minimum Credit Hours Required for completion = 5

Course No.	Course Title	Credit
HELR-103	Certified Medication Aide (CMA).....	5

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**CERTIFICATE**

**Medical Assistant**

**Program Code: MEDA**

**PROGRAM DESCRIPTION:** The Certificate in Medical Assistant program prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties, including patient intake and care, routine laboratory and minor procedures, pre-examination and examination assistance, and the administration of medications and first aid. The program also includes instruction in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications, medical office procedures, and clinical diagnostic, examination, testing, and treatment procedures.

**Minimum Credit Hours Required for Certificate = 48**

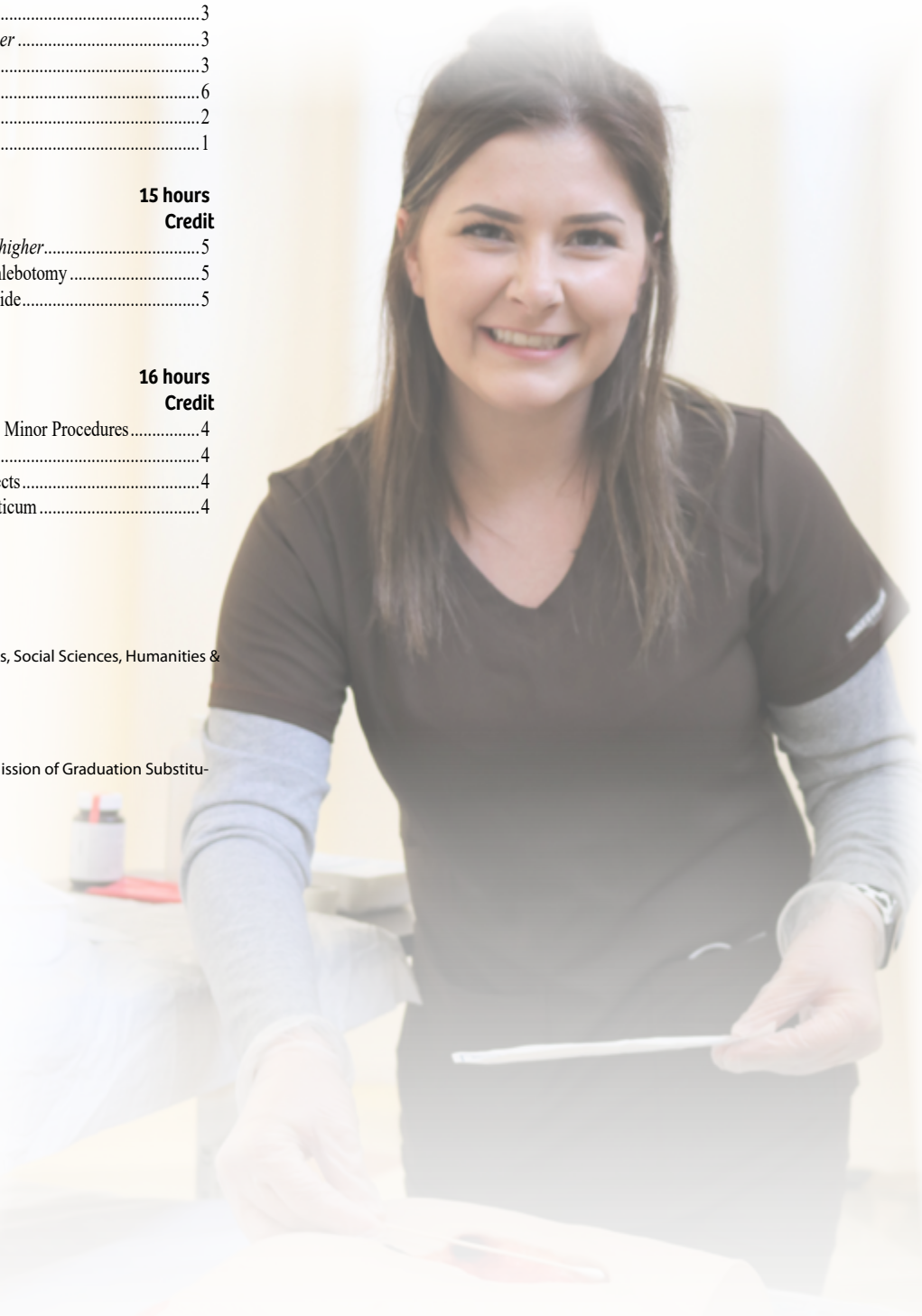
**Certificate C**

<b>Semester 1</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
*ENGL-101	English I <i>or higher</i> .....	3
*MATH-107	Intermediate Algebra <i>or higher</i> .....	3
**EMIC-104	Medical Terminology.....	3
**HELR-102	Certified Nurse Aide.....	6
**HELR-150	Medical Professional Issues.....	2
**HELR-155	Emergency Preparedness.....	1
<b>Semester 2</b>		<b>15 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**BIOL-210	Anatomy and Physiology <i>or higher</i> .....	5
**HELR-160	Laboratory Diagnostics & Phlebotomy .....	5
**HELR-103	Nursing Home Medication Aide.....	5
<b>Semester 3</b>		<b>16 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**HELR-170	Clinical Medical Assisting & Minor Procedures.....	4
**HELR-171	Clinical Medical Practicum .....	4
**HELR-180	Medical Administrative Aspects .....	4
**HELR-181	Medical Administrative Practicum .....	4

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.



# NURSING & ALLIED HEALTH

## **Certified Nurse Aide (CNA)                      HELR-102                      6 hours**

This course provides the student with basic knowledge and skills necessary to meet the psychosocial, physical, and environmental needs of patients, clients, or residents of the facility or agency each student work with. The student works under the supervision of a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) to provide essential daily tasks, such as dressing, eating, and personal hygiene. The CNA course entails 90 clock hours as required by the Kansas Department for Aging and Disability Services (KDADS) and includes 45 hours of instructional learning and 45 hours of lab/clinical time. The CNA course prepares the student to take the examination developed by KDADS. Course offered fall and spring semesters.

### **Prerequisites:**

1. Must be 16 years of age at time of enrollment;
2. Original photo I.D. and social security card required;
3. Provide a Negative Tuberculosis (TB) skin test or chest x-ray current within one year.

## **Certified Medication Aide (CMA)                      HELR-103                      5 hours**

This course provides the student with basic techniques and safety in medication administration. It includes the study of commonly used drugs, as well as classifications and side effects. The student works under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN) to pass medications to patients or residents, perform treatments, and prepare documentation. The CMA course covers 75 clock hours as required by the Kansas Department for Aging and Disability Services (KDADS), including 50 hours of instructional learning and 25 hours of clinical time. The CMA course prepares the student to take the examination developed by KDADS. Course offered fall and spring semesters.

### **Prerequisites:**

1. Must be 17 years of age at time of enrollment and 18 years of age to take the state exam;
2. Required to provide an active Kansas CNA Certification prior to taking the CMA exam;
3. Original photo I.D. and social security card required;
4. Complete Nelson Denny reading test with a minimum score of eight (8);
5. Provide a Negative Tuberculosis (TB) skin test or chest x-ray current within one year.

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

This course is designed to prepare the student for employment in a home health agency. It 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 student works under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN) to provide care in a home setting. The HHA course covers 20 clock hours of instructional learning as required by the Kansas Department for Aging and Disability Services (KDADS). The HHA course prepares the student to take the examination developed by KDADS. Course offered spring semesters.

### **Prerequisites:**

1. Must be 16 years of age at time of enrollment;
2. Required to provide an active Kansas CNA Certification prior to taking the state HHA exam;
3. Original photo I.D. and social security card required;
4. Complete Nelson Denny reading test with a minimum score of eight (8).

## **Certified Medication Aide Update                      HELR-110                      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. Course offered fall and spring semesters.

## **IV Certification for the Licensed Practical Nurse (LPN)                      HELR-120                      3 hours**

This course prepares the student to safely and competently care for clients who require intravenous fluid therapy. The course meets the Kansas requirements for nurses seeking certification in IV therapy and meets the state minimal requirement of 38 hours of instruction on-line, classroom, lab and clinical. Content includes the basic anatomy and physiology concepts of IV therapy; basic principles of site selection appropriate for IV therapy; common IV medications and methods of administration; and ability to recognize complications and adverse effects of IV therapy. The IV certified licensed practical nurse (LPN) functions under the supervision of a registered nurse or physician. Course offered as needed.

## **Medical Professional Issues                      HELR-150                      2 hours**

This course reviews the role and function of the Medical Assistant. It focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

## **Emergency Preparedness                      HELR-155                      1 hour**

This course provides healthcare professionals with an orientation for prospective future roles in disaster response and the importance of staying within the scope of practice within the profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.



## Laboratory Diagnostics & Phlebotomy

**HELR-160 5 hours**

**Prerequisite:** Minimum grade of C required in the following courses: English I (ENGL-101) or higher, Intermediate Algebra (MATH-107) or higher, Medical Terminology (EMIC-104), Anatomy and Physiology (BIOL-210) or higher, and Medical Professional Issues (HELR-150). The course will provide knowledge of Clinical Laboratory Improvement Amendments (CLIA) government regulations, training for specimen and blood collection methods using proper techniques and universal precautions for adults, children, and infants. Emphasis is on infection prevention, proper patient identification, testing specimens, labeling of specimens and quality assurance, specimen handling, processing, and proper documentation.

## Clinical Medical Assisting & Minor Procedures

**HELR-170 4 hours**

**Prerequisite:** Minimum grade of C required in the following courses: English I (ENGL-101) or higher, Intermediate Algebra (MATH-107) or higher, Medical Terminology (EMIC-104), Anatomy and Physiology (BIOL-210) or higher, Medical Professional Issues (HELR-150), Emergency Preparedness (HELR-155), Certified Nurse Aide (HELR-102), and Nursing Home Medication Aide (HELR-103). This course provides fundamental clinical skills needed for ambulatory medical facilities. Aseptic practice for the medical facility is defined, basic patient interaction such as interviewing, obtaining, and recording vital signs, assisting with basic physical exams, and patient testing including ECG/EKG testing and pulmonary function testing. The course will enhance learning for medication calculation, preparation and administration of various medications including topical, oral, and buccal medications. Students will learn to prepare and administer injectable medications via multiple routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. The course places emphasis on safe and accurate administration for vaccinations and injections. This course also covers patient education for health and wellness.

**Clinical Medical Practicum HELR-171 4 hours**

**Prerequisite:** Minimum grade of C required in the following courses: Laboratory Diagnostics and Phlebotomy (HELR-160) and Clinical Medical Assisting and Minor Procedures (HELR-170). This course provides the student with an opportunity to apply clinical and laboratory skills in a direct supervised preceptorship in a medical facility. The course places emphasis on enhancing competence in clinical skills necessary for comprehensive patient care and strengthening professional communications and interactions for which the student has already acquired the necessary theoretical knowledge. Upon completion, students should be able to function as an entry-level health care professional. Students must complete Clinical Medical Assisting, Laboratory & Minor Procedures curriculum and obtain instructor approval to participate in practicum hours for this course. Students must provide proof of specified immunizations and specified background check required for each practicum site.

**Medical Administrative Aspects HELR-180 4 hours**

**Prerequisite:** Minimum grade of C required in the following courses: English I (ENGL-101) or higher, Intermediate Algebra (MATH-107) or higher, Medical Terminology (EMIC-104), Anatomy and Physiology (BIOL-210) or higher, Medical Professional Issues (HELR-150), and Emergency Preparedness (HELR-155). This course introduces the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. The course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students will examine billing and collection procedures.

**Medical Administrative Practicum HELR-181 4 hours**

**Prerequisite:** Medical Administrative Aspects (HELR-180) minimum grade of C required. This course provides the student with an opportunity to apply administrative skills in a supervised preceptorship in a medical facility. The course places emphasis on enhancing competence in administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon successful completion, students will be able to function as an entry-level administrative health care professional. Students must complete the Medical Administrative Aspects curriculum and obtain instructor approval to participate in practicum hours for this course. Students must provide proof of specified immunizations and specified background check required for each practicum site.

# DIVISION **SCIENCE & MATHEMATICS**

- **Biology & Life Sciences**
- **Chemistry**
- **Computer Information Systems**
- **Computer Support Specialist**
- **Cybersecurity**
- **Mathematics**
- **Physics**
- **Pre-Engineering**
- **Pre-Health Occupations**
- **Pre-Nursing**
- **Robotics & Mechatronics Technology**
- **Non-PROGRAM ELECTIVE COURSES**
  - Physical Science**

Most programs outlined in the Science & Mathematics Division meet the requirements for an Associate in Science degree, except those noted as certificate or non-degree programs. In addition to the core curriculum courses required for graduation, the courses listed in the following programs of study are recommended for the successful completion of the identified degree program.

# COURSE TRANSFER

The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas public postsecondary institutions. A student who completes a Systemwide Transfer (SWT) course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course. Course that meet the Systemwide Transfer (SWT) are notated by this symbol **▷**. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) [for more information.



## BIOLOGY AND LIFE SCIENCES

Program Code: BIOL

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Biology and Life Science is a program that is designed to meet the needs of students who plan to transfer to a four-year institution to earn a bachelor's of science degree or higher in a biology or post-baccalaureate health field: ecology, secondary education in life science, natural resource research, doctor of medicine, doctor of chiropractic medicine, doctor of dentistry, doctor of optometry, doctor of physical therapy, occupational therapist, physician assistant, etc. Students in this program must have a strong foundation of the biological sciences and of chemistry (it is essential that students take biology and chemistry courses their first semester). The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	16-18 hours
Course No.	Course Title
*BIOL-114	Biology I.....4
*MATH-108	College Algebra or higher.....3
**CHEM-109	College Chemistry I.....5
*	Student Success Requirement.....1
***	Program Elective Course (select from list below).....3-5
Semester 2	16 hours
Course No.	Course Title
*ENGL-101	English I.....3
**CHEM-110	College Chemistry II .....5
*BIOL-115	Biology II.....4
*	Humanities & Fine Arts Requirement .....3
*	Open Elective .....1

Semester 3	15-20 hours
Course No.	Course Title
*ENGL-102	English II .....3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....3
***	Program Elective Course (select from list below).....3-5
***	Program Elective Course (select from list below).....3-5
*	Open Elective .....1
*	Personal Wellness Requirement.....2-3

Semester 4	14-16 hours
Course No.	Course Title
*COMM-101	Public Speaking .....3
*	Social Science Requirement .....3
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....3
*	Open Elective .....3-5

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
BIOL-110	Special Topics in Science .....	2
BIOL-210	Anatomy & Physiology .....	5
BIOL-211	Anatomy & Physiology I.....	4
BIOL-212	Anatomy & Physiology II.....	4
BIOL-213	Microbiology .....	5
BIOL-1102	Cadaver Dissection.....	2
CHEM-206	Organic Chemistry I .....	5
CHEM-207	Organic Chemistry II.....	5
EMIC-104	Medical Terminology.....	3
MATH-109	Plane Trigonometry .....	3
MATH-110	Fundamentals of Statistics .....	3
MATH-120	Pre-Calculus.....	3
MATH-122	Calculus & Analytical Geometry I .....	5
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Chemistry is a program that prepares freshmen and sophomore students majoring in the above areas to enter a four-year college or university. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 60

Semester 1		16-17 hours
Course No.	Course Title	Credit
* ENGL-101	English I.....	3
* MATH-122	Calculus & Analytical Geometry I.....	5
* CHEM-109	College Chemistry I.....	5
*	Student Success Requirement.....	1
*	Personal Wellness Requirement.....	2-3

Semester 1		16 hours
Course No.	Course Title	Credit
*ENGL-102	English II.....	3
**MATH-123	Calculus & Analytical Geometry II.....	5
**CHEM-110	College Chemistry II.....	5
*COMM-101	Public Speaking.....	3

Semester 3		14 hours
Course No.	Course Title	Credit
**CHEM-206	Organic Chemistry I.....	5
*	Social Science Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
* PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology.....	3

Semester 4		14 hours
Course No.	Course Title	Credit
**CHEM-207	Organic Chemistry II.....	5
***	Program Elective Course (select from list below).....	3
*	Humanities & Fine Arts Requirement.....	3
	Open Elective.....	3

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
BIOL-104	Environmental Science.....	4
BIOL-213	Microbiology.....	5
CHEM-210	Introduction to Biochemistry.....	5
CSCI-102	Introduction to Programming.....	3
CSCI-130	Introduction to Cybersecurity.....	3
ECON-111	Principles of Economics: Macro.....	3
ECON-112	Principles of Economics: Micro.....	3
MATH-205	Calculus & Analytical Geometry III.....	5
PHSC-205	Physical Geology.....	3-5
PHYS-205	General Physics I with Lab.....	5
PHYS-206	General Physics II with Lab.....	5
PHYS-207	Engineering Physics I with Lab.....	5
PHYS-208	Engineering Physics II with Lab.....	5

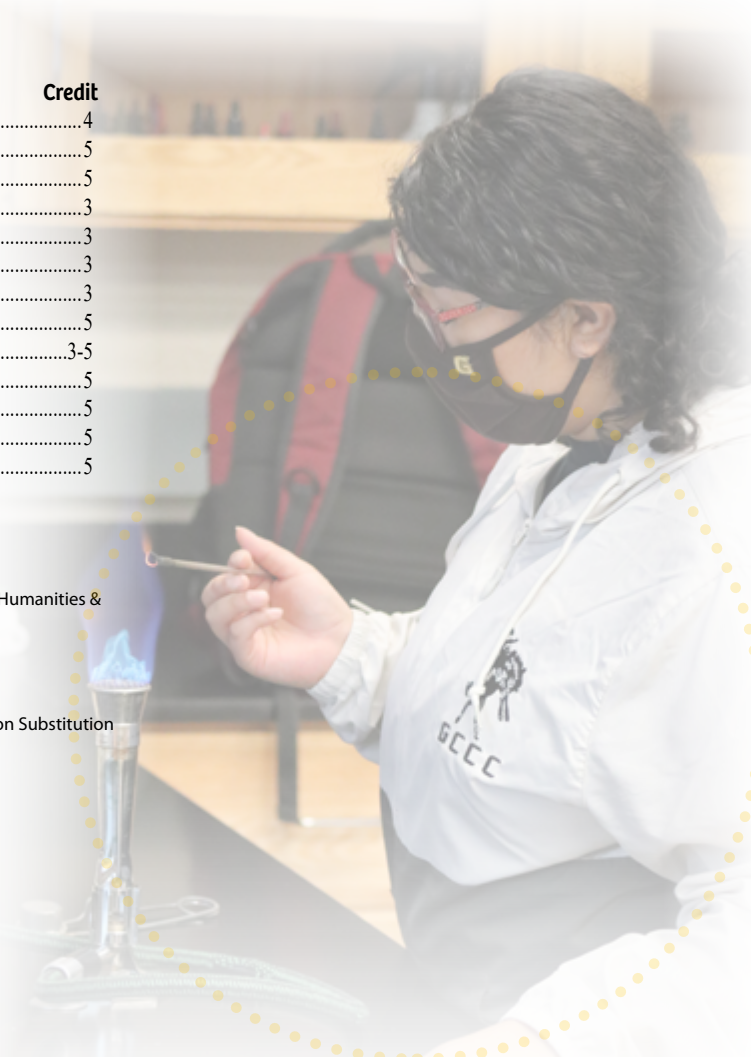
### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.







# COMPUTER INFORMATION SYSTEMS

Program Code: CSCI

**PROGRAM DESCRIPTION:** The Associate in Science in Computer Information Systems is a program that prepares students with a diverse set of skills that include the fundamentals of software development and computer security. Completion of the AS degree may help students obtain internships or entry-level jobs or transfer credits to a university to complete a Bachelor of Science degree. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

**Minimum Credit Hours Required to Graduate = 60**

Semester 1		16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**CSCI-101	Introduction to Management Information Systems.....	3
* PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology.....	3
*	Student Success Requirement.....	1
	Open Elective .....	3

Semester 2		15 hours
Course No.	Course Title	Credit
*ENGL-102	English II .....	3
**CSCI-110	Intro. to Computer Concepts & Applications.....	3
*	Social Science Requirement .....	3
*	Humanities & Fine Arts Requirement .....	3
	Open Elective .....	3

Semester 3		15-17 hours
Course No.	Course Title	Credit
*COMM-101	Public Speaking .....	3
**CSCI-140	Overview of Computer Science.....	3
*	Lab Science Requirement.....	4-5
*	Personal Wellness Requirement.....	2-3
***	Program Elective Course (select from list below).....	3

Semester 4		14-16 hours
Course No.	Course Title	Credit
**CSCI190/262	Computer Ethics or Project Management.....	3
*	Humanities & Fine Arts Requirement .....	3
*	Mathematics & Natural Sciences Requirement.....	3-5
***	Program Elective Course (select from list below).....	3
	Open Elective .....	2

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CSCI-102	Introduction to Programming .....	3
CSCI-107	Advanced Programming .....	3
CSCI-123	IT Essentials (ITF+).....	3
CSCI-125	CompTIA A+ Core 1 .....	3
CSCI-126	CompTIA A+ Core 2 .....	3
CSCI-130	Introduction to Cybersecurity.....	3
CSCI-150	CompTIA Network+.....	3
CSCI-152	Computer Networks.....	3
CSCI-190	Computer Ethics .....	3
CSCI-230	CompTIA Security+ .....	3
CSCI-262	Project Management .....	3
CSCI-290	Data Analytics (Data+).....	3
MATH-110	Fundamentals of Statistics .....	3
MATH-116	Discrete Mathematics .....	3

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Science degree in Cybersecurity is a program that prepares students with a diverse set of skills that include the fundamentals of software development along with a special focus on computer security. The program prepares students to seek industry-based certifications such as CompTIA A+, Network+, CompTIA Security+ and Project+. Completion of the AS degree may help students obtain internships or entry-level jobs or transfer credits to a university to complete a Bachelor of Science degree. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	16 hours
Course No.	Course Title
*ENGL-101	English I.....3
*MATH-108	College Algebra or higher.....3
**CSCI-130/230	Introduction to Cybersecurity or CompTIA Security+.....3
**CSCI-140	Overview of Computer Science.....3
* PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology.....3
*	Student Success Requirement.....1

Semester 2	15 hours
Course No.	Course Title
*ENGL-102	English II.....3
**CSCI-150	CompTIA Network+.....3
*	Social Science Requirement.....3
*	Humanities & Fine Arts Requirement.....3
	Open Elective.....3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CSCI-101	Introduction to Management Information Systems.....3	
CSCI-107	Advanced Programming.....3	
CSCI-110	Introduction to Computer Concepts & Applications.....3	
CSCI-123	IT Essentials (ITF+).....3	
CSCI-126	CompTIA A+ Core 2.....3	
CSCI-130	Introduction to Cybersecurity.....3	
CSCI-152	Computer Networks.....3	
CSCI-190	Computer Ethics.....3	
CSCI-230	CompTIA Security+.....3	
CSCI-262	Project Management.....3	

Semester 3	15-17 hours
Course No.	Course Title
*COMM-101	Public Speaking.....3
**CSCI-102	Introduction to Programming.....3
**CSCI-125	CompTIA A+ Core 1.....3
*	Lab Science Requirement.....4-5
*	Personal Wellness Requirement.....2-3

Semester 4	14-16 hours
Course No.	Course Title
**CSCI190/262	Computer Ethics or Project Management.....3
*	Humanities & Fine Arts Requirement.....3
*	Mathematics & Natural Sciences Requirement.....3-5
***	Program Elective Course (select from list below).....3
	Open Elective.....2

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
CSCI-290	Data Analytics (Data+).....3	
MATH-110	Fundamentals of Statistics.....3	
MATH-116	Discrete Mathematics.....3	

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Computer Support Specialist Certificate in Computer Information Systems is a program that provides an excellent starting point for individuals who wish to pursue a career in the Information Systems industry. Technical and communication areas of training include the development of skills in hardware, software, networking, written communication, verbal communication, and problem-solving. The completed program prepares students for the industry-recognized CompTIA A+ certification exam, to join the computer support workforce or to continue their education. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP

#### Minimum Credit Hours Required for Certificate= 16

Certificate A	16 hours
Course No.	Course Title
**CSCI-101	Introduction to Management Information Systems.....3
**CSCI-102	Introduction to Programming.....3
**CSCI-110	Introduction to Computer Concepts & Applications.....3
**CSCI-125	CompTIA A+ Core 1.....3
**CSCI-126	CompTIA A+ Core 2.....3
*	Student Success Requirement.....1

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



# COMPUTER SUPPORT SPECIALIST

Program Code: CSCI

**PROGRAM DESCRIPTION:** The Computer Support Specialist Network+/Security+ certification is a program which includes the Certificate A curriculum and furthers the technical and communication areas of training including the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+, CompTIA Network+ and CompTIA Security+ certification exams, to join the computer support workforce or to continue their education.

## PROGRAM OUTCOMES AND CURRICULUM MAP

Minimum Credit Hours Required for Certificate= 31

### Certificate B

16 hours

Course No.	Course Title	Credit
**CSCI-101	Introduction to Management Information Systems .....	3
**CSCI-102	Introduction to Programming .....	3
**CSCI-110	Introduction to Computer Concepts & Applications .....	3
**CSCI-125	CompTIA A+ Core 1 .....	3
**CSCI-126	CompTIA A+ Core 2 .....	3
*	Student Success Requirement.....	1

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.

### Semester 2

15 hours

Course No.	Course Title	Credit
**CSCI-150	CompTIA Network+ .....	3
**CSCI-230	CompTIA Security+ .....	3
**CSCI-262	Project Management .....	3
***	Computer Science Elective.....	3

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
	Any Computer Science course (CSCI) .....	3
	Any Core Mathematics course (MATH) .....	3
	Any Core Communications course (BSAD, ENGL, COMM) ....	3

**PROGRAM DESCRIPTION:** The Computer Support Specialist Associate in Applied Science is a program which includes the Certificate A and Certificate B curriculum and technical and communication areas of training include the development of skills in hardware, software, networking, written communication, verbal communication, and problem solving. The completed program prepares students for the industry recognized CompTIA A+, CompTIA Network+ and CompTIA Security+ certification exams, to join the computer support workforce or to continue their education. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Course No.	Course Title	16 hours Credit
**CSCI-101	Introduction to Management Information Systems .....	3
**CSCI-102	Introduction to Programming .....	3
**CSCI-110	Computer Concepts & Applications .....	3
**CSCI-125	CompTIA A+ Core 1 .....	3
**CSCI-126	CompTIA A+ Core 2 .....	3
*	Student Success Requirement.....	1

Semester 2 Course No.	Course Title	15 hours Credit
**CSCI-150	CompTIA Network+ .....	3
**CSCI-230	CompTIA Security+ .....	3
**CSCI-262	Project Management .....	3
**CSCI-152	Computer Networks or Computer Science Elective.....	3
***	Program Elective .....	3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
	Any Computer Science course (CSCI) .....	3
	Any Core Mathematics course (MATH) .....	3
	Any Core Communications course (BSAD, ENGL, COMM) ....	3

Semester 3 Course No.	Course Title	15 hours Credit
**CSCI-130	Introduction to Cybersecurity .....	3
**CSCI-140	Overview of Computer Science.....	3
*MATH-107	Intermediate Algebra or higher.....	3
*	Communications Requirement .....	3
***	Program Elective .....	3

Semester 4 Course No.	Course Title	14 hours Credit
**CSCI-107	Advanced Programming .....	3
**CSCI-190	Computer Ethics or Computer Science Elective .....	3
*	Natural Science/Computer Science Requirement.....	3
*	Social Science Requirement .....	3
*	Personal Wellness Requirement.....	2

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Associates in Science degree is a program that offers students the mathematics courses needed for their first two years of a mathematics degree at most four-year institutions. Our courses start at College Math, work their way through the developmental series to College Algebra, Trigonometry, Pre-calculus, Statistics, Discrete Math, and Calculus. The Calculus series highest class offered is Differential Equations. The goals of all the mathematics courses are not just to prepare students for future math classes, beyond Differential Equations, but to develop an understanding and appreciation of how mathematics is used and applied in real-world situations. With small class sizes, our professors can help each student achieve what they are striving for in their chosen math class. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 60

Semester 1	15-17 hours
Course No.	Course Title
*ENGL-101	English I.....3
*MATH-122	Calculus & Analytic Geometry I.....5
*	Lab Science Requirement.....4-5
*	Student Success Requirement.....1
*	Personal Wellness Requirement.....2-3

Semester 2	16 hours
Course No.	Course Title
*ENGL-102	English II .....3
**MATH-123	Calculus & Analytic Geometry II.....5
***	Program Elective Course (select from list below).....5
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....3

Semester 3	14-16 hours
Course No.	Course Title
*COMM-101	Public Speaking .....3
**MATH-205	Calculus & Analytic Geometry III .....5
***	Program Elective Course (select from list below).....3-5
*	Humanities & Fine Arts Requirement .....3

Semester 4	12-14 hours
Course No.	Course Title
***	Program Elective Course (select from list below).....3-5
	Open Elective Course .....3
*	Social Science Requirement .....3
*	Humanities & Fine Arts Requirement .....3

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
BIOL-105	General Biology.....	4
BIOL-114	Biology I.....	4
CHEM-109	College Chemistry I.....	5
CHEM-110	College Chemistry II.....	5
CSCI-102	Introduction to Programming.....	3
CSCI-107	Advanced Programming.....	3
ECON-111	Principles of Economics: MACRO.....	3
ECON-112	Principles of Economics: MICRO.....	3
EDUC-105	Foundations of Education.....	3
EDUC-1062	Observation.....	2
EDUC-210	Exceptional Child.....	3
MATH-110	Fundamentals of Statistics.....	3
MATH-116	Discrete Mathematics.....	3
MATH-206	Differential Equations.....	3
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5
PHYS-207	Engineering Physics I.....	5
PHYS-208	Engineering Physics II.....	5
PSYC-210	Developmental Psychology.....	3

### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Physics is a program giving students the background that four-year colleges require for their own undergraduate preparation. Physics is the foundation of modern science; it is the major for a passion of understanding how things work as well as enjoying scientific experiments and mathematics. Physics is the science concerned with investigating and understanding the basic laws of nature from the domain of the very small subatomic particles to the very large astronomical objects and everything in between. Physics graduates find employment in diverse occupations such as research, medicine, software design, and finance. Physicists are involved in many fields of study including Research and Development, Aerospace and Defense, Design and Production, Medical Physics, Astronomy and Astrophysics, Geophysics, Meteorology, and Education. Physics is the science behind innovations and technological advances of the future. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	16-17 hours
Course No.	Course Title
*ENGL-101	English I.....3
*MATH-122	Calculus and Analytical Geometry I.....5
*CHEM-109	College Chemistry I.....5
*	Personal Wellness Requirement .....2-3
*	Student Success Requirement.....1

Semester 2	16 hours
Course No.	Course Title
*ENGL-102	English II .....3
*MATH-123	Calculus and Analytical Geometry II .....5
***	Program Elective Course (select from list below).....5
*PHYS 101 or SOCI-102	General Psychology or Introduction to Sociology .....3

Semester 3	14 hours
Course No.	Course Title
*COMM-101	Public Speaking .....3
**PHYS-207	Engineering Physics I .....5
*	Humanities & Fine Arts Requirement .....3
	Open Elective Course .....3

Semester 4	14-16 hours
Course No.	Course Title
**PHYS-208	Engineering Physics II.....5
*	Humanities & Fine Arts Requirement .....3
*	Social Science Requirement .....3
***	Program Elective Course (select from list below).....3-5

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CHEM-110	College Chemistry II .....5	
CSCI-102	Introduction to Programming .....3	
CSCI-107	Advanced Programming .....3	
MATH-205	Calculus and Analytical Geometry III .....5	
MATH-206	Differential Equations.....3	
PHSC-2053	Physical Geology Lecture .....3	
PHYS-205	General Physics I.....5	
PHYS-206	General Physics II.....5	

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Associates in Science degree in Pre-engineering is a program at GCCC that offers students the mathematics courses needed for their first two years of an engineering degree at most four-year institutions as well as some of the science classes. The goals of all the courses are not just to prepare students for future classes, but to develop an understanding and appreciation of how mathematics is used and applied in real-world situations. With small class sizes, our professors can help each student achieve their goals. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required to Graduate = 60**

Semester 1	16-17 hours
Course No.	Course Title
*ENGL-101	English I.....3
*MATH-122	Calculus and Analytic Geometry I.....5
*CHEM-109	College Chemistry I.....5
*	Student Success Requirement.....1
*	Personal Wellness Requirement .....2

Semester 2	14-16 hours
Course No.	Course Title
*ENGL-102	English II .....3
**MATH-123	Calculus and Analytic Geometry II .....5
***	Program Elective Course (select from list below).....3-5
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....3

Semester 3	16 hours
Course No.	Course Title
*COMM-101	Public Speaking .....3
**MATH-205	Calculus and Analytic Geometry III.....5
**PHYS-207	Engineering Physics I.....5
*	Humanities & Fine Arts Requirement .....3

Semester 4	14 hours
Course No.	Course Title
**PHYS-208	Engineering Physics II.....5
	Open Elective Course .....3
*	Social Science Requirement .....3
*	Humanities & Fine Arts Requirement .....3

**\*\*\* PROGRAM ELECTIVE COURSES**

Course No.	Course Title	Credit
BIOL-105	General Biology.....	4
BIOL-114	Biology I.....	4
CHEM-110	College Chemistry II .....	5
CSCI-102	Introduction to Programming .....	3
CSCI-107	Advanced Programming.....	3
ECON-111	Principles of Economics: MACRO .....	3
ECON-112	Principles of Economics: MICRO .....	3
MATH-110	Fundamentals of Statistics.....	3
MATH-116	Discrete Mathematics .....	3
MATH-206	Differential Equations.....	3
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Pre-Health Occupations is designed to meet the needs of students who plan to transfer to an institution that offers a degree, certificate, or license in radiological technology, dental hygiene, pharmacy technician, etc.. Students should review an institution's requirements for application to a program when making decisions regarding their science electives. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	17 hours
Course No.	Course Title
*ENGL-101	English I.....3
*MATH-108	College Algebra or higher.....3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....3
*HPER-115	Basic Nutrition.....3
*	Humanities & Fine Arts Requirement .....3
*	Student Success Requirement.....1
	Open Elective .....1

Semester 2	14-17 hours
Course No.	Course Title
*ENGL-102	English II .....3
*COMM-101 or COMM-103	Public Speaking or Interpersonal Communication.....3
**CHEM-105	General Chemistry.....5
***	Program Course (select from list below).....2-5
	Open Elective .....1

Semester 3	12-19 hours
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#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
BIOL-114	Biology I.....	4
BIOL-115	Biology II.....	4
BIOL-110	Special Topics in Science .....	2
BIOL-213	Microbiology .....	5
BIOL-1102	Cadaver Dissection .....	2
CSCI-1110	Introduction to Computer Concepts & Applications .....	3
EDUC-105	Foundations of Education .....	3
EMIC-104	Medical Terminology.....	3
HELR-102	Certified Nurse Aide (CNA) .....	6
MATH-110	Fundamentals of Statistics .....	3
PHIL-101	Introduction to Philosophy .....	3
PHYS-106	Descriptive Physics.....	3
PSYC-210	Developmental Psychology .....	3
SOCI-105	Introduction to Cultural Anthropology .....	3
SOCI-204	Social Problems .....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

Course No.	Course Title	Credit
*	Social Science Requirement .....	3
**BIOL-210 or BIOL-211	Anatomy & Physiology or Anatomy & Physiology I ....	4-5
***	Program Course (select from list below) .....	2-5
***	Program Course (select from list below) .....	2-3
	Open Elective .....	1

Semester 4		11-18 hours
Course No.	Course Title	Credit
*	Humanities & Fine Arts Requirement .....	3
**BIOL-212	Anatomy & Physiology II or	
***	Program Course (select from list below) .....	2-5
***	Program Course (select from list below) .....	2-5
***	Program Course (select from list below) .....	2-5
	Open Elective .....	1







# PRE-NURSING

Program Code: PNSG

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Pre-Nursing is a program that prepares students majoring in nursing to transfer to a four-year college/university. The Pre-Nursing program is NOT for admittance into the GCCC Nursing program. Please contact the GCCC Nursing Department for more information.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 60

Semester 1		14 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**BIOL-211	Anatomy & Physiology I.....	4
*PSYC-101 OR SOCI-102	General Psychology or Introduction to Sociology .....	3
*	Student Success Requirement.....	1

Semester 2		15-18 hours
Course No.	Course Title	Credit
*ENGL-102	English II .....	3
**BIOL-212	Anatomy & Physiology II.....	4
**PSYC-210	Developmental Psychology .....	3
*	Personal Wellness Requirement.....	2-3
***	Program Elective Course (select from list below).....	3-5

Semester 3		17-19 hours
Course No.	Course Title	Credit
**BIOL-213	Microbiology .....	5
*COMM-101\ COMM-103	Public Speaking or Interpersonal Communication .....	3
*	Humanities & Fine Arts Requirement .....	3
***	Program Elective Course (select from list below).....	3-5
***	Program Elective Course (select from list below).....	3

Semester 4		15-19 hours
Course No.	Course Title	Credit
*	Humanities & Fine Arts Requirement .....	3
*	Social Science Requirement .....	3
***	Program Elective Course (select from list below).....	3-5
***	Program Elective Course (select from list below).....	3-5
***	Program Elective Course (select from list below).....	3-5

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
HELR-102	Certified Nurse Aide (C.N.A.).....	6
MATH-110	Fundamentals of Statistics.....	3
COMM-101	Public Speaking .....	3
COMM-103	Interpersonal Communications I .....	3
SOCI-102	Introduction to Sociology .....	3
SOCI-105	Introduction to Cultural Anthropology .....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems .....	3
HPER-115	Basic Nutrition.....	3
CHEM-105	General Chemistry .....	5
CHEM-109	College Chemistry I.....	5

### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Robotics and Mechatronics Technology prepares students for transfer to a four-year university to continue more advanced studies. This program is designed to allow students the flexibility to take a wide range of elective courses based on their academic interests and goals. Students who choose the Associate in Science route will build a strong foundation in robotics and mechatronics using professional, industry grade equipment and labs. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1		13-15 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or Higher.....	3-5
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....	3
*	Humanities & Fine Arts Requirement .....	3
*	Student Success Requirement.....	1

Semester 2		13-19 hours
Course No.	Course Title	Credit
*ENGL-102	English II .....	3
*	Lab Science Requirement.....	4-5
*	Personal Wellness Requirement .....	2-3
***	Program Course (select from list below).....	1-5

Semester 3		11-21 hours
Course No.	Course Title	Credit
*COMM-101	Public Speaking .....	3
*	Humanities & Fine Arts Requirement .....	3
*	Mathematics & Natural Science Requirement .....	3-5
***	Program Course (select from list below).....	1-5
***	Program Course (select from list below).....	1-5

Semester 4		6-15 hours
Course No.	Course Title	Credit
***	Program Course (select from list below).....	1-5
***	Program Course (select from list below).....	1-5
***	Program Course (select from list below).....	1-5
***	Open Elective .....	3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CHEM-105	General Chemistry .....	5
CHEM-109	College Chemistry I.....	5
CSCI-102	Introduction to Programming .....	3
CSCI-107	Advanced Programming.....	3
CSCI-122	Web Animation .....	3
CSCI-130	Introduction to Cybersecurity.....	3
CSCI-140	Overview of Computer Science.....	3
CSCI-150	CompTIA Network+.....	3
CSCI-152	Computer Networks.....	3
CSCI-276	Web Design I .....	3
ECON-111	Principles of Economics: Macro.....	3
INPR-114	OSHA 10.....	1
INPR-131	Shop Operations .....	2
INPR-134	Mechanical Systems .....	3
INPR-160	Fluid Power.....	2
MATH-108	College Algebra .....	3
MATH-109	Plane Trigonometry .....	3
MATH-110	Fundamentals of Statistics.....	3
MATH-120	Pre-Calculus Mathematics.....	3
MATH-121	Fundamentals of Calculus .....	3
MATH-122	Calculus & Analytic Geometry I .....	5
MATH-123	Calculus & Analytic Geometry II.....	5
PHSC-105	General Physical Science.....	4
PHSC-205	Physical Geology with Lab.....	5
PHYS-205	General Physics I.....	5
PHYS-206	General Physics II.....	5
ROBT-100	Basic Electronics .....	4
ROBT-110	Design Thinking in STEM.....	3
ROBT-120	Introduction to Robotics & Embedded Systems.....	3
ROBT-130	Automated Systems & Robotics.....	3
ROBT-200	Mobile Robotics & Vision Systems.....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



# Robotics & Mechatronics Technology Program Code: ROBT

**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Robotics and Mechatronics Technology is a cross-disciplinary program that focuses on automation and control of mechanical systems. The development of skills in the areas of electronics, mechanics, and computer science is emphasized. Students receive hands-on experience throughout the program. Students gain industrial machinery skills by working with motors, programmable logic controllers, and hydraulic, and pneumatic systems. Building, analyzing, and troubleshooting circuits will allow students to gain an understanding of alternating current (AC) and direct current (DC) power. Computer science courses will give students the opportunity to develop skills for programming robotics systems, sensors, and microcontrollers. Finally, students will learn about robotics systems starting with the development of small-scale robots and progressing to industrial robots and computer vision technology. Working with local and state-wide industry partners, the robotics program seeks to develop high-demand skills that are marketable to employers. Through the Smart Automation Certification Alliance (SACA), students can earn industry certificates to validate their learning and provide further opportunities. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 63

Semester 1		15-17 hours
Course No.	Course Title	Credit
**INPR-114	OSHA 10.....	1
**CSCI-102	Introduction to Programming .....	3
**CSCI-140	Overview of Computer Science.....	3
**ROBT-100	Basic Electronics .....	4
*MATH-108	College Algebra or Higher.....	3-5
*	Student Success Requirement.....	1

Semester 2		16 hours
Course No.	Course Title	Credit
**ROBT-110	Design Thinking in STEM.....	3
**ROBT-120	Introduction to Robotics & Embedded Systems.....	3
**INPR-131	Shop Operations .....	2
**CSCI-107	Advanced Programming .....	3
*	Personal Wellness Requirement .....	2
*	Communication Requirement.....	3

Semester 3		17 hours
Course No.	Course Title	Credit
**INPR-160	Fluid Power 1.....	2
**INPR-190	Industrial Programmable Logic Controllers.....	3
**INPR-231	Fundamentals of Motor Control .....	3
**ROBT-130	Automated Systems & Robotics.....	3
*	Social Science Requirement .....	3
*	Communication Requirement.....	3

Semester 4		15 hours
Course No.	Course Title	Credit
**INPR-185	Industrial Wiring .....	
**INPR-233	Variable Speed Motor Controls .....	3
**ROBT-200	Mobile Robots & Vision Systems .....	3
**ROBT-200	Mobile Robotics & Vision Systems.....	3
**CSCI-150	CompTIA Network+ .....	3
**CSCI-230	CompTIA Security+ .....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



# Robotics & Mechatronics Technology Program Code: ROBT

**PROGRAM DESCRIPTION:** The Certificate in Robotics and Mechatronics Technology program is designed to provide students the skills set to enter the job market or pursue further education in the areas of automation, computer science, electronics, and control systems. Students gain hands-on experience with industrial systems and machinery such as programmable logic controls (PLCs) and motors. Through programming courses, students gain a fundamental understanding of the structure and nature of code and software which is a crucial part of modern industry and business. Finally, students complete robotics classes that will teach them to set up and integrate robotic systems for both small and large scale application. Through the Smart Automation Certification Alliance (SACA), students can earn industry certificates to validate their learning and provide further opportunities. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 36

#### Certificate B

##### Semester 1

Course No.	Course Title	Credit
**INPR-114	OSHA 10.....	1
**CSCI-102	Introduction to Programming .....	3
**CSCI-140	Overview of Computer Science.....	3
**ROBT-100	Basic Electronics .....	4
*MATH-108	College Algebra or Higher.....	3

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities  
& Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.

##### Semester 2

Course No.	Course Title	Credit
**ROBT-120	Introduction to Robotics & Embedded Systems.....	3
**INPR-131	Shop Operations .....	2
**CSCI-107	Advanced Programming.....	3

##### Semester 3

Course No.	Course Title	Credit
**INPR-160	Fluid Power 1.....	2
**INPR-190	Industrial Programmable Logic Controllers .....	3
**INPR-231	Fundamentals of Motor Control .....	3
**ROBT-200	Mobile Robotics & Vision Systems.....	3
**ROBT-130	Automated Systems & Robotics.....	3



► Courses marked with this symbol are approved by the Kansas Board of Regents for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) or contact the GCCC registrar for more information.

## BIOLOGY & LIFE SCIENCES

**Introduction to Biology** BIOL-101 3 hours

This course 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. Students who have taken or plan to take Biology I (BIOL-114) cannot take this course. Course offered as needed.

**Environmental Science** ► BIOL-104 4 hours

This is an introductory course dealing with the biosphere. Course concepts include physical and biological processes that shape the earth, interconnections of organisms and their environment, human interactions with natural resources, the economic and ethical decisions concerning the environment, and the components of a sustainable future. The course is for non-majors seeking a lab science. Course offered fall and spring semesters.

**General Biology** ► BIOL-105 4 hours

**Prerequisite:** None. However, students should be proficient in reading and have developed vocabulary skills. This is an introductory course dealing with the nature of life. Course concepts include simple chemistry, cells, cell processes, DNA processes, inheritance, plants, animals, reproduction and development. The course is for non-majors seeking a lab science. Course offered fall and spring semesters.

**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. Course offered as needed.

**Cadaver Dissection** BIOL-1102 2 hours

**Prerequisite:** Anatomy and Physiology (BIOL-211) and permission of instructor. Co-requisite: BIOL 212. This course is designed as a detailed examination of the structures of the human body. Major topics covered include survey of all organ systems, basic knowledge of dissection tools, terminology, and techniques. Students will perform detailed dissection of available skeletal muscles, joints, blood vessels, nerves, endocrine organs, heart, respiratory structures, digestive structures, urinary structures, and reproductive structures. Class meets two days per week for a total of 3.7 hours each week. Course offered fall and spring semesters.

**Biology I** ► BIOL-114 4 hours

**Prerequisite:** None. However, students should be proficient in reading and have developed vocabulary skills. This is an introductory course dealing with the nature of life. Course concepts include simple chemistry, cells, cell processes, DNA processes, inheritance, plants, animals, reproduction, and development. The course is for biology majors. Three hours of lecture and 1.5 hours of lab per week. Course offered fall and spring semesters.

**Biology II** ► BIOL-115 4 hours

**Prerequisite:** Biology I (BIOL-114) with a minimum of a C or consent of the instructor. This course focuses on organismal level biology of eukaryotes (plants, fungi, and animals). Basic concepts include understanding phylogenies and taxonomic changes, organismal diversity, ecology, and laboratory skills essential to scientific investigation. Course offered fall and spring semesters.

**Anatomy and Physiology** ► BIOL-210 5 hours

This course is an elementary study of the functions and structure of the human body, including general principles of the mechanisms of nutrition. This course is designed for education majors and general education students. Course offered fall and spring semesters.

**Anatomy and Physiology I** ► BIOL-211 4 hours

**Prerequisite:** None; however, an introductory chemistry course, Biology I (BIOL-114) and English I (ENGL-101) 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. Course offered fall and spring semesters.

**Anatomy and Physiology II** ► BIOL-212 4 hours

**Prerequisite:** Anatomy and Physiology I (BIOL-211) with a minimum grade of a C or consent of the instructor; an introductory math course is highly recommended. 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. Course offered fall and spring semesters.

**Microbiology** BIOL-213 5 hours

**Prerequisite:** One semester of Chemistry is recommended. This course is designed to meet the needs of students entering medically related fields or other areas requiring a basic understanding of microorganisms. Course concepts include chemistry, cells, metabolism, DNA, DNA processes and genomics, classification of prokaryotes, survey of microorganisms, viruses (sub-cellular entities), the immune system, drugs, and diseases affecting humans. Characteristics of microorganisms (primarily bacteria, but also Archaea, protozoans and fungi and helminthes) are studied. Laboratory work predominately involves the testing of physical and metabolic traits of bacteria that leads to the identification of an unknown. Course offered fall and spring semesters.

## COMPUTER SCIENCE

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

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

## 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. Course offered fall semesters.

## Programming in Visual Basic CSCI-103 3 hours

**Prerequisite:** Introduction to Programming (CSCI-102) or instructor permission. This course provides a thorough introduction to the use of Visual Basic 2008. The main goal of the course is to enable the student to utilize modern application design strategies to deliver completed applications to end users. The hands-on exercises are focused on solving commonly encountered programming problems. The course introduces the Visual Basic Integrated Development Environment (IDE) and its wealth of development tools and includes detailed coverage of the Visual Basic language. The course also includes an introduction to object-oriented programming techniques. Students will learn to build effective user interfaces using controls, forms, and other GUI components. Students also will learn the use of the debugging and testing tools available in Visual Studio. Database access is introduced also using Visual Basic's ADO. Course offered as needed.

## Advanced Programming CSCI-107 3 hours

**Prerequisite:** One of the entry level programming courses (CSCI-102 or CSCI-103) or permission of instructor. This course covers disk file structure, creation, and management. Course 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. Course offered spring semesters.

## Programming in C++ CSCI-108 3 hours

**Prerequisite:** Introduction to Programming (CSCI-102) or instructor permission. This hands-on C++ programming course provides an introduction to the most widely used programming language in the world. The essential syntax of C++ is the main focus, as well as introducing data types, fundamental control structures, and an introduction to object-oriented programming. Topics covered also include input/output commands, control statements, looping, subroutines, string processing, and arrays. Hands-on exercises will demonstrate key concepts and assure mastery by the student. Course offered when needed.

## Intro to Computer Concepts and Applications CSCI-110 3 hours

**Prerequisite:** None; however to successfully complete the course, a student should have demonstrated keyboarding skills. This course introduces 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. Course offered fall and spring semesters.

## Intro to Computer Concepts and Applications CSCI-1101 1 hours

**Prerequisite:** None; however, to successfully complete the course, a student should have demonstrated keyboarding skills. This course introduces the basics of computer usage for Internet, email,

word processing, spreadsheet, database, and presentation software programs. This 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. Course offered as needed.

## Web Animation CSCI-122 3 hours

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

## IT Essentials (ITF+) CSCI-123 3 hours

Students will gain the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development, and database use. In this course, students will learn the skills necessary to prepare for the CompTIA ITF+ certification.

## CompTIA A+ Core 1 CSCI-125 3 hours

Students will gain the knowledge required to assemble components based on customer requirements, install, configure, and maintain devices for end users. This course also covers the basics of networking and security/forensics, proper and safe diagnosis, and resolution and documentation of common hardware issues while applying troubleshooting skills. Course offered fall semesters.

## CompTIA A+ Core 2 CSCI-126 3 hours

Students will gain the knowledge required to install, configure, and maintain software for end users. This course will also cover the basics of networking and security/forensics, proper and safe diagnosis, and resolution and documentation of common software issues while applying troubleshooting skills. Students will also gain appropriate customer support and soft skills; understand the basics of virtualization, desktop imaging, and deployment. Course offered fall semesters.

## Introduction to Cybersecurity CSCI-130 3 hours

This course examines the security aspects of computer systems, technology, management and policy. Fundamental security concepts are presented and a review of risks, threats and countermeasures. Course offered fall semesters.

## Overview of Computer Science CSCI-140 3 hours

An overview of computer science is presented in areas of networking, software, operating systems, computer architecture and algorithms. The course also examines some of the ethical and legal aspects of Internet security, software engineering and database technology. Course offered fall semesters.

## CompTIA Network+ CSCI-150 3 hour

Learn to install, configure, manage, and troubleshoot basic networks of any size and prepare for an entry-level networking career in the IT industry. Students learn the foundations of network design and management, focusing on the media, topologies, protocols,

and standards upon which modern networks are built. This class prepares students to pass the CompTIA Network+ industry exam and provides a foundation for more advanced courses in Microsoft and Linux client/server networking. Course offered spring semesters.

**Computer Networks CSCI-152 3 hours**

This course provides an introduction to computer networks by examining the network layer model, network management, network security and operational security. Course offered as needed.

**Photoshop I CSCI-178 3 hours**

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

**Computer Ethics CSCI-190 3 hours**

Computer Ethics examines various social, legal, philosophical, ethical, political, constitutional and economic implications of computing technology. This course presents an array of contemporary topics and issues relevant to modern society. Course offered spring semesters.

**Programming Language Concepts CSCI-220 3 hours**

**Prerequisite:** Programming language experience. An overview of the history and evolution of programming language concepts is presented. This course introduces the Python programming language. **Prerequisite:** programming language experience. Course offered as needed.

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

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

**Information Security CSCI-232 3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140) or Computer Networks (CSCI-152). This course covers the 10 domains of the Information Security Common Body of Knowledge. Topics include cloud and mobile security, bring-your-own device and compliance. Course offered as needed.

**Digital Forensics CSCI-234 3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140). This course covers the principles and techniques of modern digital forensics and legal considerations. Topics covered include: steps of an investigation, admissibility of evidence, the process of data acquisition and document analysis. Course offered as needed.

**Operating Systems**

**CSCI-242**

**3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140). This course is intended for computer science and engineering students. The course covers the fundamentals of operating systems and their design, including approaches to resource management. Course offered as needed.

**Relational Database Design CSCI-244 3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140). This course teaches relational database design relevant to current databases, applications and best practices. The goal is to design databases that are soundly structured, reliable and flexible using database planning and by defining tables, fields, keys, table relationships, business rules and views. Course offered as needed.

**Software Engineering CSCI-260 3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140). This course provides an introduction to software engineering and the methodology of creating dependable and secure systems. Course offered as needed.

**Project Management CSCI-262 3 hours**

This course provides an introduction to project management fundamentals and a framework for managing information technology projects. Project management knowledge areas and process groups are reviewed. The course provides preparation for employment in industry and for project management certification. Course offered spring semesters.

**Agile Methodology CSCI-264 3 hours**

This course examines the values, principles, framework and processes of the Agile approach as compared to the Waterfall software development methodology. The benefits of the Agile approach, the roles of participants and the impact of the entire development life cycle are reviewed. Course offered as needed.

**Disaster Recovery CSCI-266 3 hours**

**Prerequisite:** Overview of Computer Science (CSCI-140). This course presents an overview of how to prepare, develop and implement a successful disaster recovery plan. An emphasis is placed on risk assessment, business impact assessment, recovery site planning, data backup activities, testing the plan, and updating a disaster recovery plan. Course offered as needed.

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

This course teaches HTML, the basic language of the web, and teaches design principles ranging from interactive design to typography. These skills will help students to develop their own websites and to better communicate with others who build websites. The course will give a broad framework that will help students to understand the big picture of Web Design and have a strong foundation from which to develop their own ideas and practices. Course offered as needed.

**Photoshop II CSCI-278 3 credits**

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



**Web Design II** **CSCI-280** **3 hours**  
**Prerequisite:** Web Design I (CSCI-276) or instructor permission. This course covers the commands and techniques required to create, revise, and enhance Web pages using Adobe Dreamweaver. Topics to be covered include basic text layout, viewing and identifying basic HTML tags, creating a site map, formatting a Web page, applying background color, inserting images and sounds, creating ordered and unordered lists, inserting files, creating links on Web pages, tracing images, layers, converting layers to tables, custom tables, cascading style sheets, templates and libraries, and publishing a Web site. Course offered as needed.

**Data Analytics (Data+)** **CSCI-290** **3 hours**  
**Prerequisite:** College Algebra (MATH-108) minimum grade of C or instructor permission. Students will gain the skills required to facilitate data-driven business decisions. Areas of focus include mining data, manipulating data, visualizing and reporting data, applying basic statistical methods, and analyzing complex datasets while adhering to governance and quality standards throughout the entire data life cycle. In this course, students will learn the skills necessary to prepare for the CompTIA Data+ certification.

**Statistical Process Control** **CSCI-292** **3 hours**  
**Prerequisite:** College Algebra (MATH-108). This course shows how to use measurements to manage and improve software processes. Quality characteristics of software products and processes can be quantified, plotted and analyzed using principles of statistical quality control. In turn, the performance of software can be predicted, controlled and guided to achieve both business and technical goals. Course offered as needed.

## CHEMISTRY

**General Chemistry I** **CHEM-105** **5 hours**  
**Prerequisites:** The student must have taken Intermediate Algebra (MATH-107) or be concurrently enrolled. This course is the study of the principles of chemistry to provide general information about the elements, atomic structure and laboratory methods for the liberal arts student who does not expect to major in science or related fields. This meets the requirements for a 5-hour lab class for graduation. Three hours lecture/four hours laboratory per week. Course offered fall and spring semesters.

**Chemistry for Health Services** **CHEM-108** **5 hours**  
**Prerequisites:** The student must have taken Intermediate Algebra (MATH-107) or be concurrently enrolled. This course in general chemistry is designed primarily for first-year students in various health-related programs. Emphasis is placed on practical aspects of inorganic chemistry, organic chemistry and biochemistry. This meets the requirements for a 5 hour lab class for graduation. Three hours lecture/four hours laboratory per week. Course offered as needed.

**College Chemistry I** **CHEM-109** **5 hours**  
**Prerequisite:** High school chemistry and advanced algebra or concurrent enrollment in College Algebra (MATH-108). 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. Course offered fall and spring semesters.

**College Chemistry II** **CHEM-110** **5 hours**  
**Prerequisite:** College Chemistry I (CHEM-109). This course is a continuation of College Chemistry I with an 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. Course offered fall and spring semesters.

**Organic Chemistry I** **CHEM-206** **5 hours**  
**Prerequisite:** College Chemistry II (CHEM-110). This course is an in-depth study of organic chemistry with an emphasis on nomenclature, molecular structures and common chemical reaction mechanisms. Three hours lecture/six hours laboratory per week. Course offered fall semesters.

**Organic Chemistry II** **CHEM-207** **5 hours**  
**Prerequisite:** Organic Chemistry I (CHEM-206). 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. Course offered spring semesters.

**Introduction to Biochemistry** **CHEM-210** **5 hours**  
This course is an introduction to the major topics in biochemistry. Topics include the major classes of biological molecules such as proteins, lipids, and nucleic acid; overview of the major metabolic pathways; and developments and topics relating to molecular biology. Course offered spring semesters.

## MATHEMATICS

**College Math** **MATH-005** **3 hours**  
This course is designed to give students a sound background of the basic principles underlying mathematics. The focus of the curriculum is to improve basic computational skills and problem-solving abilities. There is a portion of the course where students may not use calculators. This is to develop the students' ability to demonstrate problem solving through organized work steps. This refresher course will acquaint students with the areas of basic mathematics: whole numbers, fractions, decimals, ratios, proportions, percents, metrics, geometry, measurement and integers. The students will also become acquainted with the areas of mathematics that have a significant effect on the consumer. (This course does not meet degree and certificate requirements.) Course offered fall and spring semesters.

**Beginning Algebra** **MATH-006** **3 hours**  
**Prerequisite:** College Math (MATH-005) with a grade of C or better or placement guidelines. This is a developmental course in introductory algebra topics intended to provide an entry course into algebra. This course includes the study of Real numbers, linear equations and inequalities, graphing linear equations and inequalities, application problems, polynomials and factoring, rational expressions, roots and radicals, and quadratic equations. The goal of this course is to give the student a sound background in basic beginning algebra skills so that the student can make satisfactory progress in subsequent college-level mathematics courses. (This course does not meet degree and certificate requirements.) Course offered fall and spring semesters.



**Intermediate Algebra ▶ MATH-107 3 hours**  
**Prerequisite:** Beginning Algebra (MATH-006) with a grade of C or better or placement according to the placement guide. This course develops the concepts of algebra to prepare a student for a college level algebra course. Intermediate Algebra includes the study of the computations and properties of real numbers and sets; arithmetic and algebraic manipulation of quadratics, rational expressions, expressions containing rational exponents, radicals, complex numbers, and functions; solving linear equations and inequalities, systems of linear equations, quadratic equations, and absolute value equations and inequalities; graphing and analysis of linear equations and inequalities; quadratic functions, and systems of linear equations; polynomial division; advanced factoring techniques; appropriate application problems, and graphing calculator skills to be integrated throughout the course. Course offered fall and spring semesters.

**Technical Mathematics MATH-107T 3 hours**  
**Prerequisite:** Beginning Algebra (MATH-006) with a grade of C or better or placement according to the placement guide. This course assists students with minimal math backgrounds successfully prepare for technical, trade, allied health, or technical prep programs. The course focuses on fundamental concepts in basic arithmetic: the metric system and measurement, algebra, geometry, trigonometry, and statistics. Questions, exercises, and applications cover areas such as industrial and construction trades, electronics, agriculture/horticulture, allied health, CAD/drafting, HVAC, welding, automotive/diesel service, aviation, natural resources, culinary arts, and business/personal finance—to engage students and provide them with the math background needed to succeed in future courses and careers. Course offered fall semester or as needed.

**College Algebra ▶ MATH-108 3 hours**  
**Prerequisite:** Intermediate Algebra (MATH-107) with a grade of C or better or placement according to the placement guide. 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 graphing calculators. Course offered fall and spring semesters.

**College Algebra Companion MATH-108C 1 hour**  
**Prerequisite:** Beginning Algebra (MATH-006) with minimum grade of C or qualifying score on the placement assessment. This course is designed to be a corequisite course for a student concurrently enrolled in College Algebra (MATH-108). This course will provide support instruction in algebraic techniques needed to be successful in College Algebra, additional problem-solving time, use of appropriate technology, as well as study techniques that benefit learning mathematics.

**Plane Trigonometry ▶ MATH-109 3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of C or better or placement according to the placement guide. 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 Precalculus (MATH-120). Course offered spring semesters.

**Fundamentals of Statistics ▶ MATH-110 3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of C or better or placement according to the placement guide. 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. Course offered fall and spring semesters.

**Discrete Mathematics MATH-116 3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of C or better. This course is the study of discrete objects versus continuous objects. It is useful in the study of topics such as set theory, logic, combinatorics and graph theory. It provides a foundation for computer science topics like programming languages, algorithms, database theory, operating systems and computer security. Course offered spring semesters.

**Precalculus MATH-120 3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of C or better or placement according to the placement guide. This is an advanced course in algebra and trigonometry for students preparing for Calculus and Analytical Geometry I. Major topics include a thorough review of polynomial, rational, exponential, and logarithmic functions, trigonometric functions, analytic trigonometry, and the Laws of Sines and Cosines. Mathematical modeling is integrated throughout the course. Course offered fall semesters.

**Fundamentals of Calculus ▶ MATH-121 3 hours**  
**Prerequisite:** College Algebra (MATH-108) with a grade of B or better, or Precalculus (MATH-120) with a grade of C or better, placement according to the placement guide. 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 designed for student in a business or related program. Students in math, pre-engineering, or natural science program will likely need Calculus and Analytic Geometry I (MATH-122), not Fundamentals of Calculus (MATH 121). Course offered spring semesters.

**Calculus and Analytical Geometry I ▶ MATH-122 5 hours**  
**Prerequisite:** Plane Trigonometry (MATH-109) (or high school equivalent) or Precalculus (MATH-120) with a grade of C or better or placement according to the placement guide. The topics include differentiation and integration of algebraic and transcendental functions and applications of differentiation and integration. Course offered fall and spring semesters.

**Calculus and Analytical Geometry II MATH-123 5 hours**  
**Prerequisite:** Calculus and Analytical Geometry (MATH-122) I with a grade of C or better. 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. Course offered fall and spring semesters.

## Calculus and Analytical Geometry III MATH-205 5 hours

**Prerequisite:** Calculus and Analytical Geometry II (MATH-123) with a grade of C or better. This course is a continuation of Calculus and Analytical Geometry II. Topics discussed are vectors, solid analytic geometry, functions of two or more independent variables, vector-valued functions, and multiple integration. Course offered fall and spring semesters.

## Differential Equations MATH-206 3 hours

**Prerequisite:** Calculus and Analytical Geometry III (MATH-205) 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. Course offered fall and spring semesters.

# PHYSICAL SCIENCE

## General Physical Science ▶ PHSC-105 4 hours

**Prerequisite:** Beginning Algebra (MATH-006) or one year of high school algebra is helpful. This course is a general survey of the physical world in which astronomy, chemistry, geology and physics are considered. Fundamental principles have been selected from the individual disciplines to supply the student with a broad and basic background. Emphasis is placed on these topics as an integral part of the environment. This course is designed for liberal arts, education and general education students. Three hours lecture/two hours laboratory per week. Course offered fall and spring semesters.

## 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 are made of audio-visual materials in class. Occasional telescopic observation sessions are held. Three hours lecture per week. Course offered fall and spring semesters.

## Introduction to Meteorology PHSC-110 3 hours

**Prerequisite:** College Math (MATH-005) with a minimum grade of C. 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.

## Physical Geology with Lab ▶ PHSC-205 5 hours

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

## Physical Geology Lecture ▶ PHSC-2053 3 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. (Fall/Spring). This is taught as a hybrid class in some sections. Course offered fall and spring semesters.

# 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. Course offered as needed.

## General Physics I ▶ PHYS-205 5 hours

**Prerequisite:** College Algebra (MATH-108) or the consent of the instructor. This course is a conceptually oriented study of the field of basic physics with focus on understanding concepts and problem solving. Areas of study include motion in one and two dimensions, energy and momentum, gravity, rotation, fluid dynamics, and thermal physics. Three hours lecture/four hours laboratory per week. Course offered fall semesters.

## General Physics II ▶ PHYS-206 5 hours

**Prerequisite:** General Physics I (PHYS-205). This course is a continuation of the study of basic physics begun in General Physics I. Areas of study include thermodynamics, mechanical waves, electricity and magnetism, light and optics, relativity, quantum mechanics, and atomic and nuclear physics. Three hours lecture/four hours laboratory per week. Course offered spring semesters.

## Engineering Physics I ▶ PHYS-207 5 hours

**Prerequisite:** Calculus and Analytical Geometry I (MATH-122). Topics studied include mechanics and thermodynamics. This is a required course for pre-engineering and science majors in the fields of chemistry, physics, mathematics and geology. Three hours lecture/four hours laboratory per week. Course offered fall semesters.

## Engineering Physics II ▶ PHYS-208 5 hours

**Prerequisite:** Engineering Physics I (PHYS-207). Topics studied include mechanical waves, electricity and magnetism, and light and optics, relativity, quantum mechanics, and atomic and nuclear physics. Three hours lecture/four hours laboratory per week. Course offered spring semesters.

# ROBOTICS & MECHATRONICS TECHNOLOGY

## Basic Electronics ROBT-100 4 hours

This course covers the theory of electricity which includes basic electron theory, magnetism, basic physical laws, resistance, alternating current (AC) and direct current (DC), simple electrical instruments, and series and parallel circuits. Circuits are constructed during laboratory exercises and tested to emphasize concepts. This course also introduces students to basic electrical and components and their characteristics, circuit schematics and basic analysis of series and parallel AC and DC circuits. Hands-on labs help guide student learners to assimilate this material.

## Design Thinking in STEM

ROBT-110

3 hours

This course provides a framework for applying design thinking in approaching innovation and problem solving in STEM. The course focuses on the process, the tools, and the technology to create solutions to design challenges. Students work in teams to develop ideas, create prototypes, and communicate solutions. Access to digital fabrication technology such as 3D printers and laser cutters, and CAD software support students' efforts.

## Introduction to Robotics & Embedded Systems

Embedded Systems

ROBT-120

3 hours

Introduction to microcontrollers, robotics, and automation through hands-on training using a small-scale robot and other components. Students will learn about the working principles of motor drivers, motor control, signal transmission, and autonomous control. Students will build, test, program, and troubleshoot their robots using, among other things, the Arduino and Raspberry Pi platforms. Applications of the technology across industries will be explored.

## Automated Systems & Robotics

ROBT-130

3 hours

The introductory level course prepares individuals to operate industrial robots and other industry 4.0 technologies in a modern production environment. Students learn to set up industrial robots and end-effectors, create test points, and design simple robot programs for different applications. Ethernet and network communication of robotics will also be discussed. After course completion, students will have the knowledge to pass the SACA Certified Industry 4.0 Associate III - Robot System Operations exam and become certified.

## Mobile Robotics & Vision Systems

ROBT-200

3 hours

This course is a continuation of Introduction to Robotics and Embedded Systems (ROBT-120). It introduces autonomous and semi-autonomous mobile robots and vision systems along with their applications. Students will program, adjust, monitor, and operate industrial autonomous mobile robot (AMR) systems. Students will explore and implement navigation, path planning, and obstacle avoidance systems and algorithm. Concepts related to artificial intelligence for navigation and robot decision making will also be covered. This course will help prepare students for the SACA certification exam in mobile robots as well as vision systems.

► Courses marked with this symbol are approved by the Kansas Board of Regents for Systemwide Transfer (SWT) among all Kansas public postsecondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) or contact the GCCC registrar for more information.

# **DIVISION**

# **SOCIAL**

# **SCIENCES**

- **Education**
  - Early Childhood**
  - Elementary**
  - Secondary**
- **Psychology**
- **Sociology**
- **Social Work**
- **Non-PROGRAM ELECTIVE COURSES**
  - Geography**
  - Political Science**

Each program 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.



## COURSE TRANSFER

The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas public postsecondary institutions. A student who completes a Systemwide Transfer (SWT) course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course. Course that meet the Systemwide Transfer (SWT) are notated by this symbol **▶**.

Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) [for more information.

### CERTIFICATE

## Early Childhood Education

Program Code: ECHD

**PROGRAM DESCRIPTION:** The GCCC Early Childhood Education and Child Care Certificate offers advanced course work for those seeking employment within a childcare center or as a licensed in-home childcare provider. Course work meets competency requirements for the CDA certificate and meet NAEYC Standards. Courses are also designed to provide opportunities for continuing education credit needed to maintain current employment. Note: This certificate program will not prepare you for teacher licensure for teaching in a public or accredited private school as required by the Kansas State Department of Education.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

Minimum Credit Hours Required for Certificate = 17

#### Certificate A

Semester 1		9 hours
Course No.	Course Title	Credit
**EDUC-114	Working with Children .....	3
OR **ECHD-105	Early Childhood Education .....	3
**ECHD-101	Child Development I .....	3
**ECHD-109	Interaction Techniques .....	3
OR **ECHD-109A	Understanding Children's Temperament .....	1
**ECHD-109B	Child Guidance and Management .....	1
**ECHD-109C	Caring for Children with Special Needs .....	1

#### Semester 2

Course No.	Course Title	8 hours
	Credit	
**EDUC-1062	Observation .....	2
**ECHD-150	Health, Nutrition, and Safety .....	3
OR **ECHD-150A	Early Childhood Health and Record Keeping .....	1
**ECHD-150B	Early Childhood Nutrition and Record Keeping .....	1
**ECHD-150C	Early Childhood Safety and Record Keeping .....	1
**ECHD-122	Abuse, Neglect, and Trauma .....	3
OR **ECHD-122A	Recognizing, Responding, and Reporting Child Abuse and Neglect .....	1
**ECHD-122B	Child Abuse, Neglect and Child Development .....	1
**ECHD-122C	Working with Children with Traumatic Experiences .....	1

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** This Associate in Science Degree in Education is designed to outline typical classes that students should take when beginning their majoring in Elementary, Secondary, or K12 Education programs. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	15-16 hours
Course No.	Course Title
*ENGL-101	English I.....3
*MATH-108	College Algebra or higher.....3
*SOCI-102	Introduction to Sociology.....3
**EDUC-105/ECHD	Foundations of Education OR Early Childhood Edu.....3
*	Student Success Requirement.....1
***	Program Elective Course (select from list below).....2-3

Semester 2	15-16 hours
Course No.	Course Title
*ENGL-102	English II .....3
*	Lab Science Requirement.....4/5
*	Humanities & Fine Arts Requirement.....3
*PSYC-101	General Psychology .....3
***	Program Elective Course (select from list below).....3

Semester 3	15 hours
Course No.	Course Title
**PSYC-210	Developmental Psychology .....3
*COMM-101	Public Speaking .....3
*	Mathematics & Natural Science Requirement .....3
***	Program Elective Course (select from list below).....3
	Open Elective .....3

Semester 4	14-15 hours
Course No.	Course Title
*	Personal Wellness Requirement.....2-3
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....3
***	Program Elective Course (select from list below).....3
	Open Elective .....3

#### \*\*\* ELEMENTARY/EARLY CHILDHOOD UNIFIED PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CSCI-110	Introduction to Computer Applications.....3	
ECHD-105	Early Childhood Education.....3	
EDUC-105	Foundations of Education.....3	
EDUC-201	Music for Elementary Teachers ( <i>offered in the Fall</i> ).....3	
EDUC-202	Art for Elementary Teachers ( <i>offered in the Spring</i> ).....3	
EDUC-203	Health & Movement for Elementary Teachers ( <i>offered in the summer</i> ).....3	
EDUC-210	Exceptional Children ( <i>offered in the fall</i> ).....3	
EDUC-290	Children's Literature ( <i>offered in the spring</i> ).....3	
EDUC-1062	Observation.....2	
ENGL-210	Introduction to Literature I.....3	
ENGL-230	Understanding Old Testament.....3	
HIST-104	American History Since 1877.....3	
MATH-110	Fundamentals of Statistics.....3	
PHIL-101	Introduction to Philosophy.....3	
PSYC-102	Human Relations.....3	
PSYC-106	Organizational Leadership.....3	
SOCI-102	Introduction to Sociology.....3	
SOCI-113	Sociology of Families.....3	

#### \*\*\* SECONDARY HISTORY PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CSCI-110	Introduction to Computer Applications.....3	
EDUC-105	Foundations of Education.....3	
EDUC-210	Exceptional Children ( <i>offered in the Fall</i> ).....3	
EDUC-1062	Observation.....2	
ENGL-210	Introduction to Literature I.....3	
ENGL-230	Understanding Old Testament.....3	
GEOG-101	World Geography.....3	
HIST-101	Survey of Civilization I.....3	

HIST-102 Survey of Civilization II.....3

#### \*\*\* SECONDARY HISTORY PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
HIST-103	American History to 1877.....3	
HIST-104	American History Since 1877.....3	
MATH-110	Fundamentals of Statistics.....3	
PHIL-101	Introduction to Philosophy.....3	
PSYC-102	Human Relations.....3	
PSYC-106	Organizational Leadership.....3	
SOCI-102	Introduction to Sociology.....3	
SOCI-113	Sociology of Families.....3	

#### \*\*\* SECONDARY ENGLISH PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CSCI-110	Introduction to Computer Applications.....3	
EDUC-105	Foundations of Education.....3	
EDUC-210	Exceptional Children ( <i>offered in the Fall</i> ).....3	
ENGL-210	Introduction to Literature I.....3	
ENGL-211	World Literature & the Human Experience.....3	
ENGL-212	English Literature I.....3	
ENGL-213	English Literature II.....3	
ENGL-230	Understanding Old Testament.....3	
ENGL-233	Young Adult Literature.....3	
ENGL-240	Creative Writing.....3	
HIST-103	American History TO 1877.....3	
HIST-104	American History Since 1877.....3	
MATH-110	Fundamentals of Statistics.....3	
PHIL-101	Introduction to Philosophy.....3	
PSYC-102	Human Relations.....3	
PSYC-106	Organizational Leadership.....3	
SOCI-102	Introduction to Sociology.....3	
SOCI-113	Sociology of Families.....3	

## \*\*\* SECONDARY MATH PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CSCI-110	Introduction to Computer Applications .....	3
EDUC-105	Foundations of Education .....	3
EDUC-210	Exceptional Children ( <i>offered in the Fall</i> ) .....	3
EDUC-1062	Observation .....	2
ENGL-210	Introduction to Literature I .....	3
ENGL-230	Understanding Old Testament .....	3
HIST-104	American History Since 1877 .....	3
MATH-109	Trigonometry .....	3
MATH-110	Fundamentals of Statistics .....	3
MATH-116	Discrete Mathematics .....	3
MATH-120	Precalculus .....	3
MATH-121	Fundamentals of Calculus .....	3
MATH-122	Calculus & Analytical Geometry I .....	3
MATH-123	Calculus & Analytical Geometry II .....	3
MATH-205	Calculus & Analytical Geometry III .....	3
MATH-206	Differential Equations .....	3
PHIL-101	Introduction to Philosophy .....	3
PSYC-102	Human Relations .....	3
PSYC-106	Organizational Leadership .....	3
SOCI-102	Introduction to Sociology .....	3
SOCI-113	Sociology of Families .....	3

## \*\*\* SECONDARY SCIENCE PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
BIOL-101	Introduction to Biology .....	3
BIOL-105	Biology I .....	4
BIOL-115	Biology II .....	4
BIOL-210	Anatomy & Physiology .....	5
BIOL-211	Anatomy & Physiology I .....	4
BIOL-212	Anatomy & Physiology II .....	4
BIOL-213	Microbiology .....	5
CHEM-105	General Chemistry .....	5
CHEM-109	College Chemistry .....	5
CHEM-110	College Chemistry & Qualitative Analysis .....	5
CSCI-110	Introduction to Computer Applications .....	3
EDUC-105	Foundations of Education .....	3
EDUC-210	Exceptional Children ( <i>offered in the Fall</i> ) .....	3
EDUC-1062	Observation .....	2
ENGL-210	Introduction to Literature I .....	3
ENGL-230	Understanding Old Testament .....	3
HIST-104	American History Since 1877 .....	3
MATH-110	Fundamentals of Statistics .....	3

## \*\*\* SECONDARY SCIENCE PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
PHIL-101	Introduction to Philosophy .....	3
PHSC-105	General Physical Science .....	4
PHSC-106	Descriptive Astronomy .....	3
PHSC-205	Physical Geology with Lab .....	4
PHSC-2053	Physical Geology Lecture .....	3
PHYS-106	Descriptive Physics .....	3
PHYS-205	General Physics I .....	5
PHYS-206	General Physics II .....	5
PHYS-207	Engineering Physics I .....	5
PHYS-208	Engineering Physics II .....	5
PSYC-102	Human Relations .....	3
PSYC-106	Organizational Leadership .....	3
SOCI-102	Introduction to Sociology .....	3
SOCI-113	Sociology of Families .....	3

## \*\*\* K12 PHYSICAL EDUCATION PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CSCI-110	Introduction to Computer Applications .....	3
EDUC-105	Foundations of Education .....	3
EDUC-210	Exceptional Children ( <i>offered in the Fall</i> ) .....	3
EDUC-1062	Observation .....	2
ENGL-210	Introduction to Literature I .....	3
ENGL-230	Understanding Old Testament .....	3
HIST-104	American History Since 1877 .....	3
HPER-106	Heath Education .....	3
HPER-109	First Aid .....	3
HPER-115	Health Education .....	3
HPER-211	Prevention and Care .....	3
HPER-281	Introduction to Exercise Science .....	3
MATH-110	Fundamentals of Statistics .....	3
PHIL-101	Introduction to Philosophy .....	3
PSYC-102	Human Relations .....	3
PSYC-106	Organizational Leadership .....	3
SOCI-102	Introduction to Sociology .....	3
SOCI-113	Sociology of Families .....	3

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities  
& Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Associate in Science Degree in Psychology is a program designed for those who wish to become competent individuals preparing for a career in Psychology. This program of study offers typical courses a student takes on the path towards a Bachelor's, then a specific Master's degree. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1		16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*PSYC-101	General Psychology.....	3
*COMM-101	Public Speaking.....	3
*	Student Success Requirement.....	1
*	Humanities & Fine Arts Requirement.....	3
Semester 2		15-17 hours
Course No.	Course Title	Credit
*ENGL-102	English II.....	3
*	Personal Wellness Requirement.....	2-3
*SOCI-102	Introduction to Sociology.....	3
*	Lab Science Requirement.....	4-5
	Open Elective.....	3

Semester 3		13-21 hours
Course No.	Course Title	Credit
*	Mathematics & Natural Science Requirement.....	3-5
*	Humanities & Fine Arts Requirement.....	3
***	Program Elective Course (select from list below).....	2-5
***	Program Elective Course (select from list below).....	2-5
	Open Elective.....	3
Semester 4		10-22 hours
Course No.	Course Title	Credit
***	Program Elective Course (select from list below).....	2-5
***	Program Elective Course (select from list below).....	2-5
***	Program Elective Course (select from list below).....	2-5
***	Program Elective Course (select from list below).....	2-5
	Open Elective.....	3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
ARTS-120	Art Appreciation.....	3
BSAD-101	Introduction to Business.....	3
COMM-201	Intercultural Communication.....	3
CSCI-110	Introduction to Computer Concepts & Applications.....	3
ECHD-101	Child Development I.....	3
EDUC-105	Foundations of Education.....	3
ENGL-210	Introduction to Literature.....	3
ENGL-211	World Literature & the Human Experience.....	3
HIST-104	American History Since 1877.....	3
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-109	First Aid.....	2
HPER-115	Basic Nutrition.....	3
HPER-121	Lifetime Fitness.....	2
LANG-1322	Elementary Spanish I.....	5
LANG-1331	Elementary Spanish II.....	5
MATH-110	Fundamentals of Statistics.....	3
MUSC-108	Music History & Appreciation.....	3
PHIL-101	Introduction to Philosophy.....	3
PHIL-102	Elementary Ethics.....	3
PSYC-102	Human Relations.....	3
PSYC-103	Psychology of Adjustment.....	3
PSYC-104	Social Psychology.....	3

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
PSYC-106	Organizational Leadership.....	3
PSYC-201	Abnormal Psychology.....	3
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SOCI-104	Human Sexuality.....	3
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
SOCI-210	Introduction to Social Work.....	3
SOCI-215	Criminology.....	3
SOCI-220	Diversity in Society.....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Associate in Science Degree in Sociology is designed as a transfer program. Students receive a comprehensive introductory foundation in sociological theory and method. The expectation of the program is for students to gain knowledge in how these theories and methods relate to the study of society, social behavior, and contemporary social issues. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1		16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
**SOCI-102	Introduction to Sociology.....	3
*COMM-101	Public Speaking.....	3
*	Student Success Requirement.....	1
*	Humanities & Fine Arts Requirement.....	3
Semester 2		15-17 hours
Course No.	Course Title	Credit
*ENGL-102	English II.....	3
*	Personal Wellness Requirement.....	2-3
*PYSC-101	General Psychology.....	3
*	Lab Science Requirement.....	4-5
	Open Elective.....	3

Semester 3		15-19 hours
Course No.	Course Title	Credit
*	Mathematics & Natural Sciences Requirement.....	3
*	Humanities & Fine Arts Requirement.....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	2-5
	Open Elective.....	3-5

Semester 4		15 hours
Course No.	Course Title	Credit
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
***	Program Course (select from list below).....	3
	Open Elective.....	3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
ARTS-120	Art Appreciation.....	3
BSAD-101	Introduction to Business.....	3
COMM-203	Communication in the Information Society.....	3
CSCI-110	Introduction to Computer Concepts & Applications.....	3
ECON-111	Macroeconomics.....	3
ECON-112	Microeconomics.....	3
ENGL-210	Introduction to Literature.....	3
ENGL-211	World Literature & the Human Experience.....	3
GEOG-101	World Geography.....	3
HIST-101	Survey of Civilization I.....	3
HIST-102	Survey of Civilization II.....	3
HIST-103	American History to 1877.....	3
HIST-104	American History Since 1877.....	3
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-109	First Aid.....	2
HPER-115	Basic Nutrition.....	3
HPER-121	Lifetime Fitness.....	2
LANG-1322	Elementary Spanish I.....	5
MATH-110	Statistics.....	3
MUSC-108	Music History & Appreciation.....	3
POLS-104	Introduction to Political Science.....	3
POLS-105	American Government.....	3
PSYC-102	Human Relations.....	3

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
PSYC-103	Psychology of Adjustment.....	3
PSYC-104	Social Psychology.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-201	Abnormal Psychology.....	3
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SOCI-104	Human Sexuality.....	3
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
SOCI-215	Criminology.....	3
SOCI-220	Diversity in Society.....	3
PHIL-101	Introduction to Philosophy.....	3
PHIL-102	Elementary Ethics.....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Social Work is designed to prepare competent, professional social work generalists for easy transfer to a state university. It also seeks to prepare social work majors with the cultural competence to practice with the diverse and at-risk populations throughout the state and around the country. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1		16 hours
Course No.	Course Title	Credit
*ENGL-101	English I.....	3
*MATH-108	College Algebra or higher.....	3
*SOCI-102	Introduction to Sociology.....	3
*COMM-101	Public Speaking.....	3
*	Student Success Requirement.....	1
*	Humanities & Fine Arts Requirement.....	3
Semester 2		15-17 hours
Course No.	Course Title	Credit
*ENGL-102	English II.....	3
*	Personal Wellness Requirement.....	2-3
*PSYC-101	General Psychology.....	3
*	Lab Science Requirement.....	4-5
	Open Elective.....	3

Semester 3		15-19 hours
Course No.	Course Title	Credit
*	Mathematics & Natural Sciences Requirement.....	3-5
*	Humanities & Fine Arts Requirement.....	3
***	Program Elective Course (select from list below).....	2-5
***	Program Elective Course (select from list below).....	3
	Open Elective.....	3

Semester 4		15 hours
Course No.	Course Title	Credit
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
	Open Elective.....	3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
ARTS-120	Art Appreciation.....	3
BSAD-101	Introduction to Business.....	3
COMM-201	Intercultural Communication.....	3
CSCI-110	Introduction to Computer Concepts & Applications.....	3
ECHD-101	Child Development I.....	3
EDUC-105	Foundations of Education.....	3
ENGL-210	Introduction to Literature.....	3
ENGL-211	World Literature & the Human Experience.....	3
HIST-104	American History Since 1877.....	3
HPER-106	Health Education.....	3
HPER-107	Substance Abuse.....	3
HPER-109	First Aid.....	2
HPER-115	Basic Nutrition.....	3
HPER-121	Lifetime Fitness.....	2
LANG-1322	Elementary Spanish I.....	5
MATH-110	Fundamentals of Statistics.....	3
MUSC-108	Music History & Appreciation.....	3
PHIL-101	Introduction to Philosophy.....	3
PHIL-102	Elementary Ethics.....	3
PSYC-102	Human Relations.....	3
PSYC-103	Psychology of Adjustment.....	3
PSYC-104	Social Psychology.....	3
PSYC-106	Organizational Leadership.....	3
PSYC-201	Abnormal Psychology.....	3

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
PSYC-206	Team Leading & Collaborative Leadership.....	3
PSYC-210	Developmental Psychology.....	3
SOCI-104	Human Sexuality.....	3
SOCI-105	Introduction to Cultural Anthropology.....	3
SOCI-113	Sociology of Families.....	3
SOCI-204	Social Problems.....	3
SOCI-210	Introduction to Social Work.....	3
SOCI-215	Criminology.....	3
SOCI-220	Diversity in Society.....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

► Courses marked with this symbol are approved by the Kansas Board of Regents for Systemwide Transfer (SWT) among all Kansas public post-secondary institutions offering an equivalent course. Additional courses may also be eligible for transfer. Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) or contact the GCCC registrar for more information.

## EDUCATION

### A NOTE ON TEACHING LICENSURE

General and professional education requirements for early childhood, elementary, 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 and certificate requirements for the school granting the baccalaureate degree. In addition to the successful completion of the identified degree program, students must pass the required certification tests as identified by the State Board of Education for licensure and fulfill any other requirements mandated by the issuing State Department of Education.

## EARLY CHILDHOOD EDUCATION

### Child Development ► ECHD-101 3 hours

Child Development I provides students with the foundational concepts and terminology relevant to understanding the development of a young child cognitively, physically, socially, etc. In addition, students will learn theories related to the different areas and examine research methods as they apply to child development. The course will also introduce different philosophies and theories of child development. Course offered spring semesters.

### Observing and Interacting with Young Children ECHD-1041 3 hours

This course is a study of the role of observation to assess and monitor the development and learning of, and the appropriate techniques for interacting with, young children.

### Early Childhood Education ► ECHD-105 3 hours

Early Childhood Education examines the foundational concepts for early childhood education. Students will learn the history of early childhood education, including the theory and methods for educating young children as they developed over time. Students will also learn about the NAEYC standards, theories and practices for child development and learning, and the significance of the role of the early child educators. Course offered fall semesters.

### Infant and Toddler Care and Education ECHD-106 3 hours

The student will study infant and toddler development with emphasis on how to create and maintain developmentally appropriate environments for children aged birth through thirty-six months. Supporting and engaging families and communities through respectful, reciprocal relationships will be an integral part of the course.

### Early Childhood Program Administration ECHD-108 3 hours

This course is designed to give the student knowledge of the operations and management of early childhood care and education programs. The course will enable students to maintain budgets, implement the administration and organization of early childhood care and education programs

### Interaction Techniques ECHD-109 3 hours

This course examines different theories, philosophies, and methodologies for teaching and interacting with young children. This course will specifically introduce how to understand children's temperament, behavior management, and working with children with special needs. Course offered spring semesters.

### Understanding Children's Temperament ECHD-109A 1 hours

This course examines different theories, philosophies, and methodologies for teaching and interacting with young children. This course will specifically introduce how to understand children's temperament. Course offered spring semesters.

### Child Guidance and Management ECHD-109B 1 hours

This course examines different theories, philosophies, and methodologies for teaching and interacting with young children. This course will specifically introduce how to understand behavior management. Course offered spring semesters

### Caring for Children with Special Needs ECHD-109C 1 hours

This course examines different theories, philosophies, and methodologies for teaching and interacting with young children. This course will specifically introduce how to understand children with special needs. Course offered spring semesters

### 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.

### Childhood Abuse, Neglect & Trauma ECHD-122 3 hours

This course assists students in identifying the signs of child abuse, neglect and trauma. In addition to understanding how to identify these signs, students are taught the importance of mandated reporting, and the impact of these situations on a child's development. Course offered spring semesters.

### Recognizing, Responding, and Reporting Child Abuse and Neglect ECHD-122A 1 hours

This course assists students in identifying the signs of child abuse, neglect, and trauma. In addition to understanding how to identify these signs, students are taught the importance of mandated reporting. Course offered fall semesters.

### Child Abuse and Neglect and Child Development ECHD-122B 1 hours

This course assists students in identifying the signs of child abuse, neglect, and trauma. In addition to understanding how to identify these signs, students are taught the importance of mandated reporting, and the impact of these situations on a child's development. Course offered fall semesters. Course offered fall semesters.

### Working with Children with Traumatic Experiences ECHD-122C 1 hours

This course assists students in identifying the signs of child abuse, neglect, and trauma. In addition to understanding how to identify these signs, students are taught the importance of mandated reporting of children with traumatic experiences. Course offered fall semesters.

**Building Family and Community Relationships ECHD-124 3 hours**

This course will distinguish and discuss the complex characteristics of children's families and communities in a diverse society. Students will understand and create respectful, reciprocal relationships that support, value, and empower all families to be involved in their children's development and learning.

**Health, Nutrition, and Safety ECHD-150 3 hours**

This course discusses the aspects of health, nutrition, and safety of young children. The class also explores the importance of documentation and record keeping when working with young children. Course offered fall semesters.

**Early Childhood Health and Record Keeping ECHD-150A 1 hours**

This course discusses the aspects of health of young children. The class also explores the importance of documentation and record keeping when working with young children. Course offered spring semesters.

**Early Childhood Nutrition and Record Keeping ECHD-150B 1 hours**

This course discusses the aspects of health of young children. The class also explores the importance of documentation and record keeping when working with young children. Course offered spring semesters.

**Early Childhood Safety and Record Keeping ECHD-150C 1 hours**

This course discusses the aspects of health of young children. The class also explores the importance of documentation and record keeping when working with young children. Course offered spring semesters.

## ELEMENTARY & SECONDARY EDUCATION

**Foundations of Education ▶ EDUC-105 3 hours**

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. It is recommended to take this course concurrently with Observation (EDUC-1062). Course offered fall and spring semesters.

**Observation EDUC-1062 2 hours**

**Prerequisite:** Recommended Foundations of Education (EDUC-105) or taken concurrently. This course provides students with an initial opportunity to observe teachers at different levels of the American PreK-12 Education system. This course focuses on evaluating different methods of instruction and classroom management in order to prepare students in the course for future studies in the field of education. Course offered fall semesters.

**Working with Children EDUC-114 3 hours**

This course gives the students real-world work experience in early childhood settings. Students are assigned to multiple early childhood education environments for a minimum of six (6) weeks each. Students will observe, complete assignments, and, when appropriate, assist in the classroom for a minimum of one (1) hour per day Monday-Thursday. Students must have reliable transportation to and from the worksite. Course offered fall and spring semesters.

**Music for the Elementary Teacher EDUC-201 3 hours**

This course will provide the prospective elementary teacher with the knowledge and techniques necessary to be able to organize and supervise music related activities in the classroom. The practices, trends, and philosophy of music education are implemented throughout the course. The student will develop a better understanding of how music plays a role in the elementary child's growth and development. Course offered fall semesters.

**Art for the Elementary Teacher EDUC-202 3 hours**

This course provides the prospective elementary teacher with the knowledge and techniques necessary to be able to organize and supervise art related activities in the classroom. The different art methods, materials, trends, and philosophy of art education are implemented throughout the course. The student develops a better understanding of how art plays a role in the elementary child's growth and development. Course offered spring semesters.

**Health & Movement Education****Methods in the Elementary Classroom EDUC-203 3 hours**

This course provides the prospective elementary teacher with the knowledge and techniques necessary to organize and supervise physical education games and activities as well as health awareness with an emphasis on nutrition, risk behaviors, hygiene, and methods of teaching health appropriate to the elementary classroom. The student develops a better understanding of how health and movement play a role in the elementary child's growth and development. Course offered summer semesters.

**Exceptional Child ▶ EDUC-210 3 hours**

This course is designed to provide context for individuals working with exceptional children. Moreover, it examines methods of including students with exceptionality in the general education classroom in accordance with the principle of least restrictive environment. Students are introduced to the history of special education, related terminology, characteristics of high-incidence disabilities, and common accommodation strategies to promote equitable learning opportunities for all students. Course offered fall semesters.

**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 becomes knowledgeable about the relationship between a child's development and the selection of appropriate literature for children. The student has the opportunity to read, discuss and evaluate a wide variety of children's literature and be confronted with issues affecting literature for children. Course fall and spring semesters.

## 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. Course offered fall and spring semesters.

## 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. Course offered fall and spring semesters.



**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 explains the role politics plays in everyday life. The course promotes the concept of critical thinking to better understand the process of decision making in the political landscape. Course offered fall and spring semesters.

### Introduction to United States

**Intelligence Community** **POLS-130** **3 hours**  
 This course provides a comprehensive look at the roles, missions, and structure of the U.S. Intelligence Community. Students will develop an understanding of the components of the intelligence process used by the U.S. Intelligence Community: planning and direction, collection, processing, analysis & production, and dissemination. This course also addresses the various policies and executive orders shaping intelligence collection both domestically and abroad, such as intelligence oversight and restrictions on sharing and dissemination of information within and between local, state, and federal government agencies and the private sector. On completion of the course, students will have an in-depth understanding of the roles of the various components of the U.S. Intelligence Community and the intelligence processes used to support national security decision makers.

## PSYCHOLOGY

**General Psychology** ▶ **PSYC-101** **3 hours**  
 This course presents an overview of psychology including the study of the brain and behavior, states of consciousness, motivation and emotion, sensation and perception, learning, principles, memory and thought, human interaction, human development, theories of personality, disturbance and treatment. Reading and writing skills commensurate with eligibility for concurrent enrollment in English I are strongly recommended. Course offered fall and spring semesters.

**Human Relations** **PSYC-102** **3 hours**  
 Human Relations focuses on the development of behavioral science skills needed to build and maintain successful relationships and their practical application. Upon completion of this course, the student should have a better understanding of self; know how to communicate effectively; and be able to establish and maintain effective relationships in the home, community, and workplace. Course offered spring semesters.

**Psychology of Adjustment** **PSYC-103** **3 hours**  
 This course emphasizes what psychological research says about improving adjustment and overall quality of life. Factors affecting adjustment include gender, personality, self-esteem, social skills, health, experience of stress, coping and changes with aging. Topics also include social pressures, relationships, career preparation, work and stages of life. The desired outcome is for students to use this knowledge to actively take charge of their own lives, effectively adjusting to an ever-changing world. Course offered fall semesters.

**Social Psychology** **PSYC-104** **3 hours**  
 This course presents the study of the social behavior and the social consciousness of the individual and especially those interests and tendencies that develop from the community life of people. Course offered spring semesters.

**Organizational Leadership** ▶ **PSYC 106** **3 hours**  
 This course is designed to increase the student's knowledge of his or her leadership abilities and qualities in relationship to working within an organization. Topics include (but are not limited to) time management, definition of leadership, leadership theories, communication patterns, ethics and paradigms, parliamentary procedure, community service projects and personal issues that affect leadership. This course is designed as a facilitator of leading the student into the organizational world with better understanding. Course offered fall and spring semesters.

**Abnormal Psychology** **PSYC-201** **3 hours**  
**Prerequisite:** General Psychology (PSYC-101). This course introduces the study of behavior pathologies with emphasis on the social, cultural and legal outcomes of behaviors which depart from social norms and expectation in the community. Course offered fall and spring semesters.

**Issues in Psychology** **PSYC-203** **3 hours**  
 This course implements the application of psychological topics to any area of daily living, which pertains to observable behavior or non-observable behaviors (mental processes). The goal is for students to focus on issues that will directly relate to their future higher education and/or work experiences. Topics can include, but are not limited to, theories used in psychology, current trends in research, sensation, perception, consciousness, motivation, emotion, learning, memory, cognition, language, intelligence, human development, social psychology topics, personality, health/sport, stress, coping strategies, and mental health. Issues in Psychology may be repeated with different titles. Course offered as needed.

**Team Leading and Collaborative Leadership** **PSYC 206** **3 hours**  
 The purpose of this course is to introduce the student to the tasks, techniques and skills of effective leadership behavior. The course assists in the development of the student, moving them from theory to practical application of leadership, team building and collaboration. Course offered as needed.

**Developmental Psychology** ▶ **PSYC-210** **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. Course offered fall and spring.

## SOCIOLOGY

**Introduction to Sociology** ▶ **SOCI-102** **3 hours**  
 This course introduces the study of the social lives of people. It combines theory and application in the study of family, government, deviance, collective behavior, and other topics. Reading and writing skills commensurate with eligibility for concurrent enrollment in English I are strongly recommended. Course offered fall and spring semesters.

**Human Sexuality** **SOCI-104** **3 hours**  
 This course provides a comprehensive introduction to the biological, psychosocial, behavioral and cultural aspects of sexuality. It provides the student with a personally relevant and academically sound introduction to human sexuality. Course offered fall and spring semesters.

## **Introduction to Cultural Anthropology ▶ SOCI-105 3 hours**

This course is an introductory course in cultural anthropology dealing with basic concepts in the social and technological studies of cultures throughout the world. Emphasis is placed on the application of learned principles and concepts and the study of past and present cultural development, diffusion and relationships. Course offered in the spring.

## **Sociology of Families ▶ SOCI-113 3 hours**

This course strives to bring together knowledge about individuals as they function as family members. Relationships between the family and how they relate to the rest of society's institutions are discussed. Course offered fall and spring semesters.

## **Social Problems ▶ SOCI-204 3 hours**

This course is an examination of the significant social problems of our day. The course defines social problems, discusses the development of a concern into a problem, analyzes the various sociological paradigms used to explain social problems, and evaluates methods/approaches to confronting them. Course offered fall and spring semesters.

## **Introduction to Social Work ▶ SOCI-210 3 hours**

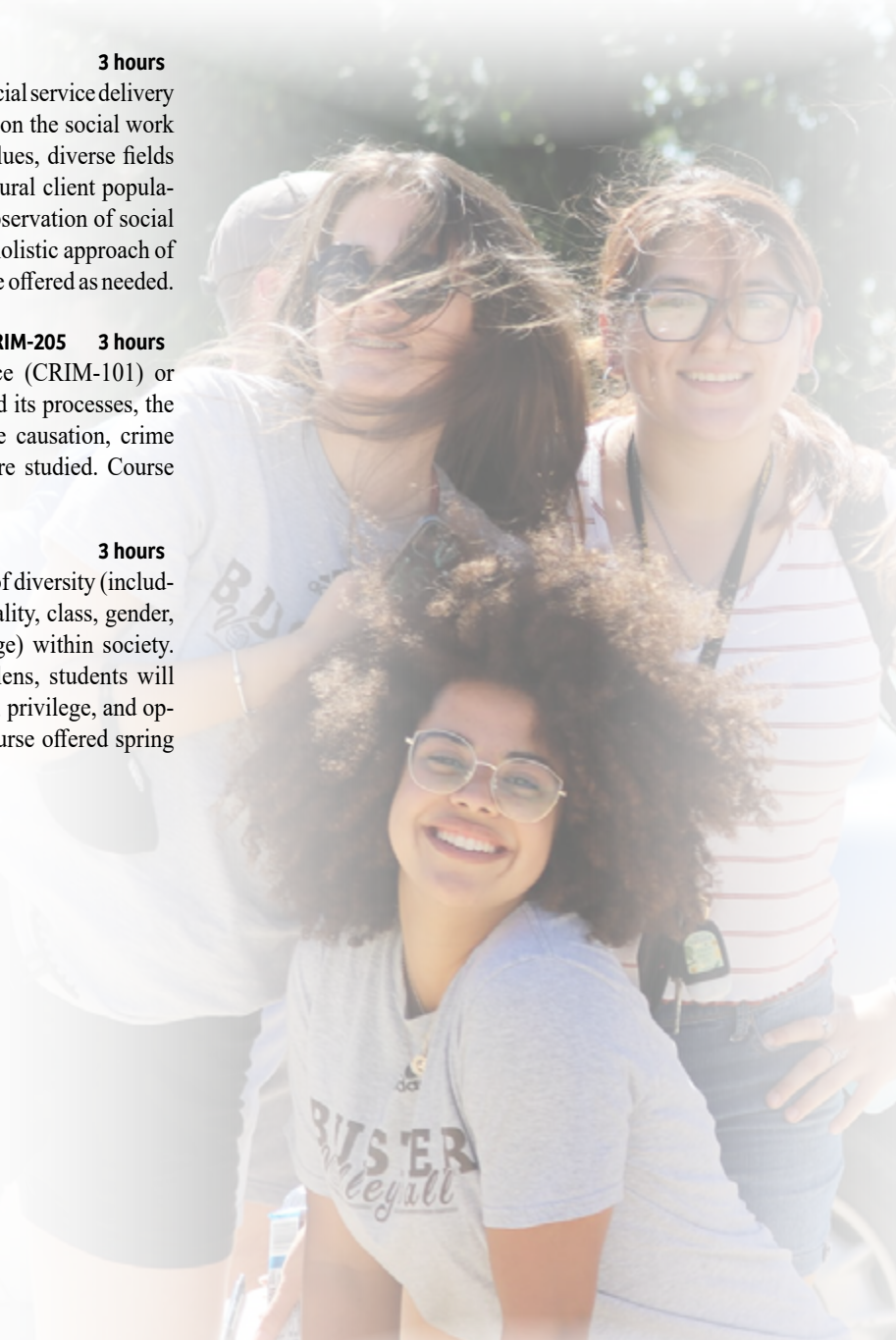
This course provides an introduction to the social service delivery system in the United States, with an emphasis on the social work profession: its mission, philosophy, ethics, values, diverse fields of intervention with a wide range of multicultural client populations in a variety of social service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

## **Criminology SOCI-215/CRIM-205 3 hours**

**Prerequisite:** Introduction to Criminal Justice (CRIM-101) or permission of instructor. The criminal law and its processes, the nature and extent of crime, theories of crime causation, crime topologies, and the criminal justice system are studied. Course offered as needed.

## **Diversity in Society ▶ SOCI-220 3 hours**

This course focuses on the key dimensions of diversity (including but not restricted to race, ethnicity, nationality, class, gender, religion, sexual orientation, disability, and age) within society. Through an interdisciplinary social science lens, students will explore the patterns and dynamics of diversity, privilege, and oppression in domestic and global contexts. Course offered spring semesters.





SM


# DIVISION [ TECHNICAL EDUCATION ]

- **Ag Equipment Technology (John Deere Ag Tech)**
- **Production Agriculture**  
Agribusiness Agronomy Livestock Management
- **Animal Science**  
Meat and Food Science
- **Automotive Technology**
- **Construction Trades**  
Carpentry
- **Cosmetology**
- **Criminal Justice**
- **Emergency Medical Services**
- **Fire Science**
- **Industrial Machine Mechanic**
- **Welding Technology**

Future job potential is promising for those who attain sophisticated skills, from literacy and technology to communication and teamwork, as well as critical thinking. To gain these necessary skills, education beyond high school is vital.



## COURSE TRANSFER

The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas public postsecondary institutions. A student who completes a Systemwide Transfer (SWT) course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course. Course that meet the Systemwide Transfer (SWT) are noted by this symbol . Visit [https://www.kansasregents.org/academic\\_affairs/transfer-articulation](https://www.kansasregents.org/academic_affairs/transfer-articulation) [for more information.



## AGRICULTURAL EQUIPMENT TECHNOLOGY (JOHN DEERE)

Program Code: JDAT

**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Agricultural Technology is a partnership with GCCC, John Deere, and a John Deere dealer organization. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 68

Semester 1 Course No.	Course Title	16 hours Credit
**JDAT-102	Agricultural Powertrains I (8-weeks) .....	3
**JDAT-103	Agricultural Hydraulics I (8-weeks) .....	3
**JDAT-1043	Agricultural Electrical I .....	3
**JDAT-112	Information Management Systems .....	2
**INPR-1511	Safety Orientation .....	1
*	Communication Requirement .....	3
*	Student Success Requirement .....	1
<b>Semester 2 Course No.</b>	<b>Course Title</b>	<b>19-21 hours Credit</b>
**JDAT-109	Harvesting Equipment (8-weeks) .....	4
**JDAT-122	Agricultural Powertrains II .....	3
**JDAT-123	Agricultural Hydraulics II .....	3
**JDAT-124	Agricultural Electrical II .....	3
*	Communication Requirement .....	3
*	Natural or Computer Sciences Requirement .....	3-5

SUMMER Course No.	Course Title	3 hours Credit
**JDAT-107	Dealer Internship I .....	3

Semester 3 Course No.	Course Title	18-19 hours Credit
**JDAT-105	John Deere Air Quality Systems .....	3
**JDAT-202	Engines .....	4
**JDAT-203	Agricultural Fuel Systems & Performance .....	3
*MATH-107T	Technical Mathematics or higher .....	3
*	Personal Wellness Requirement .....	2-3
*PSYC-101 or SOCI-102 General Psychology or Introduction to Sociology .....		3

Semester 4 Course No.	Course Title	12 hours Credit
**JDAT-108	Dealer Internship II (8-weeks) .....	3
**JDAT-120	Special Topics in Agricultural Technology (8-weeks) .....	3
OR		
**JDAT-125	John Deere Welding .....	3
**JDAT-213	Agricultural Hydraulics III (8-weeks) .....	3
**JDAT-214	Agricultural Electrical III (8-weeks) .....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

# AGRICULTURAL EQUIPMENT TECHNOLOGY

## Safety and Orientation JDAT-101 3 hours each

This course is a prerequisite safety course designed to ensure that students are aware of the rules that should be followed in an active shop. This course will cover forklift safety, overhead hoist safety, chemical compositions, fire safety among other topics.

## Agricultural Powertrains I & II JDAT-102, 122 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 is placed on theory of operation, diagnosis of failures and repair procedures. Powertrains I is offered in the fall and Powertrains II is offered in the spring semesters.

## Agricultural Hydraulics I, II & III JDAT-103, 123, 213 3 hours each

Basic hydraulic principles – flow, pressure, and restriction (load) are 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 are introduced. Basic hydraulic diagnostics are infused with the theory of the components listed. The electronic interface are introduced in Electrical Systems and theory further developed in the Hydraulics systems series. Hydraulics I is offered in the fall; Hydraulics II and III are offered in the spring semesters.

## Agricultural Electrical Systems I, II & III JDAT-1043, 124, 214 3–4 hours each

The basic characteristics of electricity, voltage, current flow and resistance, the nature of these characteristics in typical DC electrical circuits, and the theory of operation of alternators, starters, and ignition systems are 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 are emphasized. The ISO diagrams, diagnostic and repair procedures, and the CCD, CanBus, and controller systems are studied, tested and programmed if allowed. Emphasis is placed on how the electronic systems interface with the operator, hydraulic, power train and fuel systems. Electrical I is offered in the fall; Electrical II and III are offered in the spring.

## Air Quality Systems JDAT-105 3 hours

The basics of the refrigeration cycle are introduced. Repair and diagnostic procedures are performed on the equipment available. Cooling, heating, and filtering systems are studied and repair procedures practiced. The electronic interface with the vehicle communications system are introduced. Course offered fall semesters.

## Dealer Internship I JDAT-107 3 hours

**Prerequisite:** Successful completion of first year JDAT program. 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. Course offered summer semesters.

## Dealer Internship II JDAT-108 3 hours

**Prerequisite:** Successful completion of first internship and following semester classes. These internships offer a supervised work experience needed to make courses taught on campus meaningful and useful. Students practice the skills and use the knowledge acquired in class and in the lab. Course offered spring semesters.

## Harvesting Systems JDAT-109 4 hours

Theory of combine operation and thrashing concepts, operation of forage harvesters, and hay equipment are studied and when possible, demonstrated. Adjustment and repair procedures are outlined, studied, and practiced. The applications of the hydraulics and powertrain systems are covered. Field demonstrations are utilized when possible. Course offered spring semesters.

## Information Management Systems JDAT-112 2 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 use each of the systems to familiarize themselves with each system and then be able to use them in the course of the Ag Tech program and at the dealership. When appropriate this course includes an introduction to the financial reports that are pertinent to the service department at the dealership. Course offered fall semesters.

## Special Topics in Ag Tech JDAT-120 3 Hours

This course is in place to allow flexibility in meeting training needs that are of an infrequent nature, allow the program to respond quickly to changes in the product delivered by John Deere to customers and meet John Deere certification requirements. Course offered spring semesters.

## John Deere Welding JDAT-125 3 Hours

This course will introduce students to various types of metals used in agriculture machinery and the processes to correctly repair failures of those metals. Course will include instructor-led demonstration and hands-on application by students. This class is designed to address the deficient of skills as identified by employers and will benefit technicians that wish to expand their skillset into metallurgy, welding processes, fabrication and repair. Course offered as needed.

## Engines JDAT-202 4 hours

Disassembly and repair of JD diesel engines are covered. Cylinder head, valve train, piston and crankshaft, and lubrication systems are studied on the basis of wear, repair, and failure prevention. A review of the basic diesel cycle are included with emphasis on its use in the diagnostic procedures. Course offered fall semesters.

## Agricultural Fuel Systems and Performance JDAT-203 3 hours

Gas and diesel fuel systems are studied and theory of operation of diesel injection pumps are covered. Testing and repair of injectors are covered. Electronic governors and electronic fuel injection are introduced. EPA regulations and emissions rules are introduced. Diagnosis using the Service Advisor system are practiced. Tractor performance and those factors that affect performance are 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 are discussed. Course offered fall semesters.



# PRODUCTION AGRICULTURE

Program Code: AGRI

**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Production Agriculture provides an educational curriculum to enhance a student's ability to be successful in his or her agricultural endeavors. The Production Agriculture program is structured to allow flexibility in choices or courses that are suited to a student's particular interests and goals. Whether they are interested in agronomy, agribusiness, feedlot technology or any other agriculture field, students select options that are occupationally oriented and require only one or two years of coursework. The college offers a large selection of electives to meet the needs of the path the student has chosen in the broad and interesting field of Production Agriculture. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 64

Semester 1		14-5 hours
Course No.	Course Title	Credit
**AGRI-100	Agriculture in Our Society .....	1
**AGEC-102	Farm Management & Accounting .....	3
*MATH-107	Intermediate Algebra or higher.....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	1

Semester 2		11-17 hours
Course No.	Course Title	Credit
**AGEC-100	Agriculture Economics .....	3
*	Communication Requirement.....	3
***	Program Elective Course (select from list below).....	1-4
***	Program Elective Course (select from list below).....	1-4
***	Program Elective Course (select from list below).....	3

Summer Session		4 hours
Course No.	Course Title	Credit
**AGRI-121	Agriculture Internship.....	4

Semester 3		15-17 hours
Course No.	Course Title	Credit
**AGEC-106	Agriculture and Food Business Management.....	3
*	Communication Requirement.....	3
*	Natural or Computer Sciences Requirement .....	3-5
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3

Semester 4		16 hours
Course No.	Course Title	Credit
**AGEC-103	Agriculture Marketing and Futures .....	3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....	3
***	Program Elective Course (select from list below).....	4
***	Program Elective Course (select from list below).....	3
***	Open Elective Course .....	3

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
AGRI-120/121/122	Ag Internship .....	4
AGRO-101	Crops and Crops Lab .....	4
AGRO-102	Range Management .....	3
AGRO-103	Soils and Soils Lab .....	4
AGRO-120	Special Topics in Crops Management .....	3
ANSI-101	Animal Diseases and Health .....	3
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science and Industry Lab .....	1
ANSI-104	Commercial Feedlot Operations.....	1
ANSI-105	Beef Production .....	3
ANSI-106	Dairy and Poultry Production.....	3
ANSI-107	Animal Nutrition (Livestock Feeding) .....	3
ANSI-108	Livestock Selection.....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab .....	1
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-129	Meat and Carcass Evaluation .....	3
ANSI-130	Classification, Grading and Selection of Meats.....	3
ANSI-131	Introduction to Food Science.....	3
ANSI-135	ServSafe.....	1
ANSI-140	Horse Science .....	3

### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title	Credit
ANSI-141	Horsemanship .....	1
ANSI-206	Principles of Meat Evaluation .....	3
ANSI-207	Principles of Meat Science .....	3
ANSI-213	Animal Welfare and Handling.....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing and Fabrication .....	3
ANSI-217	Principles of Artificial Insemination.....	1
WELD-110	Introduction to AWS Welding.....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate in Science Degree in Production Agriculture provides an educational curriculum to enhance a student's ability to be successful in his or her agricultural endeavors. The Production Agriculture program is structured to allow flexibility in choices or courses that are suited to a student's particular interests and goals. Whether they are interested in agronomy, agribusiness, agricultural education, ag sales, feedlot management, or any other agriculture field, students can develop an educational plan utilizing this two-year degree which can lead to a Bachelor in Science degree in Agriculture. The college offers a large selection of electives to meet the needs of the path the student has chosen in the broad and interesting field of Production Agriculture. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	14 hours
Course No.	Course Title
**AGRI-100	Agriculture in Our Society ..... 1
**AGEC-102	Farm Management & Accounting ..... 3
*ENGL-101	English I ..... 3
*MATH-108	College Algebra or higher ..... 3
*	Student Success Requirement ..... 1
***	Program Elective Course (select from list below) ..... 3

Semester 2	13 hours
Course No.	Course Title
**AGEC-100	Agriculture Economics ..... 3
*	Lab Science Requirement ..... 4
*ENGL-102	English II ..... 3
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology ..... 3

Summer Semester	4 hours
Course No.	Course Title
**AGRI-121	Agriculture Internship ..... 4

Semester 3	14-15 hours
Course No.	Course Title
**AGEC-106	Agriculture & Food Business Management ..... 3
*COMM-101	Public Speaking ..... 3
*	Humanities & Fine Arts Requirement ..... 3
*	Personal Wellness Requirement ..... 2
***	Program Elective Course (select from list below) ..... 3

Semester 4	14-16 hours
Course No.	Course Title
**AGEC-103	Agriculture Marketing and Futures ..... 3
*	Humanities & Fine Arts Requirement ..... 3
*	Mathematics & Natural Sciences Requirement ..... 3-5
*	Social Science Requirement ..... 3
	Open Elective Course ..... 3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
AGRI-120/121/122	Ag Internship .....	4
AGRO-101	Crops and Crops Lab .....	4
AGRO-102	Range Management .....	3
AGRO-103	Soils and Soils Lab .....	4
AGRO-120	Special Topics in Crops Management .....	3
ANSI-101	Animal Diseases and Health .....	3
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science and Industry Lab .....	1
ANSI-104	Commercial Feedlot Operations .....	1
ANSI-105	Beef Production .....	3
ANSI-106	Dairy and Poultry Production .....	3
ANSI-107	Animal Nutrition (Livestock Feeding) .....	3
ANSI-108	Livestock Selection.....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab .....	1

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

Course No.	Course Title .....	Credit
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-129	Meat and Carcass Evaluation .....	3
ANSI-130	Classification, Grading and Selection of Meats.....	3
ANSI-131	Introduction to Food Science.....	3
ANSI-135	ServSafe.....	1
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship .....	1
ANSI-206	Principles of Meat Evaluation .....	3
ANSI-207	Principles of Meat Science .....	3
ANSI-213	Animal Welfare and Handling.....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing and Fabrication .....	3
ANSI-217	Principles of Artificial Insemination.....	1
WELD-110	Introduction to AWS Welding.....	3

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.



**CERTIFICATE**

**AGRIBUSINESS**

**Program Code: AGRI**

**PROGRAM DESCRIPTION:** The Certificate (CERT A) in Agribusiness is a program that provides educational curriculum to enhance a student's ability to be successful in his or her agricultural endeavors. It is designed to introduce and refine agribusiness skills. The plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 17**

**Certificate A**

**Semester 1**

Course No.	Course Title	17 hours Credit
**AGRI-100	Agriculture in Our Society .....	1
**AGEC-100	Agriculture Economics .....	3
**AGEC-102	Farm Management & Accounting .....	3
**AGEC-103	Agriculture Marketing and Futures .....	3
**AGEC-106	Agriculture and Food Business Management.....	3
**AGRI-120/121/122	Agriculture Internship (one course).....	4

\* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**CERTIFICATE**

**AGRIBUSINESS SPECIALIST - AGRONOMY**

**Program Code: AGRO**

**PROGRAM DESCRIPTION:** : The Certificate (CERT B) in Agribusiness with an agronomy emphasis provides an educational curriculum to enhance a student's ability to be successful in his or her agricultural endeavors. It is designed to introduce and refine agribusiness with an agronomy emphasis. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 32**

**Certificate B**

**Semester 1**

Course No.	Course Title	15 hours Credit
**AGRI-100	Agriculture in Our Society .....	1
**AGEC-102	Farm Management & Accounting .....	3
**AGEC-106	Agriculture and Food Business Management.....	3
**AGRO-101	Crops and Crops Lab .....	4
**AGRO-102	Range Management .....	3
**PCDE-109	Career Success .....	1

**Semester 2**

Course No.	Course Title	17 hours Credit
**AGEC-100	Agriculture Economics .....	3
**AGEC-103	Agriculture Marketing and Futures .....	3
**AGRO-103	Soils and Soils Lab .....	4
**AGRO-120	Special Topics in Crops Management .....	3
**AGRI-120/121/122	Agriculture Internship (one course) .....	4

**\*\*\* PROGRAM ELECTIVE COURSES**

Course No.	Course Title	Credit
AGRO-103	Soils & Soils Lab .....	4
AGRO-101	Crops & Crops Lab .....	4
AGRO-102	Range Management .....	3
AGRO-120	Special Topics in Crops Management .....	3
AGRI-120	Ag Internship – Spring .....	4
AGRI-121	Ag Internship – Summer .....	4
AGRI-122	Ag Internship - Fall .....	4
PCDE-101	College Success .....	1
WELD-110	Introduction to AWS Welding.....	3

\* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**CERTIFICATE**

**AGRIBUSINESS SPECIALIST - LIVESTOCK MANAGEMENT Program Code: AGLV**

**PROGRAM DESCRIPTION:** The Certificate (CERT B) in Agribusiness with a livestock management emphasis provides an educational curriculum to enhance a student's ability to be successful in his or her agricultural endeavors. It is designed to introduce and refine agribusiness with a livestock management emphasis. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 32**

**Certificate B**

Semester 1		16 hours
Course No.	Course Title	Credit
**AGRI-100	Agriculture in Our Society .....	1
**AGEC-102	Farm Management & Accounting .....	3
**AGEC-106	Agriculture and Food Business Management.....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3

Semester 2		16 hours
Course No.	Course Title	Credit
**AGEC-100	Agriculture Economics .....	3
**AGEC-103	Agriculture Marketing and Futures .....	3
**AGRI-120/121/122	Agriculture Internship (one course) .....	4
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3

**\*\*\* PROGRAM ELECTIVE COURSES**

Course No.	Course Title	Credit
AGRI-120/121/122	Ag Internship .....	4
AGRO-102	Range Management .....	3
ANSI-101	Animal Diseases and Health.....	3
ANSI-102	Principles of Animal Science.....	3
ANSI-103	Animal Science and Industry Lab .....	1
ANSI-104	Commercial Feedlot Operations.....	1
ANSI-105	Beef Production .....	3
ANSI-106	Dairy and Poultry Production.....	3
ANSI-107	Animal Nutrition (Livestock Feeding).....	3
ANSI-108	Livestock Selection.....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab .....	1
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-129	Meat and Carcass Evaluation .....	3
ANSI-130	Classification, Grading and Selection of Meats.....	3
ANSI-131	Introduction to Food Science.....	3
ANSI-135	ServSafe.....	1
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship .....	1
ANSI-206	Principles of Meat Evaluation .....	3
ANSI-207	Principles of Meat Science .....	3
ANSI-213	Animal Welfare and Handling .....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing and Fabrication .....	3
ANSI-217	Principles of Artificial Insemination.....	1
PCDE-109	Career Success.....	1
WELD-110	Introduction to AWS Welding.....	3

**\* CORE CURRICULUM REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM ELECTIVE COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



## AGRI-ECONOMICS

### Introduction to Agricultural Economics AGECE-100 3 hours

This course studies the contribution of the agricultural sector to the national economy. The course also covers production and consumption, supply and demand elasticity, and marketing and budgeting of agricultural products and enterprises. Course offered spring semesters.

### Farm Management & Accounting AGECE-102 3 hours

This course studies the functions and activities of management in the organization and control of farm and ranch resources. Activities of management emphasized are taxes, land and capital acquisition, labor management, and estate planning. An accounting background is helpful but not required. Course offered fall semesters.

### Futures Marketing and Hedging AGECE-103 3 hours

This course covers the basic mechanics of the commodity futures markets. Fundamental analysis and technical analysis are studied as they relate to the speculator and the hedger. Course offered spring semesters.

### Ag & Food Business Management AGECE-106 3 hours

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

## 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. Course offered fall and spring semesters.

### Agriculture Internship

(Spring)	AGRI-120 .....	4 hours
(Summer)	AGRI-121 .....	4 hours
(Fall)	AGRI-122 .....	4 hours

A supervised work experience in an agricultural operation, this course may be a part of these programs of study:

Feedlot Technology, Agricultural Mechanics, Meat Animal Evaluation, Production Agriculture, and Sales and Services.

Students may choose their areas of greatest interest or specialization. Agriculture Internship involves the students in employee-employer-instructor relationships. A diary of daily activities with a summary are required. Student, employer and instructor meet to determine and plan specific educational objectives to be accomplished during the field study period. Prior and related course work with departmental consent is required.

## AGRONOMY

### Crops AGRO-101 4 hours

This course is a study of the principles of the production of economic plants, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization. Three hours recitation- lecture and two hours laboratory per week. Course offered fall semesters.

### 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. Course offered fall semesters.

### 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. Course offered spring semesters.

### Special Topics In Crops Management AGRO-120 1-3 hours

This course provides 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 provides the learner with the most current information relating to the management of crop production concepts and activities. Course offered spring semesters.

**PROGRAM DESCRIPTION:** The Associate of Applied Science degree in Animal Science is a program with several disciplines covered in courses at GCCC. The areas range from live animals to food and meat science with food safety integrated into the curriculum. The program boasts excellent faculty with high educational and industry experiences. A student can choose to study the live animal side of the industry with focuses on health, nutrition, growth, reproduction and marketing. In the meat production aspect of the program, students gain access to hands-on training in the GCCC Meat Lab and Buster Red Meats. In this inspected facility, students can participate in all aspects of meat and food production including processing, fabrication, curing, smoking, packaging and marketing of red meat products. In some courses, students are challenged to create their own products by using new techniques, ingredients or through various marketing channels and approaches. The department also works closely with area and regional cattle feeding facilities and national animal pharmaceutical companies to collect cattle research data or for approval of animal health products. Students learn about the research and receive training on various harvesting techniques and carcass grading. The program also utilizes online formats for courses, including many in food and meat science allowing students to gather more knowledge for career promotions or annual continuing education for their current agricultural positions around the country. Additionally, the many industry experts give this program a broad-spectrum approach to the entire animal and food science discipline as well as perspectives from various animal agriculture industries. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 67

Semester 1	17-18 hours
Course No.	Course Title
*	Student Success Requirement..... 1
**ANSI-102	Principles of Animal Science..... 3
**ANSI-103	Animal Science & Industry Lab ..... 1
*COMM-101/COMM-103	Public Speaking or Interpersonal Communication..... 3
*MATH-107	Intermediate Algebra or higher..... 3
**AGRI -100	Agriculture in our Society ..... 1
*	Personal Wellness Requirement..... 2-3
***	Program Elective Course (select from list below)..... 3

Semester 2	18-20 hours
Course No.	Course Title
***ANSI-131	Introduction to Food Science..... 3
*	Communication Requirement..... 3
***	Program Elective Course (select from list below)..... 3
	Open Elective ..... 3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology ..... 3
*	Natural Sciences Requirement..... 3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
AGEC-100	Introduction to Agricultural Economics .....	3
ANSI-101	Animal Diseases & Health .....	3
ANSI-104	Commercial Feedlot Operations.....	3
ANSI-105	Beef Production .....	3
ANSI-106	Dairy & Poultry Production.....	3
ANSI-107	Animal Nutrition.....	3
ANSI-108	Livestock Selection.....	2
ANSI -109	Livestock Evaluation .....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab .....	1
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-129	Meat & Carcass Evaluation .....	3
ANSI-130	Classification, Grading & Selection of Meats .....	3
ANSI-135	Serv-Safe .....	1
ANSI-140	Horse Science .....	3
ANSI-141	Horsemanship .....	1
ANSI-206	Principles of Meat Evaluation .....	3
ANSI-207	Principles of Meat Science .....	3
ANSI-208	Basic Food Chemistry .....	3
ANSI-209	Food Sanitation Management.....	3

Semester 3	15 hours
Course No.	Course Title
***	Program Elective Course (select from list below)..... 3
***	Program Elective Course (select from list below)..... 3
***	Program Elective Course (select from list below)..... 3
***	Program Elective Course (select from list below)..... 3
***	Program Elective Course (select from list below)..... 3

Semester 4	15 hours
Course No.	Course Title
***	Program Elective Course (select from list below)..... 3
***	Program Elective Course (select from list below)..... 3
***	Program Elective Course (select from list below)..... 3
***	Program Elective Course (select from list below)..... 3
***	Program Elective Course (select from list below)..... 3

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

ANSI-212	Food Safety.....	3
ANSI-213	Animal Welfare & Handling.....	3
ANSI-214	International Animal Agriculture.....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing & Fabrication .....	3
ANSI-217	Principles of Artificial Insemination.....	3
ANSI-250	Animal Genetics .....	3
ANSI-251	Basic Food Microbiology .....	3
ANSI-252	Hazard Analysis Critical Control Points.....	3
ANSI-2703	Food Science Internship .....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Associate of Science degree in Animal Science is a program with multiple disciplines covered in courses at GCCC. The areas range from live animals to food and meat science with food safety integrated into the curriculum. The program boasts excellent faculty with high educational and industry experiences. A student can choose to study the live animal side of the industry with focuses on health, nutrition, growth, reproduction and marketing. In the meat production aspect of the program, students gain access to hands-on training in the GCCC Meat Lab and Buster Red Meats. In this inspected facility, students can participate in all aspects of meat and food production including processing, fabrication, curing, smoking, packaging and marketing of red meat products. In some courses, students are challenged to create their own products by using new techniques, ingredients or through various marketing channels and approaches. The department also works closely with area and regional cattle feeding facilities and national animal pharmaceutical companies to collect cattle research data or for approval of animal health products. Students learn about the research and receive training on various harvesting techniques and carcass grading. The program also utilizes online formats for courses, including many in food and meat science allowing students to gather more knowledge for career promotions or annual continuing education for their current agricultural positions around the country. Additionally, the many industry experts give this program a broad-spectrum approach to the entire animal and food science discipline as well as perspectives from various animal agriculture industries. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 60

Semester 1	15 hours
Course No.	Course Title
**ANSI-102	Principles of Animal Science.....3
**ANSI-103	Animal Science & Industry Lab .....1
*COMM-101/COMM-103	Public Speaking or Interpersonal Communication.....3
*MATH-108	College Algebra or higher.....3
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....3
**AGRI -100	Agriculture in our Society .....1
*	Student Success Requirement.....1

Semester 2	16-17 hours
Course No.	Course Title
***ANSI-131	Introduction to Food Science.....3
*	Lab Science Requirement .....4-5
*	Social Science Requirement .....3
*	Humanities & Fine Arts Requirement .....3
***	Program Elective Course (select from list below).....3

Semester 3	14-17 hours
Course No.	Course Title
***	Program Elective Course (select from list below).....3
***	Program Elective Course (select from list below).....3
*ENGL-101	English I.....3
*	Personal Wellness Requirement.....2-3
*	Mathematics & Natural Science Requirement .....3-5

Semester 4	15 hours
Course No.	Course Title
*	Humanities & Fine Arts Requirement .....3
*ENGL-102	English II .....3
***	Program Elective Course (select from list below).....3
***	Program Elective Course (select from list below).....3
	Open Elective .....3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
AGEC-100	Introduction to Agricultural Economics .....3	
ANSI-101	Animal Diseases & Health .....3	
ANSI-104	Commercial Feedlot Operations .....3	
ANSI-105	Beef Production .....3	
ANSI-106	Dairy & Poultry Production.....3	
ANSI-107	Animal Nutrition.....3	
ANSI-108	Livestock Selection.....2	
ANSI-109	Livestock Evaluation .....2	
ANSI-110	Swine Production.....3	
ANSI-111	Farm Animal Reproduction .....3	
ANSI-1110	Farm Animal Reproduction Lab .....1	
ANSI-120	Special Topics in Livestock Management .....3	
ANSI-129	Meat & Carcass Evaluation .....3	
ANSI-130	Classification, Grading & Selection of Meats .....3	
ANSI-135	Serv-Safe .....1	
ANSI-140	Horse Science .....3	
ANSI-141	Horsemanship .....1	
ANSI-206	Principles of Meat Evaluation .....3	
ANSI-207	Principles of Meat Science .....3	
ANSI-208	Basic Food Chemistry .....3	
ANSI-209	Food Sanitation Management.....3	

#### \*\*\* PROGRAM ELECTIVE COURSES (continued)

ANSI-212	Food Safety.....3
ANSI-213	Animal Welfare & Handling.....3
ANSI-214	International Animal Agriculture.....3
ANSI-215	Introduction to Food Law .....3
ANSI-216	Principles of Meat Processing & Fabrication.....3
ANSI-217	Principles of Artificial Insemination.....3
ANSI-250	Animal Genetics .....3
ANSI-251	Basic Food Microbiology .....3
ANSI-252	Hazard Analysis Critical Control Points (HACCP).....3
ANSI-2703	Food Science Internship .....3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**CERTIFICATE**

**FOOD SCIENCE**

**Program Code: ANSI**

**PROGRAM DESCRIPTION:** The certificate (CERT A) in Food Science & Safety is a unique program that is built for those directly entering or who are currently in the workforce. Courses are designed specifically to meet the needs of all facets of the food animal industry. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 18**

**Certificate A**

**Semester 1**

Course No.	Course Title	9 hours Credit
**ANSI-131	Introduction to Food Science.....	3
**ANSI-207	Principles of Meat Science .....	3
***	Program Elective Course (select from list below).....	3

**Semester 2**

Course No.	Course Title	9 hours Credit
**ANSI-212	Food Safety.....	3
**ANSI-209	Food Sanitation Management.....	3
***	Program Elective Course (select from list below).....	3

**\*\*\* PROGRAM ELECTIVE COURSES**

Course No.	Course Title	Credit
AGRI-100	Agriculture in our Society .....	1
ANSI-129	Meat & Carcass Evaluation .....	3
ANSI-208	Basic Food Chemistry .....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing & Fabrication .....	3
ANSI-251	Basic Food Microbiology .....	3
ANSI-252	Hazard Analysis Critical Control Points (HACCP).....	3
ANSI-2703	Food Science Internship .....	3
PCDE-101	College Success .....	1
PCDE-109	Career Success.....	1

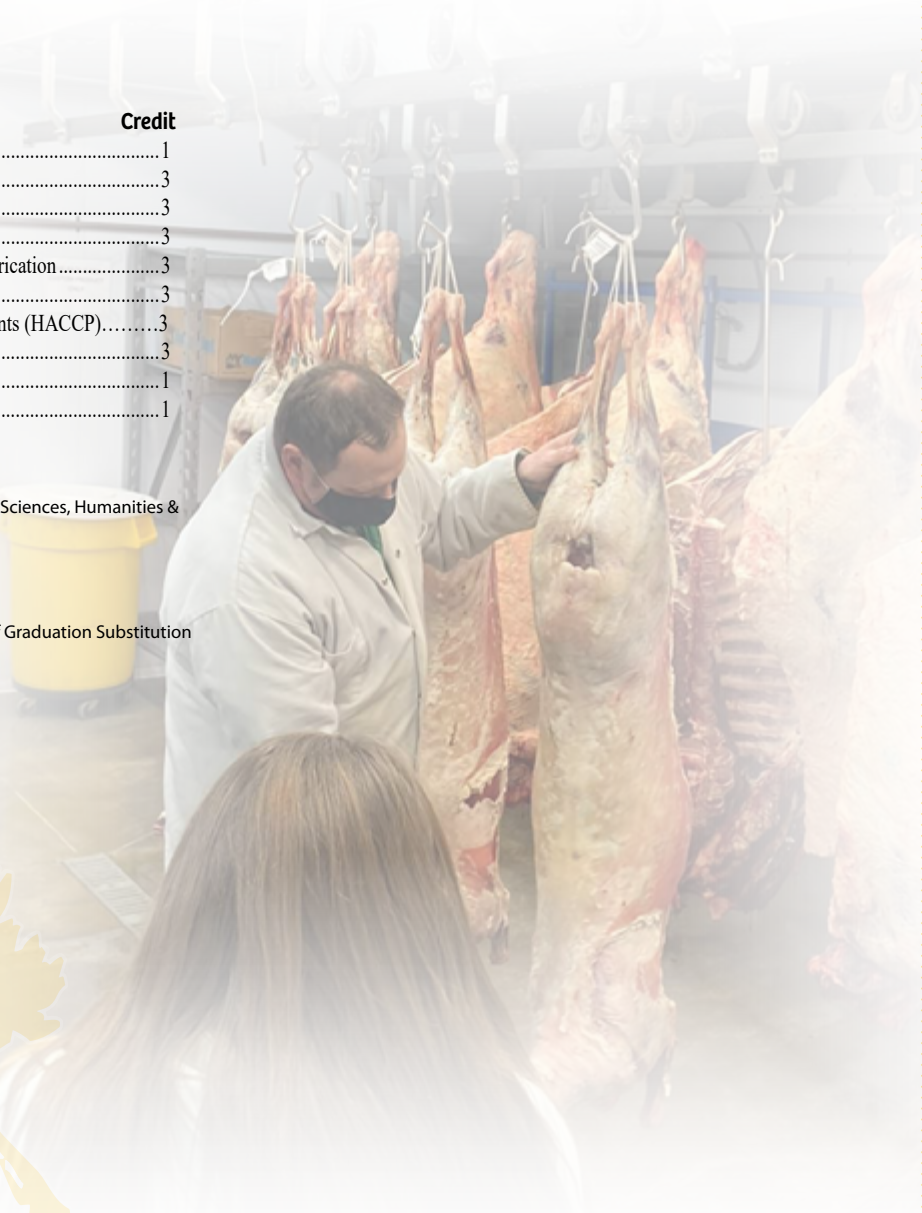
**\* CORE CURRICULUM REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM ELECTIVE COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The certificate (CERT B) in Food Science & Meat Production is a unique program that is built for those directly entering or who are currently in the workforce. Courses are designed specifically to meet the needs of all facets of the food animal industry. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 35**

**Certificate B**

<b>Semester 1</b>		<b>18 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
**AGRI -100	Agriculture in our Society .....	1
**ANSI-102	Principles of Animal Science.....	3
**ANSI-103	Animal Science & Industry Lab .....	1
**	Student Success Requirement.....	1
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3

<b>Semester 2</b>		<b>17 hours</b>
<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	3
***	Program Elective Course (select from list below).....	2

**\*\*\* PROGRAM ELECTIVE COURSES**

<b>Course No.</b>	<b>Course Title</b>	<b>Credit</b>
ANSI-101	Animal Diseases & Health .....	3
ANSI-104	Commercial Feedlot Operations.....	3
ANSI-105	Beef Production .....	3
ANSI-106	Dairy & Poultry Production.....	3
ANSI-107	Animal Nutrition.....	3
ANSI-108	Livestock Selection.....	2
ANSI-109	Livestock Evaluation .....	2
ANSI-110	Swine Production.....	3
ANSI-111	Farm Animal Reproduction .....	3
ANSI-1110	Farm Animal Reproduction Lab .....	1
ANSI-120	Special Topics in Livestock Management .....	3
ANSI-129	Meat & Carcass Evaluation .....	3
ANSI-130	Classification, Grading & Selection of Meats .....	3
ANSI-131	Introduction to Food Science.....	3
ANSI-135	Serv-Safe .....	1
ANSI-140	Horse Science .....	3

**\*\*\* PROGRAM ELECTIVE COURSES (continued)**

ANSI-141	Horsemanship .....	1
ANSI-206	Principles of Meat Evaluation .....	3
ANSI-207	Principles of Meat Science .....	3
ANSI-208	Basic Food Chemistry .....	3
ANSI-209	Food Sanitation Management.....	3
ANSI-212	Food Safety.....	3
ANSI-213	Animal Welfare & Handling.....	3
ANSI-214	International Animal Agriculture.....	3
ANSI-215	Introduction to Food Law .....	3
ANSI-216	Principles of Meat Processing & Fabrication .....	3
ANSI-217	Principles of Artificial Insemination.....	3
ANSI-250	Animal Genetics .....	3
ANSI-251	Basic Food Microbiology .....	3
ANSI-252	Hazard Analysis Critical Control Points.....	3
ANSI-2703	Food Science Internship .....	3

**\* CORE CURRICULUM REQUIREMENT**

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

**\*\* REQUIRED PROGRAM COURSE**

**\*\*\* PROGRAM ELECTIVE COURSE**

Other courses are subject for approval with submission of Graduation Substitution form.

# ANIMAL SCIENCE

## Animal Diseases and Health      ANSI-101      3 hours

This course is a study of diseases that affect farm animals including prevention, treatment, symptoms and medicines. Course offered fall semesters.

## Principles of Animal Science      ANSI-102      3 hours

This course studies the basic principles of animal agriculture including health, reproduction, genetics, nutrition, marketing, economics, meats and systems of production. It is recommended this class be taken concurrently with Animal Science and Industry Lab (ANSI-103). Course offered fall semester.

## Animal Science and Industry Lab      ANSI-103      1 hour

This course includes field trips and laboratory exercises to observe livestock related operations and activities. Animal Science and Industry Lab includes the study of feedlots, farm production operations, meat processing, digestive systems, reproductive systems and marketing operations. This course is to be taken concurrently with Principles of Animal Science (ANSI-102). Course offered fall semesters.

## Commercial Feedlot Operations      ANSI-104      1 hour

This course is a study of the principles, philosophy and organization of the commercial feedlot industry. Commercial Feedlot Operations includes the economics of cattle feeding, marketing methods and management concerns. Course offered spring semesters.

## Cow-Calf Operations      ANSI-105      2-3 hours

This course is a study of cow and calf operations in Kansas, with emphasis on performance, selection, methods of productions, management problems and techniques, forage utilization and economic situations of cow-calf enterprises. Course offered spring semesters.

## Dairy and Poultry Production      ANSI-106      3 hours

This introductory course in dairying and poultry husbandry emphasizes management, breeds, production testing, diseases, sanitation, feeding and facilities. Course offered fall semesters.

## Animal Nutrition      ANSI-107      3 hours

This course includes the selection and preparation of feeds, the study of the digestive system and the process of nutrition, nutritional requirements and theory of practical economy for the maintenance, growth, and finishing of all classes of farm animals. Course offered fall semesters.

## Livestock Selection      ANSI-108      2 hours

This course is a study of livestock selection and evaluation including carcass analysis, breeding, animal evaluation and estimation of market animal carcass traits. Course offered spring semesters.

## Livestock Evaluation      ANSI-109      2 hours

This course is an advanced study of meat animal evaluation with emphasis on livestock meat, animal and carcass evaluation as well as breeding soundness evaluation and performance. Course offered spring semesters.

## Swine Production      ANSI-110      3 hours

This course is designed to provide the student with sufficient knowledge about swine and sufficient skill in handling and management to secure a job in the swine industry. This course is also intended to assist the student with proper care of swine. Course offered spring semesters. Course offered fall semesters.

## Farm Animal Reproduction      ANSI-111      3 hours

Concurrent enrollment in Farm Animal Reproduction Lab (ANSI-1110) required. This course is a study of the concepts, history and principles of farm animal breeding and reproduction. Course offered spring semesters.

## Farm Animal Reproduction Lab      ANSI-1110      1 hour

Concurrent enrollment in Farm Animal Production (ANSI-111) required. Farm Animal Reproduction, as part of hands-on learning activities associated with that course. This lab course evaluates anatomy, physiology, reproductive tract evaluation, artificial insemination techniques and embryo transfer. Course offered spring semesters.

## Special Topics in Livestock Management      ANSI-120      3 hours

This course includes special problems in livestock management, feeding and feedlot mechanization, or meat animal evaluation. Course offered spring semesters.

## Meat and Carcass Evaluation      ANSI-129      3 hours

**Prerequisite:** Consent of instructor. This course is a study of beef carcass yield and quality grades, pork carcass grades and lamb carcass grades. The course involves a study of the factors used to determine grades and how those factors are determined. Evaluation of wholesale cuts are also included. \*Contact your advisor for certification and transfer options. Course offered fall semesters.

## Classification, Grading and Selection of Meats      ANSI-130      3 hours

**Prerequisite:** Consent of instructor. This course includes advanced grading of beef, pork, and ham carcasses with special emphasis on correlation of grading factors with USDA. Provides preparation for meat judging team. Six hours recitation/lab per week. Course offered spring semesters.

## Introduction to Food Science      ANSI-131      3 hours

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

## SeruSafe      ANSI-135      1 hours

This course gives the student the basics of the food industry including food safety, microbiology, proper sanitation and production guidelines, safe handling and cooking temperatures, and is completed with the ServSafe certification exam. The student learns about food safety and sanitation in all areas of food handling, preparation, and storage. Course offered spring semesters.

## Horse Science      ANSI-140      3 hours

This course is a study of the care and management of the different types and breeds of horses including evolution, selection, breeding, feeding, and health. Course offered spring semesters.



**Horsemanship** **ANSI-141** **1 hour**  
 This course studies selection, grooming and feeding of pleasure horses and selection and care of riding equipment. Mounted sessions include trail riding and show arena. Student must own a horse or have access to one. Course offered fall semesters.

**Rodeo Techniques I** **ANSI-142** **1 hour**  
**Rodeo Techniques II** **ANSI-143** **1 hour**  
**Rodeo Techniques III** **ANSI-144** **1 hour**  
**Rodeo Techniques IV** **ANSI-145** **1 hour**

**Prerequisite:** This course is open to members of the student body with the consent of the instructor. A complete study in theory and fundamentals of rodeo are undertaken with emphasis placed upon the methods of training for each event. Course offered fall and spring.

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

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

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

This course is a study of muscle, organ and carcass composition and the processing required to produce wholesome meat products. The course includes the fundamentals of dressing, curing, grading, specialty product manufacturing and by-product utilization. Course offered fall semesters.

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

Basic Food Chemistry is an introductory course that can be taught on campus or through distance education that presents students with many topics that involve the food industry. These topics include basic chemistry involved in all aspects of food, including basic chemical structures, enzymes, nutrient basics, chemical reactions, fermentation and coloring. Course offered fall and spring semesters.

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

**Prerequisite:** Consent of Department Chair. Food Sanitation Management is an introductory course that can be taught on campus or via means through distance education that presents students with many topics that involve the food industry. These topics include challenges to food safety, the microworld, contaminants, safe food handling, the flow of food in storage, preparation and service as well as food safety management systems, sanitation, cleaning, integrated pest management and food safety regulations or employee training. The course includes ServSafe Certification training and testing. This course is available online. Course offered fall and spring semesters.

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

Food Safety is a comprehensive course that covers all aspects that pertain to food safety in the processing world. Key concepts includes Good Manufacturing Practices (GMP's), Standard Operating Procedures (SOP's), Sanitation Standard Operating Procedures (SSOP's), current food safety regulations, understanding the concepts of HACCP, food processing sanitation, biological hazards and controls, interventions and controls in meat processing, physical and chemical hazards, recall regulations and building a recall plan. Course offered fall and spring semesters.

**Animal Handling & Welfare** **ANSI-213**

This course is designed to allow students to learn the correct procedures and regulatory requirements for handling animals throughout any system. The course covers farm and ranch handling, transportation, animal health administration, and harvest facilities handling. Students complete the course with certification of industry training through the Professional Animal Auditor Certification Organization Inc. (PAACO), Beef Quality Assurance (BQA), and/or Transport Quality Assurance (TQA). Course offered spring semesters.

**International Animal Agriculture** **ANSI-214** **3 hours**

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

**Introduction to Food Law** **ANSI-215** **3 hours**

This course exposes students to the role of law, mandatory, and optional food regulations exercised by state, federal, and international agencies on food quality, safety, wholesomeness, nutrition, and security. This course studies how all agencies involved with food production and regulation work together for the safety of food supplies. The information provided in this course allows industry and governmental officials to understand the laws set forth in federal codes and how they are determined, regulated, and enforced at many levels of government in the food industry. Course offered fall and spring semesters.

**Principles of Meat Processing and Fabrication** **ANSI-216** **3 hours**

This course exposes students to the methodologies and procedures involved with fabrication and processing of red meat carcasses into wholesale, primal and retail cuts. Various fabrication techniques are studied and demonstrated by the students. The role of understanding anatomy of animals as well as muscle structure are evaluated. This course involves hands-on application of processing and packaging techniques in the new era of culinary butchery's course. Course offered spring semesters.

**Principles of Artificial Insemination** **ANSI-217** **1 hours**

This course is designed to instruct students on the theory and application of artificial insemination uses in the reproduction of farm livestock. Students learn the key concepts and complete the course with hands-on application using insemination techniques for specific species of livestock. Course offered fall and spring semesters.

**Animal Genetics** **ANSI-250** **3 hours**

**Prerequisites:** Principles of Animal Science (ANSI-102) and Biology (BIOL-105) or consent of the instructor. This course is an introduction to Mendelian, molecular, quantitative and population genetics. This is a sophomore level course with specific topics of heritability of traits. It will also include discussion regarding chromosome and cellular reproduction, pedigree analysis, genetic testing, linkage, recombination, DNA, gene expression, gene regulation, mutations, genomics and evolutionary genetics involving

farm animals. Course offered fall semesters.

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

Basic Food Microbiology is a course that examines various types of microorganisms found in food products and describes various environmental conditions, growth habits, diseases associated with, control measures and food properties affected by microbes. Course offered fall and spring semesters.

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

Hazard Analysis Critical Control Points is a training course with scientific and academic information regarding this food industry regulation system. HACCP entails the key concepts behind the program, including hazard analysis, flow diagrams, identification of critical control points, establishing critical limits, monitoring activities, establishing corrective actions, verification and record-keeping. This is an online and writing intensive course. Course offered fall and spring semesters.

**Food Science Internship                      ANSI-2703                      3 hours**

Food Science Internship is a supervised work-study program in which students will work under the supervision of a food industry employer and the college instructor. Although the student will be gainfully employed, he/she will be in a learning environment to obtain the skills necessary for this type of employment. The internship can be in any phase of food industry as long as it is approved by the program and the industry partner. The student will learn workplace skills in addition to the skills needed for that position. Internships provide the actual hands-on application to an educational curriculum. The learning objectives will be coordinated between the student and the supervising instructor. A journal of educational activities will be maintained and student progress will be monitored. Course offered fall and spring semesters.



SM



# AUTOMOTIVE TECHNOLOGY

Program Code: AUTO

**PROGRAM DESCRIPTION:** The Associate in Applied Science in Automotive Technology is a program that offers students the opportunity to gain the knowledge and skills necessary to enter the workforce in a variety of automotive fields or continue their education at a four-year program. These learning opportunities encourage students to develop foundations in academic, technical, and professional skills required for job placement, retention, and advancement within the industry. The program emphasizes a curriculum in automotive mechanical theory and practical applications necessary for skillful employment. Students can determine their goals and the faculty at GCCC assist each student in developing a plan to attain them. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

**Minimum Credit Hours Required to Graduate = 68**

Semester 1 Course No.	Course Title	16 hours Credit
**AUTO-151	Auto Safety and Shop Practices.....	5
**AUTO-1073	Brakes .....	3
**AUTO-107L	Brakes Lab.....	2
**AUTO-1053	Electrical I.....	3
**AUTO-105L	Electrical I Lab .....	2
*	Student Success Requirement.....	1

Semester 2 Course No.	Course Title	17-18 hours Credit
**AUTO-1123	Suspension and Steering .....	3
**AUTO-112L	Suspension and Steering Lab.....	2
**AUTO-1043	Manual Drive Train & Axles .....	3
**AUTO-104L	Manual Drive Trains & Axles Lab .....	2
	OR	
**AUTO-100	Small Gasoline Engines.....	5
**AUTO-1093	HVAC .....	3
**AUTO-109L	HVAC Lab .....	2
*	Personal Wellness Requirement.....	2-3

Semester 3 Course No.	Course Title	16 hours Credit
**AUTO-1113	Automatic Transmission.....	3
**AUTO-111L	Automatic Transmission Lab.....	2
	OR	
**AUTO-102	Maintenance and Light Repair .....	5
**AUTO-1033	Engine Repair .....	3
**AUTO-103L	Engine Repair Lab .....	2
*	Communication Requirement.....	3
*MATH-107T	Technical Mathematics or Higher.....	3

Semester 4 Course No.	Course Title	19-21 hours Credit
**AUTO-1063	Engine Performance I .....	3
**AUTO-106L	Engine Performance I Lab.....	2
**AUTO-1083	Engine Performance II.....	3
**AUTO-108L	Engine Performance II Lab.....	2
*	Communication Requirement .....	3
*	Natural or Computer Sciences Requirement .....	3-5
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....	3

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Certificate of Completion in Automotive Technology is a program that offers students the opportunity to gain the knowledge and skills necessary to enter the workforce in a variety of automotive fields. These learning opportunities encourage students to develop foundations in academic, technical, and professional skills required for job placement, retention, and advancement within the industry. The program emphasizes a curriculum in automotive mechanical theory and practical applications necessary for skillful employment. Students can determine their goals and the faculty at GCCC assists each student in developing a plan to attain them.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

**Minimum Credit Hours Required for Certificate = 50**

### Certificate C

#### Semester 1

Course No.	Course Title	15 hours Credit
**AUTO-151	Auto Safety and Shop Practices.....	5
**AUTO-1073	Brakes .....	3
**AUTO-107L	Brakes Lab .....	2
**AUTO-1053	Electrical I.....	3
**AUTO-105L	Electrical I Lab .....	2

#### Semester 2

Course No.	Course Title	15 hours Credit
**AUTO-1123	Suspension and Steering.....	3
**AUTO-112L	Suspension and Steering Lab.....	2
**AUTO-1043	Manual Drive Train & Axles .....	3
**AUTO-104L	Manual Drive Trains & Axles Lab .....	2
	OR	
**AUTO-100	Small Gasoline Engines.....	5
**AUTO-1093	HVAC .....	3
**AUTO-109L	HVAC Lab .....	2

#### Semester 3

Course No.	Course Title	10 hours Credit
**AUTO-1113	Automatic Transmission .....	3
**AUTO-111L	Automatic Transmission Lab.....	2
	OR	
**AUTO-102	Maintenance and Light Repair .....	5
**AUTO-1033	Engine Repair .....	3
**AUTO-103L	Engine Repair Lab .....	2

#### Semester 4

Course No.	Course Title	10 hours Credit
**AUTO-1063	Engine Performance I.....	3
**AUTO-106L	Engine Performance I Lab .....	2
**AUTO-1083	Engine Performance II.....	3
**AUTO-108L	Engine Performance II Lab.....	2

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities  
& Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.



# AUTOMOTIVE TECHNOLOGY

## Small Gasoline Engines AUTO-100 5 hours

**Prerequisite:** Auto Safety & Shop Practices (AUTO-151) minimum grade C. The study of this course introduces the beginning technician to the theory and operation of a simple internal combustion engine. The intent is to help the technician understand the principles of both the two- and four-cycle single cylinder engine. The intent is to help the beginning technician understand the nomenclature of the internal combustion engine and the relevance to its operation. Course offered fall semesters.

## Maintenance and Light Repair AUTO-102 5 hours

**Prerequisite:** Auto Safety & Shop Practices (AUTO-151), Brakes (AUTO-1073), and Brakes Lab (AUTO-107L) minimum grade C. The student of engines components, electrical systems, brakes, suspension, and transmissions currently used in today's vehicles. The beginning technician are exposed to the parts involved in the operation and minor servicing of these systems as well as exposure to multiple pieces of equipment used to diagnose and repair these systems. Instruction in the course are a combination of classroom lecture, demonstration by qualified individuals and various reading assignments. Course offered spring semesters.

## Engine Repair AUTO-1033 3 hours

The Engine Repair course provides a student knowledge of the internal combustion engines used in modern vehicles. The focus of the course is theory of operation, problem diagnosis and repair procedures. The course works in conjunction with the Engine Repair Lab (AUTO-103L) allowing students to apply their knowledge and develop their skills. Course offered fall semesters.

## Engine Repair Lab AUTO-103L 2 hours

This course allows the student to apply the knowledge gained from the Engine Repair (AUTO-1033) course: the internal combustion engines used in modern vehicles. Course offered fall semesters.

## Manual Drive Trains & Axles AUTO-1043 3 hours

A study of the operation, diagnosis and repair of automotive manual power trains to include RWD transmissions and FWD transaxles, propeller shafts and CVs, clutches and RWD differential assemblies. Theory of operation, problem analysis, replacement and complete overhaul procedures are covered. Use of proper test equipment, special tools and diagnostic procedures, along with appropriate repair methods are addressed. Emphasis are on the latest designs. The course works in conjunction with the Manual Drive Trains & Axles Lab (AUTO-104L) allowing students to apply their knowledge and develop their skills. Course offered spring semesters.

## Manual Drive Trains & Axles Lab AUTO-104L 2 hours

This course allows the student to apply the knowledge gained from the Manual Drive Trains & Axles (AUTO-1043) course: 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. Course offered spring semesters.

## Electrical I AUTO-1053 3 hours

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

## Electrical I Lab AUTO-105L 2 hours

This course allows the student to apply the knowledge gained from the Electrical I (AUTO-1053) course: operation, system diagnosis and repair procedures, troubleshooting techniques and procedures related to using digital Volt/Ohm meters, VAT 40, digital storage oscilloscopes and other test equipment in diagnosing electrical problems. Course offered fall semesters.

## Engine Performance I AUTO-1063 3 hours

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

## Engine Performance I Lab AUTO-106L 2 hours

This course allows the student to apply the knowledge gained from the Engine Performance I (AUTO-1063) course: operation, system diagnosis, repair procedures, troubleshooting techniques and procedures related to using digital Volt/Ohm meters, digital storage oscilloscopes and computer scanners in diagnosing drive-ability and accessory problems. Course offered spring semesters.

## Brakes AUTO-1073 3 hours

In this course students complete service work orders; determine appropriate system pressure tests utilizing service specifications; determine brake system concerns and necessary actions; diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; determine how to inspect, fabricate and/or replace brake lines and hoses; determine the service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; apply drum brake repair and replacement procedures; diagnose poor-stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns on disc-brake vehicles; determine disc brake repair and replacement procedures; determine how to caliper piston retractions; diagnose wheel-bearing noise, wheel shimmy and vibration concerns; determine how to remove, inspect and replace bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities. Course offered fall semesters.

## Brakes Lab AUTO-107L 2 hours

In this course students apply knowledge learned in the Brakes (AUTO-1073) course. Students complete service work orders; determine appropriate system-pressure tests utilizing service specifications; determine brake system concerns and necessary actions; diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; determine how to inspect, fabricate and/or replace brake lines and hoses; determine the service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; apply drum brake repair and replacement procedures; diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns on disc-brake vehicles; determine disc brake repair and replacement procedures; determine how to caliper piston retractions; diagnose wheel bearing noise, wheel shimmy and vibration concerns; determine how to remove, inspect and replace bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities. Course offered fall semesters.

## Engine Performance II AUTO-1083 3 hours

The course focus is modern fuel system. This includes fuel delivery, fuel injection, and evaporative systems. The study includes computer controlled electronic systems currently used in today's vehicles. Emphasis is placed on theory of operation, system diagnosis and repair procedures. This course also covers troubleshooting techniques and procedures consistent with present industries practices. These include basic procedures in using digital Volt/Ohm meters, digital storage oscilloscopes and computer scanners in diagnosing drivability and accessory problems. The course works in conjunction with the Engine Performance Lab (AUTO-108L) allowing students to apply their knowledge and develop their skills. Course offered spring semesters.

## Engine Performance II Lab AUTO-108L 2 hours

In this course students apply knowledge learned in the Engine Performance (AUTO-1083) course. 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 multiport fuel injection as well as emission control systems. Theory of operation, problem analysis, and replacement and/or repair procedures are covered. Use of proper test equipment, special tools and diagnostic procedures, appropriate repair methods is addressed. Emphasis are on the latest fuel delivery systems. Course offered spring semesters.

## Heating and Air Conditioning AUTO-1093 3 hours

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

## Heating and Air Conditioning Lab AUTO-109L 2 hours

In this course students apply knowledge learned in the Heating and Air Conditioning (AUTO-1093) course. Students apply the fundamentals of automotive HVAC operations and environmental concerns, identify the appropriate refrigerant recovery and recycling guidelines; service refrigerant, recycling and handling systems; document fundamental heating and air conditioning system concerns; perform fundamental diagnostics of A/C systems; perform fundamental diagnostics of refrigeration systems components; perform fundamental repairs of refrigeration systems components; perform fundamental diagnostics of heating, ventilation, and engine cooling systems; perform fundamental repairs of heating, ventilation, and engine cooling systems; perform fundamental diagnostics of operating systems and related controls; perform fundamental repairs of operating systems and related controls; perform complex diagnostics of A/C Systems; document complex heating and air conditioning system concerns; perform complex diagnostics of refrigeration system components; perform complex repairs of refrigeration system components; perform complex diagnostics of heating, ventilation, and engine cooling systems. Course offered spring semesters.

## Automatic Transmissions AUTO-1113 3 hours

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

## Automatic Transmissions Lab AUTO-111L 2 hours

In this course students apply knowledge learned in the Automatic Transmissions (AUTO-1113) course. This course covers various automatic transmissions and transaxles theory and designs. It emphasizes operating principles, servicing, diagnosis, removal, overhaul and installation of both automatic transmissions and transaxles with the use of shop manuals, specialty tools and equipment. Course offered fall semesters.

## Suspension and Steering AUTO-1123 3 hours

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

## Suspension and Steering Lab AUTO-112L 2 hours

In this course students apply knowledge learned in the Steering and Suspension (AUTO-1123) course. Students perform fundamental diagnostics of steering systems; perform fundamental repairs of steering systems; perform fundamental diagnostics of suspension systems; perform fundamental repairs of suspension systems; determine the need for wheel alignment and adjustment; perform fundamental diagnostics of wheel and tire systems; and perform fundamental repairs of wheel and tire systems through a variety of learning and assessment activities. Course offered spring semesters.

## Auto Safety and Shop Practices AUTO-151 5 hour

This course introduces the student to basic and industry-specific safety skills in an ongoing education. Topics include PPE (Personal Protective Equipment), first aid, dress code and safety implications, MSDS (Material Safety Data Sheets) procedures of handling dangerous materials, SP2 (Pollution Prevention and Environmental Safety, and shop safety), fire safety, intro to hand tools, intro to power equipment, safety using hand tools, safety using power equipment, OSHA 10 safety course (certificate after successful completion), shop management system and parts system introduction. As other equipment or tools are introduced, additional safety procedures will be covered. No student will be allowed to operate or be in operating machines until he/she has successfully completed the initial safety test with at least 100% accuracy. Students are expected to observe and comply with all safety rules and regulations. Courses offered fall semesters.



CERTIFICATE

CARPENTRY

Program Code: CNTR

**PROGRAM DESCRIPTION:** Students in the Carpentry program participate in a variety of projects throughout the year. Along the way, they gain the knowledge and skills necessary to safely perform a wide range of construction-related tasks. Coursework includes safety, blueprint reading, tools and materials, framing, interior and exterior finishing, roofing, and more. Students are prepared for the National Center for Construction Education and Research (NCCER) Carpentry Level 1 certification. The course plan listed below outlines completion for a certificate (Cert A) in carpentry. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

PROGRAM OUTCOMES AND CURRICULUM MAP.

Minimum Credit Hours Required for Certificate = 18

Certificate A

Semester 1

Course No.	Course Title	8 hours Credit
**CNTR-100	Safety & Orientation.....	1
**CNTR-110	Introductory Craft Skills.....	3
**CNTR-120	Carpentry Basics.....	4

Semester 2

Course No.	Course Title	10 hours Credit
**CNTR-130	Floors, Walls, & Ceiling Framing.....	4
**CNTR-140	Roof & Framing.....	3
**CNTR-150	Windows, Doors & Stairs.....	3

\* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.





# CARPENTRY

## Safety and Orientation CNTR-100 1 hours

This course introduces the student to the basic safety, math, and tools used in the construction trade. Course offered fall semesters.

## Introductory Craft Skills CNTR-110 3 hours

This course introduces the student to the basic safety, math, and tools used in the construction trade. This course also expose the student to some of the technical, communication (written, oral, visual) and employability skills required for a successful career in the trade. Course offered fall semesters.

## Carpentry Basics CNTR-120 4 hours

This course introduces the student to the basic elements of the construction industry including the history and current state of the industry, career opportunities and requirements, basic safety, basic construction materials and tools, and construction plans and evaluations. Course offered fall semesters.

## Floors, Walls, and Ceiling Framing CNTR-130 4 hours

This course introduces the student to the construction building fundamentals for framing wood and metal floor systems, walls, and ceilings. This course introduce the student to the construction building fundamentals for framing wood and metal floor systems, walls, and ceilings. Course offered spring semesters.

## Roof and Framing CNTR-140 3 hours

This course introduces the student to the fundamentals of roof framing including gable and hip roof systems. This course covers materials, methods for calculating rafter length and angles, and proper use of framing. Course offered spring semesters.

## Windows, Doors, and Stairs CNTR-150 3 hours

This course introduces students to the fundamentals of window, door, and stair construction, installation, and layout for all carpenters. Course offered spring semesters.





**PROGRAM DESCRIPTION:** The Associate in Applied Science degree in Cosmetology is a 10-month program. Students attend 1500 clock hours during this time, translating to 46 credit hours toward the AAS Degree. Students may need to attend additional semesters to complete the core curriculum requirements. The cosmetology program at GCCC provides individuals the necessary skills to become a licensed cosmetologist, meeting requirements set by Kansas Board of Cosmetology. Completion of the program does not guarantee state licensure (see additional licensing requirements). The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### Program Requirements:

17 years of age, High School Diploma or GED. To receive Kansas Cosmetology Licensure, students must have Legal US Citizenship Documentation and an apprentice license; applications are submitted 15 days after the start date of training (K.S.A 65-1912), with a pre-approval if you are a convicted felon (K.S.A 65-1908).

### Equipment Required for Each Student:

Textbooks and kit are included in the total cost of the program.

### Licensure:

Licensure in the state of Kansas requires passing a written theory exam with at least a 75% at the completion of 1000 instructional hours and passing a written practical exam with at least a 75% at the completion of 1500 hours.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 64

Semester 1	20 hours
Course No.	Course Title
**COSM-111	Cosmetology I..... 11
OR	
**COSM-109	Manicuring..... 10
AND	
**COSM-110	Introduction to Cosmetology Bridge ..... 1
**COSM-112	Cosmetology II ..... 9

Semester 2	18 hours
Course No.	Course Title
**COSM-113	Cosmetology III..... 9
**COSM-114	Cosmetology IV..... 9

Semester 3	8 hours
Course No.	Course Title
**COSM-115	Cosmetology V ..... 8

Additional Semester(s)	18-20 hours
Course No.	Course Title
*	Communication Requirement..... 3
*	Communication Requirement..... 3
*MATH-107	Intermediate Algebra or Higher..... 3
*	Student Success Requirement..... 1
*	Personal Wellness Requirement..... 1
*	Natural or Computer Sciences Requirement ..... 3-5
*PSYC-101/ SOCI-102	General Psychology or Introduction to Sociology ..... 3
	Open Elective ..... 1

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Certificate C in Cosmetology is a 10-month program. Students attend 1500 clock hours during this time, translating to 46 credit hours that can be applied toward the AAS Degree. The cosmetology program at GCCC provides individuals the necessary skills to become a licensed cosmetologist, meeting requirements set by Kansas Board of Cosmetology. Completion of the program does not guarantee state licensure (see additional licensing requirements). The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**Program Requirements:**

17 years of age, High School Diploma or GED. To receive Kansas Cosmetology Licensure, students must have Legal US Citizenship Documentation and an apprentice license; applications are submitted 15 days after the start date of training (K.S.A 65-1912), with a pre-approval if you are a convicted felon (K.S.A 65-1908).

**Equipment Required for Each Student:**

Textbooks and kit are included in the total cost of the program.

**Licensure:**

Licensure in the state of Kansas requires passing a written theory exam with at least a 75% at the completion of 1000 instructional hours and passing a written practical exam with at least a 75% at the completion of 1500 hours.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 46**

Certificate C		
Semester 1		
Course No.	Course Title	20 hours Credit
**COSM-111	Cosmetology I.....	11
<b>OR</b>		
**COSM-109	Manicuring.....	10
<b>AND</b>		
**COSM-110	Introduction to Cosmetology Bridge.....	1
**COSM-112	Cosmetology II.....	9
Semester 2		
Course No.	Course Title	18 hours Credit
**COSM-113	Cosmetology III.....	9
**COSM-114	Cosmetology IV.....	9

Semester 3		8 hours Credit
Course No.	Course Title	
**COSM-115	Cosmetology V.....	8

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.





# COSMETOLOGY

## Manicuring COSM-109 10 hours

All courses follow the Law of the Kansas Board of Cosmetology (KBOC). Nail Technician training includes care essentials, the science of Nail Care and Nail Services. Course study will include personal development, science, natural nail services, artificial nail service and business basics. Students will gain knowledge while practicing on public clientele after 70 clock-hours of training. Lecture and lab ratio is 40%/60%. A written theory and written practical examination shall be scheduled and taken upon the completion of the 350 clock-hours. Nail technician licensure will be issued upon passing both exams with a 75% or higher. Course offered in fall and spring semesters.

## Introduction to Cosmetology Bridge COSM-110 1 hour

All courses follow the Law of the Kansas Board of Cosmetology (KBOC). This course is an introduction to the fundamentals in a wide variety of cosmetology topics. All topics will include hair, skin and nails. This course is in conjunction with Manicuring (COSM-109/COSM-109-HS), to substitute Cosmetology I. Course study will include life skills, nails, skin and hair sculpting. Lecture and lab time ratio is 40%/60%. Course offered fall semesters.

## Cosmetology I COSM-111 11 hours

**Prerequisite:** Placement. All courses follow the Law of the Kansas Board of Cosmetology (KBOC). This course is an introduction to the fundamentals in a wide variety of cosmetology topics. All topics will include life skills, nails, skin, and hair sculpting. Lecture and lab time ratio is 40% and 60%. Course offered fall semesters.

## Cosmetology II COSM-112 9 hours

**Prerequisite:** Placement and Cosmetology I (COSM-111). All courses follow The Law of the Kansas Board of Cosmetology (KBOC). This course is an introduction to the fundamentals in a wide variety of cosmetology topics. All topics will include hair, skin, and nails. Product knowledge, styling techniques, color formulas, highlighting techniques and temporary hair removal. The knowledge learned will be exhibited and provided through guest services. Course study includes science, hair care, hair design, color, and natural nail services. Students will gain knowledge while practicing on public clientele after completing 320 clock hours. Lecture and lab time ratio is 40% and 60%. Course offered fall semesters.

## Cosmetology III COSM-113 9 hours

**Prerequisite:** Cosmetology II (COSM-112). All courses follow the Law of the Kansas Board of Cosmetology (KBOC). This course is an introduction to the fundamentals in a wide variety of cosmetology topics. All topics will include hair, skin and nails. The knowledge learned will be exhibited and provided through guest services. Performance rubrics will be used to assess practical procedure retention and infection control regulations through KBOC. Facial essentials, wigs, perming and relaxing, intro to lashing and artificial nail systems and products. Course study will be science, hair care, hair design, color, artificial nail enhancements. Lecture and lab time ratio is 40%/60%. Course offered spring semesters.

## Cosmetology IV COSM-114 9 hours

**Prerequisite:** Cosmetology III (COSM-113). All courses follow the Law of the Kansas Board of Cosmetology (KBOC). This course is a reinforcement of the fundamentals acquired through COSM-110, COSM-111, COSM-112 and COSM-113. All topics will include hair, skin, and nails. The knowledge learned will be exhibited and provided through guest services. Performance rubrics will be used to assess practical procedure retention and infection control regulations through KBOC. Hair extensions, business goal setting and continuation of all skills learned in previous sections. Course study will be business basics and application of hair additions. A written theory examination will be scheduled and completed upon the completion of 1,000 clock hours. Lecture and lab time ratio is 40%/60%. Course offered spring semesters.

## Cosmetology V COSM-115 8 hours

**Prerequisite:** Cosmetology IV (COSM-114). All courses follow the Law of the Kansas Board of Cosmetology (KBOC). This is a course to master the fundamentals of cosmetology. Review course studies from COSM-110-COSM-114 and studying for KBOC practical exam. Learn advanced skills in hair, skin and nails. Course study will be advanced: lightening techniques, color techniques, hair styling techniques, lashing techniques and services, facial machine, and artificial nail enhancement services. A written practical examination shall be scheduled and taken upon completion of 1,500 clock hours. For the cosmetology practitioner's license, students must complete the written theory and written practical examinations with a score of 75% or higher. Lecture and lab time ratio is 40%/60%. Course offered summer semesters.

## Cosmetology Instructor COSM-209 9 hours

**Prerequisite:** Must be a licensed cosmetologist with a minimum of two years on the job experience and two recommendations from owners or managers from past or present employment. This prepares a cosmetologist/nail technician to become an instructor of cosmetology/nail technology. Key criteria: ability to communicate with students and clients, and knowledge of the field and of the current trends. A written examination will be taken upon the completion of 300-hour minimum course of study. Course offered fall and spring semesters.





CERTIFICATE

INDUSTRIAL MACHINE MECHANIC

Program Code: INPR

**PROGRAM DESCRIPTION:** The industrial machine mechanic program and Garden City Community College offers students the opportunity to gain the knowledge and skills necessary to enter the workforce as an entry-level industrial maintenance technician. Strong emphasis is given to providing relevant workplace knowledge and skills 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 students to work in teams, problem solving, and critical thinking skills are incorporated into curriculum. The core of the program is the study of mechanical drive systems, hydraulics, pneumatics, electricity, instrumentation, programmable logic controllers (PLCs), industrial motor controls, maintenance reliability practices, automation, robotics, and their application to industry. The Certification-C is offered in the traditional format of three college semesters. Students may obtain the Associate in Applied Science degree by taking 15 additional general education credits. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisor to develop a plan that best meets their own individual needs and goals.

PROGRAM OUTCOMES AND CURRICULUM MAP.

Minimum Credit Hours Required for Certificate= 49

CERTIFICATE C

Semester 1		15 hours
Course No.	Course Title	Credit
**MATH-107T	Technical Mathematics .....	3
**INPR-114	OSHA-10 .....	1
**INPR-131	Shop Operations .....	2
**INPR-132	Electro-Mechanical Print Reading.....	3
**INPR-101	Basic Electricity.....	3
**INPR-185	Industrial Wiring.....	3

Semester 2		17 hours
Course No.	Course Title	Credit
**INPR-231	Fundamentals of Motor Control .....	3
**INPR-233	Variable Speed Motor Controls .....	3
**INPR-134	Mechanical Systems .....	3
**INPR-255	Mechanical System Reliability .....	3
**INPR-258	Introduction To Conveyor Systems .....	3
**INPR-160	Fluid Power I .....	2

Semester 3		17 hours
Course No.	Course Title	Credit
**INPR-122	Introduction to Manufacturing Welding .....	3
**INPR-170	Fluid Power II .....	2
**INPR-100	Industrial Process Control .....	3
**INPR-190	Industrial Programmable Logic Controllers .....	3
**INPR-242	Troubleshooting Industrial Programmable Logic Controls .....	3
**INPR-180	Automation Systems and Robotics.....	3

\* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.





# INDUSTRIAL MACHINE MECHANIC

Program Code: INPR

**PROGRAM DESCRIPTION:** The Industrial Machine Mechanic Programs Associate in Applied Science Degree offers students the opportunity to gain the knowledge and skills necessary to enter the workforce as an entry-level industrial maintenance technician. Strong emphasis is given to providing relevant workplace knowledge and skills 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 students to work in teams, problem solving, and critical thinking skills are incorporated into curriculum. The core of the program is the study of mechanical drive systems, hydraulics, pneumatics, electricity, instrumentation, programmable logic controllers (PLCs), industrial motor controls, maintenance reliability practices, automation, robotics, and their application to industry. The Associate in Applied Science Degree is offered in the traditional format of four college semesters. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisor to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

**Minimum Credit Hours Required to Graduate = 64**

Semester 1	15 hours
Course No.	Course Title
**MATH-107T	Technical Mathematics .....3
**INPR-114	OSHA-10 .....1
**INPR-131	Shop Operations .....2
**INPR-132	Electro-Mechanical Print Reading.....3
**INPR-101	Basic Electricity.....3
**INPR-185	Industrial Wiring.....3

Semester 2	17 hours
Course No.	Course Title
**INPR-231	Fundamentals of Motor Control .....3
**INPR-233	Variable Speed Motor Controls .....3
**INPR-134	Mechanical Systems .....3
**INPR-255	Mechanical System Reliability .....3
**INPR-258	Introduction to Conveyor Systems .....3
**INPR-160	Fluid Power 1.....2

Semester 3	17 hours
Course No.	Course Title
**INPR-122	Introduction to Manufacturing Welding .....3
**INPR-170	Fluid Power II .....2
**INPR-100	Industrial Process Control .....3
**INPR-190	Industrial Programmable Logic Controllers .....3
**INPR-242	Troubleshooting Industrial Programmable Logic Controls 3
**INPR-180	Automation Systems and Robotics.....3

Semester 4	15 hours
Course No.	Course Title
*	Social Science Requirement .....3
*	Personal Wellness Requirement.....2
*	Communications Requirement .....6
*	Science Requirement .....3
*	Student Success Requirement.....1

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.



# INDUSTRIAL MACHINE MECHANIC

## Industrial Process Control INPR-100 3 hours

**Prerequisite:** Basic Electricity (INPR-101). This course provides the understanding of different types of process control systems like temperature, flow, and level control. The course includes process control principles, thermocouples, RTDs, temperature measurement devices, ON/OFF temperature controlled, programmable process heat controllers, transmitters, process loop test and operate system found in industrial application. Course offered 3rd semester.

## Basic Electricity INPR-101 3 hours

**Prerequisite:** Electro-Mechanical Print Reading (INPR-132). This course covers the theory of electricity which includes electron theory, magnetism, basic physical laws, resistance, alternating current (AC), and direct current (DC), simple electrical instruments, series, and parallel circuits. Circuits are constructed during laboratory exercises and tested to emphasize concepts. This course also introduces students to basic electrical components and their characteristics, circuit schematics and basic analysis of series and parallel AC and DC circuits. Hands-on labs help guide student learners to assimilate material. Course offered 1st semester.

## OSHA 10 INPR-114 1 hour

This 10-hour General Industry Outreach Training Program is intended to provide an entry-level general industry worker's broad awareness on recognizing and preventing hazards on a general industry site. Students are introduced to OSHA policies, procedures, and standards as well as general industry safety and health principles and work practices covered in OSHA Act Part 1910. Special emphasis is placed on areas most hazardous using OSHA standards as a guide. General industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job. Upon successful completion of the course, participants receive an OSHA 10-hour General Industry Outreach DOL course completion card. Course offered 1st semester.

## Introduction to Manufacturing Welding INPR-122 3 hours

This course will introduce students to various types of metals used in the manufacturing industry and the processes to correctly repair failures of those metals. Course will include instructor-led demonstration and hands-on application by students. This class is designed to address the deficient of skills as identified by employers and will benefit technicians that wish to expand their skillset into metallurgy, welding processes, fabrication, and repair. Course offered 3rd semester.

## Advanced Stick Welding for Manufacturing INPR-123 3 hours

This course will build upon the basic skills introduced in Introduction to Manufacturing Welding (INPR-122) and teach student advanced stick welding skills. Students will learn to use different types of stick welding electrodes and the techniques required to successfully weld in different positions on different types of metals. This course will include instructor-led demonstration and hands-on application by students. This class is designed to address the need for a specific skill set advance their skills as identified by employers and will benefit individuals that wish to expand and build upon the stick welding skills.

## Introduction to Basic Welding INPR-124 3 hours

This course introduces the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), and Gas Metal Arcs Welding (GMAW). The course will include hands-on demonstration by the instructor and hands-on application by the student. This course is designed to be beneficial to the beginner who wishes to have a career in the field of welding.

## Blueprints and Jigs INPR-128 3 hours

This course introduces the student to the basic function of blueprints, their function, and focus of detail. The student will take a completed part and work backwards to fully understand the function and detail of a blueprint.

## Creative Metal Work-Metal Art INPR-129 3 hours

Students will develop their creative side with this course. Using principle of sustainability, student will use scrap iron and found materials to create three-dimensional metal sculptures. Students will practice a variety of welding, including MIG, TIG, brazing, and other metal-working techniques. This is a student-project led course. The course requires students to take and pass a safety module.

## Shop Operations INPR-131 2 hours

**Prerequisite:** OSHA 10 (INPR-114). This introductory level course contains nine modules that are designed to instruct students in the basic skills necessary to all occupations in the Construction, Manufacturing, and Transportation areas. The lecture/lab course also introduces the student to form and function of shop operations for safety, tools, fasteners, and layouts used in the shop by industrial maintenance craftworkers. This course will also expose the student to some of the technical, communication (written, oral, visual) and employability skills required for a successful career in the trades. Module 1 aligns with the curriculum within the OSHA 10-hour program. Course offered 1st semester.

## Electro-Mechanical Print Reading INPR-132 3 hours

**Prerequisite:** Shop Operations (INPR-131). This is an introductory level course to provide students with the knowledge and ability to interpret the lines, symbols, and conventions of blueprints from a variety of industrial applications. This course is designed to develop advanced technical communication skills used to interpret manufacturing production drawings as related to manufacturing occupations including blueprints, schematics, and other trade prints. Course offered 1st semester.

## Mechanical Systems INPR-134 3 hours

**Prerequisite:** Shop Operations (INPR-131). This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Students design basic mechanical transmissions systems using chains, v-belts, and gears. Students also learn the fundamentals and best practices of lubrication. Course offered 2nd semester.

## Fluid Power I INPR-160 2 hours

**Prerequisite:** Electro-Mechanical Print Reading (INPR-132). This course provides the fundamentals of pumps and valves. Students will learn the operational characteristics of a variety of



pump designs, and how to troubleshoot and repair those pumps. Students will learn how different kinds of valves work and what each is used for. Students will learn how to install and maintain the different valves used in piping systems. Course offered 2nd semester.

## Fluid Power II INPR-170 2 hours

**Prerequisite:** Fluid Power I (INPR-160). This course provides the fundamentals and understanding of pneumatic and hydraulic systems and components. Students will learn the principles of both along with circuitry, diagrams, piping, valves, actuators, along with electro-pneumatic and electro-hydraulic controls. Students will also learn how to operate, install, troubleshoot, and analyze performance of pneumatic and hydraulic systems. Hands-on labs guide student learners to assimilate this material. Course offered 2nd semester.

## Automation Systems and Robotics INPR-180 3 hours

**Prerequisite:** Advanced Industrial Programmable Logic Controls (INPR-242). This course will teach students the skills to program, operate, develop, and control real-world robots and computer equipment. Students will learn vital robotic and computer programming skills, such as: basic robot operation and programming, interfacing and material handling, application development, flexible manufacturing cells, quality and production control, and work cell development. Course offered 3rd semester.

## Industrial Wiring INPR-185 3 hours

**Prerequisite:** Basic Electricity (INPR-101). This course introduces students to the specific skills needed to wire industrial machines and devices. Students will calculate the size of electrical loads and determine wiring applications for branch circuits. Wiring AC circuits will include the wiring of industrial device such as transformers, relays, and timers. This course also covers wiring installation and connection for conductor termination and splices; use of cable pulling instruments; installation of electrical service and electrical protection components and equipment; use of material take-off methods and troubleshooting techniques; identification of ratings for circuit breakers and fuses; regulations for sizing and installation of relay switches, conductors, overrides, and application. Course offered 1st semester.

## Industrial Programmable Logic Controls INPR-190 3 hours

**Prerequisite:** Electro-Mechanical Print Reading (INPR-132) and Industrial Process Control (INPR-100). This course introduces the use of Programmable Logic Controls (PLCs). Emphasis is placed on, but not limited to, PLC hardware and software, numbering systems, installation, and programming. Participants will be introduced to different models of Allen-Bradley PLCs and learn to program using basic bit-level logic functions, timers, and counters. Sequential programming techniques are also introduced on problems simulating industrial situations. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. Course offered 3rd semester.

## Fundamentals of Motor Control INPR-231 3 hours

**Prerequisite:** Industrial Wiring (INPR-185). This course covers the principles of AC and DC motors, motor control, and general machine operations in a complex mechatronic system. Students

learn the functions and properties of machine control elements and the roles they play within the system. Topics covered include general machine operations and motor control techniques; mechanical components and electric drives; motor sensors, braking and loads; motor efficiency and power; preventive measures and troubleshooting techniques. By understanding and performing measurements on motors and motor control circuits, students learn and apply troubleshooting strategies to identify, localize, and correct malfunctions. Safety issues within the system are also discussed. Course offered 2nd semester.

## Variable Speed Motor Controls INPR-233 3 hours

**Prerequisite:** Fundamentals of Motor Control (INPR-231). This course introduces students to variable frequency drives (VFDs). Topics include the purpose of VFDs, and general operating principles of VFDs. Labs will enable to students to properly wire VFDs to motors, program, and troubleshoot common problems that occur with variable frequency drives. Course offered 2nd semester.

## Troubleshooting Industrial Programmable Logic Controls INPR-242 3 hours

**Prerequisite:** Industrial Programmable Logic Controls (INPR-190). This course will teach students to troubleshoot a previously operational ControlLogix system and restore it to normal operation. Students will also gain a deeper understanding of project development tasks that are common to all Logix5000 controllers. Students will also learn how to create graphic displays using FactoryTalk View and PanelView Plus applications. Course offered 3rd semester.

## Mechanical Systems Reliability INPR-255 3 hours

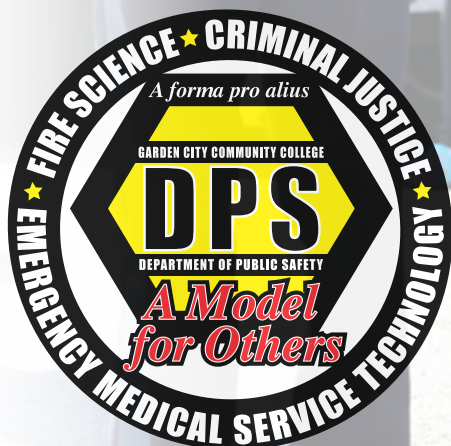
**Prerequisite:** Mechanical System (INPR-134). This course provides understanding of mechanical energy transmission concepts along with lab experience to operate, install, analyze performance, and design mechanical drive systems using right angle gears, bearings, and couplings. Students learn how to set up and operate laser alignment and apply vibration analysis to various power transmission systems. Course offered 2nd semester.

## Introduction to Conveyor Systems INPR-258 3 hours

**Prerequisite:** Mechanical Systems (INPR-134). This course introduces students to conveyor systems. Students will learn the fundamentals and operational characteristics of various types of conveying systems. Students will also learn ways to analyze problems that arise with conveyor systems, and how to maintain conveyors to keep small problems from becoming large ones. Students will be exposed to procedures for proper assembly, disassembly, and repairing of conveyors. Students will learn about fans and blowers utilized in pneumatic conveying systems and how to properly install them. Hands-on labs help guide student learners to assimilate this material. Course offered 2nd semester.

## DEPARTMENT OF PUBLIC SAFETY / CRIMINAL JUSTICE / EMST / FIRE SCIENCE

Public Safety positions are numerous and for many agencies the educational requirement continues to be valuable for entry positions and/or for advancement. Career fields in criminal justice, law enforcement, Emergency Medical Technology Services (EMST) and fire science have become even more important today as homeland security issues have become a high priority. The GCCC Criminal Justice program has been in existence since 1969. By 2002, the Fire Science program was added and the Department of Public Safety was created. In 2005, EMST joined the Department of Public Safety (DPS). The DPS philosophy and practice of combining appropriate theory with hands-on instruction provides the public safety graduates with the knowledge and understanding of the various functions and processes of public safety field and the abilities to perform workplace skills.





# CRIMINAL JUSTICE

Program Code: CRIM

**PROGRAM DESCRIPTION:** The Associate in Science degree in Criminal Justice is a program that prepares graduates with knowledge and skills for numerous career opportunities. Career preparation opportunities include local, state, and federal career tracks in law enforcement, investigations, juveniles, corrections (probation and parole), and pre-law. Flexibility in the Associate of Science degree also allows customizing study options for other classes including business and computers. Specializing in hands-on and scenario-based training, the Criminal Justice program strives to ensure that graduates leave the program with knowledge and with the ability to analyze, problem-solve, work with a team, and, as possible, demonstrate skill proficiency in the program curriculum. There are also opportunities to train with and learn from local agencies to bring the real world to the classroom. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 60

Semester 1		14-17 hours
Course No.	Course Title	Credit
**CRIM-101	Introduction to Criminal Justice .....	3
*	Student Success Requirement.....	1
*ENGL-101	English I.....	3
*SOCI-102	Introduction to Social Science.....	3
*MATH-108	College Algebra or higher.....	3
***	Program Elective Course (select from list below).....	1-4

Semester 2		13-15 hours
Course No.	Course Title	Credit
**CRIM-111	Criminal Investigations I .....	3
**CRIM-120	Criminal Justice Interview & Report Writing.....	3
*ENGL-102	English II .....	3
*	Humanities & Fine Arts Requirement .....	3
***	Program Elective Course (select from list below).....	1-3

Semester 3		14-17 hours
Course No.	Course Title	Credit
**CRIM-103	Criminal Law.....	3
*COMM-101/COMM-103	Public or Interpersonal Communication.....	3
*	Social Science Requirement .....	3
*	Lab Science Requirement.....	4-5
***	Program Elective Course (select from list below).....	1-3

Semester 4		16-20 hours
Course No.	Course Title	Credit
**CRIM-106	Criminal Justice Capstone .....	2
**CRIM-115	Professional Responsibilities in Criminal Justice.....	3
*	Humanities & Fine Arts Requirement .....	3
*	Mathematics or Computer Science Requirement .....	3
*	Personal Wellness Requirement.....	2
*	May substitute CRIM-149 Defensive Tactics	
*	Open Elective .....	3

### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CRIM-102	Law Enforcement Operations and Procedures .....	3
CRIM-105	Introduction to Public Safety .....	3
CRIM-108	Juvenile Delinquency and Justice .....	3
CRIM-110	Criminal Procedures .....	3
CRIM-114	Introduction to Corrections.....	3
CRIM-116	Agency Administration.....	3
CRIM-121	Police Firearms I.....	1
CRIM-142	EVOC .....	1
CRIM-149	Defensive Tactics.....	2
CRIM-150	Beginning Rappelling.....	1
CRIM-151	Intermediate Rappelling .....	1
CRIM-152	Advanced Rappelling .....	1
CRIM-158	SWAT .....	2
CRIM-165	Strategic Team Building .....	1
CRIM-167	Leadership in Criminal Justice I.....	1
CRIM-168	Leadership in Criminal Justice II.....	1
CRIM-169	Leadership in Criminal Justice III .....	1
CRIM-205	Criminology.....	3
CRIM-206	Terrorism and Homeland Security.....	3
CRIM-210	Gangs.....	3
CRIM-212	Criminal Investigations II.....	3
CRIM-213	Problems in Criminal Justice.....	4
CRIM-219	Sex Crimes.....	3
CRIM-222	Police Firearms II .....	1
CRIM-223	Police Firearms III .....	1
CRIM-250	Forensic Wounds.....	1

### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

### \*\* REQUIRED PROGRAM COURSE

### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

**PROGRAM DESCRIPTION:** The Associate of Applied Science degree in Criminal Justice is a program that prepares graduates with knowledge and skills for numerous career opportunities. Career preparation opportunities include local, state, and federal career tracks in law enforcement, investigations, juveniles, corrections (probation and parole), and pre-law. Flexibility in the Associate of Applied Science degree also allows customizing study options for other classes including business and computers. Specializing in hands-on and scenario-based training, the Criminal Justice program strives to ensure that graduates leave the program with knowledge and with the ability to analyze, problem-solve, work with a team, and, as possible, demonstrate skill proficiency in the program curriculum. There are also opportunities to train with and learn from local agencies to bring the real world to the classroom. Students must complete a Law Enforcement Training Academy to earn this degree. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 67

Semester 1		14 hours	Semester 3		14-16 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
**CRIM-101	Introduction to Criminal Justice .....	3	**CRIM-103	Criminal Law .....	3
**CRIM-108	Juvenile Delinquency and Justice .....	3	**CRIM-116	Agency Administration .....	3
**CRIM-121	Police Firearms I .....	1	**CRIM-142	EVOC .....	1
*	Student Success Requirement .....	1	*	Communication Requirement .....	3
*	Communications Requirement .....	3	*	Natural or Computer Science Requirement .....	3
*	Social Science Requirement .....	3	***	Program Elective Course (select from list below) .....	1-3
Semester 2		14 hours	Semester 4		13-14 hours
Course No.	Course Title	Credit	Course No.	Course Title	Credit
**CRIM-111	Criminal Investigations .....	3	**CRIM-102	Law Enforcement Operations and Procedures .....	3
**CRIM-114	Introduction to Corrections .....	3	**CRIM-106	Criminal Justice Capstone .....	2
**CRIM-120	Criminal Justice Interview and Report Writing .....	3	**CRIM-110	Criminal Procedures .....	3
**CRIM-149	Defensive Tactics .....	2	**CRIM-115	Professional Responsibilities in CJ .....	3
*	Mathematics Requirement .....	3	*	Personal Wellness Requirement .....	2-3
			Degree Requirement		12
			Course No.	Course Title	Credit
			**CRIM-180	Law Enforcement Academy Training .....	12

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CRIM-105	Introduction to Public Safety .....	3
CRIM-114	Introduction to Corrections .....	3
CRIM-149	Defensive Tactics .....	2
CRIM-150	Beginning Rappelling .....	1
CRIM-151	Intermediate Rappelling .....	1
CRIM-152	Advanced Rappelling .....	1
CRIM-158	SWAT .....	2
CRIM-165	Strategic Team Building .....	1
CRIM-167	Leadership in Criminal Justice I .....	1
CRIM-168	Leadership in Criminal Justice II .....	1
CRIM-169	Leadership in Criminal Justice III .....	1
CRIM-205	Criminology .....	3
CRIM-206	Terrorism and Homeland Security .....	3
CRIM-210	Gangs .....	3
CRIM-212	Criminal Investigations II .....	3
CRIM-213	Problems in Criminal Justice .....	4
CRIM-219	Sex Crimes .....	3
CRIM-222	Police Firearms II .....	1
CRIM-223	Police Firearms III .....	1
CRIM-250	Forensic Wounds .....	1

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



**PROGRAM DESCRIPTION:** The Certificate C in Criminal Justice is a program that prepares graduates with knowledge and skills for numerous career opportunities. Career preparation opportunities include local, state, and federal career tracks in law enforcement, investigations, juveniles, corrections (probation and parole), and pre-law. Specializing in hands-on and scenario-based training, the Criminal Justice program strives to ensure that graduates leave the program with knowledge and with the ability to analyze, problem-solve, work with a team, and, as possible, demonstrate skill proficiency in the program curriculum. There are also opportunities to train with and learn from local agencies to bring the real world to the classroom. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required for Certificate = 47

#### Certificate C

Semester 1		9-13 hours
Course No.	Course Title	Credit
**CRIM-101	Introduction to Criminal Justice .....	3
**CRIM-108	Juvenile Delinquency and Justice .....	3
**CRIM-121	Police Firearms I.....	1
***	Program Elective Course (select from list below).....	1-3
***	Program Elective Course (select from list below).....	1-3

Semester 2		11 hours
Course No.	Course Title	Credit
**CRIM-111	Criminal Investigations I .....	3
**CRIM-120	Criminal Justice Interview and Report Writing.....	3
**CRIM-114	Introduction to Corrections.....	3
**CRIM-149	Defensive Tactics.....	2

Semester 3		9-13 hours
Course No.	Course Title	Credit
**CRIM-103	Criminal Law .....	3
**CRIM-116	Agency Administration.....	3
**CRIM-142	EVOC .....	1
***	Program Elective Course (select from list below).....	1-3
***	Program Elective Course (select from list below).....	1-3

Semester 4		11 hours
Course No.	Course Title	Credit
**CRIM-102	Law Enforcement Operations and Procedures .....	3
**CRIM-106	Criminal Justice Capstone .....	2
**CRIM-115	Professional Responsibilities in Criminal Justice.....	3
**CRIM-110	Criminal Procedures .....	3

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CRIM-105	Introduction to Public Safety .....	3
CRIM-150	Beginning Rappelling .....	1
CRIM-151	Intermediate Rappelling .....	1
CRIM-152	Advanced Rappelling .....	1
CRIM-158	SWAT .....	2
CRIM-165	Strategic Team Building .....	1
CRIM-167	Leadership in Criminal Justice I.....	1
CRIM-168	Leadership in Criminal Justice II.....	1
CRIM-169	Leadership in Criminal Justice III .....	1
CRIM-205	Criminology.....	3
CRIM-206	Terrorism and Homeland Security.....	3
CRIM-210	Gangs .....	3
CRIM-212	Criminal Investigations II .....	3
CRIM-213	Problems in Criminal Justice .....	4
CRIM-219	Sex Crimes.....	3
CRIM-222	Police Firearms II .....	1
CRIM-223	Police Firearms III .....	1
CRIM-250	Forensic Wounds.....	1

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

# LAW ENFORCEMENT & CRIMINAL JUSTICE

## Introduction to Criminal Justice ▶ CRIM-101 3 hours

This course includes an introduction to the philosophy and history of law enforcement constitutional limitations, function and jurisdiction of agencies, survey of procedures from arrest to release and an attempt to evaluate the system's effectiveness and orientation on careers in the field. The course examines the role of law enforcement and criminal justice in contemporary American society. Course offered fall and spring semesters.

## Law Enforcement Operations and Procedures CRIM-102 3 hours

**Prerequisite:** Successful completion of Criminal Law (CRIM-103) with a C or better. This introductory course surveys the organizational structure of criminal justice enforcement agencies and gives limited attention to the purposes, functions, departmental relationships and community effectiveness of the various specialized areas of enforcement operations. This course deals primarily with basic functions and tactics such as patrol procedures, crime scene techniques, etc. Course offered spring semesters.

## Criminal Law ▶ CRIM-103 3 hours

**Prerequisite:** Introduction to Criminal Justice (CRIM-101). 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. Course offered fall semesters.

## Introduction to Public Safety CRIM-105 3 hours

The purpose of this class is for students entering or preparing to enter college through one of the Department of Public Safety (DPS) pathways to make an educated choice about which field they want to enter. The course includes topics and certifications such as defensive driving, CPR/First Aid, ALICE, Hazmat, Leadership, Communications, NIMS, Rescue Task Force, situational awareness, scene management and stress management. Students may earn certifications in CPR/First Aid, NIMS and Defensive Driving. Course offered spring semesters.

## Criminal Justice Capstone CRIM-106 2 hours

**Prerequisite:** Students must be a sophomore and have completed at least 15 hours of Criminal Justice coursework, including Intro to Criminal Justice, Criminal Law, Criminal Investigation, and CJ Interview and Report Writing. This course is conducted under the direct supervision of the Department of Public Safety instructors. Students will apply knowledge and skills to certain simulated police operations and crime scene investigations that include police administration, records keeping, criminal investigation, rules of evidence, and 4<sup>th</sup> Amendment application. Students will learn about first responder stress and mental health as well as First Aid/CPR skills. Course offered spring semesters.

## Juvenile Delinquency and Justice CRIM-108 3 hours

This course includes a survey of delinquency related factors and modern measures for treatment and prevention, law pertaining to juveniles, juvenile court procedures, court-ordered detention, organization, function and jurisdiction of juvenile agencies. Detention and processing by law enforcement agencies are studied. The Kansas Juvenile Code is incorporated into the curriculum. Course offered fall semesters.

## Criminal Procedure CRIM-110 3 hours

**Prerequisite:** Successful completion of Criminal Law (CRIM-103) with a C or better. This course studies statutory and judicial provisions governing the processing of persons and evidence in criminal matters. The course deals with jurisdiction, use of force, search and seizure, evidence, warrants, arrest, rights and privileges, inquests, and indictments, preliminary examination, arraignment, pleas and motions, bail, trial, appeal interrogations and confessions. This course includes an integrated study of Kansas Criminal Procedure. Course offered spring semesters.

## Criminal Investigation CRIM-111 3 hours

**Prerequisite:** Introduction to Criminal Justice (CRIM-101) and concurrent enrollment in Interviewing and Report Writing (CRIM-120). 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 offered fall and spring semesters.

## 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. Course offered as needed.

## Professional Responsibility in Criminal Justice CRIM-115 3 hours

Explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities. Course offered spring semesters.

## Agency Administration CRIM-116 3 hours

**Prerequisite:** Introduction to Criminal Justice (CRIM-101). This course studies police organization and management from the perspective of the chief administrator. Principles of organization and leadership are 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 are included. Course offered fall semesters.

## Interviewing and Report Writing CRIM-120 3 hours

**Concurrent Enrollment:** Criminal Investigation (CRIM-111). This course is designed for Criminal Justice majors and in-service officers. Course are placed on effective interviewing, note taking, factual writing of police reports. Kansas Criminal Code and common law enforcement reporting forms are used. This course utilizes word processing and reporting software. Course offered fall and spring semesters.

## 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. Course is placed on the .38 and/or .357 caliber revolver, weapon safety, maintenance, selection and maintenance of leather gear and shooting basics. Course offered fall and spring semesters.

## EVOC

CRIM-142

1 hour

**Prerequisite:** Must have a valid Kansas driver's license or departmental permission. This course provides the student with the knowledge and understanding of the statutory authority to operate an emergency vehicle, the knowledge of legal (criminal and civil) ramifications of operating an emergency vehicle, the knowledge and understanding of the human body's physiological responses to stress while operating an emergency vehicle, basic understanding of critical incident response, the ability to understand the various environmental and roadway conditions that impact emergency vehicles responses, and the understanding of vehicle dynamics as they related to emergency vehicle responses. This course includes defensive driving and the opportunity to experience simulated emergency responses in training simulators. Course offered as needed.

## Defensive Tactics

CRIM-149

2 hours

This course was designed and is taught within the Criminal Justice Department to provide criminal justice majors with basic introductory techniques in defensive tactics. This course focuses on the concepts of use of force, handcuffing, tactical baton and defensive counterstrikes and pressure points. This course focuses on standard techniques for handcuffing designed to decrease the vulnerability of the student during handcuffing situations and increase the level of ultimate physical control and speed of cuffing. It maximizes effectiveness during the handcuffing procedure by limiting the subject's movement and opportunity to resist or defeat the cuffing procedure. The various types of cuffs are incorporated including rigid and chain. The tactical baton course focuses on control and restraint, defense against grips and grabs, ground fighting and the integration of other constraint options into the training environment. Techniques taught follows the Pressure Points Control Tactics (PPCT) methods and taught by a certified PPCT instructor. Course offered spring semesters.



**Basic Rappelling** **CRIM-150** **1 hour**  
 This seminar course provides students with rappelling knowledge and the application of rappelling skills used by police, fire and rescue. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification. Course offered fall semesters.

**Intermediate Rappelling** **CRIM-151** **1 hour**  
**Prerequisite:** Successful completion of Basic Rappelling within six months. This seminar course provides the student with knowledge and safety to perform skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. A review of Basic Rappelling techniques advancing to the application of the following techniques: Rigging on buildings and trees; pick-off's, Australian rappelling, Spider rappelling, and rope ascending. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification. Course offered fall semesters.

**Advanced Rappelling** **CRIM-152** **1 hour**  
**Prerequisite:** Successful completion of Intermediate Rappelling within 6 months. This seminar course provides the student with skills used by police, fire and rescue, mountain rescue, cave rescue and outdoorsmen. The setting up of tryolene between two fixed objects and from building rooftop to ground as well as low angle rescue, high angle rope rescue utilizing the litter and tender, 3 to 1 and 9 to 1 hauling systems are covered. This course is course I in a sequence of 3 classes which following the IFSAC Rope Rescue curriculum. Successful completion of all three classes affords the student to test for official IFSAC Rope Rescue Certification. Course offered fall semesters.

**SWAT I** **CRIM-158** **1 hour**  
 This comprehensive multi-day Basic SWAT I course focuses on the basic operations and understandings of SWAT, i.e. SWAT history, liability issues, physical fitness/team building, intelligence gathering, decision making, operational planning considerations, use of diversionary devices and chemical agents, low-light/no-light environment exercises and many more topics. Students/LEO's of all experience levels and physical fitness levels are able to navigate this course as long as that student/LEO puts forth an effort. Students/LEOs leave with the basic knowledge and skills necessary to operate in a tactical environment and be a contributing member of a tactical team. Course offered as needed.

**Strategic Team Building I** **CRIM-165** **1 hour**  
 This course provides group challenge, self-confidence, trust and interaction for participants of all ages. Strategic Team Building is an approach to education and recreation and places a high level of expectation within an atmosphere of support and caring. Three levels of situational activities (level one: readiness; level two: low elements/group initiatives; level three: high elements) are designed to promote personal and group responsibility, self-esteem, communication, goal-setting, decision making, and problem-solving skills. This is a required class for DPS majors. Course offered spring semesters.

**Leadership in Criminal Justice I** **CRIM-167** **1 hour**  
 A comprehensive study of teamwork and the coordination of law enforcement problem solving. Extensive preparation in crime scene investigation, criminal law, juvenile justice, corrections and police administration for mental preparation for other studies and for competition. This class is required for participation in the Criminal Justice Competition Team. Course offered as needed.

**Leadership in Criminal Justice II** **CRIM-168** **1 hour**  
 A comprehensive study of teamwork and the coordination of law enforcement problem solving. Extensive preparation in crime scene investigation, criminal law, juvenile justice, corrections and police administration for mental preparation for other studies and for competition. This class is required for participation in the Criminal Justice Competition Team. This class is for second semester Leadership in Criminal Justice students. Students have an opportunity to assist with training and preparing crime scenes for the class. Course offered as needed.

**Leadership in Criminal Justice III** **CRIM-169** **1 hour**  
 A comprehensive study of teamwork and the coordination of law enforcement problem solving. Extensive preparation in crime scene investigation, criminal law, juvenile justice, corrections and police administration for mental preparation for other studies and for competition. This class is required for participation in the Criminal Justice Competition Team. This class is for third semester Leadership in Criminal Justice students. Students have an opportunity to lead class discussions and prepare mock crime scenes and other testing opportunities for classes. Course offered as needed.

**Criminology** **CRIM-205/SOCI-215** **3 hours**  
 Crime as a form of deviant behavior, nature and extent of crime, past and present theories, evaluation of prevention, control and treatment programs are studied. Course offered as needed.

**Terrorism and Homeland Security** **CRIM-206** **3 hours**  
**Prerequisite:** Introduction to Criminal Justice (CRIM-101) and Instructor Permission. This course introduces students to the fundamental components of terrorism and homeland security as well as their importance and interrelated duties and relationships. Historic events that have had an impact on homeland security are examined as well as providing students with a fundamental understanding of responsibilities, techniques, and methodology in the detection and prevention of terrorism. Course offered fall semesters.

**Gangs** **CRIM-210** **3 hours**  
**Prerequisite:** Successful completion or concurrent enrollment in Introduction to Criminal Justice (CRIM-101). Criminal Justice majors only. Non-Criminal Justice Majors must obtain instructor's permission. This course takes 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 assesses the reasons people join criminal street gangs and the group dynamics the criminal street gang. A variety of different types of gangs are discussed including white gangs, black gangs, Asian gangs, motorcycle gangs, white supremacists, prison gangs, California based gangs, and Chicago based street gangs. Course offered spring semesters.



**Criminal Investigation II** **CRIM-212** **3 hours**  
**Prerequisite:** Successful completion of Criminal Investigation (CRIM-111) with a C or better, or consent of the department. Scientific aids available to law enforcement officers, including forensic chemistry, physics and microanalysis are studied. Investigative procedures from crime scene through laboratory analysis to court presentations. Course offered spring semesters.

**Problems in Criminal Justice** **CRIM-213** **4 hours**  
**Prerequisite:** Successful completion of Criminal Investigation (CRIM-111) with a C or better, and consent of the department. This is a supervised internship with a criminal justice agency. Students may choose their area of greatest interest of specialization. Daily journals and a summary paper are required. In cooperation with the hosting agency, the student are 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 contributes to the overall education of the student. **A minimum of 145 hours of internship experience is needed.** Course offered spring semesters.

**Sex Crimes** **CRIM-219** **3 hours**  
**Prerequisite:** Successful completion of Introduction to Criminal Justice (CRIM-101) with a C or better, and/or consent of department. This course includes an analysis of sexually motivated crimes and their application to the Criminal Justice process. Psychological, physical, investigative and legal aspects relating to the prevention, investigation and prosecution are explored. Major Course are placed on sexual assault, incest, and sexually motivated homicides, as well as other areas of sexual deviancy which result in criminal actions. Course offered spring semesters.

**Police Firearms II** **CRIM-222** **1 hour**  
**Prerequisite:** Successful completion of Firearms I (CRIM-121) 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. Course is placed on safety, and skill development with service handgun utilizing the various combat stances and positions. This course if required for the Criminal Justice Cometition Team. Course offered as needed.

**Police Firearms III (Semi-Automatics)** **CRIM-223** **1 hour**  
**Prerequisite:** Successful completion of Firearms I (CRIM-121) 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. Course are 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 are given. The use of cover, multiple targets and shoot/don't shoot decision making are included. Course offered as needed.

**Forensic Wounds I** **CRIM-250** **1 hour**  
This course provides the pre-service and in-service student with basic skills used by emergency responders to prepare simulated lifelike wounds for patients to provide realism in disaster drills and/or scenarios. Course offered as needed.



# EMERGENCY MEDICAL SERVICES TECHNOLOGY/PARAMEDIC

The mission of the Paramedic Program at GCCC is to continuously improve the quality of EMS education through accreditation and recognition services for the full range of EMS professions. The program is designed around a flipped classroom model where the core content is delivered and completed on the students own time outside the classroom. Delivery of the core content includes a variety of methods involving video, podcast, and exercises. The classroom is in a “work-place” atmosphere where they are perfecting their skills, working on treatment modalities and going on calls in our own response area.

Graduates are eligible to challenge the National Registry certification exam to become both national and state certified as a paramedic.

Graduates of the Paramedic Program at GCCC are eligible for an Associate of Applied Science (AAS) degree upon successful completion of the course and all necessary prerequisites. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of  
Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:  
4101 W Green Oaks Blvd, Suite 305-599  
Arlington, TX 76016  
817-330-0080  
817-330-0089 (fax)  
[www.coaemsp.org](http://www.coaemsp.org)

## Admission Requirements:

To be considered for acceptance into an EMST course or program, the student must have the following completed:

1. Application to the GCCC
2. Application to EMST
3. Copy of high school transcript, GED and all college transcripts on file
4. Completion of Placement assessment
5. Interview with Program Director and Instructor

## Prerequisites:

### EMR/EMT

1. Must be eighteen (18) years of age at the time of registry examination.

### Paramedic

1. Must be certified as an EMT or higher by the State of Kansas or National Registry
2. Successful completion of all pre-requisites
3. Must pass a criminal background check
4. Complete interview with Program Director and Instructor.

## Additional Information:

For further information, please contact the EMST Department at 620-276-7611.





# EMERGENCY MEDICAL TECHNICIAN TECHNOLOGY

Program Code: EMTT

**PROGRAM DESCRIPTION:** The Associate in Applied Science in Emergency Medical Technician Technology is a paramedic program. The mission of the program is to continuously improve the quality of EMS education through accreditation and recognition services for the full range of EMS professions. The program is designed around a flipped classroom model where the core content is delivered and completed on the students' own time outside the classroom. Delivery of the core content includes a variety of methods involving video, podcast, and exercises. The graduates are eligible to challenge the National Registry certification exam to become both national and state certified as a paramedic. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required to Graduate = 67

Semester 1		13 hours
Course No.	Course Title	Credit
*BIOL-211	Anatomy & Physiology I.....	4
*MATH-107	Intermediate Algebra or higher.....	3
*	Communication Requirement.....	3
*	Personal Wellness .....	2
*	Student Success .....	1

Semester 2		10 hours
Course No.	Course Title	Credit
*	Communication Requirement.....	3
**BIOL-212	Anatomy and Physiology II.....	4
*PSYC-101 or SOCI-102	General Psychology or Introduction to Sociology .....	3

Semester 3		12 hours
Course No.	Course Title	Credit
**EMIC-225	Paramedic Practice .....	2
**EMIC-226	Paramedic Practice Lab .....	1
**EMIC-227	Pathology .....	2
**EMIC-228	Paramedic Pharmacology .....	3
**EMIC-229	Paramedic Pharmacology Lab .....	1
**EMIC-211	Clinical Rotations I.....	3

Semester 4		14 hours
Course No.	Course Title	Credit
**EMIC-209	Paramedic Cardiology .....	4
**EMIC-215	Paramedic Cardiology Lab .....	1
**EMIC-212	Clinical Rotations II.....	2
**EMIC-233	Medical Emergencies.....	3
**EMIC-234	Medical Emergencies Lab .....	1
**EMIC-238	Special Considerations .....	3

Semester 5		18 hours
Course No.	Course Title	Credit
**EMIC-239	Special Considerations Lab .....	1
**EMIC-208	Trauma Emergencies .....	2
**EMIC-207	Trauma I Emergencies Lab .....	3
**EMIC-214	Clinical Rotations III .....	2
**EMIC-213	Field Internship I .....	5
**EMIC-240	Field Internship II.....	5

**NOTE - We do not offer any advanced placement.**

\* GENERAL EDUCATION REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.



# EMERGENCY MEDICAL TECHNICIAN

Program Code: EMT

**PROGRAM DESCRIPTION:** The Certificate in Emergency Medical Technician (EMT) program is designed around a flipped classroom model where the core content is delivered and completed on the students' own time at home, and the classroom is used to master the skills for basic patient care. The classes are taught on campus or as outreach program in local communities. Completers are eligible to challenge the National Registry certification exam to become both national and state certified as an EMT. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

### Minimum Credit Hours Required for Completion = 12

REQUIRED COURSE		12 hours
Course No.	Course Title	Credit
**EMIC-108	Emergency Medical Technician (EMT) .....	12

\* GENERAL EDUCATION REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.



**CERTIFICATE**

**ADVANCED EMERGENCY  
MEDICAL TECHNICIAN**

**Program Code: AEMT**

**PROGRAM DESCRIPTION:** The Certificate in Advanced Emergency Medical Technician (AEMT) program is designed for students interested in advancing their skills of providing care to patients in the pre-hospital setting. It will provide the student with opportunities to gain information, skills, and attitudes necessary for certification and practice as an AEMT in the state of Kansas. This program addresses information and techniques currently considered to be the responsibilities of the AEMT according to the U.S. Dept. of Transportation, National Standard Curriculum and the Kansas Statutes Authorized Activities for AEMT. This program will consist of a minimum of 180 clock hours. It will consist of didactic/online instruction, psychomotor skills training and field/clinical observation and instruction.

**PROGRAM OUTCOMES AND CURRICULUM MAP.**

**Minimum Credit Hours Required for Certificate = 12**

REQUIRED COURSE		12 hours
Course No.	Course Title	Credit
**EMIC-180	Advanced Emergency Medical Technician .....	12

\* GENERAL EDUCATION REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities  
& Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.





**PROGRAM DESCRIPTION:** The Associate in Applied Science in Emergency Medical Technician Technology is a paramedic program. The mission of the program is to continuously improve the quality of EMS education through accreditation and recognition services for the full range of EMS professions. The program is designed around a flipped classroom model where the core content is delivered and completed on the students' own time outside the classroom. Delivery of the core content includes a variety of methods involving video, podcast, and exercises. The graduates are eligible to challenge the National Registry certification exam to become both national and state certified as a paramedic. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

**Minimum Credit Hours Required for Certificate = 55**

### Certificate C

#### PREREQUISITE COURSES

Course No.	Course Title	8 hours Credit
**BIOL-211	Anatomy and Physiology I .....	4
**BIOL-212	Anatomy and Physiology II .....	4

#### First Semester

Course No.	Course Title	12 hours Credit
**EMIC-225	Paramedic Practice .....	2
**EMIC-226	Paramedic Practice Lab .....	1
**EMIC-227	Pathology .....	2
**EMIC-228	Paramedic Pharmacology .....	3
**EMSI-229	Paramedic Pharmacology Lab .....	1
**EMSI-211	Clinical Rotations I .....	3

**\*\* Required Program Course**

**NOTE - We do not offer any advanced placement.**

#### Second Semester (Summer)

Course No.	Course Title	14 hours Credit
**EMIC-209	Paramedic Cardiology .....	4
**EMIC-215	Paramedic Cardiology Lab .....	1
**EMIC-212	Clinical Rotations II .....	2
**EMIC-233	Medical Emergencies .....	3
**EMIC-234	Medical Emergencies Lab .....	1
**EMIC-238	Special Considerations .....	3

#### Third Semester

Course No.	Course Title	18 hours Credit
**EMIC-239	Special Considerations Lab .....	1
**EMIC-208	Trauma Emergencies .....	2
**EMIC-207	Trauma I Emergencies Lab .....	3
**EMIC-213	Field Internship I .....	5
**EMIC-240	Field Internship II .....	5
**EMIC-214	Clinical Rotations .....	2

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

## EMERGENCY MEDICAL RESPONDER

## Program Code: EMR

**PROGRAM DESCRIPTION:** This program is designed to prepare students for state and national certification in initial on-site emergency care. Students are taught methods of primary stabilization of the sick and injured prior to the arrival of EMS transportation to a medical facility.

## PROGRAM OUTCOMES AND CURRICULUM MAP.

**Minimum Credit Hours Required for Completion = 6**

#### REQUIRED COURSE

Course No.	Course Title	6 hours Credit
**EMIC-107	Emergency Medical Responder (EMR) .....	6

#### \* GENERAL EDUCATION REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

# EMERGENCY MEDICAL TECHNICIAN TECHNOLOGY

**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. Course offered fall and spring semesters.

**Emergency Medical Responder** **EMIC-107** **6 Hour**

This course is designed to provide instruction in initial emergency care. Students are taught methods of primary stabilization of the sick and injured. This course is taught according to the National Educational Standards and allows the student to acquire the information, skills, and attitudes necessary for National and State certification as an Emergency Medical Responder. Course offered rotating fall, spring, and summer semesters.

**Emergency Medical Technician (EMT)** **EMIC-108** **12 Hours**

This basic course in emergency medical care includes lectures, videos and practical application. Students who complete this course will have the ability to offer emergency care to victims of medical crisis or traumatic injury. Successful completion of this course makes students eligible to become Nationally and State certified after successfully challenging the certification exam. Course offered fall and spring semesters.

**Advanced Emergency Medical Technician (AEMT)** **EMIC-180** **12 Hours**

This course is designed for students interested in advancing their skills of providing care to patients in the pre-hospital setting. It will provide the student with opportunities to gain information, skills, and attitudes necessary for certification and practice as an AEMT in the state of Kansas. Classroom instruction will include lecture format, skills demonstration, and skills labs. In addition, the student are required to have a minimum of 24 hours with any affiliated EMS services who provide advanced life support. Additional clinical experience may be added at the discretion of the instructor/coordinator or medical director. Course offered as needed.

**Trauma Emergencies Lab** **EMIC-207** **1 Hour**

**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher; concurrent enrollment in EMIC-208 Trauma Emergencies. Teaches the skills necessary for the paramedic to effectively assess and treat patients with a variety of traumatic emergencies utilizing skills and simulation scenarios. Serves as the companion lab course for EMIC-208 Trauma Emergencies. Course offered rotating fall, spring, and summer semesters.

**Trauma Emergencies** **EMIC-208** **2 Hours**

**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher; concurrent enrollment in EMIC-207 Trauma Emergencies Lab. Expands on the paramedic student's knowledge of trauma emergencies with the integration of assessment findings in formulating a field impression and

implementing a treatment plan for an acutely injured patient. The course will provide an in-depth evaluation of trauma to include categorization of trauma patients, incidence of trauma, trauma systems, types of injury, trauma assessment, documentation in trauma, trauma scoring scales, trauma center designations, and transfer of patients. Course offered rotating fall, spring, and summer semesters.

**Cardiology** **EMIC-209** **4 Hours**

**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher; concurrent enrollment in EMIC-215 Cardiology Lab) Introduces the paramedic student to cardiovascular emergencies and the care of patients presenting with cardiovascular emergencies. Topics will include assessment of the cardiovascular system, ECG acquisition and interpretation both single lead and 12 lead, pathophysiology of cardiovascular disease and treatments indicated for a given disease. Course offered rotating fall, spring, and summer semesters.

**Clinical Rotations I** **EMIC-211** **2 Hours**

Provides the paramedic student with the required field experiences as required by CoAEMSP and the State of Kansas. Acceptance into the paramedic program is required. Course offered rotating fall, spring, and summer semesters.

**Clinical Rotations II** **EMIC-212** **2 Hours**

Provides the paramedic student with the required field experiences as required by CoAEMSP and the State of Kansas. Acceptance into the paramedic program is required. Course offered rotating fall, spring, and summer semesters.

**Field Internship I** **EMIC-213** **5 Hours**

Serves as the preceptor/internship program for paramedic students. Course offered rotating fall, spring, and summer semesters.

**Clinical Rotations III** **EMIC-214** **2 Hours**

Provides the paramedic student with the required field experiences as required by CoAEMSP and the State of Kansas. Acceptance into the paramedic program is required. Course offered rotating fall, spring, and summer semesters.

**Cardiology Lab** **EMIC-215** **1 Hour**

**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher. Teaches the skills necessary for the paramedic to effectively assess and treat patients presenting with cardiovascular emergencies utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Cardiology. Course offered rotating fall, spring, and summer semesters.

**Paramedic Practice** **EMIC-225** **2 Hours**

Introduces the paramedic student to the advanced practice of pre-hospital care. This course covers professional behavior, medical ethics, legal issues, patient assessment, therapeutic communication, clinical decision making, and basic and advanced airway management. This course discusses EMS's role in the healthcare continuum, professional communication, patient care documentation, IV fluid therapy and resuscitation, and the application of evidence based medicine. A brief overview of human anatomy, physiology and pathophysiology is included. Acceptance into the paramedic program is required. Course offered rotating fall, spring, and summer semesters.

**Paramedic Practice Lab**                      **EMIC-226**                      **1 Hour**  
**Concurrent enrollment in EMIC-225 Paramedic Practice.** Teaches the skills necessary for the paramedic to apply professional behavior, medical ethics, legal issues, patient assessment, therapeutic communication, clinical decision making, and airway management. Serves as the companion course to Fundamentals of Paramedic Practice. Course offered rotating fall, spring, and summer semesters.

**Pathology**                                      **EMIC-227**                      **2 Hours**  
 Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease. Course offered rotating fall, spring, and summer semesters.

**Paramedic Pharmacology**                      **EMIC-228**                      **3 Hours**  
**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher. Introduces the paramedic student to advanced emergency pharmacology, pharmacokinetics and pharmacodynamics. This course will include laws affecting the use and distribution of medications, medication dosing, clinical calculations, routes of administration and discussion of common medication classifications to include indications, contraindications and side effects. Course offered rotating fall, spring, and summer semesters.

**Paramedic Pharmacology Lab**                      **EMIC-229**                      **1 Hour**  
**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher; concurrent enrollment in EMIC-228 Paramedic Pharmacology. Teaches the skills necessary for the paramedic to safely and effectively administer emergency medications. Serves as the companion course to Paramedic Pharmacology. Course offered rotating fall, spring, and summer semesters.

**Medical Emergencies**                      **EMIC-233**                      **3 Hours**  
**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher; concurrent enrollment in EMIC-234 Medical Emergencies Lab. Expands on the paramedic student's knowledge of medical emergencies with the Integration of assessment findings in formulating a field impression and implementing a treatment plan. This course will cover principles of epidemiology and pathophysiology related to common medical emergencies including neurological, abdominal and gastrointestinal disorders, immunological, infectious diseases, endocrine disorders, psychiatric disorders, toxicological, respiratory, hematological, genitourinary, gynecological, non-traumatic musculoskeletal disorders, and diseases of the eyes, ears, nose, and throat. Course offered rotating fall, spring, and summer semesters.

**Medical Emergencies Lab**                      **EMIC-232**                      **1 Hour**  
**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher. Teaches the skills necessary for the paramedic to effectively assess and treat patients with a variety of medical emergencies utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Medical Emergencies. Course offered rotating fall, spring, and summer semesters.

**Special Considerations**                      **EMIC-238**                      **3 Hours**  
**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher. Teaches the skills necessary for the paramedic to effectively assess and treat neonatal, pediatric, geriatric, and special needs patients utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Special Considerations. Course offered rotating fall, spring, and summer semesters.

**Special Considerations Lab**                      **EMIC-239**                      **1 Hour**  
**Prerequisite:** EMIC-225 Paramedic Practice and EMIC-226 Paramedic Practice Lab with C or higher. Teaches the skills necessary for the paramedic to effectively assess and treat neonatal, pediatric, geriatric, and special needs patients utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Special Considerations. Course offered rotating fall, spring, and summer semesters.

**Field Internship I I**                                      **EMIC-240**                      **5 Hours**  
 Serves as the preceptor/internship program for paramedic students in their second phase of training. Course offered rotating fall, spring, and summer semesters.



**PROGRAM DESCRIPTION:** The Associate in Applied Science Degree in Fire Science is designed to prepare students for employment in the fire service, in either the public or private sector, as well as meet the continuing education needs of professional firefighters. Students may also choose to test for IFSAC or Pro Board which are nationally recognized certifications. The testing process is through Kansas Fire and Rescue Training Institute. 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 national, state, and locally identified training needs. Instruction emphasizes hands-on training to assure that graduates not only know the theory but be able to put it to use. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 68

Semester 1		20 hours
Course No.	Course Title	Credit
** FIRE-101	Firefighter I.....	6
**FIRE-100	Introduction to Fire Protection .....	3
**FIRE-110	Hazardous Materials Awareness.....	2
**FIRE-111	Hazardous Materials Operations .....	3
**FIRE-103	Technical Rescue I.....	2
*	Student Success Requirement.....	1
**CRIM-150	Beginning Rappelling.....	1
**CRIM-151	Intermediate Rappelling .....	1
**CRIM-152	Advanced Rappelling .....	1

Semester 2		16-18 hours
Course No.	Course Title	Credit
**FIRE-203	Tech Rescue-II .....	3
**FIRE-102	Firefighter-II .....	4
*	Communication Requirement.....	3
*MATH-107	Intermediate Algebra or higher.....	3
*	Natural or Computer Science Requirement.....	3

Summer Semester		7 hours
Course No.	Course Title	Credit
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....	3
**FIRE213	Fire Science Internship .....	4

Semester 3		12-13 hours
Course No.	Course Title	Credit
**FIRE-202	Fire Apparatus Driver/Operator.....	4
*	Personal Wellness Requirement.....	2-3
*	Communication Requirement.....	3
***	Program Elective Course (select from list below).....	3

Semester 4		15 hours
Course No.	Course Title	Credit
**EMIC-108	Emergency Medical Technician .....	12
***	Program Elective Course (select from list below).....	1

#### \*\*\* PROGRAM ELECTIVE COURSES

Course No.	Course Title	Credit
CRIM-105	Introduction to Public Safety.....	3
CRIM-111	Criminal Investigations.....	3
CRIM-165	Strategic Team Building .....	1
CRIM-250	Forensic Wounds.....	1
EMIC-107	Emergency First Responder.....	6
FIRE-112	Building Construction.....	3
FIRE-201	Hazardous Materials Technician.....	8
FIRE-204	Fire Instructor I.....	3
FIRE-205	Fire Investigations-I.....	3
FIRE-207	Structural Firefighting Strategy & Tactics .....	3
FIRE-214	Fire Instructor-II .....	3
FIRE-215	NFPA-1403 Live Fire Evolutions .....	3
FIRE-220	Fire Officer-I .....	3
HPER-115	Basic Nutrition.....	3

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



# FIRE SCIENCE - FIREFIGHTER I

Program Code: FRE1

**PROGRAM DESCRIPTION:** The Stand-Alone Parent Program (SAPP) in Fire Science Technology is a program designed to prepare students for employment in the fire service, in either the public or private sector. Students may also choose to test for IFSAC or Pro Board which are nationally recognized certifications. The testing process is through Kansas Fire and Rescue Training Institute. The program offers coursework in fire prevention, fire control techniques, and rescue techniques. The curriculum aligns with National Fire Protection Association (NFPA) standards and includes national, state, and locally identified training needs. Instruction emphasizes hands-on training to assure that graduates not only know the theory but be able to put it to use. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**Minimum Credit Hours Required for Completion = 11**

## REQUIRED COURSES

Course No.	Course Title	11 hours Credit
**FIRE-101	Firefighter I.....	6
**FIRE-110	Hazardous Material Awareness.....	3
**FIRE-111	Hazardous Material Operations.....	2

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.

# FIRE SCIENCE - FIREFIGHTER II

Program Code: FRE2

**PROGRAM DESCRIPTION:** The Stand-Alone Parent Program (SAPP) in Fire Science Technology is a program designed to prepare students for employment in the fire service, in either the public or private sector, as well as meet the continuing education needs of professional firefighters. Students may also choose to test for IFSAC or Pro Board which are nationally recognized certifications. The testing process is through Kansas Fire and Rescue Training Institute. The program offers coursework in fire prevention, fire control techniques, and rescue techniques. The curriculum aligns with National Fire Protection Association (NFPA) standards and includes national, state, and locally identified training needs. Instruction emphasizes hands-on training to assure that graduates not only know the theory but be able to put it to use. The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

**Minimum Credit Hours Required for completion = 15**

## REQUIRED COURSES

Course No.	Course Title	15 hours Credit
**FIRE-101	Firefighter I.....	6
**FIRE-110	Hazardous Material Awareness.....	3
**FIRE-111	Hazardous Material Operations.....	2
**FIRE-102	Firefighter II.....	4

\* CORE CURRICULUM REQUIREMENT  
Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

\*\* REQUIRED PROGRAM COURSE

\*\*\* PROGRAM ELECTIVE COURSE  
Other courses are subject for approval with submission of Graduation Substitution form.

# FIRE SCIENCE

## Introduction to Fire Protection and Emergency Services

**FIRE-100**
**3 hours**

This course is designed to introduce future firefighters and Emergency Medical Services (EMS) to the emergency services career. Course offered fall and spring semesters.

## Firefighter I

**FIRE-101**
**6 hours**

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 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 are able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute. This course meets or exceeds NFPA 1001 Standards. Course offered fall semesters.

## Firefighter II

**FIRE-102**
**4 hours**

**Prerequisite:** Successful completion of Firefighter I (FIRE-101). The course covers technical/special operations relating to fire ground operations and prevention activities. Students 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 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 are able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute. Course offered spring semesters.

## Technical Rescue I

**FIRE-103**
**2 hours**

**Prerequisite:** Successful completion of Firefighter I (FIRE-101). Technical Rescue I is a more in-depth look at various techniques of auto, bus and commercial vehicle extrication. Students are instructed in how to identify and establish levels of functional capability for safely and effectively conduct operations at vehicle extrication incidents. Students learn how to assess hazards, provide patient care and identify the level of operational capability, and to establish operational criteria. Course offered fall and spring semesters.

## Hazardous Materials Awareness

**FIRE-110**
**2 hours**

This course is for those who are seeking FF-I certification. Course is required for Firefighter-I certification. Students will be able to recognize the presence of hazardous materials, protect themselves, call for trained personnel, and secure the area. Course offered fall and spring semesters.

## Hazardous Materials Operations

**FIRE-111**
**3 hours**

This course is required for Firefighter I certification. This course is designed for those persons who respond to releases or potential releases of hazardous materials as part of the initial response to

the incident for the purpose of protecting nearby persons, the environment, or property from the effects of the release and who are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. Course offered fall and spring semesters.

## Building Construction

**FIRE-112**
**3 hours**

**Prerequisite:** Successful completion of Firefighter I (FIRE-101). This course is designed to provide firefighters with the basic knowledge of building construction as related to the fire service. The class covers how buildings are designed and constructed as well as structural collapse probabilities, firefighter safety and officer decision making during the initial attack phase. Fire behavior and it's effects on various types of buildings is also covered. Course offered fall and spring semesters.

## Hazardous Materials Technician

**FIRE-201**
**8 hours**

**Prerequisite:** Successful completion of Firefighter II (FIRE-102). 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. Course is on emergency situations, fire fighting and control. Upon successful completion of this course, students are able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute. Course offered fall semesters.

## Fire Apparatus Driver/Operator

**FIRE-202**
**4 hours**

**Prerequisite:** Successful completion of Firefighter II (FIRE-102). 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 are able to apply for IFSAC certification through Kansas Fire and Rescue Training Institute. Course offered fall and spring semesters.

## Technical Rescue II

**FIRE-203**
**2 hours**

**Prerequisite:** Successful completion of Firefighter II (FIRE-102). This course covers technical rescue operations and instructs students in how to identify and establish levels of functional capability for safely and effectively conducting operations at rescue incidents. Students learn how to assess a technical rescue hazard within the response area, to identify the level of operational capability, and to establish operational criteria. Students receive a solid foundation of classroom and hands-on training reinforced by realistic and challenging exercises in various rescue disciplines including structural collapse, rope rescue and confined space. Course offered spring semesters.

## Fire Instructor I

**FIRE-204**
**3 hours**

**Prerequisite:** Successful completion of Firefighter I (FIRE-101). 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 receive national certification to become Fire Service Instructors. This course provides a student with the basic knowledge and skills to deliver instruction effectively from a prepared lesson plan, including operating instructional aids, using evaluation instruments, reviewing and adopting lesson plans to

maximize student learning, organizing the learning environment and maintaining records. Course offered fall and spring semesters.

**Fire Investigations I FIRE-205 3 hours**

**Prerequisite:** Firefighter I (FIRE-101). This course covers the investigation process of all fires, accidental, natural, and suspicious. The course also covers the collection of evidence, legal aspects, cause and determination, interviewing witnesses, detonations, and explosions. Course offered fall and spring semesters.

**Structural Firefighting Strategy & Tactics FIRE-207 3 hours**

This class explains proven tactics and strategies used in structural firefighting the class provides fire fighters who are currently or previously receives Fire Fighter I with a more detailed explanation of the methods used to effectively operate at both routine and complex incidents. Course offered fall and spring semesters.

**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 are 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 contributes to the overall education of the student. **In order to obtain 4 credit hours a minimum of 180 hours of internship experience is needed.** Course offered summer semesters.

**Fire Instructor II FIRE-214 3 hours**

**Prerequisite:** Successful completion of Fire Instructor (FIRE-204). After completion of this course, the student are prepared to complete the requirements for Instructor II certification. Requirements include developing a lesson plan for a class, along with learning objectives, as well as the use of various evaluation tools. The Instructor II also manages resources, schedule, supervise, guide, and evaluate subordinate instructors. Upon completion, the Instructor II has the tools to be able to analyze student outcomes for validation. Course offered fall and spring semesters.

**NFPA 1403 Live Fire Evolutions FIRE-215 3 hours**

This course is designed to introduce Fire Instructors to the NFPA 1403 Standard on Live Fire Training Evolutions. This course focuses on safe operations in the live fire training environment and helps to ensure that Fire Instructors are informed of the requirements of NFPA 1403. Course offered fall and spring semesters.

**Fire 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 are able to take the certification exam. Course offered fall and spring semesters.





**PROGRAM DESCRIPTION:** The Associate in Applied Science degree in Welding is based on National Center for Construction Education and Research (NCCER) and the American Welding Society (AWS) S.E.N.S.E. program in which students can earn AWS welding certification. Courses include Introductory, Intermediate and Advanced AWS skill development or concentration in a particular set of competencies in Welding Safety, Blueprint Reading, Math, Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC), Gas Metal Arc Welding and Flux Cores Arc Welding (GMAW/ FCAW), as well as Gas Tungsten Arc Welding (GTAW/TIG), and Pipefitting. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required to Graduate = 64

Semester 1		24 hours
Course No.	Course Title	Credit
**WELD-101	Welding Safety.....	2
**WELD-103	Blueprint Reading for Welders .....	3
**WELD-106	Mathematics for Welders .....	3
**WELD-111	Shielded Metal Arc Welding.....	3
**WELD-122	Gas Metal Arc Welding.....	3
**WELD-201	Gas Tungsten Arc Welding .....	3
**WELD-213	Layout and Fabrication.....	4
**WELD-214	Pipefitting.....	3

Semester 2		22 hours
Course No.	Course Title	Credit
**WELD-212A	Industrial Welding I .....	11
**WELD-212B	Industrial Welding II.....	11

Semester 3		18-21 hours
Course No.	Course Title	Credit
*	Communication Requirement.....	3
*	Communication Requirement.....	3
*MATH-107	Intermediate Algebra or higher .....	3
*	Natural or Computer Science Requirement.....	3-5
*PSYC-101/SOCI-102	General Psychology or Introduction to Sociology .....	3
*	Personal Wellness Requirement.....	2-3
*	Student Success Requirement.....	1

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.



# WELDING TECHNOLOGY

## Program Code: WELD

**PROGRAM DESCRIPTION:** The Welding Certificate A is an introductory level program. It is based on AWS skill development and concentrates on competencies in Welding Safety, Blueprint Reading, Math, Shielded Metal Arc Welding and Oxy-Fuel Cutting (SMAW/OFC), Gas Metal Arc Welding and Flux Cores Arc Welding (GMAW/ FCAW), as well as Gas Tungsten Arc Welding (GTAW/TIG). The semester-by-semester plans described below are general guidelines. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required for Certificate = 17

Certificate A		17 hours
First Semester		
Course No.	Course Title	Credit
**WELD-101	Welding Safety.....	2
**WELD-103	Blueprint Reading for Welders .....	3
**WELD-106	Mathematics for Welders .....	3
**	Block 1 or Block 2 .....	9

#### \*\*REQUIRED PROGRAM COURSES

BLOCK 1		9 hours
Course No.	Course Title	Credit
**WELD-110	Introduction to AWS Welding.....	3
**WELD-120	Intermediate AWS Welding .....	3
**WELD-200	Advanced AWS Welding .....	3

#### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

#### \*\* REQUIRED PROGRAM COURSE

#### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

#### \*\*REQUIRED PROGRAM COURSES

BLOCK 2		9 hours
Course No.	Course Title	Credit
**WELD-111	Shielded Metal Arc Welding.....	3
**WELD-122	Gas Metal Arc Welding.....	3
**WELD-201	Gas Tungsten Arc Welding .....	3



**PROGRAM DESCRIPTION:** The Welding Certificate C is an Advanced level program. It is based on AWS skill development and concentrates on competencies in Welding Safety, Blueprint Reading, Math, Shielded Metal Arc Welding and Oxy Fuel Cutting (SMAW/OFC), Gas Metal Arc Welding and Flux Cores Arc Welding (GMAW/FCAW), as well as Gas Tungsten Arc Welding (GTAW/TIG), Layout and Fabrication, and Pipefitting. The semester-by-semester plans described below are general guidance. Students should work closely with their academic advisors to develop a plan that best meets their own individual needs and goals.

### PROGRAM OUTCOMES AND CURRICULUM MAP.

#### Minimum Credit Hours Required for Certificate = 46

##### Certificate C

##### First Semester

Course No.	Course Title	24 hours Credit
**WELD-101	Welding Safety.....	2
**WELD-103	Blueprint Reading for Welders .....	3
**WELD-106	Mathematics for Welders .....	3
**WELD-111	Shielded Metal Arc Welding.....	3
**WELD-122	Gas Metal Arc Welding.....	3
**WELD-201	Gas Tungsten Arc Welding .....	3
**WELD-213	Layout and Fabrication.....	4
**WELD-214	Pipefitting.....	3

##### Second Semester

Course No.	Course Title	22 hours Credit
**WELD-212A	Industrial Welding I.....	11
**WELD-212B	Industrial Welding II.....	11

##### \* CORE CURRICULUM REQUIREMENT

Communications, Mathematics & Natural Sciences, Social Sciences, Humanities & Fine Arts, Personal Wellness, Student Success

##### \*\* REQUIRED PROGRAM COURSE

##### \*\*\* PROGRAM ELECTIVE COURSE

Other courses are subject for approval with submission of Graduation Substitution form.

## WELDING TECHNOLOGY

### Welding Safety **WELD-101** **2 hours**

This course introduces the student to Basic Field Safety based on AWS and NCCER recommended competencies, as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work in an industrial setting. And are required for all Welding Technology Degree classes involving Lab work. Course offered fall semesters.

### Blueprint Reading for Welders **WELD-103** **3 hours**

This course introduces the study of Interpreting and Understanding Welding Detailed Drawings based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification. Course offered fall semesters.

### Mathematics for Welders **WELD-106** **3 hours**

This course is designed to teach the math processes that a welder/fabricator needs to be successful in the industrial or manufacturing fields of welding, fabrication, and pipefitting. This course covers whole numbers, common fractions, decimal numbers, percentages and averages, geometric figures, angular development and measurement, bends, take-outs, and economical layout. Course offered fall semesters.

### Introduction to AWS Welding **WELD-110** **3 hours**

This course introduces the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course includes technical information based on NCCER and AWS recommended competencies as well

as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification. Course offered fall and spring semesters.

### Shielded Metal Arc Welding (SMAW) **WELD-111** **3 hours**

The course covers the study of Shielded Metal Arc Welding (SMAW). This course includes technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students of all skill levels from beginning and intermediate to advanced students who wish to work toward SMAW certification. Course offered fall semesters.

### Intermediate AWS Welding **WELD-120** **3 hours**

**Prerequisite:** WELD-110, Intro to AWS Welding. This course allows students to advance their skills related to the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course includes technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification. Course offered fall and spring semesters.

### Gas Metal Arc Welding (GMAW) **WELD-122** **3 hours**

**Prerequisite:** None. The course covers the study of Gas Metal Arc Welding (GMAW). This course include technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to students of all skill levels from beginning and intermediate to advanced students who wish to work toward GMAW certification. Course offered fall semesters.

**Advanced AWS Welding WELD-200 3 hours**  
**Prerequisites:** Intro to AWS Welding (WELD-110), Intermediate AWS Welding (WELD-120) or instructor approval. This course allows students to demonstrate mastery of their skills related to the study of Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW/TIG), and Gas Metal Arc Welding (GMAW). This course includes technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed to be beneficial to beginning students who wish to work toward certification. Course offered fall and spring semesters.

**Gas Tungsten Arc Welding (GTAW) WELD-201 3 hours**  
**Prerequisite:** None. The course covers the study of Gas Tungsten Arc Welding (GTAW). This course includes technical information based on NCCER and AWS recommended competencies as well as teacher demonstration and hands on application by the student. This course is designed for advanced students who wish to work toward GTAW certification. Course offered fall and spring semesters.

**Industrial Welding I WELD 212A 11 hours**  
 This course covers the study of pipe welding in the Shielded Metal Arc Welding disciplines. This course includes technical information based on NCCER and ASME recommended competencies as well as instructor demonstration and hands on application. This course is designed to benefit students wishing to work toward attaining 6G and 6GR certification in SMAW. Course offered spring semesters.

**Industrial Welding II WELD 212B 11 hours**  
 This course covers the study of pipe welding in the Gas Tungsten Arc Welding disciplines. This course include technical information based on NCCER and ASME recommended competencies as well as instructor demonstration and hands on application. This course is designed to benefit students wishing to work toward attaining 6G and 6GR certification in GTAW. Course offered spring semesters.

**Layout and Fabrication WELD-213 4 hours**  
**Prerequisites:** Field Safety (WELD-101), Blueprint Reading for Welders (WELD-103), Cutting and Gouging Processes (WELD-105), Weld Theory I (WELD-107), and Math Processes for Technicians (JDAT-110) or Technical Mathematics (MATH-107T). This course introduces the student to layout and fabrication of sheet based on NCCER recommended competencies as well as teacher demonstration and hands-on application by the student. This course includes the design, layout, fit-up and fabrication of a project mutually agreed upon and approved by the instructor. It is designed to be beneficial to beginning students who wish to work toward employment in a welding fabrication shop and towards certification or a degree in Welding Technology. Course offered fall semesters.

**Pipefitting WELD-214 3 hours**  
 This course is designed to teach the pipefitting skills that a welder/fabricator needs to be successful in the industrial or manufacturing fields of welding, fabrication, and pipefitting. This course covers: Piping Systems, Details and Construction Drawings, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, and Underground Pipe Installation. Course offered fall semesters.



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Director-Residential Life .....	Gordon Schuler
Director-Student Support Services.....	Dana Nanninga
College Health Nurse .....	Patricia Miller
Coordinator-Accommodations .....	Joy Lehmann
Counselor .....	JoAnn Garrier
Coordinator-Student Activities .....	Brittany Clark
Coordinator-CAMP Regional Site .....	Itzel Rodriuez
Director-Library Services .....	Julia Proctor
Coordinator-GCCCA Program .....	Claudia Horney
Manager-Bookstore.....	Virga West
Director-Creative Services.....	Melody Brooks
Coordinator-Social Media & Design .....	Cecilia Miller
Coordinator-Payroll .....	Alexis Saenz
Coordinator-Transportation .....	Rhonda Everett
Coordinator-Tutor .....	Janice Urie
Coordinator-Online Services.....	Vicky Reyes
Coordinator-Dual Credit .....	Dawn Tucker
Coordinator-Accounts Payable.....	Debbie Dunlap
Coordinator-Student Accounts .....	Jennifer Hill
Coordinator - Apprenticeships .....	Stephanie DeLoach



## ADMINISTRATION

Dr. Ryan J. Ruda, President/CEO  
Ed. D., National American University, Roueche Graduate Center  
M.S., Fort Hays State University  
B.S., Fort Hays State University

Karla J. Armstrong, Vice President - Administrative Services/CFO  
M.B.A., Pittsburg State University  
B.B.A., Southwestern College

Colin D. Lamb, Vice President - Athletics & Student Services  
M.S.W., Washburn University  
B.S.W., Washburn University  
A.A., Garden City Community College

Dr. Marc P. Malone, Vice President - Instructional Services  
Ed. D., University of Kansas  
M.A., Iowa State University  
B.A., Illinois College

Scott Kedrowski, Dean - Advancement & Alumni Relations  
M.S., Fort Hays State University  
B.S., Chadron State College

Patrick "Chuck" Pfeifer, Dean - Technical Education & Workforce  
Development/Project Manager-Title V  
M.S., Kansas State University  
B.A., Creighton University  
A.S., Garden City Community College

Tammy Tabor, Dean - Student Services  
B.A., Wichita State University

Philip M. Terpstra, Dean - Academics  
M.S., Fort Hays State University  
B.S., Chadron State College  
A.S., Northwest College

## FACULTY

Clinton Alexander, Professor - Animal Science  
Ph.D., Texas Tech University  
M.S., Texas Tech University  
B.S., Texas Tech University  
A.S., Garden City Community College

Sean Boller, Associate Professor - Vocal Music  
B.A., Bethany College

Caroline Bradshaw, Associate Professor - Nursing C.N.A  
A.S., Dodge City Community College

Ronald Carlson, Associate Professor - Computer Science  
M.S., University of Missouri  
B.S., University of Iowa  
B.S., South Dakota State University

Stacey Carr, Associate Professor - Speech  
M.S., Fort Hays State University  
B.A., Fort Hays State University

Holly Chandler, Associate Professor - Reading  
R.S.S., Emporia State University  
M.A., Fort Hays State University  
E.S.L. Endorsement, Kansas State University  
B.S., Oklahoma Panhandle State University

Cody Cundiff, Associate Professor - Social Science  
M.S., Fort Hays State University  
B.S., Fort Hays State University  
A.S., Garden City Community College

Nicole Dick, Professor - Mathematics  
M.S., Kansas State University  
B.A., Kansas State University  
B.S., Kansas State University  
A.S., Garden City Community College

Yuriy Drubinskiy, Assistant Professor - Robotics  
M.A., Adams State University  
B.A., Northern Michigan University

Shellie Emahizer, Associate Professor - Nursing  
M.S.N., Aspen University  
B.S.N., Southwestern College  
A.S., Garden City Community College

Jean Ferguson, Professor - ESL  
Ph.D., The Pennsylvania State University  
M.S., The Pennsylvania State University  
B.A., Wesleyan University  
A.S., Tunix Community College

Travis Fulton, Assistant Professor - Automotive Technology  
Certificate, WyoTech Automotive Career Training

Sara Gaut, Assistant Professor - Science  
M.S., Wichita State University  
B.A., Wichita State University

Benjamin Gershon, Assistant Professor - Mathematics  
M.A., University of Kansas  
B.A., University of North Florida

Jeremy Gigot, Assistant Professor - Business  
J.D., Pepperdine University  
M.B.A., Pepperdine University  
B.S., Friends University

Veronica Goosey, Associate Professor - English  
M.A., Brigham Young University  
B.A., Brigham Young University

Greg Greathouse, Associate Professor - Health, Physical Education,  
& Recreation  
M.S., Friends University  
B.G.S., Emporia State University  
A.S., Garden City Community College

Ryan Grubbs, Associate Professor - Automotive Technology  
Auto Collision and Repair Certification,  
Northwest Kansas Technical College

Brett Haire, Assistant Professor - Automotive Technology  
A.A.S., Garden City Community College

Renee Harbin, Professor - Business  
M.S., Emporia State University  
B.B.A., Oklahoma Panhandle State University

McClellan Hensley, Assistant Professor - Agricultural Equipment Technology  
Certificate, U.S. Department of Transportation

Sheena Hernandez, Professor - English  
M.A., Fort Hays State University  
B.A., Fort Hays State University

Mia Horn, Associate Professor - Cosmetology  
Kansas Licensed Cosmetologist

Tammy Hutcheson, Professor - Social Science  
M.L.S., Fort Hays State University  
B.S., Fort Hays State University



Lawrence "Larry" Jenkins, Associate Professor - Nursing  
M.S., South Dakota State University  
B.S.N., University of Kansas  
B.S., University of Kansas  
A.S., Garden City Community College

Christopher Johnson, Assistant Professor - Music/Co-Director - Band  
M.P.S., Fort Hays State University  
B.M., Fort Hays State University  
B.M.E., Fort Hays State University  
B.S., Fort Hays State University

Makenzi Johnson, Assistant Professor - Music/Co-Director-Band  
M.P.S., Fort Hays State University  
B.M., Fort Hays State University  
B.M.E., Fort Hays State University  
B.S., Fort Hays State University

LaLani Kasselmann, Associate Professor - Nursing LPN  
A.S., Colby Community College

Michael Knutson, Associate Professor - Art  
B.S., Black Hills State University  
M.F.A., Fort Hays State University

Cornelius Kristalyn, Assistant Professor - Chemistry  
Ph.D., University of Michigan  
M.S., University of Michigan

Seth Kristalyn, Associate Professor - English  
M.A., Kansas State University  
B.A., Pittsburg State University

Daniel Kyinakwa, Associate Professor - Chemistry  
M.S., Illinois State University

Shelli Lalicker, Associate Professor - Science  
M.S., Mississippi State University  
B.S., Fort Hays State University  
A.S., Garden City Community College

Tracy Lamb, Professor - Nursing LPN  
B.S., Fort Hays State University  
A.D.N., Garden City Community College

Winsom Lamb, Professor - Social Science  
M.L.S., Fort Hays State University  
B.S.W., Washburn University

Lorilynn Landgraf, Professor - Nursing LPN  
B.S., Fort Hays State University  
A.A.S., Garden City Community College

Andrew L. Lewton, Assistant Professor - Health, Physical Education,  
& Recreation  
M.S., Fort Hays State University  
B.S., Fort Hays State University

Jami Major, Assistant Professor - Nursing C.N.A.  
A.S., Garden City Community College

Layla Martinez, Assistant Professor - Education  
M.S., Fort Hays State University  
B.A., University of Minnesota

Daisy Mastin, Assistant Professor - Cosmetology  
Certificate, Garden City Community College

Brian McCallum, Professor - Art  
M.F.A., Kansas State University  
B.F.A., Kansas State University

Jaime McVey, Assistant Professor - Health, Physical Education,  
& Recreation  
M.A., Emporia State University  
B.A., Newman University

Mazen Nairat, Assistant Professor - Science  
Ph.D., New Mexico State University  
M.S., New Mexico State University

Curt Nemechek, Carpentry Instructor  
Residential Class B Contractor License

Thuy An Nguyen, Associate Professor - Mathematics  
M.S., Wichita State University  
B.S., Fort Hays State University  
A.S., Seward County Community College

Susan Ortega, Professor - Business  
D.B.A., Walden University  
M.S., Argosy University  
B.S., University of Phoenix  
A.S., Garden City Community College

Dru Saddler, Associate Professor - Social Science  
M.S., Newman University  
B.S., Bethany College

Perla Salazar, Associate Professor - Mathematics  
M.S., Fort Hays State University  
B.S., Kansas State University  
A.S., Dodge City Community College

Samantha Sanger, Professor - English/Coordinator-Assessment  
M.A., Fort Hays State University  
B.A., Fort Hays State University

John Schafer, Professor - Science  
M.S., Fort Hays State University  
B.S., Colorado State University

William Schlichter, Assistant Professor - English  
M.A., Missouri State University  
B.S., Southeast Missouri State University

Robert Scrivner, Assistant Professor - Criminal Justice & Public Safety  
B.S., Friends University  
A.A.S., Garden City Community College

Nathan Steinle, Professor - Agricultural Equipment Technology  
B.S., Pittsburg State University  
A.S., Garden City Community College

Cayla Thomlinson, Associate Professor - Speech  
M.A., Pittsburg State University  
B.S., Pittsburg State University  
A.A., Seward County Community College

Zach Towle, Assistant Professor - Business  
M.B.A., Ashford University  
B.S., Ashford University  
A.A., Northeast Community College

Christopher Turpin, Associate Professor - English  
M.A., Kansas State University  
B.A., Kansas State University

Brandy Unruh, Associate Professor - Criminal Justice & Public Safety  
M.S., University of Central Missouri  
B.S., State University of Central Missouri  
A.S., Garden City Community College

Cindy VenJohn, Professor - Agriculture  
B.S., Kansas State University  
A.S., Seward County Community College

Alberto Veyza, Assistant Professor - Welding Technology  
Welding Certifications, Garden City Community College

Devin Wackerla, Professor - Welding Technology  
Certification, Missouri Welding Institute

Amy Waters, Associate Professor - Nursing  
M.S., Fort Hays State University  
B.S., University of Kansas

Helen Weeks, Associate Professor - English  
B.A, American Public University  
A.A, Garden City Community College

Jonathan Whitacre, Associate Professor - Mathematics  
M.S, Youngstown State University  
B.S, Youngstown State University

Sherri Williams, Associate Professor - Nursing  
B.S.N., Tabor University

Christian 'Gabe' Winger, Associate Professor - Agricultural Equipment  
Technology  
B.S., Fort Hays State University  
A.A.S., Garden City Community College

Norman Wyatt, Associate Professor - Welding Technology  
Welding Certifications

Haley York, Assistant Professor - Social Science  
Ph.D., Louisiana State University  
M.A, Louisiana State University  
B.A, Texas Tech University

## PROFESSIONAL STAFF

Sonia Acosta, Supervisor - Custodial

Lizette Avalos Morales, Advisor - Student Support Services  
M.S., Fort Hays State University  
B.S., Fort Hays State University

Brock Baker, Assistant Coach - Rodeo  
B.S., Kansas State University

Brenda Barrett, Director - Institutional Research & Data Support  
B.S., Saint Joseph College  
M.S., Fort Hays State University

Harley Beck, Assistant Trainer - Athletics  
M.S., Northcentral University  
B.S., University of Northern Colorado

Jason Bilberry, Athletic Academic Advisor  
M.S., Pittsburg State University  
B.B.A., Pittsburg State University

Donna Boese, Assistant Registrar  
M.A., MidAmerica Nazarene University  
B.S., Southwestern College

Melody Brooks, Director - Creative Services  
B.A., Southern New Hampshire University  
A.G.S., Garden City Community College

Corey Bryant, Head Coach - Soccer  
B.S., Missouri Southern State University

Brittany Clark, Coordinator - Student Activities  
B.S., University of Colorado at Colorado Springs

Indira Colon Arroyo, Assistant Coach - Cross Country/Track & Field  
B.S., Cardinal Stritch University  
A.A., Iowa Western Community College

Cary Conley, Director - Adult Education & Literacy Program  
M.S., University of Southern Indiana  
B.S., University of Southern Indiana

Ryan Connolly, Automotive & Industrial Machine Mechanic  
B.S., Oklahoma Wesleyan University

Caleb Cox, Head Coach - Baseball  
B.B.A., Pittsburg State University

Kyle Davis, Assistant Coach - Baseball  
B.S., Colorado Mesa University

Colby Deaville, Assistant Coach - Baseball/Residential Life  
B.B.A., University of Louisiana Monroe

Stephanie DeLoach, Coordinator - Apprenticeship/Assistant - Instructional  
Services  
A.A., Garden City Community College

Rodney Dozier, Chief-Campus Police  
A.A., Garden City Community College

Jamie Durler, Director - Instructional Design/Administrator - Canvas  
M.A., Kansas State University  
B.A., University of Saint Mary

William "Rusty" Elmore, Head Coach - Men's Basketball  
M.S., Western Kentucky University  
B.S., Middle Tennessee State University

Rhonda Everett, Coordinator - Transportation  
A.A., Dodge City Community College

Ryan Felker, Assistant Coach - Football  
M.S., Northern Arizona University  
B.A., Arizona State University

Adriana Figueroa, Support Specialist - Instructional Design  
A.S., Garden City Community College  
B.S., Fort Hays State University

Kimberlyn Fisher, Admissions Representative  
A.G.S., Columbia College

Rebekah Fitzpatrick, Academic Advisor  
B.S., Friends University  
A.S., Garden City Community College

Greg Franklin, Head Coach - Women's Basketball

Cory French, Industrial Machine Mechanic Program Lead  
Certifications - Grand River Technical School

Samantha Garcia, Director - Admissions  
B.A., Kansas State University  
A.A., Garden City Community College

JoAnn Garrier, Counselor  
NCC, LPC, Kansas Behavioral Sciences Regulatory Board  
M.S., Fort Hays State University  
M.S., Kansas State University  
B.S., Iowa State University

Skyler Glenn, Coordinator - Animal Science  
B.S., Kansas State University

Johana Gonzalez, Advisor - Student Support Services  
M.S.W., University of Kansas  
B.S.W., Fort Hays State University  
A.S., Garden City Community College

Anita Gray, Research Analyst  
M.A., West Texas A&M University  
B.A.S., West Texas A&M University

Allison Griffin, Head Trainer - Athletics/Sports Medicine  
B.S., Northern Arizona University

Melanie Hands, Advisor - Transition & Career  
J.D., Texas Wesleyan University (TAMU) School of Law  
M.S.E., University of Kansas  
B.S., Kansas State University

Michael Harmon II, Assistant Coach - Men's Basketball  
M.A., Western Oregon University  
B.S., Northwestern State University

Melinda Harrington, Director - Financial Aid  
B.B.A., Friends University  
A.S., Garden City Community College

Kimberly Harrison-Peters, Comptroller  
Certificate, Southern Technical College

Jimmy Hash, Head Coach - Rodeo  
B.S., Oklahoma Panhandle State University  
A.S., Murray State College

Linda Hill, Programmer/Analyst  
B.S., Friends University  
A.S., Garden City Community College

Patrick Hiltz, Head Coach - Volleyball  
B.S., University of Nevada-Las Vegas

Claudia Horney, Coordinator - GCCCA Program  
A.S., Garden City Community College

Walter Hubbard, Network Specialist

Judy Irsik, Coordinator - Nursing Student Success  
AA., Garden City Community College

Trey Jackson, Assistant Coach - Football  
M.S., University of Central Missouri  
B.S., University of Central Missouri

Chenelle Jones, Assistant Coach - Football  
M.A., Western New Mexico University  
B.S., Western New Mexico University

Kelsey Kilgore, Technical Recruiter/Advisor  
B.S., Kansas State University

Joy Lehmann, Coordinator - Accommodations  
B.A., Fort Hays State University

Madilyn Limberg, Executive Director - Marketing & Public Relations  
M.B.A., Southeastern Oklahoma State University  
B.B.A., Oklahoma Panhandle State University  
B.B.A., Oklahoma Panhandle State University

Jill Lucas, Assistant Director - Financial Aid  
A.S., Garden City Community College

Craig Lurtz, Director - Facilities

Rafe Maughan, Assistant Coach - Football  
B.S.A., United States Sports Academy

Cecilia Miller, Coordinator - Social Media & Design  
A.S., Garden City Community College

Lance Miller, Executive Information Officer

Patricia Miller, College Health Nurse  
B.S.N., Wichita State University  
A.S., Garden City Community College

Thomas Minnick, Head Coach - Football  
B.S., University of Missouri - Rolla

Tiffany Minnick, Head Coach - Spirit Squad  
B.S., Illinois State University

Kellee Munoz, Director - Human Resources  
M.B.A., Friends University  
B.S., Friends University

Dana Nanninga, Director - Student Support Services  
M.S.W., University of Denver  
M.A., University of Denver  
B.S.W., University of Kansas

Glenda Owens, Director - Allied Health  
M.S., Fort Hays State University  
B.A., Fort Hays State University

Kurt Peterson, Coordinator - Student Support Services Tutoring  
M.S., Friends University  
B.A., North Park College

Mike Pilosof, Director - Athletics  
B.A., University of Nevada Las Vegas

Vicky Reyes, Coordinator - Online Services  
M.Ed., University of Kansas  
B.A., University of Kansas

Juliette Rios, Head Coach - Men's & Women's Cross Country /  
Assistant Coach - Track & Field  
M.S.A., Eastern New Mexico University  
B.S., Dakota State University

Jumanne Robertson, Assistant Coach - Football  
B.S., Utah State University

Cameron Rodriguez, Assistant Coach - Men's & Women's Soccer  
B.S., University of Arkansas Pine Bluff

Itzel Rodriguez, Coordinator - CAMP Regional Site  
M.S., Friends University  
B.S., Friends University  
A.S., Garden City Community College

Vanessa Rodriguez, Advisor - Financial Aid  
B.A., Creighton University

Larissa Royer, Assistant Coach - Softball  
A.S., Lamar Community College

Alexis Saenz, Coordinator - Payroll  
B.S., Fort Hays State University  
M.B.A., University of Kansas

Sydnee Sassaman, Director - Advising  
M.S., Fort Hays State University  
B.S., University of Kansas

Amy Schmeckpeper, Head Coach - Softball  
M.A., University of Puget Sound  
B.A., University of Puget Sound

Gordon "Chip" Schuler, Director - Residential Life  
B.G.S., Pittsburg State University

Adam Shrimplin, Creative Director/Assistant Director - Sports Information

Destiny Smith, 2nd Assistant Coach - Women's Basketball  
B.A., Henderson State University

Nathan Smith, Assistant Trainer - Athletics  
B.S., Weber State University

Emmett Statzer, Head Coach - Cross Country/Track & Field  
B.S., University of Jamestown

Edmund Tarleton, Assistant Coach - Football  
A.A., Rio Salado College

Jodie Tewell, Executive Assistant to the President

Tre Thomas, Assistant Coach - Soccer  
B.S., Southwestern College

Dawn Tucker, Coordinator - Dual Credit  
B.S., Oklahoma Panhandle State University  
M.S., Newman University

Nancy Unruh, Registrar  
B.S., Kansas State University  
A.D., Garden City Community College

Vaughn Van Dame, Head Coach - Strength & Conditioning  
B.S., Southwestern College

Virga West, Manager - Bookstore  
B.S., National American University  
A.A.S., Garden City Community College

Jolene Williams, Advisor - Residential Life

Ashley Winger, Activity Director - Title V  
M.S., Fort Hays State University  
B.S., Oklahoma Panhandle State University

Patsy Zeller, Director - Nursing Education/Allied Health  
A.R.N.P., University of Kansas  
M.S.N., University of Kansas  
B.S.N. Kansas Newman College  
A.D.N., Garden City Community College  
A.A., Hutchison Community College

Bradford Zinn, Assistant Coach - Women's Basketball

