



Highland Community College Catalog 2007-2009

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Financial Aid	(785) 442-6023	Registrar	(785) 442-6025
Foundation	(785) 442-6019	Student Resource Center	(785) 442-6058
Human Resources	(785) 442-6010	Student Services	(785) 442-6020
Instruction	(785) 442-6013	Wellness Center	(785) 442-6140

Affirmative Action/Equal Opportunity Statement

Highland Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military status, or military veteran status as defined by law, in employment, admission, or operation of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, as amended, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, The Age Discrimination Acts of 1974 and 1975, and other federal and state laws and regulations. Inquiries concerning the application of these laws and regulations to the College may be directed to the College's affirmative action officer, or the Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Catalog Content and Disclaimer

At the time of printing, this Catalog represents the curriculum, educational plans, offerings, and requirements that may be altered from time to time to carry out the purposes and objectives of the College. Highland Community College retains the right to cancel programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis.

This Catalog presents requirements for students who are admitted to the College at the time this Catalog is available on the HCC Web page.

The listing of courses and programs contained in any College Catalog or Course Schedule is by way of announcement only and shall not be regarded as any offer of contract.

Highland Community College expressly reserves the right to:

1. Add or delete courses from its offerings
2. Change times or locations of courses or programs
3. Reassign or substitute instructors
4. Change academic calendars without notice
5. Cancel any course for insufficient registration or other reasons
6. Revise or change tuition, rules, charges, fees, schedules, courses, requirements for degrees
7. Revise or change policies or regulations affecting students
8. Revise or change evaluation standards

Consumer Information Contact Person: Vice President for Student Services, Highland Community College, 606 W. Main, Highland, KS 66035, (785) 442-6020.

606 W. Main Street
Highland, KS 66035
www.highlandcc.edu

II OVERVIEW

Philosophy and Mission

Highland Community College, the first college in Kansas, promotes lifelong learning by efficiently providing educational opportunities for our students, our employees, and our Northeast Kansas constituents.

Purpose of the College: Highland Community College exists to serve the community which includes Doniphan County and other areas which the Kansas Board of Regents has assigned as the College's service area. The College serves the community by offering educational programs as well as cultural and recreational activities.

The College also exists to serve each student. It provides educational leadership to help each individual become a well-informed, responsible citizen and a productive member of society.

Goals and Objectives

1. Highland Community College will offer a general education program designed to help each student better understand himself/herself and his/her relationship to his/her environment:

- A By providing courses which will enable the student to better understand the physical environment and the living organisms which inhabit this physical environment;
- B By providing courses and experiences which will enable the student to better understand the psychological, social, political, and economic environment of the world;
- C By providing courses and programs which will enable the student to understand and appreciate art, music, literature, drama, and other aspects of the cultural environment;
- D By providing counseling and guidance in the choice of courses of study and exploration of student interest and goals.

2. The College will offer an educational program designed to help each student develop his/her abilities and talents:

- A By providing courses and activities which will improve skills in oral and written communications and mathematics which are essential to any career a student chooses;
- B By providing courses and other opportunities for the student to develop and display his/her talents in art, music, and drama;
- C By providing courses, intramural and intercollegiate athletic competition, and the recreational activities which will enable the student to develop physical skills.

3. The College will prepare students to find employment:

- A By providing guidance and counseling for a student which will enable him/her to choose the type of work which suits individual abilities and interests;
- B By offering two year associate degree programs in pre-professional training to prepare the student to transfer to other

colleges to complete his/her professional training;

- C By offering vocational and occupationally oriented courses and programs to prepare the student for employment opportunities following a one or two year program.

4. The College will offer members of the community an opportunity for educational development and cultural enrichment:

- A By providing basic adult education programs and testing for those who have not obtained their high school diploma;
- B By providing credit and non-credit courses, workshops, seminars, customized training, and other organized learning opportunities as needed or requested by the public or by business or industries in the College's service area;
- C By providing art shows, lectures, athletic events, musical and dramatic performances for the cultural enrichment of the community;
- D By providing facilities that can be available for community use, including a learning resource center.

History of Highland Community College

Highland Community College was chartered as Highland University by the Kansas Territorial Legislature on February 9, 1858, making it the first college in Kansas and two years older than the state itself. Begun as part of the Presbyterian mission to area Indian tribes, the College evolved through eight name changes and a variety of support structures to today's public regional community college serving a nine county service region in Northeast Kansas.

The history and mission of the College can best be described as providing opportunities for higher education that citizens in the region would not have had otherwise. Whether as a conduit to a four-year degree, for professional enhancement, or personal development, the College has provided affordable access to higher education in Northeast Kansas.

Today, the College is financially sound and serving more students than any time in its history. The College is governed by a six-member Board of Trustees elected from Doniphan county and is coordinated by the Kansas Board of Regents.

Regional Programs

Highland Community College's instruction program expanded beyond the main campus with an extension program in 1974. In 1978, the Kansas State Department of Education divided the state into twenty extension service areas. Highland Community College was designated as the provider of services to Atchison, Brown, Doniphan, Jackson, Jefferson, Marshall, Nemaha, Pottawatomie, and Wabaunsee counties.

When the College could no longer offer courses at the Fort or the Penitentiary, the extension program continued to grow. What began as extension became outreach and then evolved into today's regional program. These initial outreach services began to grow more rapidly with the passage of legislation in 1993 approving the offering of college credit courses in the high schools in Kansas. Those initial extension services have now grown to the current program, which offers college courses at more than thirty-five sites in Northeast Kansas to over two thousand students.

The College continues to have a primary service area of the nine counties in Northeast Kansas originally assigned in 1978. What has changed is the growth of some of the locations and the division of the service area into six smaller regions, each with an HCC regional center. Each of these regions is staffed by a full-time regional coordinator.

The six regional centers are:

- Atchison - serves Atchison and Doniphan counties
- Holton - serves Jackson county
- Marysville - serves Marshall and part of Nemaha and Pottawatomie counties
- Perry - serves Jefferson county
- Sabetha - serves Brown and part of Nemaha counties
- Wamego - serves part of Pottawatomie county and part of Wabaunsee county

All administrative services for students -- advising, ASSET testing, and enrollment -- are available at each regional center.

This reorganization affects administrative services only. The College continues to offer college courses during the day, evening, and weekend at over thirty existing community sites, including high schools and community education centers.

Highland Community College Foundation

The Highland Community College Foundation is a separate, non-profit, 501(c)(3) organization that serves as the gift-receiving arm of the College. The Highland Community College Foundation raises support for the College in three major areas: student scholarships, buildings and grounds, and faculty/staff development.

Governed by a Board of Directors, the Foundation has created the Foundation Scholar program, acquired property for the College, established the Bruning Fund for faculty/staff development, and received a variety of endowed funds to assist students in achieving their academic goals.

Information about the HCC Foundation can be obtained by contacting (785) 442-6019.

Accreditation

Highland Community College is authorized to operate by the Kansas Board of Regents and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). NCA offices are located at 30 North LaSalle Street, Chicago, Illinois 60602 (312) 263-0456.

What We Offer

Degrees and Certificates:

Highland Community College offers four degrees and one certificate of achievement in a specialized area. Within the four degrees, the Associate in Arts, the Associate in Science, the Associate in Applied Science, and the Associate in General Studies, students have a choice of over eighty programs of study.

Adult Basic Education/General Educational Development (ABE/GED):

The Highland Community College Adult Education Program offers free services to students 18 years of age and over (16 and 17 year olds not currently enrolled in school with a Compulsory School Attendance Disclaimer form) in six counties in Northeast Kansas.

New students may enter the program at appointed times throughout the year. Pre-tests are given to help determine the level at which students begin study. Further testing is used to determine when a student is ready to take the General Educational Development (GED) test.

Qualified students may take advantage of the following programs:

• Adult Basic Education and Skill Brush-ups

- Mathematics
- Writing
- Reading

• General Educational Development test (GED)

- Classes
- Computer-aided instruction
- Practice Tests
- Official GED Testing
- High School Equivalency Diploma
- Graduation Ceremony

HCC has adult education sites in the following counties:

- Atchison • day and evening
- Brown • evening
- Doniphan • day and evening
- Jackson • day and evening
- Jefferson • evening
- Pottawatomie • evening

For more information about class times and locations, please contact the Highland Community College Adult Education Program at (785) 442-6055.

- Monday • Thursday, 8:00 a.m. • 5:00 p.m.
- Friday, 8:00 a.m. • 4:00 p.m.

G.E.D. Awards:

This award is offered annually by Highland Community College to individuals who score well on the General Education Development test (GED). The student recipient must then be enrolled in at least 6 credit hours at the main campus of Highland Community College.

A score of 3,000 or better will entitle the student to a tuition and books award for four semesters. A score of 2,650 or better will entitle the student to a tuition award for four semesters.

The student must maintain at least a 2.75 GPA each semester to remain eligible.

Business and Industry Training:

Highland Community College offers special and customized training to businesses and industry. Flexible course offerings can be scheduled around working hours and conditions, delivered at any location, college credit or non-credit, and include topics such as accounting, computers (technology), and supervision.

Through the Economic Development Commission, the College can also assist qualified employers in seeking workforce training funds from the Kansas Industrial Training (KIT) program, the Kansas Industrial Retraining (KIR) program, Investments in Major Projects and Comprehensive Training (IMPACT) program, and Training Equipment Grants. We are continually expanding our capabilities to bring business and industry training to Northeast Kansas.

Doniphan County Economic Development Commission:

Highland Community College administers Doniphan County Economic Development under contract with the Doniphan County Commission. The Doniphan County Economic Development Commission has successfully prepared the groundwork for marketing the county, and business indicators look healthy. Committed to attracting quality development, and in keeping with the county's direction for growth, business and civic leaders are working with government and education to benefit all of Doniphan County. Doniphan County is "Open for Business," open to any new ideas or projects. Give us a call (913) 365-2604 to learn more about the advantages of doing business in Doniphan County.

Outcome Assessment:

Outcome assessment is a critical component of our ongoing desire to improve the quality of instruction provided by Highland Community College. Graduates with the Associate in Arts (A.A.), Associate in Science (A.S.), or the Associate in General Studies (A.G.S.) degrees are administered the Collegiate Assessment of Academic Proficiency (CAAP) Examination. The WorkKeys examination is administered to students graduating with an Associate in Applied Science (A.A.S.) degree. The results of these examinations are posted on the student's academic transcript on request by the student. Summative data are used to ensure that the graduates of Highland Community College are prepared to transfer to a four-year college or university or enter the workforce.

III ABOUT YOUR CAMPUS

Responsibility of the Student:

It is the student's responsibility to meet course prerequisites and graduation requirements. Students who plan to complete admission and graduation requirements of a transfer institution should refer directly to the catalog of that institution. Students are also encouraged to contact a Highland Community College Academic Advisor or the Transfer Coordinator.

The curricula of Highland Community College are described in this Catalog. The College offers a number of resources to assist students in planning their educational programs. However, despite these and other available resources, it is the student alone who is in the position to make final choices and the student must assume responsibility for making decisions and following through.

Student Conduct:

Federal, state, and local statutes (and Highland Community College policies) shall govern student conduct at the College or at any College-sponsored activity. Students are expected to conduct themselves in a manner that is not detrimental to the general welfare of the College and that doesn't interfere with the orderly and proper operation of the College. Inappropriate conduct includes, but is not limited to, academic dishonesty, falsification of any student record, possession or use of alcoholic beverages or illegal substances, and any form of disruptive behavior. Please consult the Student Handbook. Copies are available in the Vice President for Student Services' office.

Notification of Non-Discrimination

Highland Community College is committed to a policy of nondiscrimination on the basis of race, age, sex, religion, color, national origin, creed, disability, marital or parental status, in admissions, educational programs or activities and employment, as specified by federal and state laws and regulations. For students with limited English speaking ability in Vocational-Technical or General Transfer Programs, equal opportunity will be provided to access opportunities for specialized programs to develop English-speaking skills.

If a student self-discloses himself/herself as having limited English-speaking ability, the College shall provide the following services to that student:

1. An assessment of English-speaking ability
2. Provision of translator services or
3. Courses in English as a Second Language or
4. Whatever reasonable accommodations are necessary to provide access to courses and programs of study.

To further its policy of nondiscrimination, Highland Community College has instituted procedures for reporting alleged discrimina-

tion prohibited by the U.S. Department of Education Office for Civil Rights regulations implementing Section 504 of the Rehabilitation Act of 1973 and Title IX of the Educational Amendments of 1972. This procedure requires that a written complaint be presented to the Office of the College President within ten school days after the student or employee learns of the alleged discrimination. The complaint will be investigated in accordance with established procedures.

Drug and Alcohol Prevention Policy

Highland Community College's drug and alcohol prevention program and statement about substance abuse is in compliance with the Drug-Free Work Place Act and Drug Free Schools and Communities Act of 1989. Please consult the Student Handbook. Copies are available in the Vice President for Student Services' office.

Smoke-Free Campus

Highland Community College has been designated as a smoke-free campus. Smoking (including tobacco usage) is prohibited in all buildings and enclosures at the College and at any activities sponsored by the College.

Campus Security

Highland Community College's policy statement complies with the Crime Awareness and Campus Security Act of 1990. Please consult the Student Handbook. Copies are available in the Vice President for Student Services' office.

Sexual Harassment Policy

Highland Community College has established a procedure for reporting alleged incidents of sexual harassment. Please consult the Student Handbook. Copies are available in the Vice President for Student Services' office.

Student Grievance Procedures

Student allegations of discrimination or other issues must follow the grievance procedure listed in the Student Handbook. Please consult the Student Handbook. Copies are available in the Vice President for Student Services' office.

Student Accidents and Losses

Although the College exercises reasonable precautions, it can assume no responsibility for accidents to students that may occur incidental to attendance at or participation in classroom or laboratory work or intramural or intercollegiate activities. The College does not accept responsibility for any personal property lost, stolen, or misplaced.

Identification Cards

At registration, new students receive an identification card that is good for their period of enrollment at Highland Community College. The card is validated at registration for each term in which the student is registered. The identification card is important because it is the student's permit to enter the College buildings, one of the requirements for checking out books and accessing electronic information in the Library, an admittance card to many student activities and College events, meal plan access, and it allows benefits such as reduced rates at plays, concerts and other public events. A fee of \$5.00 will be assessed for replacing a lost identification card.

Public Notice: Directory Information

Under the terms of FERPA (The Family Educational Rights and Privacy Act), Highland Community College has established the following as Directory Information and may be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Office of the Registrar.

- Student Name
- Address (local and permanent)
- Telephone number (local and permanent)
- Date and place of birth
- Degrees and awards received
- Dates of attendance
- Full or part-time enrollment status
- Major field of study
- Photographs
- Classification (freshman, sophomore)
- Previous institutions attended
- Sports (height and weight)
- Participation in recognized activities

All other information may not be released without written consent of the student. Grades, Social Security Numbers, and Student Schedules may not be released to anyone other than the student--and NEVER over the phone.

PLEASE NOTE: Students are given the opportunity to restrict Directory Information each year. If the student restricts the release of Directory Information, a notation of "Directory Hold" is placed on the student's account and no information on the student can be released without further written permission of the student. Appropriate faculty/staff response: "There is no information available on that person."

Any questions concerning FERPA may be referred to: Office of the Registrar.

Photo and Videotape Policy

The HCC Office of Institutional Advancement takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending athletic events, etc. HCC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at HCC do so with the understanding that these photographs might include their likeness and might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

Revision of Regulations

Any regulation adopted by the Board of Trustees or the administration of Highland Community College subsequent to the printing of this Catalog shall have the same force as a printed regulation within the Catalog. The new regulation shall supersede any ruling on the same subject, which may either appear in the printed Catalog or in official bulletins of the College.

IV ACADEMIC CALENDAR

FALL 2007

August	
2	Campus Second Summer Session Ends
13	Campus Fall Registration
13-16	Regional Enrollment
14	Campus Fall Orientation
15	Campus Fall First Day
27	Regional Fall First Day
September	
3	Labor Day ñ Offices Closed
October	
12	Campus Last Day to Drop Classes
19	Regional Last Day to Drop Classes
18-19	Campus Fall Break ñ No Campus Classes
November	
21-23	Thanksgiving Holiday ñ Offices Closed
30	CAAP Test
December	
6-11	Campus Finals
12	Grades Due by Noon
13	Assessment Due to Academic Affairs
14	Regional Fall Ends
22-31	Holiday Break ñ Offices Closed

SPRING 2008

January	
1	Holiday Break ñ Offices Closed
7	Campus Registration
8	Campus Spring First Day
14-17	Regional Spring Enrollments
21	Martin Luther King, Jr. Holiday ñOffices Closed
22	Regional Spring Begins
February	
20	DVL Music Festival ñ No Campus Classes
March	
14	Campus Last Day to Drop Classes
17-21	HCC Spring Break ñ No Classes
20-21	Easter Holiday ñ Offices Closed
21	Regional Last Day to Drop Classes
April	
24	Art Day ñ No Campus Classes
May	
2	CAAP Test
6-9	Campus Finals
12	Grades Due By Noon
13	Assessment Due to Academic Affairs
19-22	Regional Enrollments

**Highland Community College
reserves the right to revise these dates.**

DISCLAIMER:

The College calendar is subject to change. Always check the calendar on the Web site at www.highlandcc.edu.

SUMMER2008

June	2	Regional Summer Session Begins
	3	Campus First Summer Session Begins
	4	Campus Last Day for 50% Refund
	26	Campus First Summer Session Ends
July	4	Holiday - Offices Closed
	8	Campus Second Summer Session Begins
	9	Campus Last Day for 50% Refund
	11	Campus 6 Week Summer Session Ends
	31	Regional Summer Ends
	31	Campus Second Summer Session Ends

FALL2008

August	
4-11	Regional Enrollment
11	Campus Fall Registration
12	Campus Fall Orientation
13	Campus Fall First Day
18	Regional Fall First Day
September	
1	Labor Day ñ Offices Closed
October	
10	Campus Last Day to Withdraw iWi
16-17	Campus Fall Break ñ No Campus Classes
17	Regional Last Day to Withdraw iWi
November	
26-28	Thanksgiving Holiday ñ Offices Closed
December	
5	CAAP Test
8-11	Campus Finals
12	Grades Due by Noon
12	Assessment Due to Academic Affairs
12	Regional Fall Ends
23-31	Holiday Break ñ Offices Closed

SPRING 2009

January	
1	Holiday Break ñ Offices Closed
5	Campus Registration
6	Campus Spring First Day
5-8	Regional Spring Enrollments
15	Regional Spring Begins
19	Martin Luther King, Jr. Holiday ñOffices Closed
February	
18	DVL Music Festival ñ No Campus Classes
March	
13	Campus Last Day to Withdraw iWi
16-20	HCC Spring Break ñ No Classes
April	
9-10	Easter Spring Break- Offices Closed
23	Art Day ñ No Campus Classes
May	
1	CAAP Test
5-8	Campus Finals
11	Grades Due By Noon
12	Assessment Due to Academic Affairs
18-21	Regional Enrollments

Admission Policies

Highland Community College is an open-admissions institution serving the residents of the state of Kansas. We welcome applications from:

- Σ Graduates of accredited and state-recognized high schools
- Σ General Education Development (GED) recipients
- Σ Transfer students from other colleges or universities
- Σ Adult students eighteen (18) years of age or older who have not earned a high school diploma or a GED, but otherwise demonstrate an ability to benefit from College program offerings. Please note: students must meet entrance requirements prior to the awarding of a degree.
- Σ High school first semester junior or higher students, with written recommendations for early college enrollment from the high school principal.
- Σ High school students in grades nine through twelve enrolled in a Gifted Program (verified by the Program Director), who have been recommended for early college enrollment by the high school principal. A copy of the student's IEP should be sent to Highland Community College.

Admission to the College does not ensure entrance into a particular course or program of study. Highland Community College reserves the right to deny admission or readmission to any individual considered detrimental to the best interest of the College community or when the College is unable to provide the services, courses, or program needed to assist a student with his/her educational objectives. An application for admission can be found on-line or contact the Admissions Office at (785) 442-6020 or (785) 442-6000. The Admissions Office is open 8:00 a.m. to 5:00 p.m. weekdays and is located in the Administration Building.

Please note: Credentials of applicants who do not register for the term to which they have been admitted are normally retained by the Student Services Office for a period of thirty days from the opening of the semester. After thirty days, credentials on file are discarded unless the student notifies the office of continuing interest in Highland Community College.

Admission Procedures

New Students:

New or Transfer full-time students must complete the following steps:

1. Submit a completed admission application .
2. Provide an official high school transcript directly from the high school last attended or an official General Educational Development (GED) Score Report .

3. Provide official transcripts directly from accredited colleges and universities previously attended (Note: Transcripts will be evaluated if requested in writing by the student.)
4. Provide official ACT or SAT test results (if available.)

Transfer Students:

Transfer applicants' previous college credits must meet Highland Community College's requirements for satisfactory progress. Highland Community College retains the right to determine which transfer courses will fulfill graduation or departmental program requirements. A maximum of forty-seven (47) credit hours may be transferred to Highland Community College and applied toward a degree, including hours transferred from other institutions as well as qualifying CLEP test credits.

The Statewide Guidelines for Articulation between Kansas Community Colleges and Area Vocational-Technical Schools allows for forty-eight (48) credit hours of transfer credit. The following guidelines apply:

1. Students must meet the graduation requirements for the Associate of Applied Science degree.
2. The College will accept for evaluation and possible transfer of approved post-secondary area vocational-technical school program credit as potential credit toward the Associate for Applied Science degree.
3. Former students of Kansas area vocational-technical schools must be enrolled at the College and have successfully completed twelve (12) college credit hours with the College before the evaluated hours will be recorded on the College transcript.
4. All Kansas area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
5. The College may request a course syllabus for each vocational course included in the program proposed for transfer. The syllabus shall include a listing of the objectives of the course and the competencies to be acquired.
6. No less than twenty-five (25) percent of the Associate of Applied Science degree credit hours shall be in the general education area. At least fifty (50) percent, but not more than seventy-five (75) percent, of the total degree program hours shall be in the technical area.

Students transferring from another college without sufficient time to provide a complete transcript of credits may be admitted and considered provisionally enrolled until their high school transcripts and all their college transcripts have been evaluated. Failure to present transcripts and other admissions requirements at the time designated may result in dismissal. No transfer student is officially

enrolled until all college transcripts have been received and evaluated.

Prior to registration, students transferring to Highland Community College are required to submit official transcripts of all credits earned at other institutions. The College Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation, but will not be counted in the calculation of the GPA except as it relates to the awarding of honors (see Scholastic Honors). A transfer student must complete the last sixteen (16) credit hours at Highland Community College to be eligible for graduation.

Former Highland Community College Students:

Former Highland Community College students in good standing who have not attended another college do not have to apply for readmission.

Kansas Resident:

For the purpose of admission, Kansas applicants must be residents of the State of Kansas per Article 25, 91-25-1a, Regulations for Determining Residence of Tuition Purposes for Community Colleges. In addition, applicants must meet one of the following:

1. Be a graduate of an accredited high school or a recipient of a general educational development (GED) diploma.
2. Be a high school first semester junior or higher student from an accredited high school with a written recommendation for early college enrollment from the high school principal.
3. Be a student in grades nine through twelve enrolled in a Gifted Program (verified by the Program Director), who has been recommended for early college enrollment by the high school principal. A copy of the student's IEP should be sent to HCC.
4. Persons 18 or over who do not have a high school diploma or GED diploma may be admitted with special student status. However, students cannot graduate until they have met the entrance requirements.

Out-of-State Applicants:

For the purpose of admission, out-of-state applicants are defined as all persons who are not a resident of the state of Kansas, but are a citizen or permanent resident in another state within the boundaries of the United States. Out-of-state applicants must meet the same criteria as listed for new students in addition to:

1. Be a graduate of an accredited high school and rank in the upper two-thirds of the graduating class OR
2. Have a minimum 2.00 GPA on a four point scale OR
3. Have a composite score of 14 or higher on the ACT test (660 on the SAT).

4. Be a recipient of a GED diploma with a test average of four hundred and fifty.

International Applicants:

For purposes of admission, international applicants are defined as all persons who are not citizens or permanent residents of the United States. It is expected that international applicants will have completed the equivalent of primary and secondary education prior to enrolling at Highland Community College. Students must comply with the following requirements:

1. Submission of a required admissions materials and credentials at least three months prior to the beginning of the semester for which application is being made.
2. Have a 3.0 minimum GPA on a 4.0 scale in secondary school. Submit transcripts from all secondary institutions attended, with certified English translations and U.S. course equivalencies.
3. Have evidence of the ability to communicate in English, which will permit reasonable academic progress, through the following methods:
 - a. Completion of a minimum of fifteen (15) weeks in an approved Intensive Language Center.
 - b. A score of 520 or better on the Test of English as a Foreign Language (TOEFL).
4. Provide a copy of F-1 Visa.
5. Provide proof of adequate health insurance.
6. Submit an affidavit of support from a sponsor in the United States or abroad.
7. Log on to www.ice.gov/graphics/sevis/i901/index and pay the \$100.00 student fee to participate in the SEVIS program.
8. Pay the \$100.00 I-20 processing fee, which is credited toward fees in the semester for which the I-20 is issued.

International students already in the United States on student visas must ask the American college which issued the original form I-20 to send either transcripts or a "Statement of Non-Attendance."

Kansas Army National Guard and Reservists:

Members of the Kansas Army National Guard can attend Highland Community College under an agreement between the Kansas Army National Guard and the Kansas community colleges. The agreement allows Guard members to transfer military training and experiences under the recommendations of the American Council of Education (ACE) to Highland Community College and to gain credit through the College Level Examination Program (CLEP).

Generally, the Guard member must earn a minimum of sixty-three credit hours of which sixteen (16) hours must be in residency (on campus or regional site) at Highland Community College. Guard

members must earn the sixteen hours within two years of their graduation date.

Credit by Assessment

Highland Community College accepts College Level Examination Program (CLEP) credits by examination. The CLEP permits students of any age or education level to gain college credit, following satisfactory completion of CLEP examinations. Highland Community College serves as a testing center along with other community colleges, colleges, and universities around the United States.

Highland Community College will accept CLEP credit for the following courses if the scores meet the minimum score required for each course. Minimum scores are the credit-granting scores recommended by the American Council on Education. No more than sixteen (16) credit hours of CLEP credit will be accepted at HCC. The Registrar must grant approval for a student (those seeking a degree from HCC) to take a CLEP exam on the basis of an interview.

A student's transcript will denote all credits earned through CLEP.

Retention of Records

Credentials of applicants who do not register for the term to which they have been admitted are normally retained by the Student Services Office for a period of 30 days from the opening of the semester. After 30 days, credentials on file are discarded unless you notify the office of your continuing interest in HCC.

<u>Course Number Equivalent</u>	<u>Min. Score</u>	<u>Subject Examinations</u>	<u>Credit</u>
POL100	50	American Government	3 hours
HIS101	50	History of the United States I	3 hours
HIS102	50	History of the United States II	3 hours
ENG202	50	American Literature	3 hours
BS101	50	Biology*	5 hours
MAT106	50	Calculus	3 hours
PS111/PS112	50	Chemistry*	10 hours
MAT104	50	College Algebra	3 hours
ENG101	50	English Composition	3 hours
ENG212/ENG213	50	English Literature	6 hours
PSY201	50	Introduction to Educational Psychology	3 hours
ENG110	50	Freshmen College Composition	3 hours
PSY101	50	Introductory Psychology	3 hours
PSY205	50	Human Growth & Development	3 hours
BUS201	50	Principles of Management	3 hours
BUS200 & BUS216	50	Principles of Accounting	6 hours
BUS205	50	Introductory Business Law	3 hours
BUS203	50	Principles of Macroeconomics	3 hours
BUS204	50	Principles of Microeconomics	3 hours
BUS210	50	Principles of Marketing	3 hours
SOC101	50	Introductory Sociology	3 hours
LG101/102/103/104	50	Spanish Language	12 hours
HIS103	50	Western Civilization I	3 hours
HIS104	50	Western Civilization II	3 hours

* This CLEP test does not give credit for having taken a science with a laboratory class.

General Information

A normal full-time load of classes consists of twelve (12) to eighteen (18) credit hours. Students enrolled in fewer than twelve (12) are considered part-time students. Students may register for up to eighteen (18) credit hours per semester (or 12 credit hours over an 8 week summer session or 6 hours over a 4 week summer session). Students wishing to enroll in more than eighteen (18) credit hours must obtain the Vice President for Student Services approval.

Campus Registration Procedure

Class schedules showing the days and hours that courses are offered are available prior to each registration period. The class schedule is also located on our Web site at <http://www.highlandcc.edu>. Dates and hours published are set by the College. Enrollment into any course stops once the course has begun. Questions concerning registration times and dates should be directed to the Student Services Office.

Registration is scheduled in four phases:

On-going Registration

Students may register at any time once the class schedule is printed and posted.

Pre-/Early Registration

Current students, in good academic standing after midterm grades, may register for the upcoming semester with the assistance of their advisor. After visiting with an advisor, students may enroll on-line with IQ WEB.

Walk-In Registration

Walk-in registration is scheduled between the early and open registration periods. New and current students are encouraged to register at this time.

Open Registration

Usually held during the week prior to the beginning of classes, open registration is available for all students on a first-come, first-serve basis.

Assessment and Advisement

Entering freshmen are encouraged to take either the ACT or SAT assessment prior to registration. Students who have not taken the ACT or SAT assessments will be required to take the ACT ASSET or COMPASS assessment in mathematics, English, and reading. All campus students will be assigned an advisor who will use these scores to place students in the appropriate level course(s). Regional students will be advised and assessed by their regional coordinator or academic advisor.

Orientation Sessions

Orientation sessions are scheduled to introduce all new students to the programs and requirements of the College. Attendance is mandatory. These sessions are specifically organized to help answer questions about admissions, registration, enrollment, and program planning. All new Highland Community College (on campus) students are required to complete AB114 Agriculture Orientation (2 credit hours) or COL 103 College Success and Orientation (1 credit hour). These classes orient the student to the College and the future workforce.

More facts about orientation:

- Σ Must take the course before enrolling in the twenty-fifth (25) credit hour.
- Σ Students transferring more than thirty (30) hours into Highland Community College are not required to take orientation.
- Σ Students who have already taken a similar course are not required to take orientation.
- Σ A regional student who is not seeking a degree but wishes to attend class sessions of College Orientation may do so by contacting the regional site coordinator.
- Σ No tuition or fees will be charged and no credit will be given to non-degree seeking students.

Revisions

During the registration period and designated times at the beginning of the semester, a student may add or drop courses. An additional fee may be charged for revisions.

Regional students adding a class must complete the required add/drop form with the regional site coordinator.

To Register

1. Students not enrolled at Highland Community College the semester prior to the current enrollment will need to complete and submit an Application for Admission (former students will have records on file). Regional students contact the coordinator and complete an enrollment form.
2. Complete assessment and advisement.
3. Submit enrollment information to the Registrar (students will receive a printed schedule of their classes).
4. Payment ñ All tuition and fees are due at the time of registration.

VII TUITION AND FEES

Current Tuition and Fees

The following tuition and fees, in compliance with the laws of the state of Kansas and adopted by the Highland Community College Board of Trustees, are effective as of the 2004 summer semester.

Any and all of these are subject to change at any time by the Board of Trustees. To determine the amount due from your semester charges, Highland Community College will total all charges (tuition, all fees, room and board) and subtract verifiable financial aid (Pell, SEOG, loans, scholarships) and advance payments. If the student has a prior semester balance due that student will not be allowed to enroll until the prior semester's balance is paid in full. All tuition and fees are payable at the time of registration. Payment may be made with cash, check, or credit card (MasterCard or Visa only).

Tuition Per Credit Hour

Doniphan County Kansas Resident	\$37.00
Kansas Resident	\$50.00
Out-of-state border area Resident	\$63.00
Out-of-state Resident	\$101.00
International Resident	\$245.00

Campus Instructional Fee \$6.00 per credit hour

Regional Instruction Fee \$11.00 per credit hour

Textbook Rental \$10.00 per credit hour

NOTE: All textbooks must be returned within two weeks of the end of final exams. Students who do not return their rented textbooks will be charged for the cost of the books.

Campus/Regional Student Fee .. \$20.00 per credit hour

Additional Fees

Laboratory variable

NOTE: Some laboratory courses require additional fees

Consumable supplies variable

NOTE: Some courses require consumable supplies

Graduation \$45.00

Late Registration \$30.00

I-20 International Student \$100.00

Promissory Note \$25.00

(For partial Housing/Meal Plan payment deferral)

WorkKeys Assessment

WorkKeys Assessments are available for students in technical/vocational areas. The assessments cost \$3.20 per assessment title, \$13.50 for the listening assessment, \$12.50 for the writing assessment (\$16.00 when taking the listening and writing assessment as a package).

Third Party Payments

Payments made by a third party vendor will have the option of deferred billing. A student must complete a promissory note and attach a letter from the vendor indicating they will cover the cost of the account due. The College will bill the vendor. Should the vendor not pay the account in full, the student is responsible for any balance remaining.

Financial Aid

Students receiving financial aid may defer payments until financial aid is received. Off-campus students must have a Highland Community College Financial Aid Award Letter. A promissory note must also be completed.

On-campus students with completed financial aid packages will have the aid applied to their account balances. If there is any balance remaining after tentative financial aid is applied to the account, the student is responsible for payment in full. If a student only has estimated financial aid, that student must pay one hundred dollars (\$100.00) and complete a promissory note. If there is any balance remaining after estimated financial aid is applied to the account, the student is responsible for payment of the remaining balance in full (tuition and fees). Financial aid funds in excess of student charges will be sent to the student according to Federal Financial Aid guidelines.

Billing

Students with outstanding balances will receive monthly statements indicating amount due.

Collections

Accounts with outstanding balances beyond ninety (90) days will be sent to a collection agency.

Refunds and Withdrawals

1. If HCC cancels a course, the student will receive a full refund of tuition paid.
2. 100% refunds are given on student-initiated withdrawals within the first week of classes. (1st week is defined as 3 hours of class time in a 3 hour class; 5 hours of class time in a 5 hour class; and 1 hour of class time in a 1 hour class.)
3. 50% refunds are given on student-initiated withdrawals within 2 weeks of the class beginning. (2 weeks is defined as 6 hours of class time in a 3 hour class; 10 hours of class time in a 5 hour class; and 2 hours of class time in a 1 hour class.)

4. 0% refunds are given at the beginning of the 3rd week of classes. (3 weeks is defined as attending 7 hours in a 3 hour class; 11 hours in a 5 hour class; and 3 hours in a 1 hour class.)

Campus students should contact the Registrar's office and regional students must contact the regional site coordinator to process the withdrawal. Refunds will be determined according to Federal Financial Aid regulations. Highland Community College will use the institutional policy or the eReturn of Title IV Funds formula issued by the U.S. Department of Education.

Housing and Food Service

On-campus apartment-style housing is available at Highland Community College on a first come basis. A completed contract and a one hundred fifty dollar (\$150.00) deposit will hold a housing space as received. Summer on-campus housing is also available at an affordable rate. Contact the Student Services Office for details at (785) 442-6020.

The one hundred fifty dollar (\$150.00) deposit is a refundable damage deposit. Students must complete a required check out procedure with the College staff (to confirm status of the room and contents). Pending the results of the check out procedure and other debts to the College, a refund will be sent within forty-five (45) days of the end of the academic year.

Each housing contract includes seven meals per week in the Highland Community College cafeteria. A student may opt to purchase an eleven-meal or sixteen-meal plan. The contract also includes paid utilities, cable television service, and Internet access.

Housing/Meal Costs Per Semester

(Subject to change by the HCC Board of Trustees)

<u>Housing Unit</u>	<u>7-Meals</u>	<u>11-Meals</u>	<u>17-Meals</u>
Campus Apartments	\$1765	\$2000	\$2075
Rubeti/Heritage Hall	\$1710	\$1945	\$2020
Piper Hall	\$2165	\$2400	\$2475
Ellis (private)	\$1965	\$2200	\$2275
Meal Cost Only	\$ 540	\$ 775	\$ 850
Commuter Meal Option	\$425		

VIII FINANCIAL AID & VETERANS' AFFAIRS

Getting Access to Financial Assistance

The Financial Aid Office assists students in gaining access to available sources of financial assistance to complete their college program. Federal, state, and local governmental agencies fund an assortment of financial assistance programs. Funds may also be obtained from various private businesses, foundations, or other philanthropic organizations. However, students are rarely able to find enough resources to fully fund the complete cost of college attendance and should be aware that the primary responsibility for financing educational expenses belongs to the student and his/her family.

Eligibility Requirements for Federal Financial Aid

As of January 1, 1991, all successful federal financial aid applicants, in addition to meeting institutional admission requirements, must have earned a high school diploma or recognized equivalent at the time of admission.

Successful applicants for federal and state financial aid programs must also:

1. Establish a complete financial aid file.
2. Meet current federal and state guidelines for financial need.
3. Be a U.S. citizen or eligible nonresident.
4. Enroll as a regular student in an eligible program with the objective of earning a degree or certificate in a program leading to a recognized field or occupation.
5. Maintain satisfactory academic progress as defined by the college.
6. Be neither in default on, nor owe a refund or repayment on a federal grant or education loan.
7. Have lawfully complied with Selective Service Registration procedure.

How Financial Need for Federal and State Programs is Determined

Financial need is the difference between the cost of attendance (COA) at Highland Community College and the amount the student and/or the student's family can reasonably be expected to contribute to the cost. This family contribution is computed on the basis of documented income and other related information (family size, number of family members in college, family assets etc.) that must be furnished by every applicant completing the Free Application for Federal Student Aid (FAFSA). The data are used in a Congressionally approved needs analysis formula which determines Effective Family Contribution (EFC). This figure can be found on the Student Aid Report (SAR) and is used by the College to determine the total amount of financial aid one can receive.

After an application for financial aid is processed, depending on the availability of funds, the Financial Aid Office will put together an individualized package, a combination of available funds based on the applicant's computed EFC, and the institution's scheduled cost of attendance (COA), or student budget.

How to Apply for Federal and State Financial Aid Programs

Complete the Free Application for Federal Student Aid (FAFSA), and mail it to: Federal Student Aid Programs, P.O. Box 4008, Mt. Vernon, IL 62864-8615, or file the application electronically at <http://www.fafsa.ed.gov>. When completing the FAFSA, it is important to indicate Highland Community College as the first school choice (Section 6, Question #86). Depending on the method of application, the applicant should receive a response from the processor within two to six weeks.

The FAFSA is used for all federal, most state, and some independently funded financial aid programs. The Internet web site, Financial Aid Office at Highland Community College, and most high schools and public libraries can provide the application.

Provide the Financial Aid Office with:

1. All requested documents to verify income, citizenship status, household size, and other essential data elements.
2. Verification of compliance with Selective Service Registration procedures, upon request.
3. Documentation of a valid social security number, upon request.
4. A completed Highland Community College application for financial aid.
5. All other requested documents related to verification of your eligibility for financial aid funds.

Financial Aid Programs

Federal Work Study Program:

The Federal Work Study Program provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Grants

Federal Pell Grant:

Pell grants are federal funds intended to provide the basis for a student's financial aid package. An eligible student may currently qualify for a maximum award of \$3,750.00 a year, for full-time enrollment, to help cover the cost of tuition, fees, books, living expenses, and transportation. The actual amount of the grant will depend on hours enrolled and demonstrated need.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)-FSEOG federal funds supplement Pell grant awards for students with exceptional financial need. Awards are campus based and range up to \$500. Students are offered these awards on a first-come, first-served basis, depending on certified eligibility, demonstrated need, and availability of funds.

Awards:

Highland Community College offers a variety of awards. The sources of these funds include the state, the College, and private donors. Awards are available in the academic, performance, and athletic areas. For information containing a complete list of awards and requirements, please see the Financial Aid Brochure.

Loans:

William D. Ford Federal Direct Loan Program-Highland Community College participates in the federally-sponsored Direct Loan Program commonly known as Stafford Loans. These loans are offered at an interest rate of about 8.25%. Students demonstrating need may be eligible to receive a subsidized Stafford Loan with interest paid by the federal government while the student is in school. Students who do not demonstrate need based upon their Free Application for Federal Student Aid (FAFSA) may qualify for an Unsubsidized Stafford Loan. Although the student may defer payment of interest on the loan until after leaving school, he or she remains responsible for all interest that accrues from the disbursement date of the loan. Students apply for these programs by completing the FAFSA and meeting all other institutional, federal, and state academic and financial aid eligibility requirements. The student borrower must repay loan funds.

Independent Funding Sources:

Students who do not qualify for federal and state need-based programs are encouraged to inquire about possible referrals for other independently administered award, grant, and loan programs. There is an extensive list of award and grant offerings posted on the announcement bulletin boards maintained in the Student Resource Center.

Important Dates

- Mid-January-The FAFSA for the next academic year available at the Student Financial Aid Office
- February 1- Institutional awards
- April 1- Campus-based packaging begins
Awards processed chronologically based on institutionally certified eligibility and availability of funds

Veterans' Educational Benefits

The Registrar's Office also provides administrative assistance to obtain benefits for veterans enrolled at Highland Community College. Some of the programs eligible veterans may participate in at Highland Community College include:

Benefits Sponsored by the Department of Veterans Affairs

1. G.I. Bill provides monthly stipend
2. Veterans Dependents Allowance Educational benefits for dependents of deceased or disabled veterans
3. Vocational Rehabilitation Benefits for occupational retraining
4. Tutorial Assistance
5. Veterans Work Study Program

Eligibility requirements vary. Obtain applications from the Registrar's Office or from the Veterans Administration, 888-442-4551.

Things to Remember

Each year, financial aid from various sources is available to eligible students. The College administers a variety of federal, state, and local programs, as well as providing computerized search programs and application materials for an assortment of private scholarship and grant sources. The Highland Community College Financial Aid Office staff is eager to answer students' questions and provide assistance to students in determining their eligibility for available funds. A major source of funding for educational programs is obtained through federal and state governmental agencies. There are many regulations, forms to complete, and deadlines to meet. The Financial Aid staff will only ask for documents necessary to determine eligibility for financial assistance. All information students provide will be held in confidence as required by the Family Educational Rights and Privacy Act of 1974. We try to prevent any duplication of effort and work as quickly as possible.

The Financial Aid Application Process

Follow these guidelines to make the application process easier:

1. Apply early! Gather the requested documents and submit an application well before the published deadlines so there is time to resolve any problems.
2. Students and their parents must maintain copies of IRS tax forms, Social Security or Pension Benefit Letters or other official documents needed to complete the application and verify family income.
3. Read all instructions carefully before completing your application. Ask for help if necessary.
4. Make certain the student's mailing address is reported accurately, and report any change of address.
5. Don't leave items blank. If the answer is zero, enter zero (0).

6. When mail is received from the College, the Department of Education, the State Scholarship Commission, or other similar agencies, open immediately, read carefully, and respond promptly.
7. Even if the student receives financial assistance, that assistance will rarely cover all expenses while attending college. The student will be expected to contribute some portion of the total cost.

Admission Requirements for Financial Aid

Eligibility

According to the Higher Education Technical Amendments Act of 1987, students admitted to Highland Community College after July 1, 1987 without a high school diploma or GED diploma are required to meet one of the conditions below to maintain financial aid eligibility:

1. To have earned a GED prior to the completion of a course of study, or by the end of the first year of the course of study, whichever is earlier.
2. To have successfully completed an institutionally prescribed remedial program within one school year, if recommended after being tested and advised by the College.

Students who do not require either of the above are not affected by the inability to benefit provision of the law.

Standards of Satisfactory Progress for Financial Aid Eligibility

All students must meet the Academic Standards described on page 20 of this catalog. In addition, to be eligible for financial aid under Title IV of the Higher Education Act (Pell Grant, College Work-Study, SEOG) and certain state-funded programs (Guaranteed Student Loan), students must maintain Satisfactory Progress.

To maintain Satisfactory Progress, students must complete a specific number of hours each semester and finish their program within a certain time limit. Satisfactory Progress is determined on the basis of all registered hours taken at Highland Community College and other educational institutions offering college credit programs. Audit and No-Show withdrawal courses are not counted as registered hours.

Unsatisfactory Progress

To receive financial aid, students must be enrolled in a program of study approved for financial aid and must successfully complete, as evidenced by the letter grades "A-D", a minimum number of hours each semester. Satisfactory Progress is calculated after the Fall and Spring semesters. Students who do not earn the minimum number of hours at the end of a semester will be placed on Unsatisfactory Progress probation for the next term. Students will be informed of

probation status. If a student does not complete the required number of hours by the end of the probation term, the student's record will be placed on Unsatisfactory Progress, which prevents the award of financial aid for the student's next semester of enrollment.

Appeal Procedure

To appeal Unsatisfactory Progress status, a student must file an official appeal form. The student must show either:

Extenuating Circumstances: The student had a legitimate reason beyond his/her control for failing to complete a minimum number of hours per semester. Documentation relative to the most recent semester of enrollment is required.

Administrative Error: There was a miscalculation of the grade point average (GPA) or of registered or successfully completed hours.

A successful appeal may preserve the student's eligibility for financial aid the following semester. If the appeal is unsuccessful, the student may continue at the College without financial aid, provided Academic Standards are met.

Regaining Financial Aid Eligibility

To regain financial aid eligibility, students must complete at least one semester at their own expense, registering for a minimum of six credit hours. If Satisfactory Progress and Academic Standards are met, the student may regain financial aid eligibility, provided the student has not reached the Maximum Time Frame. See page 20.

Transfer Students: Maximum Time Frame

Students transferring from Highland Community College to another college will have their cumulative registered hours applied toward their Maximum Time Frame. Accepted hours are all hours earned in college level courses in which the student received a passing grade. See page 20.

Obligations to the College

Students may be prohibited from registering and/or receiving grade reports and transcripts for reasons falling within the following general categories.

Financial/Materials: A properly authorized agent of the College may restrict a student who has failed to meet financial obligations or to return library or other materials to the College.

Judicial: The Vice President for Student Services may suspend or place on disciplinary probation following due process a student who has failed to honor the Highland Community College Standards of Conduct (see Student Handbook).

Condition of Registration: The Admissions Office may restrict a student who has not fulfilled a duly established condition of registration.

IX COLLEGE REGULATIONS

The Student's Program

Twelve semester hours are considered to be a minimum full-time load during Fall and Spring terms. Fifteen semester hours are the normal full-time program, and eighteen is maximum. Twelve hours is considered to be full-time for the summer term. Students wishing to exceed the eighteen or twelve hour limits must apply to the Vice President for Student Services for approval.

Students are expected to spend at least two hours in preparation for each hour of class session. For twelve semester hours, at least twenty-four hours per week should be budgeted for class preparation. Laboratory hours meet one and a half-hours of instruction per week for one hour of credit. Other instruction may vary with each program.

Highland Community College reserves both the rights to restrict a student's program to less than full-time and even to assign a course. Such decisions may be based on a review of the student's previous academic record, on results of tests given at the time of registration, or on commitments outside of the College. The purpose of this restriction is to meet better the needs of each student.

Students who are employed and attending school should consider carefully the number of hours they undertake in order to ensure that they have sufficient study time.

The College reserves the right to select from the courses listed in this catalog those that can be offered during any session. Further, the College reserves the right to change any of its offerings or regulations without previous notice.

Responsibility of the Student

It is the student's responsibility to meet course prerequisites and graduation requirements. Students who plan to complete the admission and graduation requirements of a transfer institution should refer directly to the catalog of that institution and the transfer guidelines. In addition, students are encouraged to contact the Student Resource Center in Irvin Hall for assistance.

The curricula of Highland Community College are described in this catalog. The College offers a number of resources to assist students in planning their educational programs. Academic Advisors are available, but *it is the student alone who makes final choices and assumes responsibility for decisions and actions.*

Academic Standards

Outcome Assessment:

Outcome assessment is a critical component of our ongoing desire to confirm academic achievement and to maintain and improve the

quality of instruction provided by Highland Community College. The Collegiate Assessment of Academic Proficiency (CAAP) Examination is administered for graduates of the Associate in Arts (A.A.), Associate in Science (A.S.), or the Associate in General Studies (A.G.S.) degrees. The WorkKeys examination is administered to students graduating with an Associate in Applied Science (A.A.S.) degree. The results of these examinations will be posted on the student's academic transcript if requested by the student. Summative data are used to ensure that the graduates of Highland Community College are prepared to transfer to a four-year college or university or enter into the workforce.

Academic Integrity:

Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. Students should submit their own academic work. Faculty should not facilitate or leave unreported academic dishonesty by the student.

Every instructor will:

- State clearly in the first-day handout his/her personal policy about academic dishonesty and the consequences for such actions.
- List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated and this list is not all inclusive).
- Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance.

The penalties should range from taking away partial or all points/credit on a given assignment, test, quiz, or lab to removal from the course. If the student is dropped from the course, a grade of iW will appear on the academic transcript. In all cases of academic dishonesty, the instructor will visit with the student about the event and the punishment to be invoked. When the instructor feels it is necessary to remove a student from their class, a drop/add form will be completed and forwarded to the chief academic officer along with an explanation of the event.

The student may appeal the decision of the instructor to the chief academic officer. Thereafter, the student or instructor may appeal the decision of the chief academic officer to the President of Highland Community College. The President's decision will be final.

Classroom Disruptions:

No acts of disruption in the classroom will be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the College, and/or being insubordinate to College authorities.

Every instructor will:

- State clearly in the first-day handout his/her personal policy about disruptive acts in accordance with their expectations of their students.
- List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated and this list is not all inclusive).
- Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance.

Situations which demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated and the instructor will drop the student from the class. A grade of iWi will appear on the academic transcript.

For other such disruptive acts, removal from the classroom the first time will serve as a warning to the student to discontinue the offending behavior(s) in any and all future class operations. Although no written record of this warning is required by the administration, it may be prudent for the instructor to keep one. The student is encouraged to discuss the situation with the instructor before the next class session.

A second offense by the student of disruptive behavior (which may or may not be the exact same offense as the first) will result in the student being removed from the course for the semester. A grade of iWi will appear on the academic transcript.

When the instructor feels it is necessary to remove a student from the class, a drop/add form will be completed and forwarded to the chief student services officer along with an explanation of the event.

The student may appeal the decision of the instructor to the chief student services officer. Thereafter, the student or instructor may appeal the decision of the chief student services officer to the President of Highland Community College. The President's decision is final.

Attendance Requirements:

Students who do not attend at least one session of each course for which they are enrolled, by the end of the second week, will automatically be dropped from that course.

Students may be dropped from a course when they are failing the class AND have absences totaling 20% of the class. The following guidelines will be observed.

20% of the following classes would be:

- ∑ 5 credit hour class ñ 15 hours
- ∑ 4 credit hour class ñ 12 hours
- ∑ 3 credit hour class ñ 9 hours
- ∑ 2 credit hour class ñ 6 hours
- ∑ 1 credit hour class ñ 3 hours

Instructors will define in their first day handout the equivalent number of absences equaling 20% for their course. Instructors will maintain course attendance for each student on IQ Web. However, attendance is the student's responsibility.

Absences due to College sponsored activities will not be counted in the 20%. No absence, whatever the reason, relieves the student of responsibility for completing all work assigned.

Students dropped before the last day to withdraw from classes will receive a iWi on their transcript. Students dropped after the last day to withdraw from classes will receive a iWFi on their transcript.

The Academic Year

The Highland Community College academic year is divided into two semesters. The Fall semester begins in late August and ends just before Christmas. The Spring semester begins in mid-January and ends in mid-May. In addition, the College may offer the following:

Summer SessionóHighland Community College offers courses during the summer session. Please review the class schedule in the Class Schedule for specific details for course and time selections.

The Class Schedule lists specific courses and class meeting times. The Class Schedule is available from the Admissions Office several weeks before each term begins.

Course Load and Credit Hours

The credit hour is the unit by which the College measures course work and calculates tuition charges. Most Highland Community College courses meet for three instructional hours a week and carry three-semester hours' credit. Students enrolled for 12 or more credit hours are considered full-time (16 semester hours is needed to complete a degree program in two years); a course load of 11 hours or less is part-time enrollment. Highland Community College reserves the right to restrict students to less than full-time programs or to assign students to specific courses on the basis of placement test results, on the basis of a review of student's previous academic

records, or on the basis of such other criteria as the College deems appropriate.

Students may not normally register for more than eighteen (18) credit hours per semester (or twelve credit hours over an eight week summer session or six hours over a four week summer session). Those wishing permission to exceed these credit-hour limits must apply and obtain permission from the Vice President for Student Services. Students uncertain about the course load appropriate to their particular circumstances are urged to speak with an Academic Advisor.

Course Syllabus

During the first week of class, the instructor will provide a course syllabus which includes an outline of course goals, competencies, methods of instruction, course content, reading materials, grading practices, and attendance.

Scholastic Honors

President's Honor List:

Students completing a minimum of twelve credit hours within a semester and achieving a semester grade point average of 4.0 are placed on the President's Honor List.

Dean's Honor List:

Students completing a minimum of twelve credit hours within a semester and achieving a semester grade point average of 3.5 or higher (with no grade lower than a "C") are placed on the Dean's Honor List.

The scholastic honors lists are issued at the end of each semester.

Grade Designations

<u>Letter Grade</u>	<u>Description</u>	<u>Points</u>
A	Excellent	4 per credit hour
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0 ñ not counted
CR	Credit	0 ñ not counted
NC	No Credit	0 ñ not counted
I	Incomplete	0 ñ not counted
AU	Audit	0 ñ not counted
W	Withdrawal	0 ñ not counted

All letter grades earned will be included in a student's permanent academic record or transcript.

Credit/No Credit:

Credit/No Credit grading can be employed only on the recommendation of the instructor and approval of the Vice President for Academic Affairs prior to the time that the course begins. The courses are added to a student's credit hour total, but are not included in the grade point average. A "no credit" grade results in no credit earned for the course attempted.

IóIncomplete:

Students who have actively pursued a course, have earned a passing grade up to the final examination period, but have not completed the final examination and/or other specific course assignments because of illness or some other sufficient reason, may be issued a grade of Ií by the instructor.

To remove an Ií grade, a student must make arrangements with the instructor to complete the coursework and/or take the final examination within the first four weeks following the termination of the semester, except when an extension of time is granted by the Vice President for Student Services and the instructor of the course. If the course work is not completed and given to the instructor by this deadline, the Ií grade will convert to an IFí grade.

A student who has an Ií grade may not reregister in that course. However, if the Ií is changed to an IFí, the student may then reregister for the course.

AUóAudit:

Students may register for courses as an audit (for no credit) if space is available in the class after all credit-earning students have been placed. Auditing can be done in certain classes and under special circumstances (to include):

1. If the student has been out of school for some time.
2. If the student wishes to take a class for review.
3. The student may NOT audit a course which the student plans to take later for credit.

Those wishing to audit must apply and obtain permission from both the instructor and Vice President for Academic Affairs to enroll as an auditor. Auditors must follow all registration procedures and pay the current out-of-state tuition rate.

A student who audits a class will be issued the final grade of iAUí. This grade will not be calculated in the student's grade point average.

Highland Community College Satisfactory Academic Progress

Hours Attempted	Hours Earned	CUM. G.P.A.	Hours Attempted	Hours Earned	CUM. G.P.A.
1	1	1.7	50	40	2
2	2	1.7	51	41	2
3	2	1.7	52	42	2
4	3	1.7	53	42	2
5	4	1.7	54	43	2
6	5	1.7	55	44	2
7	6	1.7	56	45	2
8	6	1.7	57	46	2
9	7	1.7	58	46	2
10	8	1.7	59	47	2
11	9	1.7	60	48	2
12	10	1.7	61	49	2
13	10	1.7	62	50	2
14	12	1.7	63	50	2
15	12	1.7	64	51	2
16	13	1.7	65	52	2
17	14	1.7	66	53	2
18	14	1.7	67	54	2
19	15	1.7	68	54	2
20	16	1.7	69	55	2
21	17	1.7	70	56	2
22	18	1.7	71	57	2
23	18	1.7	72	58	2
24	19	1.7	73	58	2
25	20	1.7	74	59	2
26	21	1.7	75	60	2
27	22	1.7	76	61	2
28	22	1.7	77	62	2
29	23	1.7	78	62	2
30	24	1.7	79	63	2
31	25	2	80	64	2
32	26	2	81	65	2
33	26	2	82	66	2
34	27	2	83	66	2
35	28	2	84	67	2
36	29	2	85	68	2
37	30	2	86	69	2
38	30	2	87	70	2
39	31	2	88	70	2
40	32	2	89	71	2
41	33	2	90	72	2
42	34	2	91	73	2
43	34	2	92	75	2
44	35	2	93	74	2
45	36	2	94	75	2
46	37	2			
47	38	2			
48	38	2			
49	39	2			

Maximum Time Frames-
 Full time students -- 6 semesters
 3/4 time students -- 10 semesters
 1/2 time students -- 15 semesters

Withdrawal:*WFóWithdraw Failure*

A student may receive a "WF" and be dropped from a class when he or she is failing and has missed 20% or more of the class sessions.

WóAdministrative Withdrawal

The College reserves the right to withdraw students from classes at any time during the semester. Generally, these withdrawals are initiated as a result of disciplinary problems.

WóStudent Initiated Withdrawal

A student may withdraw from a course through the eighth week of the semester (or as posted in the Class Schedule for the Summer term). A student-initiated withdrawal must be requested on the College's official add/drop form, which may be obtained from the student's Academic Advisor.

The iWí appears on the student's permanent academic record, but is not used to calculate cumulative grade point average.

Academic Status

Cumulative grade point average (GPA) is calculated on the basis of all grades, iAí through iFí, earned in college credit courses at Highland Community College. If a student repeats a course in which a grade of iDí or iFí was earned, the highest grade earned will be counted in the grade point average although both grades will appear on the permanent academic record.

Attendance Requirements

Students who do not attend at least one session of each course for which they are enrolled, by the end of the second week, will automatically be dropped from that course.

Students may be dropped from a course when they are failing the class AND have absences totaling 20% of the class. The following guidelines will be observed.

20% of the following classes would be:

- ∑ 5 credit hour class ñ 15 hours
- ∑ 4 credit hour class ñ 12 hours
- ∑ 3 credit hour class ñ 9 hours
- ∑ 2 credit hour class ñ 6 hours
- ∑ 1 credit hour class ñ 3 hours

Instructors will define in their first day handout the equivalent number of absences equaling 20% for their course. Instructors will maintain course attendance for each student on IQ Web. However, attendance is the student's responsibility.

Absences due to College sponsored activities will not be counted in the 20%. No absence, whatever the reason, relieves the student of responsibility for completing all work assigned.

Students dropped before the last day to withdraw from classes will receive a iWí on their transcript. Students dropped after the last day to withdraw from classes will receive a iWFí on their transcript.

Satisfactory Academic Program Progress Policy

To remain in good academic standing, a student must maintain a minimum cumulative grade point average in accordance with the schedule on the previous page:

*Registered hours include courses for which grades iAí through iFí, iIí, and iWí are assigned. Only grades iAí through iFí are used to compute a GPA. A student's total registered hours determines the minimum cumulative GPA required.

To receive a degree or certificate, a student must have a cumulative grade point average of at least 2.0 in courses required for a degree or certificate and an overall cumulative grade point average of at least 2.0 in all courses taken at Highland Community College.

Academic Probation

Students who do not achieve the minimum required GPA or hours earned at the end of each semester will be placed on academic probation for the following semester. Students will be informed of academic probation status. A student whose GPA has not improved to meet the minimum cumulative level by the end of the probation term will be prevented from further academic pursuits at the College (dismissed). Students on academic probation from previous semesters and not currently enrolled may be permitted to preregister at the College for the following semester. Students who have been dismissed may apply for reinstatement by completing the request for reinstatement form. The Satisfactory Academic Progress Committee will make all decisions relative to reinstatement.

Repeating a Course to Raise a Grade

A student may repeat any course. Only the highest grade earned will be calculated in the student's GPA, although both grades will appear on the permanent record.

Final Examinations

Final examinations are scheduled during the last week of the semester. A required two-hour time period is scheduled for each class period during this week. The only courses which are exempt from a final examination are activity courses.

Only in the case of extreme emergency and with the approval from the Vice President for Academic Affairs will a student be permitted to deviate from the announced final examination schedule. An administrative fee of \$25.00 will be assessed for each deviation.

Grade Change Policy

In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded in accordance with the course syllabus and the grading designations listed above. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, incompetence, or caprice. The instructor of record may correct a grade given in error within one semester of the initial award of the grade. See the Student Handbook for more information; copies are available from the Student Services office in the Administration Building.

Privacy of Records

Highland Community College maintains various student records to assist students in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission from the student. The College complies fully with the provisions of the Family Educational Rights and Privacy Act.

Transcripts of Academic Records

The Registrar's Office will provide a transcript of a student's academic record upon request. All requests for transcripts must be in writing; either by letter or by completing the Transcript Request Form supplied by the Registrar's office. Students also may fax their written and signed requests for transcripts to (785) 442-6106. No transcripts will be released without the written permission of the student. Therefore, transcript requests by telephone or e-mail will not be honored at Highland Community College.

A fee of \$3.00 (Highland Community College will fax transcripts for \$5.00) is charged for each copy of the transcript. Written requests for transcripts must be accompanied by the appropriate fee. The College reserves the right to withhold transcripts of persons who have past-due monetary obligations to the College, such as tuition, fees, or materials.

Transcript Requests

Academic and financial aid transcripts will be released with a written request signed by the student. Transcripts issued directly to the student will be marked "Issued to Student."

Students with past due obligations to Highland Community College may not register for classes or have transcripts released until their obligations are resolved to the satisfaction of the College. Transcripts will not be released for students who failed to submit required prior college transcripts.

Official transcripts from other institutions cannot be released to any individual or institution.

Transfer Students

Prior to registration, students transferring to Highland Community College are required to submit official transcripts of all credits earned at other institutions. The College registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation, but will not be counted in the calculation of the GPA except as it relates to the awarding of honors (see Scholastic Honors). A transfer student must complete the last sixteen (16) credit hours at Highland Community College to be eligible for graduation.

Withdrawal from the College

The withdrawal from the college is official when a withdrawal application has been received and approved by the Vice President for Student Services. The student is required to forfeit the Highland Community College identification card and all privileges as a student at the College.

Appeal Procedure for Dismissal from Highland Community College

Students who are dismissed from Highland Community College, according to the Satisfactory Academic Progress chart (page 20) may appeal the decision to the Satisfactory Progress Committee. Students are notified in writing of the appeal procedures at the time of dismissal.

Student Academic Grievance Procedures

The grievance procedure is established for grievances relating to grades and to other academic concerns, excluding conduct and behavior of students. Students may not appeal the professional judgment exercised by an instructor in assigning a grade except under the following circumstances:

- a) grades resulting from deviations in the instructor's established and announced grading procedures
- b) errors in application of grading procedures
- c) modification of grades for non-academic reasons
- d) capricious grading or gross errors in judgment by the instructor

Students must begin the grievance procedure within thirty days of the publication of grades (and for grievances relating to Spring semester grades, within thirty days from the beginning of the Fall semester) by requesting a conference with the instructor. Please consult the Student Handbook. Copies are available in the Student Services Office, Administration Building.

Student Information Contact Person:

Vice President for Student Services
Highland Community College
606 West Main Street
Highland, Kansas 66035
(785) 442-6020

Revision of Regulations

Any regulation adopted by the Board of Trustees or administration of Highland Community College, subsequent to the printing of this Catalog, shall have the same force as a printed regulation within the Catalog. The new regulation shall supersede any ruling on the same subject, which may appear either in the printed Catalog or in official bulletins of the College.

Transferability of Classes (Articulation)

Highland Community College strives to offer general education, Associate in Arts, and Associate in Science program courses which are accepted by four-year colleges and universities to which the majority of our students transfer. Students should consult closely with their advisor and the college to which they are transferring to ensure they enroll in courses which transfer. The College's transfer coordinator is a source of transfer information and help for students with transfer questions. It is ultimately the student's responsibility to be certain that courses taken at HCC transfer.

X STUDENT SERVICES & STUDENT LIFE

A Supportive Learning Environment

Learning Resource Center (Library)

The Highland Community Library/Learning Resource Center (LRC) is located at the center of the campus and maintains a collection of materials to support the varied curricula offered by the programs at Highland Community College. Most materials housed on campus may be easily shared with the regional campuses. Faculty and staff may make direct requests. For logistical reasons, off campus students need to make their requests through faculty or regional coordinators.

On campus, study facilities are available to patrons and classes including study tables and carrels. Faxing and photocopy services are available as well. A bank of eight computers provides access to the Internet and programs such as word processing. Interlibrary loans may be arranged by all HCC faculty and staff through the LRC. Regional students need to make their requests through the regional coordinators. The Kansas Library Catalog is available on the library home page and shows materials owned by libraries across the state, making it easy to see what is available in a local library.

Through the Internet, anyone may view the LRC online catalog, which contains most of the collection of 28,000 items. The College home page may be found at www.highlandcc.edu and the library is listed under academics. Current students and faculty also have access through the library page to electronic resources including full text databases and online encyclopedias. Other electronic resources are being added, such as library instruction pages and classroom materials. Staff and non-students may request a pin number in order to use some of these resources.

Student Resource Center/Transfer Center

Located in historic Irvin Hall, the Student Resource Center offers free services to all Highland Community College students in the areas of tutoring, testing, advising, career guidance, transfer information, and computers for academic work.

The Student Resource Center hires students in excellent academic standing to provide tutoring in all subject areas. No appointment is necessary and all students are eligible for this service. In addition, professionals can assist students and provide supplemental instruction in English and math. Study groups are organized and occur spontaneously in the study area of the Student Resource Center. The Student Resource Center is the campus center for information regarding the transfer of coursework to four-year colleges and universities. Students can find catalogs, application materials, and

general information for schools across the country. Transfer guides listing how Highland Community College courses transfer to 12 regional schools are available and can be found on the Internet at www.highlandcc.edu/pages/academics/transfer.aspx. Career guidance resources are also available to students. These include texts, videos, and assistance in writing a resume and letter of application.

Career Placement Center

The Career Placement Center was developed to provide resources and support with career assessments, information, consultation, counseling, and referral for students, alumni and community members in a confidential setting. The Center was established to guide and assist students and alumni in identification of placement opportunities. For more information, contact (785) 442-6056.

The Bookstore

The Highland Community College Bookstore is located in the lower level of the Library Student Union Building (LSU) and is open weekdays from 8:00 AM ñ 4:00 PM. Rental books and school supplies can be obtained through the Bookstore. College apparel, College souvenirs, and miscellaneous merchandise are also available. Other services offered at the Bookstore: copy center, mailroom, film processing, UPS shipping services, lost and found, and TV rental.

Classrooms

Throughout the campus of Highland Community College are thirteen general classrooms accommodating up to twenty students in the smallest to ninety-one students in our lecture hall in the Jack Nutt Math Science building. The Nutt building includes a math/science computer lab, biology lab, chemistry lab, and physics lab. There are three fully equipped computer laboratory/classrooms in the Communications Technology building. Two of these are PC labs and the third is a Macintosh computer graphics laboratory. The visual arts department houses three complete art/photography studio classrooms with a color darkroom and black and white darkroom across the hall. The Culbertson Auditorium serves as a laboratory/classroom for the theatre department. In addition, there are two technical scene and costume shops/classrooms. The music department is located in the rear of the Administration Building, which serves as the music rehearsal studio/classroom. There are five (5) music practice rooms located in the music department. The agriculture department, located in Yost Hall, has a dedicated classroom. Other classrooms and laboratories are located at our various regional sites.

Culbertson Auditorium

Culbertson Auditorium, built in 1980, accommodates up to 400 patrons and has a handicapped accessible seating area. Highland Community College's theatre and music departments conduct their on-campus productions and concerts on its stage. The community and other area school districts utilize its facilities for numerous community productions and events.

Yost Art Gallery

Located adjacent to the Culbertson Auditorium lobby area is the Yost Art Gallery, named after Walter Yost, former Kansas Artist of the Year and long time art instructor at Highland Community College. The Gallery opened at the start of the fall 1988 semester as part of the new Communication Technology building. One of the primary functions of the Gallery is to give the schools and people of Northeast Kansas the opportunity to experience and appreciate the visual arts. Approximately 2,500 visitors per year come to the Gallery, which exhibits about eight shows each year.

Enhancing the HCC Experience

Student Government Association:

Students are encouraged to participate in the Student Government Association (SGA). Annual elections identify the leadership. Members of the SGA participate in instructional, administrative, and social activities of Highland Community College. Most notable of the social activities are intramurals, entertainment, various theme days, homecoming, and the spring dance.

Phi Theta Kappa Academic Honor Society:

Phi Theta Kappa, the International Honor Society of two-year colleges, was established in 1918. It is the only internationally acclaimed honor society serving institutions which offer associate degree programs. The American Association of Community Colleges has recognized Phi Theta Kappa as the official honor society for two-year colleges.

The purpose of Phi Theta Kappa is to encourage scholarship and community service. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership in an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulating interest in continued academic excellence.

Included in the lifetime membership is a nationwide job search program and the availability of over \$1,000,000.00 for transfer scholarships. The Highland Community College chapter's name is Alpha Zeta Gamma. The Wamego campus chapter's name is Beta Nu Omega. To qualify for membership, a student must complete

twelve (12) credit hours at Highland Community College and have a cumulative grade point average of at least 3.5.

Student Clubs/Organizations:

Ag Club
Athletic Training Club
Business Professionals of America (BPA)
Fellowship of Christian Athletes (FCA)
Highland Players (theatre)
Kansas National Education Association--Student Program (KNEA-SP)
Non-Traditional Student Organization
Phi Beta Lambda (PBL)
Phi Theta Kappa (PTK) honor society
Psi Beta
Student Government Association (SGA)
Visual Arts Club

Campus Housing and Dining

Highland Community College provides affordable living in a safe and small town atmosphere. Living on campus provides students the opportunity to get involved in a variety of activities and meet new people.

All housing units feature apartment-style living accommodations; most have two bedrooms and house four students per apartment. Some three bedroom (six students per apartment) units are available; as well as some apartments with three private (one-student) bedrooms. Private bedroom apartments are available only if space is available.

Local phone service is available in each apartment at no cost, eliminating the need for a telephone deposit. For long distance service, students may dial collect, use their own calling card, or use a prepaid long distance card.

Access to the Highland Community College network and the Internet is available for each student in the apartment at no additional cost. Student computers must have an Ethernet card (sold in the College bookstore) and each student will be assigned a password and Personal Identification Number (PIN) to have access to the network.

Cable television service is provided in each apartment at no extra cost to the student.

Highland Community College contracts with a private food service company to provide daily food service and to cater special events.

The College requires that all students living on campus must buy a meal plan. The meal plans available are seven, eleven, or sixteen meals per week. The College serves breakfast, lunch, and dinner Monday through Thursday; breakfast and lunch on Friday, Saturday lunch, and brunch on Sunday.

Intercollegiate Athletics

The intercollegiate athletics program and its students are important components in the overall image and activities of the College. The College has five women's sports (volleyball, basketball, cross-country, track, softball) and five men's sports (football, basketball, cross-country, track, baseball). In addition, a co-ed cheerleading squad and a drill team entertain Scottie fans.

Highland Community College is a member of the National Junior College Athletic Association (NJCAA) and belongs to the Kansas Jayhawk Community College Conference (KJCCC). As a Jayhawk Conference member, Highland Community College may award tuition and books awards to athletes. All varsity athletic teams are able to award the maximum number of awards allowed by the conference or the NJCAA.

<u>SPORT</u>	<u>NJCAA DIVISION</u>	<u># OF AWARDS</u>
Baseball	Division I	24
Basketball (M)	Division II	16
Basketball (W)	Division II	16
Cross Country (M)	Division II	30
Cross Country (W)	Division II	30
Football	Division I	85
Softball	Division II	24
Track & Field (M)	Division I	30
Track & Field (W)	Division I	30
Volleyball	Division II	14

Highland Community College athletic facilities include Allen Field House (basketball, volleyball), Kessinger Field & Track (football, track & field), City Field (baseball), Scottie Park (softball), and a practice field for football.

The Director of Athletics prepares an *Equity in Athletics* report every year that provides statistics and other specific information on budgets, award money, etc. The report, along with graduation and transfer rates for athletes, is available for review from the Director of Athletics or the Vice President for Student Services.

XI GRADUATION REQUIREMENTS

Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide

Students who complete 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 study has met the requirements of the *Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide*, will be accepted with junior standing and will have satisfied the general education requirements of all state universities in Kansas. Students transferring to state universities who have not completed an Associate in Arts or Associate in Science degree will be given general education credit for any articulated general education course completed at the community college.

Students who choose to transfer to a state university in Kansas, including Emporia State University, Fort Hays State University, Kansas State University, the University of Kansas, Pittsburg State University, or Wichita State University, and comply with this agreement must complete a minimum of forty-five (45) credit hours of general education courses. The forty-five credit hours include:

- i Three additional hours beyond those required for an AA and six additional hours beyond those required for an AS of social/behavior science (cumulative total 12 credit hours)
- ii Three additional hours beyond those required for an AA and six additional hours beyond those required for an AS of humanities (cumulative total 12 credit hours). Please note foreign languages and performance courses do not fulfill this requirement.
- iii An additional laboratory science course in an area different from the first laboratory science course is required for an AA (cumulative total 9 credit hours)

The remaining eighteen (18) credit hours may be completed with courses in an academic area of study. Transferring students' transcripts will be evaluated on a case by case basis.

Orientation Requirement

The orientation requirement can be fulfilled by one of two courses: COL103-College Success and Orientation or AB114-Agriculture Orientation. To receive course credit, on-campus students MUST attend the semester Orientation activities offered the day before courses begin.

Unless taken at another college or university, one of the orientation classes must be completed before a student registers for the twenty-fifth credit hour at Highland Community College. Students who

have earned or transferred thirty credit hours to Highland Community College need not complete the course, but will need to meet all other graduation requirements.

Degree Completer Assessment

Collegiate Assessment of Academic Proficiency (CAAP)

Students who qualify for graduation and have earned thirty-one (31) credit hours or more toward an Associate in Arts, Associate in Science, or Associate in General Studies degree from Highland Community College are required to take the CAAP examination. This examination is administered at the end of each semester (fall/spring). Results of this examination are posted on the student's academic transcript if requested by the student.

The Collegiate Assessment of Academic Proficiency (CAAP) is designed to assess general education foundational skills typically attained by the end of the first two years of college. CAAP has two main purposes.

1. To help institutions improve their instructional programs by measuring and reporting both student progress in acquiring the skills measure by CAAP and differential skill levels across groups of students within institutions.
2. To determine the level of educational development for individual students as an indicator of their readiness for further education, as a means of identifying interventions needed to prepare students for further education, and as a means of assuring some specified level of attainment.

Benefit to the Student:

As part of the graduation process, (the CAAP test is a requirement for graduation from Highland Community College) each graduate is required to be assessed by taking the CAAP test.

A good score on the CAAP can enhance the student's ability to transfer to a university or to obtain a job. University transfer officials are looking for quality indicators and a good CAAP score can be that indicator. Students may request the Registrar to permanently place their CAAP test scores on their transcript. This is required by Emporia State University.

The CAAP test consists of the following modules:

1. Writing Skills Test, a 72-item, 40 minute test;
2. Reading Test, a 36-item, 40 minute test;
3. Mathematics Test, a 35-item, 40 minute test;

4. Critical Thinking* Test, a 32-item, 40 minute test; or
Science Reasoning* Test, a 45-item, 40 minute test.

*Note: All graduating students will take modules 1, 2, and 3. The fourth module of the CAAP test will be determined by the degree the student is seeking.

All test dates will be announced early each semester. It is the student's responsibility to register for the test.

Associate in Applied Science (A.A.S.) Degree Assessment

Students who qualify for graduation with an Associate in Applied Sciences (A.A.S.) degree and have earned thirty-one credit hours or more from Highland Community College are required to take the WorkKeys examination. This examination is administered at the end of each semester (fall/spring). Results of this examination are posted on the student's academic transcript if requested by the student.

General Education Requirements and Minimum Semester Hours

<u>Area</u>	<u>AA</u>	<u>AS</u>	<u>AAS</u>	<u>AGS</u>	<u>State Univ.</u>
Communications	9	9	6	9	9
Mathematics	3	3*	3**	3	3
Physical Education	1	1	1	1	-
Computer Literacy	1	1	1	1	-
Orientation	1	1	1	1	-
Natural and Physical Sciences	8	20*	0**	5	9
Humanities and Fine Arts	9	6	3	6	12
Social and Behavioral Sciences	9	6	3	6	12
Program requirements/electives	22	16	45	31	-
Minimum cr hrs for graduation	63	63	63	63	-

NOTE:

* A minimum of twenty-three credit hours must be completed in mathematics and natural/physical sciences.

** A minimum of three credit hours may be completed in mathematics or natural sciences.

Certificate Requirements

Certificates are awarded to students who have successfully completed a cluster of career courses and indicated a certain level of skill in a specific vocational field. Credit earned in the completion of a certificate may be applied to a related Associate in Applied Sciences

(A.A.S.) degree program. To be eligible for graduation in all credit degree and certificate programs, students must complete all general education and required core course work with a grade of C or better.

Advanced Certificate:	30-50 credit hours
Basic Certificate:	10-29 credit hours
Recognition Certificate:	1-9 credit hours

Associate in Arts (A.A.) Degree

Many students have plans for completing four years of college education in a four-year college or university. The Associate in Arts (A.A.) degree is designed to prepare students for transfer into Bachelor of Arts (B.A.) programs at transfer institutions. Since the programs of individual colleges and universities vary, students who plan to attend a particular college should consult the catalog of that college for information concerning required and elective courses. Students who wish to transfer to one of the six Kansas Regents universities, please refer to the articulation guide statement on page 27. The College provides transfer guides in the Student Resource Center for many area colleges and universities.

The Associate in Arts degree program places emphasis upon communications, social sciences, humanities, and fine arts. The program requires successful completion of at least sixty-three (63) credit hours with an overall grade point average of 2.00 ("C") or better.

Students transferring to Highland Community College from other colleges must complete the last 16 credit hours of required course work in residence (campus or regional site) at Highland Community College to be eligible to receive an Associate in Arts degree. All coursework must be numbered 100 or higher to count for graduation. Courses numbered below 100 may be required for students to improve fundamental skills and prepare for success in higher level courses.

Forty-one of the required sixty-three (minimum) credit hours must be distributed among the following five areas: communications, mathematics, natural and physical sciences, humanities and fine arts, and social and behavioral sciences. These courses enable students to understand and appreciate their culture and environment, develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and thinking necessary for future growth as learners and productive members of society.

It is recommended that the remaining twenty-two credit hours of elective courses be selected from a discipline (area of concentration) listed. Students who plan to transfer to a four-year college or university may elect to earn an Associate in Arts degree without a specific area of study, but must meet minimum degree requirements. All students are urged to consult a Highland Community College academic advisor or the Transfer Coordinator.

Associate in Science (A.S.) Degree

Many students have plans for completing four years of college education in a four-year college or university. The Associate in Science (A.S.) degree is designed to prepare students for transfer into Bachelor of Science (B.S.) programs at transfer institutions. Since the programs of individual colleges and universities vary, students who plan to attend a particular college should consult the catalog of that college for information concerning required and elective courses. Students who wish to transfer to one of the six Kansas Regents universities, please refer to the articulation guide statement on page 27. The College provides transfer guides in the Student Resource Center for many area colleges and universities.

The Associate in Science (A.S.) degree program places emphasis on sciences and mathematics. The program requires the successful completion of at least sixty-three credit hours with an overall grade point average of 2.00 ("C") or above.

Students transferring to Highland Community College from other colleges must complete the last sixteen credit hours of required course work in residence (campus or regional site) at Highland Community College to be eligible to receive an Associate in Science degree. All coursework must be numbered 100 or higher to count for graduation. Courses numbered below 100 may be required for students to improve fundamental skills and prepare for success in higher level courses.

Forty-seven of the sixty-three (minimum) required credit hours must be distributed among the areas of communications, mathematics, physical and natural sciences, humanities and fine arts, social and behavioral sciences. These courses enable the student to understand and appreciate their culture and environment, develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and thinking necessary for future growth as learners and productive members of society.

It is recommended that the remaining sixteen credit hours of elective courses be selected from a discipline (areas of study). Students who

plan to transfer to a four-year college or university may elect to earn an Associate in Science degree without a specific discipline, but must meet minimum degree requirements. All students are urged to consult a Highland Community College academic advisor or the Transfer Coordinator.

Associate in Applied Science (A.A.S.) Degree

The Associate in Applied Science (A.A.S.) degree is not considered a transfer degree program. It prepares the individual for career entry immediately on completion. Some courses required for the A.A.S. will transfer to a four-year college or university, but not all courses are intended to transfer. Please see an advisor or transfer coordinator. This degree is not recommended if the individual is considering completing a four-year degree.

Emphasis in the Associate in Applied Science Degree program is placed on specialized skills that prepare the individual for employment at the professional or technical level. The program requires successful completion of sixty-three credit hours of course work with an overall grade point average of 2.00 ("C") or above. Students transferring to Highland Community College from other colleges must complete sixteen credit hours of course work from Highland Community College to be eligible to receive an Associate in Applied Science degree. All coursework must be numbered 100 or higher to count towards graduation. Courses numbered below 100 may be required for students to improve fundamental skills and prepare for success in higher level courses.

Eighteen credit hours must be distributed among the general education core areas of basic skills, natural and physical sciences, humanities, social and behavioral sciences. The general education component enables the student to understand and appreciate their culture and environment, develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and thinking necessary for future growth as learners and productive members of society. The remaining forty-five credits are distributed among the discipline requirements and electives.

Highland Community College has an articulation agreement with all Kansas public area vocational technical schools and technical colleges that allows students to bridge their educational experiences between vocational technical schools or technical colleges with Highland Community College. Upon completion of a program at a vocational technical school or technical college, the student can earn up to forty-eight credit hours from Highland Community College to be applied towards the A.A.S. or an Associate in General Studies

degree only. The exact conversion for credit hours is 45 on-the-job (OJT) clock hours = 1 credit hour. The transfer credit hours will be recorded on the Highland Community College transcript after successfully completing twelve credit hours with Highland Community College. Not more than seventy-five (75%) percent of the A.A.S. degree credit hours shall be in the technical area. At least twenty-five (25%) percent of the total program hours shall be in the general education area. A minimum of eighteen credit hours for the A.A.S. should be taken from the following areas: communications (3), mathematics and science (3), social science (3), arts and humanities (3), health and/or physical education (1). Students must, in addition, meet the graduation and residency requirements for the A.A.S. degree

A.G.S. degree only. The exact conversion for credit hours is 45 on-the-job (OJT) clock hours = 1 credit hour. The transfer credit hours will be recorded on the Highland Community College transcript after successfully completing twelve credit hours with Highland Community College. Not more than seventy-five (75%) percent of the A.G.S. degree credit hours shall be in the technical area. At least twenty-five (25%) percent of the total program hours shall be in the general education area. A minimum of thirty-two credit hours for the A.G.S. must be taken from the following areas: basic skills (15), natural & physical sciences (5), humanities (6), social and behavioral sciences (6). Students must also meet graduation and residency requirements for the A.G.S. degree.

Associate in General Studies (A.G.S.) Degree

The Associate in General Studies (A.G.S.) degree is neither a transfer nor career degree. It permits the individual to choose and attend classes while deciding on future goals. With careful selection of courses, it is possible to transfer on to a four-year college or university. However, the Associate in Arts or Associate in Science degree is a better selection of degrees to transfer. Academic advisors at Highland Community College can assist students in the exploration and selection of the appropriate courses to take. The College also provides transfer information on how regional colleges and universities will accept Highland Community College credits.

Emphasis in the Associate in General Studies degree program is placed on exploration and development through the study of a variety of subject offerings. The program requires the successful completion of sixty-three credit hours with a grade point average of 2.00 (iCî). Thirty-two credit hours of general education core classes are required with the remaining thirty-one credit hours in a discipline or open elective courses. Students transferring to Highland Community College from other colleges must complete the last sixteen credit hours of coursework from Highland Community College to be eligible to receive an Associate in General Studies degree.

Highland Community College has an articulation agreement with all Kansas public area vocational technical schools and technical colleges that allows students to bridge their educational experiences between vocational technical schools or technical colleges with Highland Community College. Upon completion of a program at a vocational technical school or technical college, the student can earn up to forty-eight credit hours from Highland Community College to be applied towards the Associate in Applied Science or the

Associate in Arts Degree - Highland Community College

(63 Total Credit Hours for Degree)

BASIC SKILLS (15 Credits)

- ENG 101** College English I (3)
- ENG 102** College English II (3)
- SP 106** Public Spkng. or SP 101 Oral Comm (3)
- MAT 104** College Algebra or Higher (3)
- PE Elective (1)**
- PE 119 Tennis (1)
- PE 124 Weightlifting(1)
- PE 132 Snow Skiing (1)
- PE 134 Golf (1)
- PE 135 Running Awareness (1)
- PE 136 Baseball Conditioning I (1)
- PE 137 Basketball Conditioning I-Men (1)
- PE 138 Basketball Conditioning I-Women (1)
- PE 139 Lifetime Fitness (2)
- PE 140 Advanced Weightlifting/Conditioning (1)
- PE 141 PE for Men (1)
- PE 149 Softball Conditioning I (1)
- PE 236 Baseball Conditioning II (1)
- PE 237 Advanced Basketball Conditioning I-Men (1)
- PE 238 Advanced Basketball Conditioning I-Women (1)
- PE 240 Advanced Weightlifting/Conditioning II (1)
- PE 241 Weightlifting II (1)
- PE 249 Softball Conditioning II (1)
- Computer Literacy (1)**
- AB 227 Agriculture Microcomputer I (3)
- A 113 Typography (3)
- A 122 Computer Graphics: Paint Systems (1)
- A 123 Computer Graphics: Illustration (1)
- A 124 Computer Graphics: Enhanced Photography (1)
- A 139 Web Design (3)
- A 215 Graphic Design (3)
- A 223 Computer Graphics: Illustration (3)
- A 224 Computer Graphics: Enhanced Photography (3)
- BUS 123 Advanced Document Production (3)
- BUS 130 Microcomputer Applications I (3)
- BUS 133 Microcomputer Applications I: Spreadsheet (3)
- BUS 136 Microcomputer Applications I: Desktop Publishing (3)
- BUS 137 Microcomputer Applications I: Integrated Software (3)
- BUS 139 Microcomputer Applications I: Word Processing (3)
- BUS 140 Microcomputer Applications II: Windows (3)
- BUS 151 Microcomputer Applic I: Electronic Business Pres. (3)
- BUS 181 Microcomputer Applications I: Word Processing (1)
- BUS 182 Microcomputer Applic I: Database Management (1)
- BUS 183 Microcomputer Applications I: Spreadsheet (1)
- BUS 184 Microcomputer Applications I: MS/DOS(1)
- BUS 187 Applications of Word Processing (3)
- BUS 188 Computer App. I: Windows (1)
- BUS 189 Microcomputer Applic I: Electronic Business Pres. (1)
- BUS 245C Electronic Communications (Internet) (1)
- Orientation (1)**
- COL 103 College Success & Orientation (1)
- AB 114 Ag Orient (2) or COL 160 Career/Life Planning (2)

HUMANITIES (9 credits)

- Select from **3 DIFFERENT** areas
- Art**
 - A 101 Art Appreciation (3)
 - A 206 Art History (3)
 - Foreign Language**
 - LG 101 Spanish I (3)
 - LG 102 Spanish II (3)
 - LG 201 Spanish III (3)
 - LG 202 Spanish IV (3)
 - History**
 - HIS 101 United States History I (3)
 - HIS 102 United States History II (3)
 - HIS 103 History of Western Civilization I (3)
 - HIS 104 History of Western Civilization II (3)
 - Literature**
 - ENG 202 American Literature I (3)
 - ENG 205 Old Testament Literature (3)
 - ENG 206 New Testament Literature (3)
 - ENG 208 Introduction to the Short Story (3)
 - ENG 209 American Literature II (3)
 - ENG 210 World Literature I (3)
 - ENG 211 World Literature II (3)
 - ENG 212 English Literature I (3)
 - ENG 213 English Literature II (3)
 - ENG 223 Creative Writing (3)
 - LS 102 Childrens Literature (3)
 - Music**
 - M 103 Music History/Appreciation (3)
 - M 129 Introduction to Contemporary Music (3)
 - M 203 Music Literature (3)
 - M 223 History of Jazz (3)
 - Philosophy**
 - PHI 101 Introduction to Philosophy (3)
 - PHI 102 Introduction to Ethics (3)
 - Photography**
 - PHO 107 History of Photography (3)
 - Speech**
 - SP 103 Oral Interpretation (3)
 - Theatre**
 - TH 105 Introduction to Dramatics (3)
 - TH 108 History & Apprec. of Theatre (3)
 - TH 160 Literature of the Theatre (3)

ELECTIVES (22 Credits)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

SOCIAL & BEHAVIORAL SCIENCES (9 credits)

- Select from **3 DIFFERENT** areas
- Anthropology**
 - ANT 112 General Anthropology (3)
 - Criminal Justice**
 - CJ 120 Juvenile Delinquency (3)
 - Economics**
 - BUS 203 Macroeconomics (3)
 - BUS 204 Microeconomics (3)
 - Geography**
 - GEO 212 World Regional Geography (3)
 - Political Science**
 - POL 100 United States Government (3)
 - POL 101 Introduction to Political Science (3)
 - POL 115 State & Local Government (3)
 - Psychology**
 - PSY 101 General Psychology (3)
 - PSY 205 Human Growth & Development (3)
 - Sociology**
 - SOC 101 General Sociology (3)
 - SOC 102 Marriage & the Family (3)

NATURAL & PHYSICAL SCIENCES (8 credits)

- Select **1** from **EACH** area, **MUST** have **1** with lab
- Natural Sciences**
 - BS 101 College Biology w/lab (5)
 - BS 104 Human Anatomy w/lab (4)
 - BS 105 Human Physiology w/lab (4)
 - BS 107 Conservation (3)
 - BS 201 General Zoology w/lab (5)
 - BS 202 General Botany w/lab (5)
 - BS 203 Microbiology w/lab (5)
 - Physical Science**
 - PS 101 Physical Science w/lab (5)
 - PS 102 Concepts of Physics (3)
 - PS 104 General Geology (3)
 - PS 105 World Physical Geography (3)
 - PS 107 General Chemistry w/lab (5)
 - PS 108 Astronomy (3)
 - PS 111 College Chemistry I w/lab (5)
 - PS 112 College Chemistry II w/lab (5)
 - PS 203 General Physics I w/lab (5)
 - PS 204 General Physics II w/lab (5)
 - PS 210 Organic Chemistry I w/lab (5)

Associate in Science Degree - Highland Community College

(63 Total Credit Hours for Degree)

BASIC SKILLS (15 Credits)

- ENG 101 College English I (3)
- ENG 102 College English II (3)
- SP 106 Public Speaking or SP101 Oral Comm (3)
- MAT 104 College Algebra or higher level (3)
- PE Elective (1)

- PE 119 Tennis (1)
- PE 124 Weightlifting (1)
- PE 132 Snow Skiing (1)
- PE 134 Golf (1)
- PE 135 Running Awareness (1)
- PE 136 Baseball Conditioning I (1)
- PE 137 Basketball Conditioning-Men (1)
- PE 138 Basketball Conditioning-Women (1)
- PE 139 Lifetime Fitness (2)
- PE 140 Advanced Weightlifting/Conditioning (1)
- PE 141 PE for Men (1)
- PE 149 Softball Conditioning I (1)
- PE 236 Baseball Conditioning II (1)
- PE 237 Advanced Basketball Conditioning-Men (1)
- PE 238 Advanced Basketball Conditioning-Women (1)
- PE 240 Advanced Weightlifting/Conditioning II (1)
- PE 241 Weightlifting II (1)
- PE 249 Softball Conditioning II (1)

Computer Literacy (1)

- AB 227 Agriculture Microcomputer I (3)
- A 113 Typography (3)
- A 122 Computer Graphics: Paint Systems (1)
- A 123 Computer Graphics: Illustration (1)
- A 124 Computer Graphics: Enhanced Photography (1)
- A 139 Web Design (3)
- A 215 Graphic Design (3)
- A 223 Computer Graphics: Illustration (3)
- A 224 Computer Graphics: Enhanced Photography (3)
- BUS 123 Advanced Document Production (3)
- BUS 130 Microcomputer Applications I (3)
- BUS 133 Micro App I: Spreadsheet (3)
- BUS 136 Micro App I: Desktop Publishing (3)
- BUS 137 Micro App I: Integrated Software (3)
- BUS 139 Micro App I: Word Processing (3)
- BUS 140 Micro App II: Windows (3)
- BUS 151 Micro App I: Electronic Bus Presentations (3)
- BUS 181 Micro App I: Word Processing (1)
- BUS 182 Micro App I: Database Management (1)
- BUS 183 Micro App I: Spreadsheet (1)
- BUS 184 Micro App I: MS/DOS (1)
- BUS 187 Applications of Word Processing (3)
- BUS 188 Computer Applications I: Windows (1)
- BUS 189 Micro App I: Electronic Bus Presentations (1)
- BUS 245C Electronic Communications (Internet) (1)

Orientation (1)

- COL 103 College Success & Orientation (1)
- AB 114 Agr Orient (2) or COL 160 Career/Life Planning (1)

HUMANITIES & FINE ARTS (6 Credits)

Select from 2 DIFFERENT areas

- Art
 - A 101 Art Appreciation (3)
 - A 206 Art History (3)
- Foreign Language
 - LG 101 Spanish I (3)
 - LG 102 Spanish II (3)
 - LG 201 Spanish III (3)
 - LG 202 Spanish IV (3)
- History
 - HIS 101 United States History I (3)
 - HIS 102 United States History II (3)
 - HIS 103 History of Western Civilization I (3)
 - HIS 104 History of Western Civilization II (3)

Literature

- ENG 202 American Literature I (3)
- ENG 205 Old Testament Literature (3)
- ENG 206 New Testament Literature (3)
- ENG 208 Introduction to the Short Story (3)
- ENG 209 American Literature II (3)
- ENG 210 World Literature I (3)
- ENG 211 World Literature II (3)
- ENG 212 English Literature I (3)
- ENG 213 English Literature II (3)
- ENG 223 Creative Writing (3)
- LS 102 Childrens Literature (3)

Music

- M 103 Music History and Appreciation (3)
- M 129 Introduction to Contemporary Music (3)
- M 203 Introduction to Music Literature (3)
- M 223 History of Jazz (3)

Philosophy

- PHI 101 Introduction to Philosophy (3)
- PHI 102 Introduction to Ethics (3)

Photography

- PHO 107 History of Photography (3)

Speech

- SP 103 Oral Interpretation (3)

Theatre

- TH 105 Introduction to Drama
- TH 108 History & Apprec. of Theatre (3)
- TH 160 Literature of the Theatre (3)

ELECTIVES (16 Credits)

- _____
- _____
- _____
- _____
- _____
- _____

SOCIAL & BEHAVIORAL SCIENCES (6 Credits)

Select from 2 DIFFERENT areas

- Anthropology
 - ANT 112 General Anthropology (3)
- Criminal Justice
 - CJ 120 Juvenile Delinquency (3)
- Economics
 - BUS 203 Macroeconomics (3)
 - BUS 204 Microeconomics (3)
- Geography
 - GEO 212 World Regional Geography (3)
- Political Science
 - POL 100 United States Government (3)
 - POL 101 Introduction to Political Science (3)
 - POL 115 State & Local Government (3)
 - POL 201 International Relations (3)
- Psychology
 - PSY 101 General Psychology (3)
 - PSY 205 Human Growth & Development (3)
- Sociology
 - SOC 101 General Sociology (3)
 - SOC 102 Marriage & the Family (3)

MATHEMATICS OR PHYSICAL SCIENCES (20 Credits)

- Natural Sciences
 - BS 101 College Biology w/lab (5)
 - BS 104 Human Anatomy w/lab (4)
 - BS 105 Human Physiology w/lab (4)
 - BS 107 Conservation (3)
 - BS 109 Medical Terminology (3)
 - BS 201 General Zoology w/lab (5)
 - BS 202 General Botany w/lab (5)
 - BS 203 Microbiology w/lab (5)
- Physical Science
 - PS 101 College Physical Science w/lab (5)
 - PS 102 Concepts of Physics (3)
 - PS 104 General Geology (3)
 - PS 105 World Physical Geography (3)
 - PS 107 General Chemistry w/lab (5)
 - PS 108 Astronomy (3)
 - PS 111 College Chemistry I w/lab (5)
 - PS 112 College Chemistry II w/lab (5)
 - PS 203 General Physics I w/lab (5)
 - PS 204 General Physics II w/lab (5)
 - PS 210 Organic Chemistry I w/lab (5)
- Mathematics
 - MAT 105 Plane Trigonometry (3)
 - MAT 106 Calculus with Analytic Geometry I (5)
 - MAT 110 Calculus with Analytic Geometry II (5)
 - MAT 201 Calculus with Analytic Geometry III (3)
 - MAT 202 Differential Equations (3)
 - MAT 203 Basic Statistics (3)

Associate in General Studies Degree - Highland Community College

(63 Total Credit Hours for Degree)

<p>BASICSKILLS(15Credits)</p> <ul style="list-style-type: none"> <input type="checkbox"/> ENG 101 College English I (3) <input type="checkbox"/> ENG 102 College English II (3) <input type="checkbox"/> SP 106 Public Spkng. or SP 101 Oral Comm (3) <input type="checkbox"/> MAT 100 Beginning Algebra or Higher (3) <input type="checkbox"/> PE Elective (1) PE 119 Tennis (1) PE 124 Weightlifting(1) PE 132 Snow Skiing (1) PE 134 Golf (1) PE 135 Running Awareness (1) PE 136 Baseball Conditioning I (1) PE 137 Basketball Conditioning I-Men (1) PE 138 Basketball Conditioning I-Women (1) PE 139 Lifetime Fitness (2) PE 140 Advanced Weightlifting/Conditioning (1) PE 141 PE for Men (1) PE 149 Softball Conditioning I (1) PE 236 Baseball Conditioning II (1) PE 237 Advanced Basketball Conditioning I-Men (1) PE 238 Advanced Basketball Conditioning I-Women (1) PE 240 Advanced Weightlifting/Conditioning II (1) PE 241 Weightlifting II (1) PE 249 Softball Conditioning II (1) <input type="checkbox"/> Computer Literacy (1) AB 227 Agriculture Microcomputer I (3) A 113 Typography (3) A 122 Computer Graphics: Paint Systems (1) A 123 Computer Graphics: Illustration (1) A 124 Computer Graphics: Enhanced Photography (1) A 139 Web Design (3) A 215 Graphic Design (3) A 223 Computer Graphics: Illustration (3) A 224 Computer Graphics: Enhanced Photography (3) BUS 123 Advanced Document Production (3) BUS 130 Micro. Applications I (3) BUS 133 Micro App. I: Spreadsheet (3) BUS 136 Micro App. I: Desktop Publishing (3) BUS 137 Micro App. I: Integrated Software (3) BUS 139 Micro App. I: Word Processing (3) BUS 140 Micro App. II: Windows (3) BUS 151 Micro App. I: Electronic Business Pres. (3) BUS 181 Micro App. I: Word Processing (1) BUS 182 Micro App. I: Database Management (1) BUS 183 Micro App. I: Spreadsheet (1) BUS 184 Micro App. I: MS/DOS(1) BUS 187 Applications of Word Processing (3) BUS 188 Computer App. I: Windows (1) BUS 189 Micro App. I: Electronic Business Pres. (1) BUS 245C Electronic Communications (Internet) (1) <input type="checkbox"/> Orientation (1) COL 103 College Success & Orientation (1) AB 114 Agr Orient (2) or COL 160 Career/Life Planning (1) 	<p>HUMANITIES&FINEARTS(6credit hours)</p> <p>Select from <u>2 DIFFERENT</u> areas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Art <ul style="list-style-type: none"> A 101 Art Appreciation (3) A 206 Art History (3) <input type="checkbox"/> Foreign Language <ul style="list-style-type: none"> LG 101 Spanish I (3) LG 102 Spanish II (3) LG 201 Spanish III (3) LG 202 Spanish IV (3) <input type="checkbox"/> History <ul style="list-style-type: none"> HIS 101 United States History I (3) HIS 102 United States History II (3) HIS 103 History of Western Civilization I (3) HIS 104 History of Western Civilization II (3) <input type="checkbox"/> Literature <ul style="list-style-type: none"> ENG 202 American Literature I (3) ENG 205 Old Testament Literature (3) ENG 206 New Testament Literature (3) ENG 208 Introduction to the Short Story (3) ENG 209 American Literature II (3) ENG 210 World Literature I (3) ENG 211 World Literature II (3) ENG 212 English Literature I (3) ENG 213 English Literature II (3) ENG 223 Creative Writing (3) LS 102 Childrens Literature (3) <input type="checkbox"/> Music <ul style="list-style-type: none"> M 103 Music History/Appreciation (3) M 129 Introduction to Contemporary Music (3) M 203 Music Literature (3) M 223 History of Jazz (3) <input type="checkbox"/> Philosophy <ul style="list-style-type: none"> PHI 101 Introduction to Philosophy (3) PHI 102 Introduction to Ethics (3) <input type="checkbox"/> Photography <ul style="list-style-type: none"> PHO 107 History of Photography <input type="checkbox"/> Speech <ul style="list-style-type: none"> SP 103 Oral Interpretation (3) <input type="checkbox"/> Theatre <ul style="list-style-type: none"> TH 105 Introduction to Dramatics (3) TH 108 History & Apprec. of Theatre (3) TH 160 Literature of the Theatre (3) <p>ELECTIVES(31Credits)</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
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<p>SOCIAL & BEHAVIORAL SCIENCES(6Credits)</p> <p>Select from <u>2 DIFFERENT</u> areas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anthropology <ul style="list-style-type: none"> ANT 112 General Anthropology (3) <input type="checkbox"/> Criminal Justice <ul style="list-style-type: none"> CJ 120 Juvenile Delinquency (3) <input type="checkbox"/> Economics <ul style="list-style-type: none"> BUS 203 Macroeconomics (3) BUS204 Microeconomics (3) <input type="checkbox"/> Geography <ul style="list-style-type: none"> GEO 212 World Regional Geography (3) <input type="checkbox"/> Political Science <ul style="list-style-type: none"> POL 100 United States Government (3) POL 101 Introduction to Political Science (3) POL 115 State & Local Government (3) <input type="checkbox"/> Psychology <ul style="list-style-type: none"> PSY 101 General Psychology (3) PSY 205 Human Growth & Development (3) <input type="checkbox"/> Sociology <ul style="list-style-type: none"> SOC 101 General Sociology (3) SOC 102 Marriage & the Family (3) 	<p>NATURAL & PHYSICAL SCIENCES(5Credits)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Natural Sciences <ul style="list-style-type: none"> BS 101 College Biology w/lab (5) BS 104 Human Anatomy w/lab (4) BS 105 Human Physiology w/lab(4) BS 107 Conservation (3) BS 201 General Zoology w/lab (5) BS 202 General Botany w/lab (5) BS 203 Microbiology w/lab (5) <input type="checkbox"/> Physical Science <ul style="list-style-type: none"> PS 101 Physical Science w/lab (5) PS 102 Concepts of Physics (3) PS 104 General Geology (3) PS 105 World Physical Geography (3) PS 107 General Chemistry w/lab (5) PS 108 Astronomy (3) PS 111 Chemistry I w/lab (5) PS 112 Chemistry II w/lab (5) PS 203 General Physics II w/lab (5) PS 204 General Physics I w/lab (5) PS 210 Organic Chemistry I w/lab (5) <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
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TWO-YEAR PLAN OF STUDY

Name _____ Major _____

Circle degree: AA AS AAS AGS

This worksheet is designed to give a total listing of course work taken at HCC. Courses numbered below the 100 level do not fulfill requirements for graduation, but may be required. 63 credit hours are required for graduation. List all the courses needed to complete your academic program of study. Check the HCC catalog and/or website for details on each program. To complete a degree in 2 years, 15-16 credit hours must be taken each semester. The maximum number of credit hours that can be taken during the fall/spring semesters are 18 (more than 18 credit hours requires a signature from the Vice-President for Student Services) and 12 hours during the summer (9 credit hours or fewer is recommended during the summer and no more than 6 hours during a four week summer session without permission).

Fall/Spring(circle 1) Year _____

Course #	Course Title	Cr. Hr.

Fall/Spring(circle 1) Year _____

Course #	Course Title	Cr. Hr.

Summer Year _____

Course #	Course Title	Cr. Hr.

Intersession Year _____

Course #	Course Title	Cr. Hr.

Fall/Spring(circle 1) Year _____

Course #	Course Title	Cr. Hr.

Fall/Spring(circle 1) Year _____

Course #	Course Title	Cr. Hr.

Summer Year _____

Course #	Course Title	Cr. Hr.

Intersession Year _____

Course #	Course Title	Cr. Hr.

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*** FOR ALL A.A. AND A.S. PROGRAMS**

Transfer

This is a suggested course of study. Requirements for transfer vary from one four-year institution to another. Students with a firm transfer plan should consult with an academic advisor or the transfer coordinator on campus, or the regional site coordinator. Students who have not selected a transfer institution should use this course of study.

ACCOUNTING (*ASSOCIATE IN ARTS*)

The Accounting program is designed to prepare individuals for responsible positions in industry, government, and public accounting. Upon completion of this program, students should be prepared for upper-division accounting course work that will lead to a bachelor's degree in accounting and ultimately to Certified Public Accountant or Certified Management Accountant certification.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I*	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/ lab	5
	Science Elective	3
<u>Electives</u>		
BUS 103	Accounting I	3
BUS 105	Accounting II	3
BUS 204	Microeconomics	3
BUS 216	Managerial Accounting	3
MAT 203	Basic Statistics	3
	Technical Electives	5

Suggested technical electives: BUS213 Business Communications, BUS230 Entrepreneurship, BUS201 Principles of Management, BUS210 Marketing, or BUS102 Personal Finance.

* Preferred course that satisfies the computer literacy requirement.

Description of Work Performed

A broad range of positions such as general and industrial accountant, cost analyst, controller, tax consultant, CPA, or CMA are available to the accounting student. An accountant prepares and analyzes financial reports, including tax returns, in order to provide clients with up-to-date financial records.

ACCOUNTING (*ASSOCIATE IN APPLIED SCIENCE*)

The Associate in Applied Science Degree in Accounting is designed to meet the needs of those seeking semi-professional opportunities in the accounting field. Upon completion of the program, students should be prepared to enter business in the areas of general accounting and many other areas of specialized financial reporting.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS130	Microcomputer Applications I*	3
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS203	Macroeconomics*	3
<u>Mathematics or Science</u>		
MAT103	Intermediate Algebra***	3
<u>Accounting Requirements</u>		
BUS103	Accounting I*	3
BUS105	Accounting II*	3
BUS117	Computerized Accounting*	3
BUS133	Microcomputer Applications I: Spreadsheet*	3
BUS204	Microeconomics*	3
BUS213	Business Communications*	3
BUS216	Managerial Accounting*	3
<u>Technical Electives</u> (must take 8 credits*)		
BUS101	Introduction to Business	3
BUS102	Personal Finance	3
BUS108	Business Visitation	1
BUS110	Records Management	3
BUS115	Business Math using Calculators	3
<u>Open Electives</u>	Open Electives	14

* Fulfill Accounting requirements.

**Check transferability to four-year schools.

***Preferred course to fulfill degree.

Description of Work Performed

Accounting clerks calculate, post, and verify financial data needed for maintaining accounting records. They need working knowledge of office machines and may type vouchers, invoices, account statements, payroll, periodic reports, and other records.

AGRIBUSINESS (*ASSOCIATE IN APPLIED SCIENCE*)

The Agribusiness program option of the Associate in Applied Science Degree is designed for the student who would like to enter a career in some aspect of sales and service. This may be a mid-management position such as operating a fertilizer blending plant, feed mill division, agricultural chemicals sales, or agricultural mechanization equipment at the farm retail level.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB 114	Agriculture Orientation*	2
AB 227	Agriculture Microcomputer I*	3
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Agribusiness Requirements</u>		
AB 108	Principles of Animal Science*	3
AB 202	Agriculture Economics I*	3
AB 203	Soils w/Lab*	4
AB 207	Fundamentals of Animal Nutrition*	3
AB 208	Applied Animal Nutrition*	3
AB 210	Crop Science w/Lab*	4
AB 216	Marketing Farm Products*	3
BUS116	Introduction to Accounting*	3
<u>Technical Electives</u> (must take 4 credits*)		
AB 220	Beef Production	3
AB 224	Range Management	3
AB 225	Animal Diseases and Health	3
<u>Open Electives</u>		
	Open Electives	16

* Fulfills Agribusiness requirements.

**Check transferability to four-year schools.

Description of Work Performed

A farm supplies salesperson sells livestock and poultry feed products to farmers and retail establishments, and frequently sells chemicals, fertilizer, seed, insecticide, and some farm equipment. Combined with management skills, a background in sales and service can lead to management positions.

AGRICULTURAL ECONOMICS (*ASSOCIATE IN ARTS*)

The Agricultural Economics program is a transfer program for students interested in a career in agriculture or agri-business.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB114	Agriculture Orientation****	2
AB227	Agriculture Microcomputers I*	3
ENG101	College English I	3
ENG102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS203	Macroeconomics	3
PSY 101	General Psychology	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
BS 101	College Biology**	5
PS 111	College Chemistry I***	5
<u>Electives</u>		
AB 108	Principles of Animal Science	3
AB 202	Agriculture Economics	3
AB 207	Fundamentals of Animal Nutrition	3
BUS 103	Accounting I	3
BUS 105	Accounting II	3
	Agriculture Electives	3

*Preferred course that satisfies the computer literacy requirement.

**Preferred course that satisfies the lab science requirement.

***Preferred course that satisfies the science elective requirement.

****Preferred course that satisfies the orientation requirement.

Description of Work Performed

Agricultural economists study the way we use scarce farm resources such as land, raw materials, labor and machinery to provide goods and services. They analyze the results of their research to determine the costs and benefits of making, distributing, and using resources in a particular way. Their research might focus on topics such as energy costs, farm prices, or commodity imports.

AGRICULTURE EDUCATION (*ASSOCIATE IN ARTS*)

The Agriculture Education program is designed for the student interested in preparing for a teaching career in the field of Agriculture. Students will receive an introduction to the broad range of skills needed in agriculture as well as the general education courses needed to complete degree requirements.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB 114	Agriculture Orientation****	2
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	Computer Literacy Elective	1
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
BS 101	College Biology**	5
PS 111	College Chemistry I***	5
<u>Electives</u>		
AB 108	Principles of Animal Science	3
AB 112	Livestock Evaluation & Industry	1
AB 202	Agriculture Economics	3
AB 203	Soils w/Lab	4
AB 207	Fundamentals of Animal Nutrition	3
AB 210	Crop Science w/Lab	4
	Agriculture Elective	1

**Preferred course that satisfies the lab science requirement.

***Preferred course that satisfies the science elective requirement.

****Preferred course that satisfies the orientation requirement.

Description of Work Performed

Agriculture teachers are prepared to teach the various skills needed to work in the many agriculturally related careers. Due to the broad educational background, graduates in Agricultural Education are also qualified to enter the areas of agricultural employment other than teaching, if they so desire. Examples include agriculture loan officers and county agents.

AGRONOMY (*ASSOCIATE IN ARTS*)

The Agronomy program is offered to individuals planning to transfer and seek a bachelor's degree.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB114	Agriculture Orientation****	2
AB227	Agriculture Microcomputer I*	3
ENG101	College English I	3
ENG102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS203	Macroeconomics	3
PSY 101	General Psychology	3
SOC 101	General Sociology	3
<u>Natural & Physical Science</u>		
BS 101	College Biology**	5
PS 111	College Chemistry I***	5
<u>Electives</u>		
AB202	Agriculture Economics I	3
AB203	Soils w/Lab	4
AB210	Crop Science w/Lab	4
	Agriculture Electives	6

Suggested humanities electives: A 101 Art Appreciation or A 206 Art History; any history (HIS) course; M 103 Music History and Appreciation; PHI101 Introduction to Philosophy or PHI102 Introduction to Ethics.

*Preferred course that satisfies the computer literacy requirement.

**Preferred course that satisfies the lab science requirement.

***Preferred course that satisfies the science elective requirement.

****Preferred course that satisfies the orientation requirement.

Description of Work Performed

Agronomists are concerned with the growth and improvement of field crops. They improve the quality and yield of crops by developing new growth methods or by controlling diseases, pests, and weeds. Some agronomists may specialize in a particular crop or crop problem. Graduates must be able to work alone or on a team, be imaginative, accurate, and able to do detailed work. Agronomists will lecture, do technical writing, and attend evening meetings.

ANIMAL SCIENCE (*ASSOCIATE IN ARTS*)

The Animal Science program is a transfer program for students interested in the livestock industry including an opportunity to specialize in the areas of management, breeding, selection, nutrition, or meat science. The Associate in Arts degree is awarded to students fulfilling the requirements of the program.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB 114	Agriculture Orientation****	2
AB 227	Agriculture Microcomputers I*	3
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
BS 101	College Biology**	5
PS 111	College Chemistry I***	5
<u>Electives</u>		
AB 108	Principles of Animal Science	3
AB 202	Agriculture Economics I	3
AB 207	Fundamentals of Animal Nutrition	3
AB 220	Beef Production	3
BUS 203	Macroeconomics	3
	Agriculture Electives	3

Suggested humanities electives: A 101 Art Appreciation or A 206 Art History; any history (HIS) course; M 103 Music History and Appreciation; PHI 101 Introduction to Philosophy or PHI 102 Introduction to Ethics.

*Preferred course that satisfies the computer literacy requirement.

**Preferred course that satisfies the lab science requirement.

***Preferred course that satisfies the science elective requirement.

****Preferred course that satisfies the orientation requirement.

Description of Work Performed

Animal scientists do research on the breeding, feeding, and diseases of domestic farm animals.

ART EDUCATION (*ASSOCIATE IN ARTS*)

The Art Education degree program is recommended for individuals who want a career educating students in the basics of the visual arts. The following curriculum is suggested for those students intending to pursue a bachelor's degree at a four-year institution.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
	Computer Graphics: Elective*	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
A 206	Art History	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
A 103	2 Dimensional Design	3
A 107	Drawing I	3
A 112	Ceramics I	3
PHO 101	Photography I	3
	2 Dimensional Art Elective	3
	3 Dimensional Art Elective	3
	Studio Art Elective	3

*Preferred course that satisfies the computer literacy requirement.

Suggested Electives: A 139 Web Design, A 224 Enhanced Photography, A 223 Illustration, A 239 Web Design II, Papermaking, Ceramics II, Prints I, Photography II, IV, Typography, Graphic Design, Drawing II, Painting I, and Sculpture I.

Description of Work Performed

The job of an art educator is to establish a foundation for individuals for lifelong enjoyment of the visual arts. Art educators must enjoy working with people and be enthusiastic about sharing their knowledge and skills.

ART THERAPY (*ASSOCIATE IN ARTS*)

The Art Therapy program is recommended for students desiring a career in art therapy. A strong foundation and interest in all forms of art as well as course work in psychology is recommended.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	Computer Graphics Elective*	3
	PE Elective	1
<u>Humanities</u>		
A 206	Art History	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
A 103	2 Dimensional Design	3
A 107	Drawing I	3
PSY 203	Psychology of Adolescence & Aging	3
	2 or 3 Dimensional Art Electives	12

*Preferred course that satisfies the computer literacy requirement.

Suggested Electives: A 112 Ceramics, A 113 Typography, A 117 Ceramics II, A 110 Painting I, A 108 Drawing II, A 105 Prints, A 209 Sculpture, A 215 Graphic Design, A 230 Papermaking, Photography 1-4.

Description of Work Performed

Art therapy is a human service profession that uses art to help people with certain physical and emotional problems. Art therapists work with people of all ages and backgrounds, using group techniques in psychiatric hospitals, clinics, community centers, schools, and prisons. Art can show emotional or behavioral problems that cannot be expressed elsewhere.

BIOLOGY (*ASSOCIATE IN SCIENCE*)

The Biology program outlines a basic program for individuals pursuing any of the disciplines in the biological sciences. Students should carefully consult the program of the college in which they intend to complete the bachelor's degree and work closely with their advisor.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
PE 139	Lifetime Fitness	2
SP 106	Public Speaking	3
	Computer Literacy Elective	1
<u>Humanities</u>		
PHI 101	Introduction to Philosophy or	
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
MAT 106	Calculus w/ Analytic Geometry I	5
PS 111	College Chemistry I	5
PS 203	General College Physics I	5
<u>Electives</u>		
BS 203	Microbiology	5
PS 112	College Chemistry II	5
PS 204	General College Physics II	5

Description of Work Performed

A biologist studies the origin, relationship, development, anatomy, functions, and other basic principles of plant and animal life. Biologists collect and analyze biological data, conduct research, use scientific equipment, and may teach and publish research.

BUSINESS ADMINISTRATION (*ASSOCIATE IN ARTS*)

The Business Administration program is designed to prepare individuals for a diversified rather than a specialized program in business. This program requires a study of every major sector of business activity. Emphasis is placed on creative thinking that will prepare the student for today's employment.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I*	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
SP 106	Public Speaking	3
MAT 104	College Algebra	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
BUS 103	Accounting I	3
BUS 175	Strategic Communications	3
BUS 204	Microeconomics	3
BUS 205	Business Law	3
MAT 203	Basic Statistics	3
	Technical Electives	5

Suggested technical electives: BUS105 Accounting II, BUS125 Human Resources, BUS213 Business Communications, BUS230 Entrepreneurship, BUS201 Principles of Management, or BUS210 Marketing.

*Preferred course that satisfies the computer literacy requirement.

Description of Work Performed

Business Administration graduates use the broad background of training for managing a business of their own or to enter a large business, which maintains its own specialized training program.

BUSINESS ADMINISTRATION *(ASSOCIATE IN APPLIED SCIENCE)*

The Business Administration program is designed to provide instruction to develop and improve the business knowledge and judgment of the following: (1) individuals not presently employed who are preparing for business careers; (2) individuals presently employed who desire to upgrade their business knowledge. The program is designed to apply to the following industries: retailing, wholesaling, finance, hospitality, health care, nonprofit, real estate, insurance, construction, promotion and advertising, and transportation. This program is intended for those individuals who wish to enter the workforce.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS130	Microcomputer Applications I*	3
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS203	Macroeconomics*	3
<u>Mathematics or Science</u>		
MAT103	Intermediate Algebra***	3
<u>Business Administration Requirements</u>		
BUS103	Accounting I*	3
BUS105	Accounting II*	3
BUS117	Computerized Accounting*	3
BUS133	Microcomputer Applications I: Spreadsheet*	3
BUS204	Microeconomics	3
BUS213	Business Communications*	3
BUS216	Managerial Accounting	3
<u>Technical Electives</u> (must take 8 credits*)		
BUS101	Introduction to Business	3
BUS110	Records Management	3
BUS115	Business Math using Calculators	3
BUS210	Marketing	3
BUS230	Entrepreneurship	3
<u>Open Electives</u>		
	Open Electives	14

* Fulfills Business Administration requirements.

**Check transferability to four-year schools.

***Preferred course to fulfill degree.

Description of Work Performed

Business managers deal with all facets of a business: organization, personnel, record-keeping, sales, production, marketing, payroll, and other tasks.

BUSINESS EDUCATION (*ASSOCIATE IN ARTS*)

The Business Education program has been developed for individuals who wish to: (1) meet lower division requirements for transfer to a four-year college or university to obtain a bachelor's and/or advanced degree in the teaching of business courses and (2) help meet the professional qualifications required for a business certificate of teaching.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS130	Microcomputer Applications I*	3
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II	3
MAT104	College Algebra	3
SP106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS203	Macroeconomics	3
PSY101	General Psychology	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
BUS103	Accounting I	3
BUS205	Business Law	3
BUS204	Microeconomics	3
BUS216	Managerial Accounting	3
	Technical Electives	8

Suggested technical electives: BUS101 Introduction to Business, MAT203 Basic Statistics, BUS213 Business Communications, BUS201 Principles of Management, BUS210 Marketing, or BUS102 Personal Finance.

*Preferred course that satisfies the computer literacy requirement.

Description of Work Performed

Business education is a program of study designed to prepare teachers of business subjects for the secondary schools. Business subjects taught in the secondary school are generally designed to provide initial job entrance for high school graduates or to provide high school graduates with those general economic competencies they will need to take their places in the academic world.

BUSINESS INFORMATION SYSTEMS *(ASSOCIATE IN APPLIED SCIENCE)*

The Business Information System program is designed for the individual who is seeking a career as an administrative assistant. The required program is a guide for the student and advisor to outline a course of study. Some adjustments may be necessary based on the competencies and interest of the student. Students will receive hands-on experience through computer labs.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
BUS139	Microcomputer Appl I: Word Processing*	3
COL103	College Success and Orientation	1
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Business Information Systems Requirements</u>		
BUS103	Accounting I* or	
BUS116	Introduction to Accounting*	3
BUS110	Records Management*	3
BUS115	Business Math using Calculators*	3
BUS123	Advanced Document Production*	3
BUS133	Microcomputer Appl. I: Spreadsheet*	3
BUS136	Microcomputer Appl. I: Desktop Publishing*	3
BUS151	Microcomputer Appl. I: Elec. Bus. Pres.*	2
BUS182	Microcomputer Appl. I: Database Management*	3
BUS188	Computer Applications I: Windows*	1
BUS207	Administrative Procedures*	3
BUS213	Business Communications*	3
<u>Technical Electives</u> (must take 6 credits*)		
BUS117	Computerized Accounting	3
BUS132	Microcomputer Appl. I: Outlook	1
BUS246B	Microcomputer Appl. I: FrontPage	3
<u>Open Electives</u>		
	Open Electives	12

*Fulfills Business Information Systems requirements.

**Check transferability to four-year schools.

Description of Work Performed

Depending on the specific position, graduates may process data using word processing, database, spreadsheet, desktop publishing or graphics software; transcribe dictation, use accounting applications, compose and format correspondence, make appointments, and other assistant responsibilities.

BUSINESS INFORMATION SYSTEMS (*ONE-YEAR CERTIFICATE PROGRAM*)

Individuals who are seeking a career as a word processing operator, receptionist, transcriptionist, accounting clerk, data entry operator, or file clerk should consider the one-year certificate program.

Course Number	Course Name	Credit Hour
BUS 116	Introduction to Accounting or	
BUS 103	Accounting I	3
BUS 133	Microcomputer Applications I: Spreadsheet	3
BUS 136	Micro. Appl. I: Desktop-Publishing	3
BUS 139	Micro. Appl. I: Word Processing	3
BUS 182	Micro. Appl. I: Database Management	1
BUS 213	Business Communications	3
BUS 110	Records Management	3
BUS 113	Business English & Vocabulary or	
ENG 101	College English I	3
BUS 115	Business Math Using Calculators	3
BUS 207	Administrative Procedures	3
BUS 246b	Micro Appl. I: FrontPage or	
BUS 151	Micro Appl. I: Electronic Business Presentations	3
BUS 132	Micro Appl. I: Outlook	1

Description of Work Performed

Depending on the specific job requirements, employees perform basic office tasks such as data entry, keyboarding, filing, basic record-keeping, meeting people, designing page layouts, and are employed by doctors, attorneys, hospitals, government, and financial institutions.

BUSINESS INFORMATION SYSTEMS-LEGAL (*ASSOCIATE IN APPLIED SCIENCE*)

The Business Information Systems-Legal option is for individuals who are seeking a career as a legal office assistant. Individuals planning to transfer credit for a baccalaureate degree should check with the college for particular requirements. Individuals will receive hands-on experience through computer labs.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
BUS 139	Microcomputer Appl. I: Word Processing*	3
COL 103	College Success and Orientation	1
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Business Information Systems Requirements</u>		
BUS 103	Accounting I* or	
BUS 116	Introduction to Accounting*	3
BUS 110	Records Management*	3
BUS 115	Business Math using Calculators*	3
BUS 123	Advanced Document Production*	3
BUS 132	Microcomputer Appl. I: Outlook*	1
BUS 133	Microcomputer Appl. I: Spreadsheet*	3
BUS 137	Microcomputer Appl. I: Integrated Software*	3
BUS 148	Legal Transcription*	3
BUS 151	Microcomputer Appl. I: Electronic Business Pres.*	3
BUS 182	Microcomputer Appl. I: Database Management*	1
BUS 188	Computer Appl. I: Windows*	1
BUS 208	Legal Procedures*	3
BUS 213	Business Communication*	3
<u>Open Electives</u>		
	Open Electives	10

*Fulfills Business Information Systems (Legal) requirements.

**Check transferability to four-year schools.

Description of Work Performed

A legal office assistant uses legal terms and procedures in preparing summonses, complaints, motions, subpoenas, deeds, contracts, wills, and other legal documents. A legal assistant will also transcribe dictation, file, sort, make appointments, process billing, and keep information confidential.

BUSINESS INFORMATION SYSTEMS-MEDICAL (ASSOCIATE IN APPLIED SCIENCE)

The Business Information Systems Medical option is designed for the individual who is seeking a career as a medical office assistant. Individuals planning to transfer credit for a baccalaureate degree should check for particular requirements. Students will receive hands-on experience through computer labs.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
BUS139	Microcomputer Appl. I: Word Processing*	3
COL103	College Success and Orientation	1
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY101	General Psychology***	3
<u>Mathematics or Science</u>		
BS104	Human Anatomy***	4
<u>Business Information Systems Requirements</u>		
BS109	Medical Terminology*	3
BUS103	Accounting I* or	
BUS116	Introduction to Accounting*	3
BUS110	Records Management*	3
BUS115	Business Math using Calculators*	3
BUS123	Advanced Document Production*	3
BUS132	Microcomputer Appl I: Outlook*	1
BUS133	Microcomputer Appl. I: Spreadsheet*	3
BUS136	Microcomputer Appl. I: Desktop Publishing*	3
BUS149	Medical Transcription*	3
BUS151	Microcomputer Appl. I: Electronic Bus. Pres.*	3
BUS182	Microcomputer Appl. I: Database Management*	1
BUS188	Computer Applications I: Windows*	1
BUS209	Medical Procedures*	3
BUS213	Business Communication*	3
<u>Open Electives</u>		
	Open Electives	7

*Fulfills Business Information Systems (Medical) requirements.

**Check transferability to four-year schools.

***Preferred course to fulfill degree.

Description of Work Performed

Medical office assistants use medical terms and procedures in preparing correspondence, history, and physicals, consultation reports, operative reports, discharge summaries, x-ray reports, EEG reports, and other medical documents. A medical assistant may also transcribe dictation, file, sort, make appointments, process billing and keep information confidential.

CHEMISTRY (*ASSOCIATE IN SCIENCE*)

The Chemistry program is designed to provide a transfer program leading to the bachelor of science degree with a major in Chemistry. The curriculum is offered as a guide because there is some variation in program, depending on the area of specialization (major in physical chemistry versus a major in organic chemistry). Individuals should seek the counsel of their advisor in planning this degree for transfer.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
MAT 104	College Algebra	3
	Computer Literacy Elective	1
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
MAT 106	Calculus w/Analytic Geometry	5
PS 111	College Chemistry I	5
PS 112	College Chemistry II	5
PS 203	General College Physics I	5
	Electives	16

**Check transferability to four-year schools.

Suggested electives: MAT 110 Calculus w/Analytic Geometry II, MAT 201 Calculus w/Analytic Geometry III, PS 204 General College Physics II, and PS 210 Organic Chemistry I.

Description of Work Performed

A chemist conducts research and performs tests on substances to determine their physical and chemical properties. Chemists may work in industry in product development. There may be health hazards due to handling chemicals.

COMMERCIAL PHOTOGRAPHY (*ASSOCIATE IN APPLIED SCIENCE*)

The Commercial Photography program is recommended for those desiring employment after the two-year degree. The individual will obtain a solid background in photography, including areas of portraiture, advertising, illustration, and computer imaging technology. This curriculum also provides opportunities to explore business and marketing courses.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
A224	Computer Graphics: Enhanced Photography*	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
PHO 107	History of Photography*	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Commercial Photography Requirements</u>		
A 103	2 Dimensional Design*	3
PHO 101	Photography I*	3
PHO 103	Photography II*	3
PHO 108	Applied Photography I*	1
PHO 109	Studio Photography I*	1
PHO 200	Photography III*	3
PHO 206	Photography IV*	3
PHO 208	Applied Photography II*	1
PHO 209	Studio Photography II*	1
PHO 260	Portfolio Preparation*	1
<u>Technical Electives</u> (must take 9 credits*)		
PHO 205	Lighting Techniques Photography	3
PHO 210	Landscape Photography	3
A 104	Three Dimensional Design	3
A 105	Prints I	3
A 107	Drawing I	3
A 108	Drawing II	3
A 112	Ceramics I	3
A 117	Ceramics II	3
A 113	Typography	3
A 139	Computer Graphics: Web Design I	3
A 239	Computer Graphics: Web Design II	3
A 215	Graphic Design	3
A 223	Computer Graphics: Illustration	3
BUS 101	Introduction to Business	3
BUS 210	Marketing	3
BUS 220	Fundamentals of Advertising	3
<u>Open Electives</u>		
	Open Electives	14

* Fulfills Commercial Photography requirements.

**Check transferability to four-year schools.

Description of Work Performed

The commercial photographer performs work duties for a client both in the studio and on location. The photographer will need to have a complete understanding of all technical aspects of the photography trade. The photographer must be knowledgeable in understanding the camera, darkroom, materials (films, papers, and processes), exposure, lighting equipment, digital technology, and shooting to an artist layout. The photographer may work in fields such as portraiture, illustration, industrial, medical, or scientific photography. The commercial photographer will find additional course work in graphic art, business, and marketing helpful in their career.

COMPUTER GRAPHICS (*ASSOCIATE IN ARTS*)

The Computer Graphics program is recommended for students interested in a career in computer graphic design. Students need a strong foundation in design principles and visual problem solving as well as an understanding of computer hardware and graphic software.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
A 124	Computer Graphics: Enhanced Photo*	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
A 206	Art History	3
PHO 107	History of Photography	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
A 103	2 Dimensional Design	3
A 107	Drawing I	3
A 113	Typography	3
A 123	Computer Graphics: Illustration	3
A 139	Computer Graphics: Web Design	3
A 215	Graphic Design	3
PHO 101	Photography I	3

*Preferred course that satisfies the computer literacy requirement.

Description of Work Performed

The field of computer graphics is a rapidly changing technological field which has unlimited career possibilities. No other art career integrates artistic ability and contemporary technology as completely as the computer graphics field. Artists interested in expanding their graphic design capabilities into electronic digital imagery are likely candidates for this degree program.

CRIMINAL JUSTICE (*ASSOCIATE IN ARTS*)

The Criminal Justice program is designed for transfer to a four-year bachelor's degree in administration of justice or criminal justice.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS130	Microcomputer Applications I*	3
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II	3
MAT104	College Algebra	3
SP106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
LG101	Spanish I	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
POL100	US Government	3
PSY101	General Psychology	3
SOC101	General Sociology	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science	3
<u>Electives</u>		
CJ100	Introduction to Criminal Justice	3
CJ105	Introduction to Corrections	3
CJ110	Fundamentals of Investigation	3
CJ120	Juvenile Delinquency	3
CJ201	Criminal Law I	3
CJ205	Critical Issues in Law Enforcement	3
LG102	Spanish II	3

*Preferred course that satisfies the computer literacy requirement.

Description of Work Performed

There are a wide variety of opportunities for employment in the field of criminal justice. Examples of some areas include positions with federal correction and law enforcement agencies, state positions in juvenile delinquency, and private security firms. There is an ever growing demand for individuals with training in criminal justice.

CRIMINAL JUSTICE *(ASSOCIATE IN APPLIED SCIENCE)*

The Criminal Justice Program gives an individual the opportunity for training and information concerning major innovations in police science, courts, and techniques of correctional institutions. This program leads to employment upon graduation with career advancements in local, county, and state law enforcement agencies.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Application I*	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
PE 139	Lifetime Fitness	2
<u>Arts and Humanities</u>		
LG 101	Spanish I***	3
<u>Social & Behavioral Science</u>		
CJ 120	Juvenile Delinquency*	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Requirements</u>		
CJ 100	Introduction to Criminal Justice*	3
CJ 105	Introduction to Corrections*	3
CJ 110	Fundamentals of Investigations*	3
CJ 140	Police Patrol Procedures*	3
CJ 201	Criminal Law I*	3
CJ 205	Critical Issues in Law Enforcement*	3
CJ 220	Practicum in Criminal Justice*	3
CJ 220A	Practicum in Criminal Justice*	1
PHO 101	Photography I*	3
PE 113	First Aid and Safety*	3
<u>Technical Electives</u> (must take 3 credits*)		
PSY 101	General Psychology	3
POL 100	U.S. Government	3
SOC 101	General Sociology	3
<u>Open Electives</u>	Open Electives	12

*Fulfills Criminal Justice requirements..

**Check transferability to four-year schools.

***Preferred course to fulfill degree.

Description of Work Performed

A career in criminal justice, while it may entail different job positions, deals with law enforcement. Job positions could include local police forces, the highway patrol, private security, court officials, or corrections.

EARLY CHILDHOOD (*ASSOCIATE IN APPLIED SCIENCE*)

Research has shown one key to quality early childhood programs is professionally prepared early childhood providers. The Early Childhood Program at Highland Community College is designed to provide current hands-on techniques and academic readings that encourage a reflective approach to early childhood responsibilities. Students will learn principles of child growth and development, how to develop curriculum, how to create classroom environments that meet children's developmental needs, and how to work effectively with parents and families. Individuals planning to transfer credit for a baccalaureate degree should check for particular requirements. Students will be involved in hands-on experience in conjunction with their college classroom experience.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
ENG101	College English I	3
ENG102	College English II**	3
SP 101	Oral Communications or	
SP 106	Public Speaking**	3
COL103	College Success and Orientation	1
	Computer Literacy Elective	1
	PE Elective	1
<u>Humanities & Fine Arts</u>	Humanities & Fine Arts	3
<u>Social & Behavioral Sciences</u>	Social & Behavioral Sciences	3
<u>Mathematics or Science</u>	Math or Science	3
<u>Early Childhood Requirements</u>		
ECH100	Fundamentals of Early Childhood*	3
ECH110	Functions of Child Development I*	3
ECH115	Functions of Child Development II*	3
ECH150	Creative Experiences*	3
ECH160	Observing & Interacting w/ Young Children*	3
ECH175	Emerging Literacy*	3
ECH200	Program Planning & Development*	3
ECH210	Family Involvement in Education*	3
ECH220	Principles of Inclusion*	3
ECH230	Professional Development & Leadership*	3
ECH250	Early Childhood Practicum*	3
<u>Open Electives</u>	Open Electives	9

*Fulfills Early Childhood requirements.

**Core courses required to fulfill degree.

Description of Work Performed

Job positions might include child care teacher and director, family care home provider, licensing specialist, Head Start teacher, nanny, parent educator, referral specialist, paraprofessional in the public school district, and school-age child care instructor.

ECONOMICS (*ASSOCIATE IN ARTS*)

The Economics program is designed to prepare the individual for the first two years of a bachelor's degree in Economics. Graduates with a major in Economics have an excellent background for a wide variety of careers in business and government. In addition to being accepted into business management training programs, economists are employed by various governmental bodies to conduct research into all phases of the economy.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science Elective	3
	Science w/Lab	5
<u>Electives</u>		
AB 202	Agricultural Economics	3
BUS 201	Principles of Management	3
BUS 204	Microeconomics	3
BUS 216	Managerial Accounting	3
MAT 203	Basic Statistics	3
	Technical Electives	5

Suggested technical electives: BUS213 Business Communications, BUS230 Entrepreneurship, BUS201 Principles of Management, BUS210 Marketing, or BUS103 Accounting I.

Description of Work Performed

Many businesses employ economists to forecast economic trends and to relate changes in economic activity to the individual business.

ELEMENTARY EDUCATION (*ASSOCIATE IN ARTS*)

The Elementary Education program requires a student to complete a bachelor's degree with state certification in elementary education. The first two years can be achieved through HCC, the remainder through a state or nationally accredited teacher training program. Specialty areas such as special education, speech, guidance, counseling, and administration require teacher certification before specializing. Students interested in Pre-School Education also benefit from this program. Most elementary education programs require the successful completion of the Pre-Professional Skills Test (PPST).

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II	3
MAT 104	College Algebra	3
PE 139	Lifetime Fitness	2
SP 106	Public Speaking	3
BUS130	Microcomputer Applications: I	3
<u>Humanities</u>		
	Art/Music/Theater Appreciation	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
GEO212	World Regional Geography	3
PSY 101	General Psychology	3
SOC101	General Sociology	3
<u>Natural & Physical Science</u>		
BS 101	College Biology	5
	Physical Science Elective w/Lab	5
<u>Electives</u>		
ED101	Pre-Professional Lab I	1
ED102	Pre-Professional Lab II	1
ED110	Introduction to Education	3
PSY202	Child Psychology	3
	Open Electives	9

Suggested open electives: PSY205 Human Growth and Development.

Description of Work Performed

Elementary school teachers instruct pupils attending kindergarten through the eighth grade. They may teach a number of subjects to one group of students or teach one or two subjects to several groups daily. Teachers lecture, demonstrate, assign lessons, and maintain order in the classroom and on the playground.

ENGLISH (*ASSOCIATE IN ARTS*)

The English program provides a foundation of writing and literature courses that will transfer to a bachelor's degree program with a major in English. It is also recommended that students in the English program take a variety of courses in the humanities and social sciences. An English major receives substantial training in critical and analytical thinking, research, and communication skills.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
LG 101	Spanish I	3
	Humanities Elective (Literature)	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/ Lab	5
	Science	3
<u>Electives</u>		
COL 105	Research Methods	1
LG 102	Spanish II	3
ENG 207	Narrative Film	3
	Open Electives	18

Suggested electives: PSY 101 General Psychology, ENG 202/209 American Literature I & II, ENG 212/213 English Literature I & II, HIS 101/102 US History I & II, ENG 210/211 World Literature I & II, ENG 223 Creative Writing, ENG 201 Advanced Composition, LS 102 Children's Literature, and ENG 208 Introduction to the Short Story.

Description of Work Performed

An individual with a major in English will be broadly prepared for a career in education, government, or business. Any career or job opportunities that require communication, research, or analytical skills would be suited to an English major. Possible specific opportunities would be teacher, editor, proofreader, copywriter, technical writer, researcher, or pursuit of a law degree.

EXERCISE SCIENCE (*ASSOCIATE IN SCIENCE*)

The Exercise Science program is designed to prepare individuals for a bachelor's degree and careers in exercise physiology, recreation, fitness-wellness, cardiac-rehabilitation, athletic training, sports medicine, aquatics management, physical therapy, and for coaching and teaching positions.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
PE 139	Lifetime Fitness	2
SP 106	Public Speaking	3
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
BS 101	Biology	5
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
MAT 203	Basic Statistics	3
PS 107	General Chemistry	5
<u>Electives</u>		
BS 109	Medical Terminology	3
HEC 101	Nutrition	3
PE 112	Personal & Community Health	3
PE 113	First Aid and Safety	3
PE 224	Care & Prevention of Athletic Injuries	3
PE 250	Exercise Physiology	3

Description of Work Performed

The Exercise Science program provides training for entry-level positions in fitness, cardiac-rehabilitation, athletic training, teaching, coaching, natatorium director, and wellness promotion.

FARM & RANCH MGT-COW-CALF OR SWINE EMPHASIS (ASSOCIATE IN APPLIED SCIENCE)

Cow-Calf and Swine options are designed for the individual who would like to enter farming or ranching, or managing a livestock enterprise dealing with beef or swine. Types of livestock enterprises include: cow-calf operations, back grounding cattle, farrow-finishing operations, or swine finishing floors.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB 114	Agriculture Orientation*	2
AB 227	Agriculture Microcomputer I*	3
ENG101	College English I	3
ENG102	College English II or	
SP 106	Public Speaking or	
SP 101	Oral Communications**	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
BS 101	College Biology***	5
<u>Cow-Calf or Swine Requirements</u>		
AB 108	Principles of Animal Science*	3
AB 202	Agriculture Economics*	3
AB 203	Soils w/Lab*	4
AB 207	Fundamentals of Animal Nutrition*	3
AB 208	Applied Animal Nutrition*	3
AB 210	Crop Science w/Lab*	4
AB 216	Marketing Farm Products*	3
BUS116	Introduction to Accounting*	3
<u>Technical Electives</u> (must take 4 credits*)		
AB 220	Beef Production	3
AB 224	Range Management	3
AB 225	Animal Diseases and Health	3
<u>Open Electives</u>		
	Open Electives	10

*Fulfills Farm & Ranch Management (Cow-Calf or Swine Emphasis) requirements.

** Check transferability to four-year schools.

***Preferred course to fulfill degree.

Description of Work Performed

Farm and Ranch Managers oversee and make decisions on the total farming operation for landowners. They plan and implement activities, keep records, manage a farm or farms for landowners, banks, or companies, analyze market conditions, manage credit and operating capital, purchase equipment and supplies, hire workers and contract for work to be done, and handle funds from the sale of products.

FARM AND RANCH MGT-FEEDLOT (*ASSOCIATE IN APPLIED SCIENCE*)

The Farm and Ranch Management program with the Feedlot option provides individuals the opportunity to seek careers in red meat production. Kansas ranks second in the nation with cattle on feed, cattle and calves on farms, and red meat production by commercial slaughter plants. The U.S. Department of Agriculture ranks Kansas as the number one state with regard to the number of cattle slaughtered with 17.1% of all cattle processed in this country. Numerous opportunities are available for the student with training in areas of animal nutrition, livestock production, animal health, and basic business skills to meet the needs of this vast industry.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB 114	Agriculture Orientation*	2
AB 227	Agriculture Microcomputer Applications I*	3
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Feedlot Requirements</u>		
AB 108	Principles of Animal Science*	3
AB 202	Agriculture Economics I*	3
AB 203	Soils w/Lab*	4
AB 207	Fundamentals of Animal Nutrition*	3
AB 208	Applied Animal Nutrition*	3
AB 210	Crop Science w/Lab*	4
AB 216	Marketing Farm Products*	3
BUS116	Introduction to Accounting*	3
<u>Technical Electives</u> (must take 4 credits*)		
AB 220	Beef Production	3
AB 224	Range Management	3
AB 225	Animal Diseases and Health	3
<u>Open Electives</u>		
	Open Electives	4

*Fulfills Farm & Ranch Management (Feedlot Emphasis) requirements.

** Check transferability to four-year schools.

Description of Work Performed

Feedlot managers oversee and make decisions on the total feedlot operation for cattle owners. They plan and implement activities, keep records, manage cattle, analyze market conditions, manage credit and operating capital, purchase equipment and supplies, hire workers and contract for work to be done, and handle funds from the sale of cattle.

FARM AND RANCH MANAGEMENT (*ASSOCIATE IN APPLIED SCIENCE*)

The Farm and Ranch program is developed to provide individuals with career opportunities in farm and ranch management including production, marketing, self-employment as farmers and ranchers, management of farms and ranches, consulting firms, and governmental research and service activities. Courses designed in this curriculum aid the individual in developing a broad background of agriculture skills in areas of animal science, agronomy, and agriculture economics as well as essential business skills. Emphasis areas in the Farm and Ranch Management Program are Cow-Calf or Swine Management and Feedlot Management.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB 114	Agriculture Orientation*	2
AB 227	Agriculture Microcomputer I*	3
ENG 101	College English I	3
ENG 102	College English II or	
SP 106	Public Speaking or	
SP 101	Oral Communications**	3
	PE Elective	1
<u>Humanities</u>	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics***	3
<u>Mathematics or Science</u>	Math or Science Elective	3
<u>Farm & Ranch Management Requirements</u>		
AB 108	Principles of Animal Science*	3
AB 202	Agriculture Economics I*	3
AB 203	Soils w/Lab*	4
AB 207	Fundamentals of Animal Nutrition*	3
AB 208	Applied Animal Nutrition*	3
AB 210	Crop Science w/Lab*	4
AB 216	Marketing Farm Products*	3
BUS 116	Introduction to Accounting*	3
<u>Technical Electives</u> (must take 4 credits*)		
AB 220	Beef Production	3
AB 224	Range Management	3
AB 225	Animal Diseases and Health	3
<u>Open Electives</u>	Open Electives	12

*Fulfills Farm & Ranch Management requirements.

**Check transferability to four-year school.

***Preferred course to fulfill degree.

Description of Work Performed

Farm Managers oversee and make decisions on the total farming operations for landowners. They plan and implement activities, keep records, manage a farm or farms for landowners, banks, or companies, analyze market conditions, manage credit and operating capital, purchase equipment and supplies, hire workers and contract for work to be done, and handle funds from the sale of products.

FINANCE (*ASSOCIATE IN ARTS*)

The Finance program provides students with preparation and training in the application of methods, techniques, and procedures, both quantitative and qualitative, that are necessary for the successful discharge of the finances in all types of business entities.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science Elective	3
	Science w/Lab	5
<u>Electives</u>		
BUS 103	Accounting I	3
BUS 105	Accounting II	3
BUS 204	Microeconomics	3
BUS 216	Managerial Accounting	3
MAT 203	Basic Statistics	3
	Technical Electives	5

Suggested Technical Electives: BUS213 Business Communications, BUS230 Entrepreneurship, BUS201 Principles of Management, BUS210 Marketing, BUS102 Personal Finance, or MAT106 Calculus w/Analytic Geometry.

Description of Work Performed

Individuals will be prepared for work in the finance departments of corporate enterprises, government institutions, and in financial institutions such as commercial banks, savings and loan associations, insurance companies, and commercial finance companies.

FOREIGN LANGUAGE (*ASSOCIATE IN ARTS*)

The Foreign Language program is designed to prepare an individual for the study of foreign languages leading to a bachelor of arts degree. The most common offering from HCC is Spanish. Other languages such as German or French can be substituted for these languages if the student plans to major in these languages. One year of high school Spanish with a grade of B or better is equivalent to one semester of Spanish at HCC. Students should work closely with their advisor in order to include other courses, which are required by the college to which they plan to transfer. Education classes should be taken if the student plans to teach.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
LG 101	Spanish I	3
	Literature or Philosophy Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
BS 101	College Biology	5
	Physical Science Elective	3
<u>Electives</u>		
LG 102	Spanish II	3
LG 103	Spanish III	3
LG 104	Spanish IV	3
	Open Electives	14

Description of Work Performed

A knowledge of a foreign language is valued by many different types of employers. Ease of travel and the growth of international alliances make knowing a foreign language very helpful, if not necessary, in many jobs.

GEOLOGY (*ASSOCIATE IN SCIENCE*)

The Geology program can be used as a guide for the student interested in pursuing a transfer program for geology majors. The fulfillment of this program should fulfill most college and/or university requirements. However, if the future college or university is known, the program may be varied to fit that particular school.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
MAT 106	Calculus w/Analytic Geometry I	5
PS 111	College Chemistry I	5
PS 112	College Chemistry II	5
PS 203	General Physics I or	
PS 215	College Physics I	5
<u>Electives</u>		
BS 101	College Biology	5
MAT 105	Plane Trigonometry	3
MAT 110	Calculus w/Analytic Geometry II	5
PS 104	General Geology	3
	Open Electives	1

Description of Work Performed

A geologist studies the structure, composition, and history of the earth's crust. Geologists will divide time between fieldwork, office, or laboratory. They will analyze materials, advise companies and agencies, administer and manage research and exploration programs.

GRAPHIC DESIGN (*ASSOCIATE IN ARTS*)

The Graphic Design program provides individuals with the necessary background for continued study in graphic arts and visual communication at a four-year institution. This program will provide a solid foundation in art, advertising, graphic arts, photography, and art history. The following curriculum is suggested for those students intending to pursue a bachelor's degree at a four-year institution.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
A 206	Art History	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
A 103	2 Dimensional Design	3
A 107	Drawing I	3
A 113	Typography	3
A 123	Computer Graphics: Illustration	3
A 124	Computer Graphics: Enhanced Photo	3
A 139	Computer Graphics: Web Design	3
A 215	Graphic Design	3
PHO 101	Photography I	3

Description of Work Performed

Graphic designers must have a broad background in art to assist them with the range of assignments that might be given to them. In advertising, graphic designers work with copywriters to produce ads, brochures, and package designs. In publishing, they work with editors to produce layouts as well as covers for books and magazines. In corporations, they are responsible for corporate logos, letterheads, and other visible representations of the corporate image.

GRAPHIC DESIGN (*ASSOCIATE IN APPLIED SCIENCE*)

The Graphic Design degree program is offered to students who are interested in pursuing employment in commercial design or visual communication after two years of college. This program will provide a solid foundation in art, advertising, graphic arts, photography, and art history. The following curriculum is required for those students interested in entering the job market after completing two years of study.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
A 224	Computer Graphics: Enhanced Photo*	3
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
A 206	Art History*	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Graphic Design Requirements</u>		
A 103	2 Dimensional Design*	3
A 107	Drawing I*	3
A 108	Drawing II*	3
A 113	Typography*	3
A 139	Computer Graphics: Web Design*	3
A 215	Graphic Design*	3
A 223	Computer Graphics: Illustration*	3
A 260	Portfolio Preparation*	1
PHO101	Photography I*	3
<u>Technical Electives</u> (must take 4 credits*)		
A 104	Three Deminsional Design	3
A 105	Prints I	3
A 110	Painting	3
A 112	Ceramics I	3
A 117	Ceramics II	3
A 239	Computer Graphics: Web Design II	3
PHO103	Photography II	3
PHO107	History of Photography	3
BUS101	Introduction to Business	3
BUS210	Marketing	3
BUS220	Fundamentals of Advertising	3
<u>Open Electives</u>		
	Open Electives	12

*Fulfills Graphic Desgin requirements.

Description of Work Performed

Graphic designers must have a broad background in art to assist them with the range of assignments that might be given to them. In advertising, graphic designers work with copywriters to produce ads, brochures, and package designs. In publishing, they work with editors to produce layouts as well as covers for books and magazines. In corporations, they are responsible for corporate logos, letterheads, and other visible representations of the corporate image.

HISTORY (*ASSOCIATE IN ARTS*)

The History program can be used as preparation for a bachelor's degree or as a background for English, literature, foreign languages, and the social sciences. Teaching, law, politics, and government services are professions which history majors may prepare themselves to enter. Individuals are urged to plan their program with an advisor after consulting the catalog of the college to which they plan to transfer.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
ENG 202	American Literature I	3
HIS 101	US History I	3
LG 101	Spanish I	3
<u>Social & Behavioral Science</u>		
ANT 112	General Anthropology	3
BUS 203	Macroeconomics	3
POL 100	US Government	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
BUS 204	Microeconomics	3
GEO 212	World & Regional Geography	3
HIS 102	US History II	3
HIS 103	History of Western Civilization I	3
HIS 104	History of Western Civilization II	3
LG 102	Spanish II	3
SOC 101	General Sociology	3
	Open Electives	1

Description of Work Performed

Historians prepare in narrative, brief, or outline a chronological or thematic account or record of past or current events dealing with some phase of human activity. The historian will act as an advisor or consultant and perform research for individuals, institutions, and commercial organizations on specific subjects.

JOURNALISM (*ASSOCIATE IN ARTS*)

The Journalism program prepares students for careers in journalism. Individuals planning a transfer program in Journalism are required to take courses in news writing, editing, and photography. Students are prepared for careers in journalism which demand writing, reporting, and photography skills.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
POL 100	US Government	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
BUS 101	Introduction to Business	3
J 102	Reporting I	3
J 105	Editing I	3
J 106	Newspaper Production I	1
J 107	Newspaper Production II	1
J 210	Newspaper Production III	1
J 211	Newspaper Production IV	1
J 220	Fundamentals of Advertising	3
MT 110	Introduction to Mass Communications	3
PHO 101	Photography I	3

Description of Work Performed

Journalists collect data and analyze information about newsworthy events and topics to write news stories for publication or broadcast. They may monitor police and fire departments and cover court trials. They often have to conduct interviews, do feature stories, and assist in layout and design of various publications.

MANAGEMENT (*ASSOCIATE IN ARTS*)

The Associate in Arts in management is designed to prepare the student for the first two years of a bachelor's degree in management. The decisions of management in today's business are recognized as having broad implications extending beyond the individual firm. In recognition of this, the major in management offers preparation necessary for future managers, with attention being given to both qualitative and quantitative aspects of decision making.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science Elective	3
	Science w/Lab	5
<u>Electives</u>		
BUS 125	Human Resources	3
BUS 201	Principles of Management	3
BUS 203	Business Law	3
BUS 204	Microeconomics	3
BUS 216	Managerial Accounting	3
MAT 203	Basic Statistics	3
	Technical Elective	2

Suggested Technical Electives: BUS175 Strategic Communications, BUS230 Entrepreneurship, BUS210 Marketing, or BUS102 Personal Finance.

Description of Work Performed

Management majors may choose to develop concentrations in personnel/human resources management, production and operations management, management information systems, small business management, or international management at a four-year educational institution.

MARKETING (*ASSOCIATE IN ARTS*)

The Marketing program provides training for those interested in planning and implementing successful marketing strategies. The person possessed of energy, ability, and the competitive urge will discover that training and development in marketing skills opens many opportunities to serve the public as well as material reward.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science Elective	3
	Science w/Lab	5
<u>Electives</u>		
BUS 175	Strategic Communications	3
BUS 204	Microeconomics	3
BUS 205	Business Law	3
BUS 210	Marketing	3
BUS 216	Managerial Accounting	3
MAT 203	Basic Statistics	3
	Technical Electives	3

Suggested Technical Electives: BUS103 Accounting I, BUS104 Accounting II, BUS213 Business Communications, BUS230 Entrepreneurship, or BUS201 Principles of Management.

Description of Work Performed

The training offered in marketing prepares the student for occupations in the fields of retailing, advertising, purchasing, wholesaling, sales management, and marketing research.

MATHEMATICS (*ASSOCIATE IN ARTS*)

The mathematics program is designed for individuals desiring either a bachelor of science or a bachelor of arts degree. The course below suggests one possible program of study, which will fulfill college requirements for an associate degree while generally preparing the student to take advanced courses in mathematics. Individuals are urged to plan their programs with an advisor after consulting the catalog of the transfer institution.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical</u>		
MAT 106	Calculus w/Analytic Geometry I	5
MAT 110	Calculus w/Analytic Geometry II	5
MAT 201	Calculus III	3
PS 203	General Physics I	5
PS 204	General Physics II	5
<u>Electives</u>		
BS 101	College Biology	5
MAT 203	Basic Statistics	3
PS 107	General Chemistry	5
PS 111	College Chemistry I	5

Description of Work Performed

A mathematician conducts research in fundamental mathematics and in the application of mathematical techniques to science, management, and other fields. The mathematician solves or directs solutions to problems in various fields by mathematical methods. In some cases, a mathematician may act as an advisor or consultant to research personnel concerning mathematical methods and applications.

MEDIA TECHNOLOGY (*ASSOCIATE IN APPLIED SCIENCE*)

The Media Technology program is designed to give individuals knowledge and experience with computer based media applications. Students will gain skills in the areas of computers, journalism, photography, art, and business. Students will learn how to plan, design, and produce various types of mediaófrom brochures and newsletters to full-motion video multimedia presentations. The purpose of this two-year program is to prepare students for media production work in private business, government, media, art organizations, and entrepreneurial ventures.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
A 121	Computer Graphics: Macintosh Basics	1
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science Elective	3
<u>Requirements</u>		
A 103	2-Dimensional Design*	3
A 113	Typography*	3
A 215	Graphic Design*	3
J 103	Introduction to Yearbook Production*	2
J 106	Newspaper Production I*	1
J 102	Reporting I*	3
J 105	Editing I*	3
J 107	Newspaper Production II*	1
MT 126	Computer Graphics: Desktop Design*	1
MT 127	Computer Graphics: Multimedia*	1
	Technical Electives	21

* Core courses required to fulfill AAS degree.

**Check transferability to four-year schools.

Suggested electives: PHO 101 Photography I, MT112 Media Technology I, MT113 Media Technology II

Description of Work Performed

Graduates of this program are communicators who have knowledge in using computer based media applications to produce brochures, newsletters, in-house publications, advertising, or multimedia presentations. A person doing this work could be involved in any or all of the aspects of production, such as research and writing, layout and design, editing, concept planning, or supervision of various stages of the final production.

MICROCOMPUTER APPLICATION *(ASSOCIATE IN APPLIED SCIENCE)*

The Microcomputer Application program is designed to prepare students for employment as operators of microcomputers and peripheral equipment. Students are trained to be able to use most small computer systems (both hardware and software) and to design and implement business applications on such systems.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS188	Microcomputer Applications I: Windows*	1
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Mathematics or Science</u>		
	Math or Science elective	3
<u>Microcomputer Application Requirements</u>		
BUS103	Accounting I* or	
BUS116	Introduction to Accounting *	3
BUS117	Computerized Accounting*	3
BUS132	Microcomputer App. I: Outlook*	1
BUS133	Microcomputer App. I: Spreadsheets*	3
BUS136	Microcomputer App. I: Desktop Publishing*	3
BUS137	Microcomputer App. I: Integrated Software*	3
BUS139	Microcomputer App. I: Word Processing*	3
BUS151	Microcomputer App. I: Elec. Bus. Presentations*	2
BUS182	Microcomputer App. I: Database Management*	1
BUS213	Business Communications*	3
BUS246B	Microcomputer App. I: FrontPage*	3
<u>Technical electives:</u> (must take 5 credits*)		
BUS101	Introduction to Business	3
BUS108	Business Visitations	1
BUS109	Applied Office Practice I	2
<u>Open Electives</u>		
	Open Electives	11

*Fulfills Microcomputer Application requirements.

**Check transferability to four-year schools.

Description of Work Performed

A computer operator will monitor and control computers, select and load input and output units, type commands, and keep records.

MUSIC-INSTRUMENTAL (*ASSOCIATE IN ARTS*)

The Associate in Arts degree program in music is designed for students who are majoring in music or music education to complete the first two years of a bachelor's degree in either field. In addition to fulfilling the general education component of the degree, the program also includes coursework in music theory, musicianship, music literature, keyboarding skills, small and large ensembles, and private study in the major performing area. Students may select a vocal or instrumental emphasis.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II	3
SP 106	Public Speaking	3
MAT 104	College Algebra	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science	3
<u>Electives</u>		
M 104	Ear Training & Dictation I	1
M 119	Band I	1
M 120	Band II	1
M 124	Ear Training & Dictation II	1
M 126	Keyboard Harmony I	1
M 134	Keyboard Harmony II	1
M 200	Music Theory I	2
M 201	Music Theory II	2
M 219	Band III	1
M 220	Band IV	1
M 233	Music Theory III	2
M 234	Music Theory IV	2
M 235	Ear Training & Dictation III	1
M 236	Ear Training & Dictation IV	1
M 245	Keyboard Harmony III	1
M 246	Keyboard Harmony IV	1
	Open Electives	2

Description of Work Performed

Those persons with a degree in music have several options to consider when seeking employment. They may elect to teach instrumental and/or vocal music on the elementary and/or secondary school level (this requires a valid teaching certificate as well as a degree). Depending on the circumstance, this could include ensemble rehearsals, private instruction of voice and/or instruments, and general music courses. The student could also choose a career in professional performance, music as a business or church music.

MUSIC-VOCAL (ASSOCIATE IN ARTS)

The Associate in Arts degree program in music is designed for students who are majoring in music or music education to complete the first two years of a bachelor's degree in either field. In addition to fulfilling the general education component of the degree, the program also includes coursework in music theory, musicianship, music literature, keyboarding skills, small and large ensembles, and private study in the major performing area. Students may select a vocal or instrumental emphasis.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science	3
<u>Electives</u>		
M 104	Ear Training & Dictation I	1
M 107	Applied Music I-Vocal	1
M 108	Applied Music II-Vocal	1
M 115	Chorus I	1
M 120	Chorus II	1
M 124	Ear Training & Dictation II	1
M 126	Keyboard Harmony I	1
M 133	Voice Class I	1
M 134	Keyboard Harmony II	1
M 200	Music Theory I	2
M 201	Music Theory II	2
M 207	Applied Music III-Vocal	3
M 219	Chorus III	1
M 220	Chorus IV	1
M 233	Music Theory III	2
M 234	Music Theory IV	2
M 235	Ear Training & Dictation III	1
M 236	Ear Training & Dictation IV	1
M 245	Keyboard Harmony III	1
M 246	Keyboard Harmony IV	1

Description of Work Performed

Those persons with a degree in music have several options to consider when seeking employment. They may elect to teach instrumental and/or vocal music on the elementary and/or secondary school level (this requires a valid teaching certificate as well as a degree). Depending on the circumstance, this could include rehearsals, ensembles, private instruction of voice and/or instruments, and general music courses. The student could also choose a career in professional performance, music as a business or church music.

PHOTOJOURNALISM (*ASSOCIATE IN ARTS*)

The Photojournalism program is suggested for those interested in pursuing a career in photojournalism. The emphasis is placed on photography with a background in computers, writing, and newspaper production. This curriculum is designed for a student intending to pursue a bachelor's degree at a four-year institution.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
A 124	Computer Graphics: Enhanced Photography	1
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
PHO 107	History of Photography	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
J 102	Reporting I	3
J 105	Editing I	3
J 106	Newspaper Production I	1
J 107	Newspaper Production II	1
J 210	Newspaper Production III	1
PHO 101	Photography I	3
PHO 103	Photography II	3
PHO 108	Applied Photography I	1
PHO 200	Photography III	3
PHO 208	Applied Photography II	1
	Open Electives	2

Description of Work Performed

Photographers perform work for public consumption and communication through visual statements made with their cameras. The photographer will need to be knowledgeable in using the camera, flash, lens, films, papers, developers, computers, and darkroom equipment. Work is available in fields such as journalism, magazines, trade journals, or documentary photography. The photographer may work with a broad range of subjects, such as portraits, sports, landscapes, or local events. The photojournalist will find additional course work in journalism, writing, and computers helpful in the career.

PHYSICAL EDUCATION (*ASSOCIATE IN ARTS*)

The Physical Education program is designed for individuals who wish to pursue a physical education program at a college or university. The fulfillment of this program should qualify the individual for most college and/or university requirements. However, if the future school is known, the program may be varied to fit that particular school.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
PE 139	Lifetime Fitness	2
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
BS 101	College Biology	5
	Physical Science Elective	3
<u>Electives</u>		
ED 101	Pre-Professional Lab I	1
ED 110	Introduction to Education	3
PE 109	PE for Elementary Teachers	3
PE 112	Personal and Community Health	3
PE 113	First Aid and Safety	3
PE 123	Introduction to Physical Education	3
PE 224	Care and Prevention of Athletic Injuries	3
	Theory of Coaching Elective	2

Description of Work Performed

A physical education teacher provides instruction in one or more subjects to students in elementary and high school. The teacher will utilize various teaching methods such as lecture, demonstration, and technology aids, will maintain discipline, and perform duties such as sponsoring one or more special activities or student organizations.

PERSONAL FITNESS TRAINER (*ASSOCIATE IN APPLIED SCIENCE*)

Department of Labor statistics indicate Personal Fitness Training will be one of the fastest growing occupations over the next 10 years. Students successfully completing this degree program at HCC will be qualified com competent in the field of personal training. The Personal Fitness Trainer Program is recommended for those desiring employment after the two year degree. The individual will obtain a solid background in the areas of fitness, nutrition and wellness.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
	Computer Literacy Requirement*	1
COL103	College Success & Orientation*	1
PE 139	Lifetime Fitness*	2
ENG101	College English I*	3
ENG102	College English II*	3
SP 106	Public Speaking*	3
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Sciences</u>		
PSY101	General Psychology*	3
<u>Mathematics or Science</u>		
BS 104	Anatomy w/Lab*	4
<u>Program Electives</u>		
A 139	Web Design*	3
BS 105	Human Physiology w/Lab*	4
BS 241	CPR-Basic*	1
BUS112	Business of Personal Training*	3
HEC101	Nutrition*	3
PE 112	Personal & Community Health*	3
PE 113	First Aid and Safety*	3
PE 150A	Personal Trainer Field Experience*	1
PE 150B	Personal Trainer Field Experience*	1
PE 150C	Personal Trainer Field Experience*	1
PE 210	Personal Fitness Trainer*	3
PE 224	Care and Prevention of Athletic Injuries	3
PE 250	Exercise Physiology*	3
PSY280	Health Psychology*	3
	General Elective	3
	PE Electives*	2

* Core courses required to fulfill AAS degree program requirements

Description of Work Performed

Job positions might include owning your own health club, working in a fitness center, becoming an aerobics instructor, wellness consultant, or personal and /or group coach.

PRE-CHIROPRACTIC (*ASSOCIATE IN SCIENCE*)

Chiropractic is a system of mechanical therapeutics based on the belief that the nervous system largely determines the state of health and that any interference with this system impairs normal functions and lowers the body's resistance to disease. Successful completion of two years of college prior to admission to chiropractic college is required.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	Computer Literacy Elective	1
	PE Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
BS 203	Microbiology	5
PS 111	College Chemistry I	5
PS 203	General Physics I	5
<u>Electives</u>		
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
PS 112	College Chemistry II	5
PS 204	General Physics II	5

Description of Work Performed

A chiropractor adjusts the spinal column and other parts of the body to prevent disease and correct problems. The chiropractor will examine and treat patients in the office, advise them as to diet and exercise, use heat and therapy treatment, x-ray, and other equipment.

PRE-DENTAL HYGIENE (*ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE*)

Prepares persons who wish to receive a bachelor of science degree. Because colleges vary in their admissions and curricular requirements, each student should consult an advisor.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
HIS 101	US History	3
	Humanities Elective	3
	Humanities Elective (AA required)	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
	Social & Behavioral Science Elective (AA required)	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
BS 203	Microbiology	5
PS 107	General Chemistry	5
<u>Electives</u>		
BS 109	Medical Terminology	3
HEC 101	Nutrition	3
PE 112	Personal & Community Health	3
	Open Electives	4

Description of Work Performed

Dental hygienists will perform a variety of clinical and instructional duties involved in preventive dental health. They will prepare solutions and mixes, may clean and polish teeth, develop x-rays, and assist in treatment of patients.

PRE-DENTISTRY (*ASSOCIATE IN SCIENCE*)

The Pre-Dentistry program is designed for individuals who wish to pursue a Dentistry program at a college or university. Completing this program should qualify the individual for most college/university requirements. If the transfer institution is known, this program may be varied to fit that college/university program.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
BS 203	Microbiology	5
PS 111	College Chemistry I	5
PS 112	College Chemistry II	5
<u>Electives</u>		
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
PS 203	General Physics I	5
PS 204	General Physics II	5

Description of Work Performed

Dentists diagnose and treat diseases, injuries, and malformations of teeth and gums. Most dentists are engaged in general practice. Others specialize in such areas as orthodontics, periodontics, pedodontics, or oral surgery.

PRE-ENGINEERING (*ASSOCIATE IN SCIENCE*)

The Pre-Engineering program is designed to enable individuals to complete one-half of the bachelor's requirements, but the individual must select courses in keeping with the curriculum in the transfer university. The beginning course in mathematics in the curriculum is Calculus w/Analytical Geometry I. This assumes that the entering students will have completed satisfactorily Intermediate (second year) Algebra and Plane Trigonometry in high school*. College Algebra and Trigonometry may not be counted toward a degree in any of the Kansas engineering schools. The student lacking high school background will necessarily have to allow more time in fulfilling requirements in engineering.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
MAT 106	Calculus w/Analytic Geometry I	5
MAT 110	Calculus w/Analytic Geometry II	5
MAT 201	Calculus w/Analytic Geometry III	3
PS 111	College Chemistry I	5
PS 112	College Chemistry II	5
PS 215	College Physics I	5
PS 216	College Physics II	5
<u>Electives</u>		
MAT 202	Differential Equations	3

* MAT 104 College Algebra and MAT 105 Plane Trigonometry must be taken prior to starting this program. Otherwise, this program cannot be completed in two years.

Description of Work Performed

Engineers apply the theories and principles of science and mathematics to the economical solution of practical technical problems. Often their work is the link between a scientific discovery and its application.

PRE-FORESTRY AND CONSERVATION (*ASSOCIATE IN SCIENCE*)

The Pre-Forestry program enables individuals to enter a wide range of conservation services. Care, conservation, and economic aspects of forests are receiving increased emphasis. Available positions are filled competitively by means of federal, state, and county civil service examinations. Among challenging areas of specialization are forestry production, wood utilization and technology, range management, pulp and paper management, and logging.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science*</u>		
	Social Science Elective	3
BUS 203	Macroeconomics I	3
<u>Mathematics or Science</u>		
MAT 106	Calculus w/Analytic Geometry I	5
PS 111	College Chemistry I	5
PS 112	College Chemistry II	5
BS 101	College Biology	5
<u>Electives</u>		
AB 202	Agriculture Economics	3
AB 203	Soils w/Lab	4
MAT 203	Basic Statistics	3
BS 107	Conservation	3
PS 203	General Physics I	5

*A government course is recommended since that is required for a forestry degree from the University of Missouri.

Description of Work Performed

A forester manages, develops, and protects forests and their resources including timber, water, wildlife preserves, and recreational areas. Foresters will direct the planting of trees, plan projects for control of floods, soil erosion, and tree disease, protect wooded areas and animals, and work independently. They work in rugged terrain and in emergency situations.

PRE-INTERIOR DESIGN (*ASSOCIATE IN ARTS*)

The Pre-Interior Design program provides the individual majoring in interior design with the necessary course work for transfer to a four-year institution. Students will complete course work in both two-dimensional and three-dimensional art classes as well as general education requirements. The following curriculum is suggested for those students intending to pursue a bachelor's degree at a four-year institution.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
PE 139	Lifetime Fitness	2
SP 106	Public Speaking	3
	Computer Graphics Elective	3
<u>Humanities</u>		
A 206 or PHO 107	Art History or History of Photography	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
SOC 101	General Sociology	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
BS 101	College Biology	5
	Physical Science Elective	3
<u>Electives</u>		
A 103	2-Dimensional Design	3
A 107	Drawing I	3
A 108	Drawing II	3
A 112	Ceramics I	3
	2 or 3-Dimensional Electives	6
	3-D Electives	3

Description of Work Performed

The interior design field includes careers directly involved with interior planning and design as well as related areas such as the design and manufacture of custom wall and floor coverings, fabrics, and furniture. Two major elements that all interior designers must possess are a sense of design (style) and knowledge of materials.

The Pre-Law program is designed for individuals planning to transfer to prepare for a professional career in law. The Association of American Law Schools suggests that if a pre-law individual is interested in corporate law, a good undergraduate major would be business administration. However, if the individual's interest is in the field of private practice and perhaps a political career, then a major in history and political science is suggested. This curriculum is recommended for students who plan a major in political science or pre-law.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
HIS 101	US History I	3
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
POL 100	US Government	3
PSY 101	General Psychology	3
SOC 101	General Sociology	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
BUS 205	Business Law I	3
ENG 201	Advanced Composition	3
HIS 102	US History II	3
PHI 101	Introduction to Philosophy	3
	Technical Electives	10

Suggested Technical Electives: CJ 201 Criminal Law I, CJ 100 Introduction to Criminal Justice, SP 200 Business & Professional Speaking, or ENG 223 Creative Writing.

Description of Work Performed

Attorneys act as both advocates and advisors in our legal system. As advocates, they represent one of the opposing parties in criminal and civil trials by presenting arguments that support the client in a court of law. As advisors, lawyers counsel the clients as to their legal rights and obligations, and suggest particular courses of action in business and personal matters.

PRE-MEDICINE (*ASSOCIATE IN SCIENCE*)

The Pre-Medicine program is for individuals preparing to enter the medical professions. Students should follow the suggested program for pre-medical training as well as consult the catalog of the medical school they plan to attend.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
MAT 106	Calculus w/ Analytic Geometry I	5
PS 111	College Chemistry I	5
PS 203	General Physics I	5
<u>Electives</u>		
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
PS 112	College Chemistry II	5
PS 204	General Physics II	5

Description of Work Performed

A physician will diagnose and treat people with diseases and injuries and work to prevent illness by advising patients on self-care. Some doctors may specialize in a particular area such as surgery or pediatrics or serve in applied research, teaching, or administration.

PRE-NURSING (*ASSOCIATE IN SCIENCE*)

The Pre-Nursing program is designed to prepare individuals for entering into the career of nursing. A minimum of 60 semester hours of credit in Liberal Arts and Sciences courses taken at Highland Community College may be transferred into the Department of Nursing Education at Kansas colleges and universities. The Pre-Nursing curriculum includes most of the required and several suggested courses. Please consult with an HCC advisor to determine the exact requirements of the nursing school to which you plan to transfer.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
ANT 112	Anthropology or	
SOC 101	General Sociology	3
PSY 101	General Psychology	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
BS 203	Microbiology	5
PS 107	General Chemistry	5
<u>Electives</u>		
HEC 101	Nutrition	3
MAT 203	Basic Statistics	3
NUR 201	Certified Nursing Assistant (CNA)	5
PSY 205	Human Growth and Development	3
PS 102	Concepts of Physics	3

Description of Work Performed

A nurse working with a physician provides general medical care and treatment to assigned patients in facilities such as clinics, health centers, or public health agencies. Nurses assist in the performance of physical examinations and preventive health measures within prescribed guidelines. Nurses order diagnostic tests, record findings, discuss cases with physicians and other health professionals, and submit health care plans and goals for the patient.

PRE-OPTOMETRY (*ASSOCIATE IN SCIENCE*)

The Pre-Optometry Program is designed for individuals who wish to pursue a degree of Doctor of Optometry. Individuals should work closely with their academic advisor to select the proper courses necessary to prepare for admission to a college of optometry. Colleges of optometry emphasize mathematics, physics, chemistry, and biology. Some colleges require psychology, social science, literature, philosophy, and foreign languages.

The student may write directly for information to The American Optometric Association, 243 N. Lindbergh Blvd., St. Louis, MO 63141.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
PS 111	College Chemistry I	5
PS 112	College Chemistry II	5
PS 203	General Physics I	5
<u>Electives</u>		
BS 203	Microbiology	5
MAT 106	Calculus w/ Analytic Geometry I	5
MAT 203	Basic Statistics	3
PS 204	General Physics II	5

Description of Work Performed

Optometrists examine people's eyes to determine vision problems, disease, and other abnormalities. They prescribe corrective procedures such as eye glasses, contact lenses, low vision aids, and have extensive training in detection and recognition of diseases of the eye. Special equipment is used to examine the eye. An optometrist must learn basic sciences that relate to optometry, be accurate, have good finger dexterity, have good vision, and work well with people.

PRE-PHARMACY (*ASSOCIATE IN SCIENCE*)

The Pre-Pharmacy program is designed for individuals seeking a degree in pharmacy.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
MAT 106	Calculus w/ Analytic Geometry I	5
PS 111	College Chemistry I	5
PS 112	College Chemistry II	5
<u>Electives</u>		
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
BS 203	Microbiology	5
PS 210	Organic Chemistry I	5

Description of Work Performed

A pharmacist compounds and dispenses medication prescribed by authorized medical practitioners; will read technical materials and advise customers about medicine; weigh, measure, mix, and store drugs and other medicinal compounds.

PRE-PHYSICAL THERAPY (*ASSOCIATE IN SCIENCE*)

The Pre-Physical Therapy program provides a foundation of physical, biological, and social sciences as well as liberal arts subjects and introduces human relations skills. These courses will fulfill many of the courses required for admittance to a physical therapy program after completion of the bachelor's degree.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
PS 111	College Chemistry I	5
PS 112	College Chemistry II	5
PS 203	General Physics I	5
<u>Electives</u>		
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
BS 203	Microbiology	5
PE 112	Personal & Community Health	3
PS 204	General Physics II	5

Description of Work Performed

A physical therapist will plan, organize, and direct programs for the care of individuals whose ability to function is impaired or threatened by disease or injury. The therapist will select the therapeutic procedures to maintain, improve, or restore the function.

PRE-RESPIRATORY THERAPY (*ASSOCIATE IN SCIENCE*)

The Respiratory Therapy program is an allied health specialty employed in the treatment, management, control, and care of patients with deficiencies and abnormalities associated with the respiratory system. The final selection of courses will depend somewhat on the college to which the student wishes to transfer for completion of the program.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
BS 203	Microbiology	5
PS 107	General Chemistry	5
<u>Electives</u>		
MAT 203	Basic Statistics	3
PE 113	First Aid & Safety	3
PS 102	Concepts of Physics	3
	English Elective	3
	Social or Natural Science Elective	3

Description of Work Performed

A respiratory therapist works under the direction of a doctor in treating patients with breathing problems or taking medications by inhalation. The therapist will assist and instruct patients, inspect and repair equipment. Because of the work conditions, the therapist may be exposed to fumes and contagious diseases and may be required to react quickly in an emergency.

PRE-VETERINARY MEDICINE (*ASSOCIATE IN SCIENCE*)

The Pre-Veterinary Medicine program is a professional program of six years, the first two years of approximately 64 hours is quite restricted in course selections. The suggested program with an additional semester at Kansas State University completes the pre-veterinary requirements.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
AB 114	Agriculture Orientation	2
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
PS 111	College Chemistry I w/Lab	5
PS 112	College Chemistry II w/Lab	5
PS 203	General Physics I	5
<u>Electives</u>		
AB 108	Principles of Animal Science	3
BS 203 or PS 210	Microbiology or Organic Chemistry	5
PS 204	General Physics II w/Lab	5
	Open Electives	2

Description of Work Performed

A veterinarian diagnoses, treats, controls, and prevents diseases and injuries in animals. A veterinarian will provide advice on the feeding, care, and breeding of all types of animals, and may be involved in a general or specialized practice.

PSYCHOLOGY (*ASSOCIATE IN ARTS*)

The Psychology program is designed for individuals seeking a bachelor's degree as a Psychology major. Students should work closely with an advisor to assure that HCC coursework will transfer into programs at the chosen transfer college or university.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
PHI 102	Introduction to Ethics	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
PSY 202	Child Psychology	3
PSY 206	Social Psychology	3
PSY 280	Health Psychology	3
PSY 290	Abnormal Psychology	3
	Social Science Elective	3
	Psychology Elective	3
	Open Electives	4

Description of Work Performed

Psychologists study the behavior of individuals and groups in order to understand and explain their actions, and then combine this study with other activities to directly serve people. They diagnose and evaluate mental and emotional disorders, administer treatment, and select approaches to use in therapy. Students should have a sincere desire to help others, can stay calm in stressful situations, and be patient and objective.

RISK MANAGEMENT AND LOSS PREVENTION (*ASSOCIATE IN APPLIED SCIENCE*)

The Risk Management and Loss Prevention program is designed to prepare individuals for career opportunities in Risk Management and Loss Prevention and/or develop expertise in Risk Management for already employed professionals. Courses in this curriculum aid the individual in developing a broad background of risk management related skills in the areas of security, loss prevention, safety, prevention of workplace violence, information systems security, investigations in the workplace, risk communications and risk quality.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL103	College Success and Orientation	1
BUS130	Microcomputer Applications I *	3
ENG101	College English I	3
SP106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
<u>Natural & Physical Science</u>		
PS101	College Physical Science with Lab **	5
<u>Requirements</u>		
RM100	Security and Loss Prevention I	3
RM110	Risk Assessment	3
RM111	Investigations in the Workplace	3
RM112	Security and Loss Prevention II	3
RM114	Risk Control	3
RM115	Prevention and Assessment of Workplace Violence	3
RM116	Safety I	3
RM117	Foundations of Information Systems Security and Loss Prevention	3
RM200	Risk Finance	3
RM201	Safety II	3
RM202	Risk Communication	3
RM204	Risk Quality	3

Suggested Electives: PSY101 General Psychology, BUS200 Financial Accounting, BUS201 Principles of Management, BS239 First Responder, BUS204 Microeconomics, MAT203 Basic Statistics

* Preferred course that satisfies the computer literacy requirement

** Preferred course that satisfies the mathematics or science requirement

Description of Work Performed

Individuals employed in the risk management related field may perform such tasks as documenting and implementing risk management related policies and procedures; providing risk management-related training; monitoring compliance with policies and procedures and referring problems to appropriate administrators; monitoring internal control systems to ensure that appropriate information access levels and security clearances are maintained; performing risk assessments and serving as the internal auditor for security processes; preparing the organization's disaster recovery and business continuity plans.

SECONDARY EDUCATION (*ASSOCIATE IN ARTS*)

Secondary education requires a student to complete a bachelor's degree with state certification in middle school or high school teaching. The first two years can be achieved through HCC, the remainder through a state accredited teacher training program. Specialty areas such as special education, counseling, and administration require teacher certification before specializing. A secondary education student will major in the discipline that he/she plans to teach. Most secondary education programs require the successful completion of the Pre-Professional Skills Test (PPST).

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Art/Music/Theater Appreciation Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
BS 101	College Biology	5
	Physical Science w/ lab Elective	5
<u>Electives</u>		
ED 101	Pre-Professional Lab I	1
ED 102	Pre-Professional Lab II	1
ED 110	Introduction to Education	3
PSY 202	Child Psychology	3
	Open Electives	12

Suggested Open Electives: PSY 205 Human Growth and Development and PSY 203 Psychology of Adolescence and Aging.

Description of Work Performed

Secondary school teachers provide instruction in one or more subjects to students in grades 9-12. They will utilize various teaching methods such as lecture, demonstration, and audio-visual aids. Teachers must maintain discipline and may perform duties such as sponsoring one or more special activities or student organizations.

SOCIAL WORK (*ASSOCIATE IN ARTS*)

The Social Work program is designed to prepare individuals in areas of human services. The Social Work program is designed for transfer to a college or university.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
LG 101	Spanish I	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
ANT 112	General Anthropology	3
PSY 101	General Psychology	3
SOC 101	General Sociology	3
<u>Natural & Physical Science</u>		
	Science Elective	3
	Science w/Lab	5
<u>Electives</u>		
LG 102	Spanish II	3
LG 103	Spanish III	3
LG 104	Spanish IV	3
SOC 102	Marriage and the Family	3
SOC 210	Social Problems	3
	Open Electives	10

Description of Work Performed

Social workers are community troubleshooters. They help individuals, families, and groups cope with their problems. Those workers in the area of planning and policy help people understand how social systems operate and propose ways of bringing about needed change in institutions such as health services, housing, or education. Among the major helping professions, social work is distinguished by a tradition of concern for the poor and the disadvantaged.

SOCIOLOGY (*ASSOCIATE IN ARTS*)

The Sociology program is designed for students intending to transfer and to seek a bachelor's degree. Students should work closely with their advisor in order to include other courses which are required by the college to which they plan to transfer. Additional education classes should be taken if the student plans to teach.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
LG 101	Spanish I	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
PSY 101	General Psychology	3
SOC 101	General Sociology	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
ANT 112	General Anthropology	3
LG 102	Spanish II	3
LG 103	Spanish III	3
PSY 206	Social Psychology	3
SOC 210	Social Problems	3
	Open Electives	10

Description of Work Performed

Sociologists study human society and social behavior by examining the groups and social institutions that people form. These include families, tribes, communities, and governments, as well as a variety of social, religious, political, business, and other organizations. Sociologists study the behavior and interaction of groups, trace their origin and growth, and analyze the influence of group activities on individual members.

SPEECH COMMUNICATION (*ASSOCIATE IN ARTS*)

The Speech Communication program is designed for individuals planning a transfer program in Speech Communication. Students will study both group and public communication. An emphasis in communication will help prepare students for careers in human resource development, training and development, and other fields.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
LG 101	Spanish I	3
TH 108	History and Appreciation of Theatre	3
	Literature Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
SOC 101	General Sociology	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
SP 101	Oral Communications	3
	Speech Communication Elective	9
	Open Electives	10

Suggested Speech Communication Electives: SP 105 Interpersonal Communications, SP 200 Business & Professional Speaking, and SP 103 Oral Interpretation.

Description of Work Performed

Speech communication is one of the fundamental skills prized by all employers. Being able to make others understand concepts, ideas, projects, and tasks is a valuable asset.

SPORTS MEDICINE (*ASSOCIATE IN SCIENCE*)

The Sports Medicine program deals with the care, prevention, treatment, and rehabilitation of athletic injuries. Skills that will be taught are injury evaluation, supportive strapping techniques, injury rehabilitation, and use of modalities. These classes will prepare the students to enter a curriculum program at a four year institution. Students will also gain hands-on experience working with athletes.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Literacy Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
PSY 101	General Psychology	3
	Social Science Elective	3
<u>Mathematics or Science</u>		
BS 101	College Biology	5
BS 104	Human Anatomy	4
BS 105	Human Physiology	4
PS 107	General Chemistry	5
PS203	General Physics I	5
<u>Electives</u>		
BS 109	Medical Terminology	3
PE 112	Personal & Community Health	3
PE 113	First Aid & Safety	3
PE 143	Introduction to Athletic Training I	1
PE224	Care & Prevention of Athletic Injuries	3
PE243	Introduction to Athletic Training II	1

Description of Work Performed

An athletic trainer evaluates the physical condition of and advises and treats professional and amateur athletes to maintain physical fitness for participation in athletic competition. The athletic trainer will prescribe routine and corrective exercises to strengthen muscles, recommend special diets, render first aid to injured athletes, and treat minor injuries and related disabilities to maintain the athlete's performance.

STUDIO ART (*ASSOCIATE IN ARTS*)

The Studio Art program is recommended for students interested in a career as an independent studio artist. A strong foundation and interest in all forms of art, design, and photography is recommended.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
	Computer Graphics Elective	3
<u>Humanities</u>		
A 206	Art History	3
PHO 107	History of Photography	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
A 103	2-Dimensional Design	3
A 107	Drawing I	3
A 112	Ceramics I	3
PHO 101	Photography I	3
	2-Dimensional Art Elective	3
	3-Dimensional Art Elective	3
	Art Elective	3

Suggested Electives: A 230 Papermaking, A105 Prints I, A117 Ceramics II, A113 Typography, A110 Painting I, A108 Drawing II, A209 Sculpture, A215 Graphic Design, PH103-206 Photography II-IV.

Description of Work Performed

The work of studio artists ñ painters, sculptors, printmakers, potters, and photographers ñ is purchased by patrons, galleries, corporations, as well as museums.

STUDIO PHOTOGRAPHY (*ASSOCIATE IN ARTS*)

The Studio Photography program is recommended for students desiring studies in the photographic fine arts. The emphasis is placed on aesthetics, self-expression, and technical skills. This curriculum is suggested for those intending to pursue a bachelor's degree in Photographic Art at a four-year institution.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
A 206	Art History	3
PHO 107	History of Photography	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
	Social Science Elective	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
PHO 101	Photography I	3
PHO 103	Photography II	3
PHO 108	Applied Photography I	1
PHO 109	Studio Photography I	1
PHO 200	Photography III	3
PHO 205	Applied Photography II	3
PHO 206	Photography IV	3
PHO 209	Studio Photography II	1
PHO 260	Portfolio Preparation	1
	Art Electives	4

Description of Work Performed

Studio photographers perform work primarily for self-satisfaction using the photographic medium as their tool for self-expression. Although photographers are concerned mostly with their personal work, they may choose to take on commissioned projects. Professional photographers perform tasks of a diverse nature, both technical and artistic. Photographers need to be skilled technicians in using both camera and darkroom equipment as well as being creative problem solvers. The photographer may work with subjects in their field such as portraits, still lifes, or landscapes. The studio photographer will find additional course work in the arts, computer graphics, and humanities beneficial to their career.

THEATRE (*ASSOCIATE IN ARTS*)

The Theatre Program is designed for individuals seeking to learn both on and off stage aspects of theater. Such emphasis will help prepare them for careers in the theatre or theatre education.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
	Computer Literacy Elective	1
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
MAT 104	College Algebra	3
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
TH 108 or TH 105	History & Appreciation of Theatre or Introduction to Dramatics	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
SOC 101 or PSY 101	General Sociology or General Psychology	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science Elective	3
	Science w/Lab Elective	5
<u>Requirements</u>		
TH 103	Theatre Practicum I*	1
TH 104	Theatre Practicum II*	1
TH 106	Play Production *	3
TH 151	Intro to Stage Lighting*	3
TH 203	Theatre Practicum III*	1
TH 204	Theatre Practicum IV*	1
<u>Electives</u>		
	Theatre Electives	12

* Core course required to fulfill AA degree program requirements

Suggested Electives: TH 105 Intro to Dramatics, TH 110 Acting I, TH 115 Summer Theatre I, TH 152 Stagecraft I, TH 206 Acting II, TH 207 Acting III, TH 211 Stagecraft II, TH 215 Summer Theatre II, SP 103 Oral Interpretation.

Description of Work Performed

This program introduces individuals to a broad range of theatre experience, which includes technical work on the production itself, (i.e., set construction), and performance. The program also introduces students to theatre support tasks such as theatre company management and fundraising.

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COURSE DESCRIPTIONS

AGRI-BUSINESS

AB 108 Principles of Animal Science **3 Hours**

Prerequisite: AB 114 Agriculture Orientation

Introduces individuals to a course in the field of animal science. Emphasis on fundamental concepts of genetics, animal breeding, physiology, anatomy, nutrition, digestion, and their application to the livestock industry.

AB 112 Livestock Evaluation and Industry **1 Hour**

Prerequisite: AB 108 Principles of Animal Science

Covers the origin, development, and adaptation of different breeds of livestock, the evaluation of livestock, including judging, grading, selection of livestock, and oral presentation of reasons.

AB 114 Agriculture Orientation **2 Hours**

Acquaints the individual with the various careers in agriculture. Emphasis is placed on career and job trends, setting individual academic goals, notes, designing a term study plan, and preparing for and taking tests. Each individual will also be taking a career assessment inventory and career aptitude test.

AB 115 Introduction to Viticulture and Enology **3 Hours**

The course is designed to provide students with an overarching comprehension of growing grapes and other fruits, the manufacture of wine and related products, and the potential for career opportunities in grape and wine production, tourism, and agri-tourism. The course will offer an overview of the development of the modern grape and wine industries. The students will be introduced to "wine farming" as a science with particular attention to the various steps and quality processes required for the pursuit of quality wine production. Coursework is expected to integrate lecture, discussion, and guest presenters including industry managers and entrepreneurs as well as government support officials from state, local, or federal commerce, agricultural and revenue agencies.

AB 116 The Business of Grapes and Wine **3 Hours**

The course is designed to provide students with an understanding of business principles and practices of economics, management, marketing, and potential opportunities in grape and wine production, tourism, and agri-tourism. The course will offer an historical overview of the development of the modern grape and wine industry and the historical relationship

between Kansas, the Midwest, and the wine centers of Europe (particularly France) and the United States' West Coast. The importance of educational career development as well as business planning will be emphasized. Coursework is expected to integrate lecture, discussion, and guest presenters including industry managers and entrepreneurs as well as government support officials from state, local, or federal commerce, agricultural and revenue agencies.

AB 199 Individual Study Project (Agriculture) **1 Hour**

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

AB 202 Agriculture Economics I **3 Hours**

Masters basic economic principles (micro in nature). Production and management principles are studied. These include production costs and profit maximization, supply and demand, production, financial, and marketing management.

AB 203 Soils and Soils Lab **4 Hours**

Prerequisite: PS 107 General Chemistry or PS 111 College Chemistry or 2 Years of H.S. Chemistry, AB 210 Crop Science w/lab, or Permission of Program Coordinator

Covers the study of the physical, chemical, and biological properties of soils as they determine the nature of each soil and its crop productivity. This course will also cover soil management practices.

AB 207 Fundamentals of Animal Nutrition **3 Hours**

Prerequisite: AB 108 Principles of Animal Science

Covers the nutritional role of carbohydrates, proteins, lipids, minerals, vitamins, and water in animals. Emphasis on digestion, absorption, metabolism, and excretion of nutrients and their metabolites.

AB 208 Applied Animal Nutrition **3 Hours**

Prerequisite: AB 207 Fundamentals of Animal Nutrition

Teaches the individual in various advanced techniques involved in the formulation of, preparing of, and balancing of animal rations.

AB 210 Crop Science with Lab **4 Hours**

Prerequisite: PS 107 lecture and PS 111 lecture

Begins with discussion of the history and advances made in plant agriculture throughout history. Continues by looking at plant morphology and plant anatomy. Emphasis is placed on relating plant structures and systems to the five major field crops found in our area, namely corn, sorghum, wheat, soybeans, and alfalfa. We discuss growth stages of these crops and relate these stages to the critical periods of development. We go on to discuss plant nutrition and mineral elements involved in physiology. In closing, we discuss grain grading and marketing.

AB 212 Livestock Production **3 Hours**

Prerequisite: AB 108 Principles of Animal Science

Allows individuals to expand their expertise working with livestock. Advanced areas covered are genetic applications, physiology of reproduction, lactation, animal ecology, and the impact of livestock production on the quality of life.

AB 213 Crop Production **3 Hours**

Discusses the environmental factors involved in crop production: soils, rainfall, growing season, etc. Tillage practices involved in cropping practices, such as minimum tillage, no-till, and conventional tillage are covered as well as planting practices, seeding rates, row spacings, hybrid selection, and planting dates. Other topics discussed include fertilizers and fertility, weed control practices, a review of harvesting practices, and storage and marketing plans with emphasis on a marketing plan.

AB 216 Marketing Farm Products **3 Hours**

Prerequisite: AB 202 Ag Economics I

Covers operations involved in movement of agricultural commodities from the farmer to the consumer; essential marketing functions of buying, selling, transportation, storage, financing, standardization, pricing, and risk bearing.

AB 220 Beef Production **3 Hours**

Prerequisite: AB 108 Principles of Animal Science

Outlines the basic husbandry practices used in modern beef production. Attention is given to the latest advancements in technology as they apply to cattle production. Special emphasis is concentrated on the areas of genetics, physiology of reproduction, beef nutrition, health programs, management

methods; (e.g. cow-calf operations, feeder operations, feed-lots, etc.), and marketing methods commonly used in the beef industry.

AB 222 Sheep Production **3 Hours**

Prerequisite: AB 108 Principles of Animal Science

Introduces individuals to the technology required for modern sheep production. The course content centers around genetics, reproduction, health, nutrition, management concepts, forage utilization, marketing and budgets, and the proper care and handling of wool.

AB 223 Swine Production **3 Hours**

Prerequisite: AB 108 Principles of Animal Science

Covers basic principles and their practical applications for efficient pork production. Production methods covering genetics, physiology of reproduction, nutrition, housing and equipment, marketing, health strategies, budgets, and marketing methods are covered.

AB 224 Range Management **3 Hours**

Prerequisite: AB 210 Crop Science

Covers a wide array of management viewpoints. The farmer and rancher of the future must be well versed with forage and range management. This course devotes itself to principles of plant species selection, establishment, fertilization, weed control, utilization and grazing of natural grasses as well as improved cultivators. Intensive grazing design as well as temporary forage systems, silage, and haying methods will also be discussed.

AB 225 Animal Diseases and Health **3 Hours**

Prerequisite: AB 108 Principles of Animal Science

Allows the individual to develop, create, and employ general concepts in the design of an effective flock or herd health program. Major emphasis is placed on the practice of effective sanitation, disease identification, and various methods of effective chemotherapy.

AB 227 Agriculture Microcomputers I **3 Hours**

Emphasizes the start up dialogue, and the care and maintenance of software and hardware. Application of various MS/DOS language agricultural software is encouraged. Designed for the individual who has had some-to-limited experience with microcomputers.

AB 228 Farm Finance**3 Hours***Prerequisite: AB 202 Ag Economics I*

Covers principles of financial management of farms, ranches, livestock operations, and other agribusiness; financial statement analysis, investment analysis, firm growth, risk management, cost of capital, income taxes, business organization, estate planning, legal aspects of borrowing, and sources and terms of agricultural loans.

AB 229 Agriculture Microcomputer Applications: Spreadsheets**1 Hour***Prerequisite: AB 227 Agriculture Microcomputers I*

Provides the individual with a practical working knowledge of spreadsheets, their design and operation, and how to develop an example of one used in the farm business. Applications would include the following: cash-flow statements, enterprise budgets, genetic predictions in cattle, swine, or sheep, and other similar operations. This course is designed for the individual who has had some previous knowledge of general microcomputer terms, operation, and applications.

AB 299 Individual Study Project**1 Hour**

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

ALLIED HEALTH

BS 121 Restorative Aide I**3 Hours**

Provides the individual with the skills necessary to perform rehabilitative and restorative procedures in a nursing home under the supervision of a registered physical therapist and the licensed nursing staff. These skills include range of motion, ambulation, and daily living training.

BS 239 First Responder**6 Hours**

Prepares the individual first on the scene of an accident to stabilize the accident victim. Opportunities are provided to acquire the information, skills, and attitudes necessary for certification as a First Responder in the state of Kansas.

BS 240 Emergency Medical Training**12 Hours**

Provides and is designed primarily, for those people currently working in health service areas. The program leads to state and national licensing as an Emergency Medical Technician. The program is designed to fill the need of ambulance, fire fighting, and police personnel in meeting the national legislative requirements of 1980.

BS 241 CPR-Basic**1 Hour**

Provides the basic CPR techniques to individuals who desire a working knowledge of CPR.

BS 244 Emergency Medical Training - Intermediate**6 Hours***Prerequisite: Be certified as an EMT-B*

Introduces the individual to the importance of fluids and electrolytes in the body, shock, and the skill of initiation of intravenous fluid administration.

BS 245 EMT Bridge**6 Hours***Prerequisite: Be certified in the State of Kansas as First Responder*

This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. It will provide the participant with opportunities to gain information, skills, and attitudes necessary to bridge from First Responder to EMT-B in the state of Kansas. This program has been submitted to the State of Kansas Board of EMS for approval. It addresses information and techniques currently considered to be the responsibilities of the EMT-B according to the United States Department of Transportation, National Standard Curriculum and the Kansas Board of EMS enrichments to the curriculum.

NUR 100 Serv-Safe**1 Hour**

This course will cover the essentials of preparing and storing food. The focus will be on those who work in Restaurants, Health Care Facilities, and Child Care Facilities. This course is approved by the National Restaurant Association.

NUR101 Introduction to Health Careers I 3 Hours

This course is designed to introduce students to different Health Careers and opportunities. Students will learn a broad set of standards that include the knowledge and skills that the vast majority of health care workers should have.

NUR102 Introduction to Health Careers II 3 Hours

Prerequisite: NUR 101 Introduction to Health Careers I

This course is a continuation of Introduction to Health Careers I (NUR 101).

NUR105 Nutrition Assistant 1 Hour

This course is designed to prepare individuals to assist in feeding long term care facility residents who have non-complicated eating problems. The feeding services will be provided under the direct supervision of a licensed nurse on duty in the facility.

NUR201 Certified Nurse Aide (CNA) 5 Hours

Prepares individuals to become a State-Certified Nursing Aides in the care of geriatric patients. Focus is on the role and responsibilities of the geriatric aide in nursing homes. The course will include some basic anatomy and physiology, communication skills, and psychology. Skills such as measurement of vital signs, basic first aid, and providing for the hygiene, nutrition, and rehabilitation of the aging resident will be covered. Additional hours will be spent in caring for geriatric nursing home residents while under the supervision of the instructor, who will be a registered nurse.

NUR202 Medication Aide (CMA) 5 Hours

Prerequisite: NUR 201 Certified Nurse Aide-ASSET Reading Test

Enables Certified Nursing Aides to acquire an understanding of the responsibilities associated with drug administration and how to use drug reference resources. Procedures for checking the patients condition and for preparing, giving, and recording medications are included.

NUR203 Medication Aide Certificate Update I 1 Hour

Prerequisite: NUR 202 Medication Aide, certificate holder Provides continued certification for the Certified Medication Aide.

NUR206 Social Services Designee 3 Hours

Prepares the individual to act in the role of a Social Services Designee in an Adult Care Facility. It identifies the specific

responsibilities and functions of the Social Services Designee as a member of the Health Care Team. Utilizing a holistic approach, this course focuses on the residents' psychological, social, and spiritual needs as well as physical needs. Included is the role of the family and the caregiver in meeting the residents' needs.

NUR209 Home Health Aide 2 Hours

Prerequisite: Certified Nurse Aide (CNA) or currently enrolled in CNA class.

Prepares the individual to act in the role of a certified Home Health aide in a home setting. The course identifies the specific responsibilities and functions of the certified Home Health aide as a member of the health care team. Using a holistic approach, this course focuses on the clients physical, psychological, social, and spiritual needs. Included is the role of the family and the caregiver in meeting the client's needs.

NUR211 Activity Director 3 Hours

Provides individuals with training for planning activity programs in the Adult Care Home facilities.

ANTHROPOLOGY

ANT100 Introduction to Archaeology 3 Hours

This course is a general survey of archaeology and the history of archaeology. Emphasis will be placed on major discoveries, their impact and their importance. Included will be a general survey of world prehistory revealing major cultural changes from the development of early foraging societies through the rise of agricultural and complex communities. A review of field methods and techniques used to discover and study various sites will be among the topics discussed.

ANT112 General Anthropology 3 Hours

Includes the biological and cultural evolution of the human species, with emphasis on culture as adaptation for survival. Various institutions in hunting and gathering, agricultural, industrial, and post-industrial societies are examined.

ART

A 101 Art Appreciation

3 Hours

Introduces the basic fundamentals of the visual arts. Individuals will become acquainted with the importance of art in today's world, as well as the study of the historical aspects of art and its influence on our culture today.

A 103 Two Dimensional Design

3 Hours

Introduces the elements and principles of two-dimensional design. Emphasis is placed on the study of two-dimensional spatial organization. A variety of materials and approaches will be explored and applied.

A 104 Three Dimensional Design

3 Hours

Explores the elements and principles of three-dimensional design. Projects will deal with linear and planar aspects of 3-D design as well as the structural concepts of volume, mass, and form.

A 105 Prints I

3 Hours

Introduces tools, methods, and techniques used in intaglio and relief printing processes. Emphasis is on the variety of ways to create an intaglio plate such as etching, soft mezzotint, engraving, aquatint, and drypoint. Relief processes such as linocut and woodcut will be included.

A 106 Prints II

3 Hours

Prerequisite: A 105 Prints I

Investigates the various print mediums. Additional terminology, techniques, and approaches are investigated. Exploration and research into nontraditional grounds and materials are encouraged.

A 107 Drawing I

3 Hours

Explores the fundamentals of drawing as applied to the realistic and expressive representation of objects through the use of various media, approaches and techniques. Emphasis is placed on composition and projects will deal with line, form, value, pattern, texture, and spatial relationships. Subjects will include the landscape, the figure, and the still life.

A 108 Drawing II

3 Hours

Prerequisite: A 107 Drawing I

Investigates various drawing media with an emphasis in creative expression. Exploration of techniques as well as compositional problems will be addressed.

A 110 Painting I

3 Hours

Familiarizes the individual with the history of painting, the color wheel, and various painting techniques. Emphasis is on the use of oil and acrylic paint. Projects will deal with line, color, form, texture, and space in both representational and nonobjective subject matter.

A 111 Painting II

3 Hours

Prerequisite: A 110 Painting I

Explores the various painting theories and techniques. Emphasis is on the development of a creative approach and individual style.

A 112 Ceramics I

3 Hours

Introduces the use of clay as an art medium. The individual will learn traditional techniques used in handbuilding and wheel thrown forming methods. This course also introduces ceramic glazes, slips, and firing methods.

A 113 Typography

3 Hours

Studies the principles of contemporary typographic design focusing on such factors as size, form, contrast, color, spacing, and design of the printed word and printed page. Information concerning typography from traditional letterpress through photomechanical processes will be included.

A 117 Ceramics II

3 Hours

Prerequisite: A 112 Ceramics I

Continues Ceramics I with emphasis in the development of sound clay design and form. Individuals explore contemporary handbuilding and throwing techniques. Introduction to kiln firing and glaze formulation.

A 122 Computer Graphics: Paint Systems

1 Hour

Introduces individuals to the use of digital technology using state-of-the-art computer paint system software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with digital tablets, scanning, and printing.

A 123 Computer Graphics: Illustration **1 Hour**
Introduces individuals to the use of digital technology using state-of-the-art computer illustration software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with digital tablets, scanning, and printing.

A 124 Computer Graphics: Enhanced Photography **1 Hour**
Introduces individuals to the use of digital technology using state-of-the-art computer photography imaging software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with image editing, scanning, and printing.

A 126 Computer Graphics: Desktop Design **1 Hour**
Introduces individuals to the use of digital technology using state-of-the-art computer desktop publishing software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with scanning and printing.

A 127 Computer Graphics: Multimedia **1 Hour**
Introduces individuals to the use of digital technology using state-of-the-art multimedia software. Projects will incorporate the use of the Macintosh computer as a digital imaging tool, along with creating graphics, publishing documents, and adding sound.

A 129 Computer Desktop Video **1 Hour**
Introduces the world of digital imaging technology using state-of-the-art computer graphic software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with a wide range of design projects using graphic software.

A 139 Computer Graphics: Web Design **3 Hours**
Prerequisite: None, however basic computer skills and basic knowledge of design fundamentals will benefit the student greatly as the class will primarily focus on strong layout and design principles.
This course is intended as an introduction to basic web page and site design. Strong design principles will be the primary focus of this course. Projects will incorporate the use of Macintosh computers and web design software.

A 139A Computer Graphics: Web Design I **1 Hour**
This course will cover introductory level publishing on the World Wide Web (WWW). Students will be instructed on

how to design and adapt content for this medium. Using various software packages, the student will learn to create fully functional WWW pages and sights including text and graphics. Basic Hyper Text Markup Language (HTML) coding, site structure, navigation methods, and site management will be covered, as well as simple animations and cross platform issues. Macintosh Computer Lab, current Graphic and Web Design software.

A 199 Individual Study Project **1 Hour**
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

A 205 Art Methods **3 Hours**
Consists of an evaluation of the subject matter used in the elementary school. Information appropriate to the teaching of art, knowledge and care of materials, lesson plans, and budget concerns.

A 206 Art History **3 Hours**
Surveys the history of art from the Renaissance to the contemporary periods in Europe and America during the 19th century. Individuals will explore the relationships between the art periods and styles, as well as the achievements of individual artists.

A 209 Sculpture **3 Hours**
Introduces the basic fundamentals of sculptural form. Fundamental techniques and forming methods such as addition, subtraction, and manipulation will be explored using various mediums.

A 210 Sculpture II **3 Hours**
Prerequisite: A 209 Sculpture I
Continues sculpture with emphasis on development of sound sculptural design and form. Individuals will explore contemporary sculptural form using various forming methods and mediums.

A 215 Graphic Design **3 Hours**
Explores resources, materials, and procedures underlying the art of graphic design. Students are introduced to the process of problem solving, learning basic layout skills, and graphic design terminology. Projects will emphasize color, form, and typography.

A 221 Computer Imagery **3 Hours**
This course is an introduction to the world of digital imaging technology using state-of-the-art computer graphic software. Projects will incorporate use of the Macintosh IIfx computer as the digital imaging tool along with a wide range of design projects using graphic software.

A 222 Computer Graphics: Paint System **3 Hours**
Prerequisite: A 107 Drawing I
This course introduces students to the use of digital technology using state-of-the-art computer paint system software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with digital tablets, scanning, and printing.

A 223 Computer Graphics: Illustration **3 Hours**
Introduces the use of digital technology using state-of-the-art computer illustration software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with digital tablets, scanning, and printing.

A 224 Computer Graphics: Enhanced Photography **3 Hours**
Provides digital experience in the use of high-tech enhanced photography software. Projects will incorporate use of the computer as the digital imaging and manipulation tool along with image editing, scanning, and printing.

A 226 Computer Graphics: Desktop Design **3 Hours**
Provides an in-depth look into digital technology used in advanced page layout and publication software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with scanning and printing.

A 227 Computer Graphics: Multimedia **3 Hours**
Provides actual experience in the use of high-tech multimedia software. Projects will incorporate use of the Macintosh computer as the digital imaging tool along with creating graphics, publishing documents, and adding sound.

A 229 Computer Desktop Video **3 Hours**
Concentrates on the planning, design and production of full motion video segments which augment multimedia presentations. Using video equipment and state-of-the-art computer applications, the individual will become familiar with all aspects of computer-based video production.

A 230 Papermaking **3 Hours**
Provides studio exploration of handmade paper as an art form. Techniques will include sheetforming, casting, dying, laminating, and bookbinding. Projects will deal with two and three-dimensional design.

A 239 Computer Graphics: Web Design II **3 Hour**
Prerequisite: A 139 Computer Graphics Web Design I or Permission of Instructor
This course will cover intermediate tools and techniques for publishing on the World Wide Web. Students will be instructed in web delivery methods for sound, animation, and interactive content. Flash animation will be introduced to bring additional functionality to web sites. Using various software packages, the student will create fully functional, complex, structured Web sites including multimedia content, using the Macintosh computer lab current graphic and Web design software.

A 240 Art Seminar **1 Hour**
Provides (for those individuals interested in research, discussion, and studio experience) experience in such areas as art education, art therapy, computer graphics, graphic design, pre-interior design, and studio art.

A 250 Advanced Studio I **1 Hour**
Prerequisite: Any previous Studio course
The course is designed for the student with an interest in fine arts. This course will give the student the potential to explore the possibilities of self-expression with the media and materials of their own choosing. One hour per week with additional hours arranged as necessary.

A 251 Advanced Studio II **1 Hour**
Prerequisite: Permission of Instructor and A 250 Advanced Studio I
The course is designed for the student with an interest in fine arts. This course will give the student the potential to explore the possibilities of self-expression with the media and materi-

als of their own choosing. One hour per week, with additional hours arranged as necessary.

A 252 Advanced Studio III

1 Hour

Prerequisite: Permission of Instructor and A 251 Advanced Studio II

The course is designed for the student with an interest in fine arts. This course will give the student the potential to explore the possibilities of self-expression with the media and materials of their own choosing. One hour per week, with additional hours arranged as necessary.

A 253 Advanced Studio IV

1 Hour

Prerequisite: Permission of Instructor and A 252 Advanced Studio III

The course is designed for the student with an interest in fine arts. This course will give the student the potential to explore the possibilities of self-expression with the media and materials of their own choosing. One hour per week, with additional hours arranged as necessary.

A 260 Portfolio Preparation

1 Hour

Provides individuals with the necessary skills and knowledge to design and prepare a portfolio. A finished portfolio can be helpful in seeking educational goals such as scholarships or entrance requirements, or utilized in seeking employment.

A 299 Individual Study Project

1 Hour

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

BIOLOGICAL SCIENCE

BS 101 College Biology

5 Hours

Prerequisite: ENG 090, R 090, and MAT 090 or Assessment.

Emphasizes studies relative to both plant and animal kingdoms, their fundamental principles and processes of life, and their relationship to everyday life. Three hours of lecture and three hours of laboratory per week.

BS 104 Human Anatomy

4 Hours

Studies the anatomical study of the systems forming the human body. Emphasis is placed on the anatomy of the organs forming each system, the embryonic development of the system, and the functions of the tissues and organs of each system. A brief physiological review is covered with each system. Three hours of lecture and one and one-half hours of laboratory per week.

BS 105 Human Physiology

4 Hours

Emphasizes the physio-chemical study of the systems forming the human body. Emphasis is placed on the relationships between the systems and the maintaining of a homeostatic condition within the body. Diseases, defects, and abnormalities are covered with each system. Three hours of lecture and one and one-half hours of laboratory per week.

BS 107 Conservation

3 Hours

Deals with the conservation of natural resources, the relationship of plants and animals to their environment, the relation of conservation to agriculture, forestry, wildlife, and other natural sciences.

BS 109 Medical Terminology

3 Hours

See Allied Health for complete description.

BS 199 Individual Study Project

1 Hour

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity that it warrants the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

BS 201 General Zoology **5 Hours**

Prerequisite: BS 101 College Biology

Covers the anatomy and the physiology of a representative species of each phyla of the animal kingdom. The evolutionary connection between the phyla of the phylogenetic tree is covered with each phylum. Three hours lecture and three hours laboratory per week.

BS 202 General Botany **5 Hours**

Prerequisite: BS 101 College Biology

Studies plant structure and physiology in order to understand how plants live, grow, and reproduce. Emphasis is placed on function as a basis of life and how it is related to human problems such as population, food supply, ecology, and conservation. This is a biology course for students majoring in agronomy and plant sciences. Three hours lecture and three hours laboratory per week.

BS 203 Microbiology **5 Hours**

Prerequisite: BS 101 College Biology

Studies the morphology, physiology, biochemical activities, classification of microorganisms (bacteria, fungi, viruses, rickettsia, and other protists), immunity, and the immune response. Includes the study of pathogenic and economically useful forms and methods of culture identification, sterilization, and bacteriological analysis. Three hours of lecture and three hours of laboratory per week.

BS 239 First Responder **6 Hours**

Prepares the individual first on the scene of an accident to stabilize the accident victim. Opportunities are provided to acquire the information, skills, and attitudes necessary for certification as a First Responder in the state of Kansas.

BS 240 Emergency Medical Training **12 Hours**

See Allied Health for complete description.

BS 241 CPR-Basic **1 Hour**

See Allied Health for complete description.

BS 242 CPR-Basic Instructor **1 Hour**

See Allied Health for complete description.

BS 243 CPR-Instructor Trainee **1 Hour**

See Allied Health for complete description.

BS 244 Emergency Medical Training - Intermediate **6 Hours**

See Allied Health for complete description.

BS 299 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

BUSINESS

BUS101 Introduction to Business **3 Hours**

Previews business which includes business organization and management, the financing of business operation, the marketing of the product or service, the accounting of business transactions, and career information.

BUS102 Personal Finance **3 Hours**

Develops information needed to make intelligent choices and take effective action in the management of personal resources. Topics to be covered include consumers; credit buying, borrowing, saving and investment; purchase of insurance, real estate, and other major items; the problems of taxation and wills; and controlling expenditures through the use of a budget.

BUS 103 Accounting I **3 Hours**

Surveys the recording, classification, and analysis of economic transactions of the corporation. The individual will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period.

BUS 105 Accounting II **3 Hours**

Prerequisite: BUS 103 w/grade of C or better

Continues Accounting I with special emphasis being placed on the partnership and corporate forms of business enterprises. Individuals will also cover departmental and branch accounting; manufacturing and process cost systems; and the job order cost system. The individuals will be introduced to decision making and financial analysis.

BUS108 Business Visitations **1 Hour**
Provides for business individuals to tour businesses. Firms will host the individuals and demonstrate and discuss their business operations.

BUS 109 Applied Office Practice I **2 Hours**
Provides on-the-job training in which the individual works in an office doing office-related duties. The individual receives a salary as well as practical work experience.

BUS 110 Records Management **3 Hours**
Provides instruction on the alphabetic, numeric, geographic, subject, and chronological methods of filing. Cross-references, requisitions, charge-outs, and follow-ups are also studied. Special equipment and supplies, micrographics, the overall problems of cycle-creation, retention, and transfer, records safety and security, and disposal of records are studied.

BUS 111 Applied Office Practice II **2 Hours**
Prerequisite: BUS 109 Applied Office Practice I
Continues Applied Office Practice I.

BUS 113 Business English & Vocabulary **3 Hours**
Covers the essentials of good business writing. Business terminology, word choice, spelling, capitalization, punctuation, and sentence structure are covered. Techniques that lend emphasis to the message, such as parallel structure, are examined.

BUS 115 Business Math Using Calculators **3 Hours**
Develops skills in the use of various types of electronic display and printing calculators. Problem applications emphasize business situations.

BUS116 Introduction to Accounting **3 Hours**
Develops the fundamental principles of accounting as they are applied to business enterprises. The entire accounting cycle is covered.

BUS117 Computerized Accounting **3 Hours**
Prerequisite: BUS116 Introduction to Accounting and BUS 200 Financial Accounting.
Introduces the world of computerized accounting through realistic, hands-on experiences by establishing and maintaining accounting systems and records for single proprietorships and corporations.

BUS123 Advanced Document Production **3 Hours**
Improves the individual's straight copy speed and production rate on letters, business forms, tables, reports, and rough-draft copy that would be encountered in an office. Emphasis will be on mailable copy on all production work.

BUS126 Keyboarding **1 Hour**
Provides individuals the basic touch keyboarding skills to input information into computers.

BUS130 Microcomputer Applications I: (Word processing, Spreadsheet, and Database) **3 Hours**
Prerequisite: Keyboarding experience
Provides individuals knowledge and practice which will enable them to become familiar with the computer. Emphasis will be placed on problem solving with the use of word processing, spreadsheet, and database management software.

BUS 132 Microcomputer Applications I: Outlook **3 Hours**
Prerequisite: Keyboarding experience
A course designed to develop the desktop information management program skills needed in business which include sending and receiving email, managing messages, appointments, contacts, and tasks. Calendars will be shared with other users, and data stored within Outlook will be integrated to and from the other applications within the Microsoft Office XP suite.

BUS133 Microcomputer Applications I: Spreadsheet **3 Hours**
Prerequisite: Keyboarding experience
Emphasizes the mastery of spreadsheet concepts, applications, and utilizing the spreadsheet as a tool in the processing of information.

BUS136 Microcomputer Applications I: Desktop Publishing **3 Hours**
Prerequisite: Keyboarding experience
Extends word processing and allows individuals to produce a publication-quality document. This course will utilize a computer and appropriate software to combine text and graphics to produce a document. This course will allow the student to type, edit, format, cut and paste, layout, and design brochures, programs, posters, booklets, and newsletters.

BUS137 Microcomputer Applications I: Integrated Software **3 Hours**

Prerequisite: Keyboarding experience

Provides individuals knowledge and practice with the computer. Emphasis will be placed on problem solving with the use of integrated software.

BUS139 Microcomputer Applications I: Word Processing **3 Hours**

Prerequisite: Keyboarding experience

Provides hands-on experience to facilitate the preparation of documents. Includes applications to provide individuals with a working knowledge of leading word processing software packages.

BUS140 Microcomputer Applications II: (Word Processing, Spreadsheet, and Database) **3 Hours**

Prerequisite: BUS130 Microcomputer Applications I

Refines individual skills in the advanced use of word processing, spreadsheet, operating systems, databases, and other technology.

BUS147 Machine Transcription **3 Hours**

Prerequisite: Keyboarding experience

Gives the individual competence and confidence in transcribing a variety of letters, reports, and forms in mailable copy. Transcribing machines will help the individual improve spelling and punctuation skills along with learning to dictate using dictating/transcribing machines.

BUS 148 Legal Transcription **3 Hours**

Prerequisite: Keyboarding experience

Provides the individual competence and confidence in transcribing a variety of legal documents from actual legal cases, thus familiarizing them with the basic areas of the law. Specialized rules of punctuation, Latin terms, and standards for preparing legal documents will be covered.

BUS 149 Medical Transcription **3 Hours**

Prerequisite: Keyboarding experience and BS 109 Medical Terminology

Provides the individual experience in medical transcribing through the use of a variety of letters, memos, and reports that are typical of those found in the medical field.

BUS151 Microcomputer Applications I: Electronic Business Presentation **3 Hours**

Prerequisite: Keyboarding experience

Explores powerful software, and scenarios for presenting visual information. Organizational charts, business graphs and other visual materials will be created and incorporated in a presentation. Individuals will learn to enhance presentations by using special features of the software such as animation, slides, templates, note pages, and special transition effects.

BUS181 Microcomputer Applications I: Word Processing **1 Hour**

Prerequisite: Keyboarding experience

Exposes individuals to word processing software's basic functions. *(Cannot take after completing BUS139 Microcomputer Applications I: Word Processing)*

BUS182 Microcomputer Applications I: Database Management **1 Hour**

Prerequisite: Keyboarding experience

Covers the basic functions that set up a database, enter and add data, edit entries, delete entries, find data, index and sort data, save a database, and print files. Its main focus is the combination of practical database design principles with hands-on experience in the computer laboratory.

BUS183 Microcomputer Applications I: Spreadsheet **1 Hour**

Prerequisite: Keyboarding experience

Acquaints individuals with the use of spreadsheet software in solving problems and addressing alternative solutions using practical hands-on experience. *(Cannot take after completing BUS133 Microcomputer Applications I: Spreadsheet)*

BUS185 Microcomputer Applications I: Desktop Publishing **1 Hour**

Prerequisite: Keyboarding experience

Presents basic concepts of commercially prepared software used with Desktop Publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set up, text entry, graphic generation, text and graphic merging, and other computer-based functions.

BUS187 Applications of Word Processing 3 Hours

Prerequisite: Keyboarding experience

Develops the skills needed on equipment utilized in correspondence centers in the general business, medical, legal, and government offices. Includes a review of basic word processing functions and an introduction of advanced word processing functions such as macros, merging, sorting, graphics, tables, column styles, math features, etc. Grammar, spelling, punctuation, and proofreading are also emphasized.

BUS188 Computer Applications I: Windows 1 Hour

Prerequisite: Keyboarding experience

Introduces Microsoft Windows operating environment software. Windows provides many options including a graphical user interface and multi-tasking capabilities.

BUS189 Microcomputer Applications I: Electronic Business Presentation 1 Hour

Prerequisite: BUS126 Keyboarding

Explores presentation software and scenarios for presenting visual information. Organizational charts, business graphs, and other visual materials will be created and incorporated in a presentation. The individual will learn to enhance presentations by using special features of the software such as animation, slides, templates, note pages, and special transition effects. *(Cannot take after completing BUS151 Microcomputer Applications I: Electronic Business Presentations)*

BUS191 Microcomputer Applications II: Word Processing 1 Hour

Prerequisite: BUS130 Microcomputer Applications I and keyboarding experience or BUS 181 Microcomputer Applications I: Word Processing

Introduces individuals to advanced word processing skills. Individuals are required to create and edit documents using a word processing package. *(Cannot take after completing BUS 139 Microcomputer Applications I: Word Processing)*

BUS199 Individual Study Project 1 Hour

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

BUS200 Financial Accounting 4 Hours

Prerequisite: BUS116 Introduction to Accounting or Permission of Instructor

Covers the basic accounting model, the measurement processes involved, and the data classifications that are essential to the interpretation and effective use of financial statements by shareholders, creditors, government auditors, and managers of the firm. Emphasis on the communication of financial information.

BUS201 Principles of Management 3 Hours

Presents a basic understanding of the field and techniques of management. Topics include management and managers, scientific management, human relations in management, bureaucracy in management, contingency findings, the management of foreign operation, product management, ethics and social concerns of managers.

BUS202 Managerial Accounting 4 Hours

Prerequisite: BUS 200 Financial Accounting

Studies the concepts of materials, labor, and overhead control; budget administration; cost accounting systems including standard costing; full costing and direct costing; break-even analysis; accounting statement analysis, and use of return on investments as a basis for management decisions.

BUS203 Macroeconomics I 3 Hours

Covers the study of basic macroeconomic concepts, principles and terminology. Attention is given to supply and demand, national income, exchange ratio, unemployment, money and banking, international trade, and finance.

BUS204 Microeconomics II 3 Hours

Covers the study of basic microeconomic theory applied to the analysis of prices, markets, production, profits, rents, interest, and wages.

BUS205 Business Law 3 Hours

This course is designed to study the basic law related to business with the emphasis on contracts, law of sales, bailments and negotiable instruments. It is based on the Uniform Commercial Code and is designed to help individuals and management avoid elementary problems and recognize when legal assistance is necessary.

BUS 207 Administrative Procedures **3 Hours**

Prerequisite: Keyboarding experience

Acquaints the individuals with the variety of duties and responsibilities of the office employee in the modern business office. Areas covered are: oral and written communications, reprographics, financial records, business meetings, travel arrangements, reports, filing, mail handling, word processing, and computer activities. Emphasis is placed on public relations, establishing priorities, and organization of work.

BUS 208 Legal Procedures **3 Hours**

Prerequisite: Keyboarding experience

Acquaints the individual with the variety of duties and responsibilities of the office employee in a legal office. Areas covered are: oral and written communications, filing, legal terminology, legal research, mail handling, business meetings, financial records, legal documents, reprographics, and computer activities. Emphasis is placed on public relations, establishing priorities, and organization of work.

BUS 209 Medical Procedures **3 Hours**

Prerequisite: Keyboarding experience and BS 109 Medical Terminology

Acquaints the individual with the variety of duties and responsibilities of the office employee in the medical office. Areas covered are: oral and written communications, medical vocabulary, medical forms, making travel arrangements, filing, mail handling, business meetings, financial records, reprographics. Emphasis is placed on public relations, establishing priorities, and organization of work.

BUS210 Marketing **3 Hours**

Introduces the role and importance of marketing techniques to the success of modern organizations. The course is focused on the four basic elements of marketing: product, price, promotion, and place. Topics of study include the marketing concept, marketing research, consumer behavior, the product life cycle, channels of distribution, physical distribution, advertising, personal selling, pricing objectives and strategies, and social responsibilities of marketers.

BUS213 Business Communications **3 Hours**

Prerequisite: ENG101 College English I and Keyboarding experience

Develops both written and oral business communication skills. Major emphasis is on letter writing for specific situations.

BUS216 Managerial Accounting **3 Hours**

Prerequisite: BUS200 Financial Accounting w/grade of C or better, or BUS 103 & 105 Accounting I & Accounting II with grade of C or better

Includes the study of concepts of materials, labor, and overhead control, budget administration, cost accounting systems including standard costing, full costing and direct costing, break-even analysis, accounting statement analysis, and use of return on investment as a basis for management decisions.

BUS220 Fundamentals of Advertising **3 Hours**

Includes the role of advertising in today's business world. It also examines various forms of advertising and the media involved.

BUS230 Entrepreneurship **3 Hours**

Deals with all major aspects of starting a small business. Includes factors in success and failure, methods of becoming a small business owner, capital requirements, sources of finance, employee and supplier relations, location, organization, credit practices, etc. Primary emphasis is on the development of a business plan.

BUS245 Microcomputer Applications I: Electronic Communications **3 Hours**

Prerequisite: Keyboarding experience

Emphasizes computer communications utilizing modern technology. Emphasis will be placed on the practical use of computer communications with full support for electronic mail, file transfer, and computerized teleconferences. This technology is used to access on-line information services, computerized bulletin board systems (BBS's), and micro-to-micro file transfers.

BUS 245B Microcomputer Applications I: Electronic Communications **3 Hour**

Prerequisite: Keyboarding experience

Introduces modulator/demodulator (modem) technology. Individuals will be introduced to the technical aspects of modems as well as their application as a major component of the Internet. The course will consist of lecture, demonstration, and hands-on assignments.

BUS245D Electronic Communications: Web Design **2 Hours**

Prerequisite: Keyboarding experience

This course is an introduction to computer communications

utilizing modern technology. Emphasis will be placed on practical use of computer communication through web-page design.

BUS246A Microcomputer Applications I: Dreamweaver **3 Hours**

Prerequisite: Keyboarding experience

This course is an introduction to computer communications utilizing modern technology. Emphasis will be placed on practical use of computer communication through web-page design.

BUS246B Microcomputer Applications I: FrontPage **3 Hours**

Prerequisite: Keyboarding experience

This course is an introduction to computer communications utilizing modern technology. Emphasis will be placed on practical use of computer communication through web-page design.

COLLEGE PREPARATION

COL102 Study Skills **1 or 2 Hours**

Prerequisite: Requires concurrent enrollment in at least two Supplemental Instruction (SI) courses.

This class is offered as supplemental instruction in one or more classes. It will enhance the student's abilities to successfully complete college work in one or more classes. The course will enhance class vocabulary, self-assessment, study skills, cooperative learning, involvement in a learning community, critical thinking skills and problem solving. It will also provide an introduction to Garner's Multiple Intelligences and selected findings of brain research with implications for learning. Students will be required to develop a personal learning strategy for their college coursework and to participate in a learning community. A key advantage of the course over traditional study skills classes is that the course is linked to classes the student is currently taking, therefore, the student learns and practices the skills in the context of actual classes and assignments.

COL103 College Success & Orientation **1 Hour**

This course is an orientation to the world of college. Students prepare a career plan to obtain an associate degree in their

selected major. Planning begins with exercises designed to develop a working knowledge of curriculum structure and program design. Students will learn and practice career planning and decision making that will be useful throughout life. Instructors are advisors to students in their class. This course must be completed before a student registers for their 25th semester credit at HCC. Students who have earned or who have transferred 30 semester credits to HCC need not complete the course, but will need to meet all other graduation requirements.

COL103A College Success and Orientation **1 Hour**

This course is an orientation to the World of Work. Students prepare a career plan to obtain an associate degree in their selected major. Planning begins with exercises designed to develop a working knowledge of curriculum structure and program design. Students will learn and practice career planning and decision making that will be useful throughout life. This course must be completed before a student registers for their 25th semester credit at HCC. Students who have earned or who have transferred 30 semester credits to HCC need not complete the course, but will need to meet all other graduation requirements.

COL105 Research Methods **1 Hour**

Prepares the individual to be successful in writing research reports for business or any of the content area disciplines. Both principles for good writing and practical exercises will be covered in the course.

COL110 Internship ñ Business
Credit hours depend on semester hours on job

Prerequisite: Permission of Instructor

This course is designed for students who are assuming job responsibilities under guided supervision. This is the opportunity for students to put theory into practice. Students will spend 45 hours of on site time, per each credit hour. Students will gain specific skills and knowledge in their field of study and a broad understanding of how business or organizations in their field of study are run.

COL111 Internship ñ Photography
Credit hours depend on semester hours on job

Prerequisite: Permission of Instructor

This course is designed for students who are assuming job responsibilities under guided supervision. This is the

opportunity for students to put theory into practice. Students will spend 45 hours of on site time, per each credit hour. Students will gain specific skills and knowledge in their field of study and a broad understanding of how business or organizations in their field of study are run.

COL112 Internship ñ Graphic Design

Credit hours depend on semester hours on job

Prerequisite: Permission of Instructor

This course is designed for students who are assuming job responsibilities under guided supervision. This is the opportunity for students to put theory into practice. Students will spend 45 hours of on site time, per each credit hour. Students will gain specific skills and knowledge in their field of study and a broad understanding of how business or organizations in their field of study are run.

COL113 Internship ñ Criminal Justice

Credit hours depend on semester hours on job

Prerequisite: Permission of Instructor

This course is designed for students who are assuming job responsibilities under guided supervision. This is the opportunity for students to put theory into practice. Students will spend 45 hours of on site time, per each credit hour. Students will gain specific skills and knowledge in their field of study and a broad understanding of how business or organizations in their field of study are run.

COL114 Internship ñ Agriculture

Credit hours depend on semester hours on job

Prerequisite: Permission of Instructor

This course is designed for students who are assuming job responsibilities under guided supervision. This is the opportunity for students to put theory into practice. Students will spend 45 hours of on site time, per each credit hour. Students will gain specific skills and knowledge in their field of study and a broad understanding of how business or organizations in their field of study are run.

COL160 Career and Life Planning **1Hour**

This course helps students make decisions about their college majors, careers, and other life goals. It emphasizes career research as a tool for making current career decisions and meeting changes in the future workplace. Students learn a systematic approach for making career and life decisions based on their interest, skills, and values.

COL165 Introduction to Learning Theory **1 Hour**

This class is offered as supplemental instruction in one or more classes. It will enhance the student's abilities to successfully complete college work in one or more classes. The course will enhance class vocabulary, self-assessment, study skills, cooperative learning, involvement in a learning community, critical thinking skills and problem solving. It will also provide an introduction to Gardner's Multiple Intelligences and selected findings of brain research with implications for learning. Students will be required to develop a personal learning strategy for their college coursework and to participate in a learning community. A key advantage of the course over traditional study skills classes is that the course is linked to classes the student is currently taking, therefore, the student learns and practices the skills in the context of actual classes and assignments.

COL170 Leadership Organization and Goals **1/2 Hour**

This class will provide a practical education in student government and leadership. Creating an understanding and appreciation towards the developing of leadership qualities and parliamentary procedures. They will also develop time and conflict management skills such as scheduling facilities and times for a programming series, budgeting, and team building skills. Students will be actively involved in fundraising and community projects, as well as, student activities, entertainment, and programs. The course will provide an increase in the volume of activities at HCC and development of structure with student leaders. Student government members will act as the voice between student body and the administration. Student representatives will be required for standing committees. This course is designed for individuals with little or no background in student government. This course is offered each semester for one hour per week.

CRIMINAL JUSTICE

CJ 100 Introduction to Criminal Justice **3 Hours**

Introduces the individual to the field of criminal justice. A short historical background of law enforcement from primitive types to modern day police departments. Gives a general knowledge about the causes of crime, the purpose of law enforcement, and the role of the police officer in today's world.

CJ 105 Introduction to Corrections **3 Hours**

Introduces the study of the entire field of corrections: the correctional process of probation, institutionalization, and parole. This course also covers a survey of corrections careers and correction theories.

CJ 110 Fundamentals of Investigation **3 Hours**

Introduces the fundamentals of investigation. Reviews the procedure in making an arrest and search and seizure.

CJ 120 Juvenile Delinquency **3 Hours**

Introduces a modern day approach to preventing delinquency within the community. Studies programs for the prevention and correction of crime and delinquency. Presents basic techniques for juvenile courts.

CJ 140 Police Patrol Procedure **3 Hours**

Informs the individual of the philosophy and practice of the patrol function. Includes conspicuous presence as a means of suppressing crime and preserving peace; organization and functions of police patrol; methods, techniques, and responsibility in patrol operations; use of special equipment; and application of laws on arrest, search and seizure.

CJ 199 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

CJ 201 Criminal Law I **3 Hours**

Prerequisite: CJ 100 Introduction to Criminal Justice

Explores the origin, development, and classification of sub-

stantive criminal law. Reviews the rules of evidence at the operational level of law enforcement and covers criminal procedures for arrest, force, and search and seizure.

CJ 205 Critical Issues in Law Enforcement **3 Hours**

Prerequisite: CJ 100 Introduction to Criminal Justice

Provides instruction in the study of the police within a spectrum of critical issues such as the police role in democracy, ethnic tensions and the police, unionizing, and police professionalism. Other vital areas of concern are civil disobedience, enforcement of the law, and police misconduct.

CJ 211 Penology and Corrections **3 Hours**

Provides a survey of correctional services and treatment. Includes philosophy, history, correctional models by type and function, institutional treatment, parole operations, community-based treatment, and special treatment programs.

CJ 220 Practicum in Administration of Justice **3 Hours**

Prerequisite: Permission of Instructor

Covers participation in community administration of justice agencies to provide experience in the practical application of classroom instruction.

CJ 220A Administration of Justice Practicum **1 Hour**

Practicum in Administration of Justice on an arranged basis with the instructor.

CJ 220C Practicum Administration of Justice

3 Hours

Participation in community administration of justice agencies to provide experience in the practical application of classroom instruction.

CJ 299 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

EARLY CHILDHOOD

ECH100 Fundamentals of Early Childhood **3 Hours**

Students will discover what professionals need to know and be able to do to provide quality care and education for young children. Information covered will serve as the foundation for decisions and practices carried out by professionals in all settings and programs. Students will develop baseline knowledge and skills to work with young children and families. Students will complete steps involved in preparing for National Child Development Associate (CDA) credentialing.

ECH101 Recognizing Child Abuse & Neglect

1 Hour

This course is only available online. Students enrolled in this course will be able to define the various types of abuse and neglect, and identify signs and symptoms of the different types of abuse and neglect. Students will also learn who is a mandated reporter and what the penalties are for those who do not report child abuse and neglect. The Kansas Children's Service League in cooperation with SRS and KDHE has developed this.

ECH102 Understanding Multiple Intelligence & Children's Learning Styles

1 Hours

This class is only available online. Participants will explore how life events, culture, environment, biology and relationships all serve as roads to understanding mental wellness. Students will learn how to create safe, nurturing, and appropriate learning environments for children using Howard Gardner's Multiple Intelligences model. Students will learn strategies for working with families to create a healthy atmosphere for children by using a method of knowing, informing, discussing with, and supporting families.

ECH103 Infant/Toddler Creative Curriculum **3 Hours**

Students will discover what professionals need to know and be able to do to provide quality care for infants and toddlers. Using the research-based Creative Curriculum model, students will learn what a quality program looks like and how to achieve it. The course will explore the integrated roles of the caregiver/teacher, the children, the families, and the community, using a strengths-based model that defines developmentally appropriate practices for infants and toddlers and the role of the curriculum.

ECH104 Preschool Creative Curriculum **3 Hours**

Students will discover what professionals need to know and be able to do to provide quality care for preschool children. Using the research-based Creative Curriculum model, students will learn what a quality program looks like and how to achieve it. The course will explore the integrated roles of the caregiver/teacher, the children, the families, and the community, using a strengths-based model that defines developmentally appropriate practices for preschoolers and the role of the curriculum.

ECH110 Functions of Child Development I **3 Hours**

Prerequisite: ECH 100 Fundamentals of Early Childhood or Permission of Instructor

Students will acquire the skills and knowledge associated with safe, healthy learning environments for infants, toddlers and/or preschoolers. Students will also acquire the skills and knowledge associated with advancing physical and intellectual competence for those age groups. Students will learn how to assist children in expressing their creative abilities. Students will complete steps involved in preparing for National Child Development Associate (CDA) credentialing.

ECH115 Functions of Child Development II **3 Hours**

Prerequisite: ECH 110 Functions of Child Development I or Permission of Instructor

Students will acquire the skills and knowledge associated with supporting social and emotional development and providing positive guidance to infants, toddlers, and/or preschoolers. Students will learn how to establish positive relationships with families, ensure well-run programs, and maintain a commitment to professionalism. Students will complete the final steps necessary for National Child Development Associate (CDA) credentialing.

ECH150 Creative Experiences **3 Hours**

This course is designed for early childhood classroom practitioners. Students will learn to create interesting and secure environments that encourage play, exploration, and learning. Students will learn to provide opportunities that stimulate children to play with sound, rhythm, language, materials, space, and ideas in individual ways so children can express their creative abilities. Students will develop a comprehensive file of curriculum ideas and activities that promote creative expression.

ECH 160 Observing and Interacting with Young Children **3 Hours**

Prerequisite: 6 hours Early Childhood courses

This course is designed for practitioners who work with children and families. Students will develop skills for quality observation and documentation associated with young children. Ethical considerations and confidentiality are discussed. Students will review theories of development and conduct observations to "make or break" their theories. Students need to be able to identify an appropriate setting for observations. Ideas for positive interactions with children are threaded throughout the course.

ECH 175 Emerging Literacy **3 Hours**

Prerequisite: 6 hours Early Childhood courses

This course will prepare current or future early childhood teachers to enhance the early literacy outcomes of young children by improving teachers' knowledge of early literacy development. Students will develop an in-depth understanding of language development and acquisition. Students will acquire skills and knowledge in facilitating early literacy to young children, and how to involve parents and families in the process.

ECH 200 Program Planning and Development **3 Hours**

Prerequisite: 9 hours Early Childhood courses

Students in this course will be introduced to the total range of administrative and curriculum demands in different types of early childhood education centers. Funding, budgeting skills, evaluating, hiring, planning, collecting fees, and writing reports are some of the topics that will be covered. This course will emphasize developing sound fiscal and program management skills with a focus on interpersonal relationships.

ECH 210 Family Involvement in Education **3 Hours**

Prerequisite: 9 hours Early Childhood courses

In this course students will study family involvement in education from an interdisciplinary approach. History, current research, and diversity in families will be covered. This course will provide information, activities, and programs to enrich family-school partnerships and collaborations. Students will use the online learning environment, Companion Website.

ECH 220 Principles of Inclusion **3 Hours**

Prerequisite: 9 hours Early Childhood courses

This course explores the barriers to, and influences on, inclusive education settings for young children. Students will learn to identify common characteristics of handicapping conditions related to young children. Topics covered will include individualized instruction, family perceptions of inclusion, collaborative relationships among adults, classroom ecology, social policy, and cultural and linguistic diversity. Students will learn techniques to implement in the classroom for individuals with a wide range of needs.

ECH 230 Professional Development and Leadership **3 Hours**

Prerequisite: 12 hours Early Childhood courses

This course is for the committed Early Childhood Professional. Basic concepts for the helping professions will be explored. Early Childhood Professional Ethics and Standards will be infused throughout the course. Students will reflect on their personal and professional growth and leadership skills. This course will provide individuals working in the Early Childhood field the basic foundation needed for developing mentoring relationships. This course prepares individuals to become Mentors for the Early Childhood Apprenticeship Program. Advocacy issues related to Early Childhood will be discussed and practiced.

ECH 250 Early Childhood Practicum **3 Hours**

Prerequisite: 15 hours Early Childhood courses and Permission of Instructor

This course is designed for students who are assuming teaching responsibility under guided supervision. This is the opportunity for students to put theory into practice. Students will spend 15 hours in classroom activities and 90 hours teaching in the early childhood classroom. Topics covered are lesson planning and evaluation, observation and documentation, classroom management, working with families, and trends and issues in Early Childhood. Students will be observed teaching young children for 2 three hour sessions.

EDUCATION

ED 101 Pre-Professional Lab I **1 Hour**
Prerequisite: Concurrent with ED 110 Introduction to Education or successful completion of ED 110
Provides 20 hours of direct experience in classroom management, tutoring and helping individuals, using audiovisual aids, making and teaching lessons, and observing. Readings are assigned to provide additional academic input to supplement the classroom experience.

ED 102 Pre-Professional Lab II **1 Hour**
Prerequisite: Concurrent with ED 110 Introduction to Education or successful completion of ED 110 and ED 101 Pre-Professional Lab I
Continues Pre-Professional Lab I, providing an additional 20 hours of lab experience.

ED 110 Introduction to Education **3 Hours**
Considers the historical and sociological development of American education, the role of public schools in our American society, and acquaints the future teachers with opportunities in the profession, qualities needed for success, rewards of the profession, and other aspects of teaching.

ED 220 Introduction to Developmental Disabilities **4 Hours**
An introductory course for individuals dealing with developmental disability clients which emphasizes the value of a person-first paradigm, of how to implement a person-centered approach in planning, and to explore the basic interactive structure of communication. It also addresses specific techniques for increasing and decreasing behaviors, strategies to affect aberrant behavior and finally, the issue of health for the disabled.

ENGINEERING

ENR101 Engineering Graphics I **3 Hours**
Introduces the use of drawing instruments; geometrical construction, sketching, theory of projections of points, lines, and planes; orthographic projections of solids on conventional projection planes and auxiliary planes, conventional section; fundamentals of dimensioning, pictorial representations.

ENR102 Engineering Graphics II **3 Hours**
Prerequisite: ENR101 Engineering Graphics I
Introduces the geometry of engineering graphics relating particularly to lines and planes, non-coplanar lines, intersections and development of surfaces and solids, perspective problems for developing conceptual ability and for training in concentration and imagination.

ENR199 Individual Study Project **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

ENR299 Individual Study Project **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

ENGLISH

ENG090 Fundamentals of English **3 Hours**

This course is designed to prepare the student for basic competency in written communication skills. It can also serve as preparation for academic success in College English I. Four areas are examined: sentence structure, usage, punctuation, and composition skills. Paragraph and short essay writing will be introduced.

ENG091 Grammatical Development **1 or 3 Hours**

This course is designed to give students a review of basic English grammar and sentence structure which will enable them to identify and write coherent and complete sentences.

ENG092 Power Spelling/Phonics **1 Hour**

This course is designed to review basic English spelling conventions and to establish the correlation between reading, spelling, vocabulary, and pronunciation as they relate to writing.

ENG093 Research Writing **1 Hour**

This course is designed to introduce students to basic documentation principles, correct use of quotations, practice in paraphrasing, and avoidance of plagiarism in written assignments.

ENG101 College English I **3 Hours**

Prerequisite: ACT, Assessment Test or ENG090 Fundamentals of English

Provides instruction and practice in the principles of written composition. The major emphasis is on improving the ability to organize and express thoughts clearly and effectively. Individuals can be expected to write coherent essays which make and support a main point. A reading text is used for criticism and discussion. Required for all degree programs.

ENG102 College English II **3 Hours**

Prerequisite: ENG101 College English I

Continues College English I, which emphasizes composition and the techniques utilized in themes. College English II improves individuals' understanding of the principal forms of literature, how the elements in literature affect readers, and the contribution of writers, poets, and dramatists to the humanities.

ENG110 Technical Composition **3 Hours**

Offers intensive drill in using rhetorical writing methods applied to technical fields. Individuals will practice organizing technical subject matter and arranging and supporting writing with facts. Narration, analysis, and extended comparison writing will be explored. The course stresses audience analysis and includes the effective use of graphics.

ENG199 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

ENG201 Advanced Composition **3 Hours**

Prerequisite: ENG101 and ENG102, College English I and II

Provides additional training in writing for individuals who have completed College English I and II. These individuals should have mastered the writing skills taught in earlier classes and be ready to develop and improve their writing style.

ENG202 American Literature I **3 Hours**

Provides a survey of the significant writers, works, and developments in American literature from roughly 1620 to 1885 (the Colonial period to the publication of Huckleberry Finn).

ENG205 Old Testament Literature **3 Hours**

Provides survey of the Old Testament as a literary work. The course includes an examination of representative portions of the Old Testament. Emphasis will be on the literary characteristics and the cultural and historical contexts of the various books of the Old Testament, primarily, but not restricted to, Genesis, Exodus, First Samuel and Second Samuel, First Kings and Second Kings, Job, selected Psalms, Ecclesiastes, Song of Solomon, Isaiah, and Jonah.

ENG206 New Testament Literature **3 Hours**

Provides survey of the New Testament as a literary work. The course will include an examination of representative portions of the New Testament. Emphasis will be placed on the literary

characteristics and the cultural and historical contexts of the various books of the New Testament. The course will also examine the unique qualities and aspects of the various Gospels in both content and style.

ENG207 Narrative Film **3 Hours**

Prerequisite: Eng 101 College English I and ENG 102 College English II

The course is designed to give students a background in the history of narrative film, to give them practice analyzing narrative form and film's story-telling techniques, to expose them to some unconventional sources of films (including foreign makers), and to allow them to practice their writing and discussion skills. Basic elements of narrative form will be discussed, and students will write a brief reaction paper about each film and will take part in general discussion of the films shown.

ENG208 Introduction to the Short Story **3 Hours**

Provides a study of the literary genre of the short story, with emphasis on critical analysis and appreciation. The basic elements of short fiction, such as point of view, plot, character, and theme are discussed and analyzed in terms of how they are applied in individual stories by major writers from various periods and countries. The purpose of such analysis is to help the individual understand, appreciate, and enjoy more fully the reading of short fiction.

ENG209 American Literature II **3 Hours**

Provides a survey of the significant writers, works, and developments in American literature from roughly 1865 to the present.

ENG210 World Literature I **3 Hours**

Focuses on the scope of world literature with selections generally regarded as masterpieces. The time range represented by the selections is wide, roughly from 2000 BCE to 1650CE.

ENG211 World Literature II **3 Hours**

Focuses on the scope of world literature with selections generally regarded as masterpieces. The time range represented is wide, roughly from 1650 CE to the present.

ENG212 English Literature I **3 Hours**

Provides a survey of the significant writers, works, and developments in English literature from the Middle Ages through the Eighteenth Century.

ENG213 English Literature II **3 Hours**

Provides a survey of the significant writers, works, and developments in English literature from the Nineteenth Century Romantic writers through the Twentieth Century.

ENG223 Creative Writing **3 Hours**

This course is designed to give students an opportunity to write and develop skills in various forms of creative writing, such as fiction, poetry, and drama. Students may do some work in each area, but will be able to emphasize the kind of writing in which they are most interested. Basic elements of these creative writing forms will be discussed, and students will work on several creative projects in a workshop format. In addition to the instructor providing evaluation and guidance, students themselves will provide an audience for the writing done in the class and will provide feedback, interaction, and critiques of each other's work.

ENG299 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

LS 102 Children's Literature **3 Hours**

Introduces the individual to the field of children's literature. A goal of the class is to give the individual the ability to evaluate and select appropriate literature for various ages of children. This course is recommended for elementary education, early childhood education, and library science majors. Course material, however, will be broad enough to accommodate anyone with a personal interest in the field of children's literature.

ENGLISH AS A SECOND LANGUAGE

ESL 090 English as a Second Language **3 Hours**

Designed to help the beginning non-native speaker improve his/her reading and writing skills in English. The focus will be on grammar, vocabulary, and the cognitive strategies used by non-native readers and writers. Students will be introduced to the more formal style of written English by reading and responding to texts in simplified English taken from a variety of sources.

FOREIGN LANGUAGE

LG 101 Spanish I **3 Hours**

Covers fundamentals of pronunciation, vocabulary building, conjugation of the present tense, practice in understanding and speaking simple phrases, elementary reading and writing, and some study of the culture of people in countries where Spanish is spoken.

LG 102 Spanish II **3 Hours**

Prerequisite: LG 101 Spanish I or 1 year high school Spanish
Continues the study of Spanish I with further emphasis on pronunciation, vocabulary building, speaking and understanding modern Spanish, elementary reading and writing, and the study of the culture of Latin America and Spain. Command forms, present tense, and imperfect tense are introduced.

LG 199 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

LG 201 Spanish III **3 Hours**

Prerequisite: LG 102 Spanish II or 2 years high school Spanish
Continues the study of Spanish II with more advanced practice in speaking, understanding, reading, and writing modern

Spanish with special emphasis on idiomatic constructions, and some study of the culture of Spanish speaking people. The future, conditional, perfect, and present subjunctive tenses are introduced. The uses of *por* and *para* are examined.

LG 202 Spanish IV **3 Hours**

Prerequisite: LG 201 Spanish III or 3 years high school Spanish
Continues the study of Spanish III with more advanced practice in speaking, understanding, reading, and writing modern Spanish with special emphasis on idiomatic constructions. It also includes additional study of grammar and culture. The uses of present subjunctive, imperfect subjunctive, present perfect subjunctive, and pluperfect subjunctive are covered.

LG 299 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

GEOGRAPHY

GEO 212 World Regional Geography **3 Hours**

Surveys the distinguishing characteristics of the major regions of the world. Emphasis placed on the physical, cultural, and economic aspects of each region. Designed to meet the needs of education majors, social studies teachers, and those majoring in geography.

HISTORY

HIS101 United States History I **3 Hours**

Provides a survey of U.S. History from European beginnings to the Civil War/Reconstruction. The changing configurations of American culture and its modes of expression, religion, politics, and literacy are discussed. Studies the rise of Federalists, the War of 1812, and the emergence of the Jacksonian Movement. Special emphasis on economic, political, and social forces from colonial times to the Civil War.

HIS102 United States History II **3 Hours**

Provides a survey of the United States from Reconstruction to the present. Deals with constitutional, political, social, and cultural developments. Emphasis is placed on the changing role of government in the lives of people and on the changing position of the United States in world affairs. Study of the impact of industrialism, foreign policy, and both world wars.

HIS103 History of Western Civilization I **3 Hours**

Studies the development of western culture and institutions from the ancient world. Study of great civilizations of the Ancient Near East, Greece, and Rome. Emphasis on political, social, religious, and cultural life. Also covers the rise of Christianity, the end of the Roman Empire, and Medieval Europe to the Renaissance.

HIS104 History of Western Civilization II **3 Hours**

Covers the history of early Modern Europe from the late Renaissance/Reformation to the present. The spiritual, intellectual, social, political, and economic foundations are examined. Emphasis on new and revolutionary social movement, the development of national institutions, and the breakdown of the old diplomatic order.

HIS199 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

HIS202 Introduction to Ancient History **3 Hours**

Surveys the political, social, and economic development of Mesopotamia, Asia Minor, Greece, and Rome from Paleolithic times to C.E. 500. The individual will be able to recognize and relate the social, economic, and political development of ancient civilizations in relation to modern society. Develops a chronological understanding of events from 200,000 B.C.E. to C.E. 500

HIS204 Readings of Western Civilization I **3 Hours**

This is an interdisciplinary course of study that critically examines the ideas and values of Western Culture from ancient beginnings in Mesopotamia, the Near East, Greece, and Rome through the Middle Ages, Renaissance, Reformation and to the beginning of the modern period.

HIS205 Readings in Western Civilization II **3 Hours**

This is an interdisciplinary course of study that critically examines the ideas and values of Western culture from the beginning of the Early Modern period to the twentieth century. It emphasizes the reading and discussion of some of the most influential writings and ideas that have shaped the intellectual and cultural heritage of the Western world during the Modern era.

HOME ECONOMICS

HEC101 Nutrition **3 Hours**

Studies the nutritive value of foods and the essentials of the optimum diet. Application made to nutritional requirements of infancy, childhood, adolescence, and adulthood.

JOURNALISM

J 102 Reporting I **3 Hours**

Helps the individual develop a terse, interesting manner of writing news stories and articles for publication. Reporting will also include practice in proofreading, editing, and layout of articles for the school newspaper. The individual should have keyboarding skills.

J 103 Introduction to Yearbook Production **2 Hours**

Covers the basics of yearbook production including layout design, type fitting, picture cropping, and page design.

J 104 Yearbook Production and Planning **2 Hours**

Continues Introduction to Yearbook Production. Yearbook Production and Planning makes application of the principles of yearbook production to the current "SCOTTIE CLASSIC". This course is a production rather than lecture class.

J 105 Editing I **3 Hours**

Provides practice on writing headlines and editing news stories using standard head counting system and editing symbols. An emphasis is placed on grammar, punctuation, spelling, and AP style and usage.

J 106 Newspaper Production I **1 Hour**

Provides hands-on experience in the production of a newspaper with the goal of providing news to the campus community.

J 107 Newspaper Production II **1 Hour**

Prerequisite: J 106 Newspaper Production I
Continues Newspaper Production I.

J 109 Editing II **3 Hours**

Prerequisite: J 105 Editing I
Continues the study of Editing I

J 199 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

J 201 Reporting II **3 Hours**

Prerequisite: J 102 Reporting I
Develops writing skills learned in Reporting I and moves on to more complex stories, feature stories, and a consideration of ethics and First Amendment rights. This course is required for journalism majors. It is also beneficial to those wanting to improve their skills in written communication and (due to the emphasis placed on covering governmental bodies and issues) those studying political science.

J 205 Introduction to Sports Reporting **3 Hours**

Studies the principles of sports reporting and writing. Areas of study will include trends and philosophies in sports reporting, coverage of events, interviewing, features, sports columns, and sports photography.

J 210 Newspaper Production III **1 Hour**

Prerequisite: J 107 Newspaper Production II
Continues Newspaper Production II.

J 211 Newspaper Production IV **1 Hour**

Prerequisite: J 210 Newspaper Production III
Continues Newspaper Production III.

J 220 Fundamentals of Advertising **3 Hours**

Studies the role of advertising in today's business world. It also looks at various forms of advertising and the media involved.

J 230 Directed Studies in Journalism **3 Hours**

Prerequisite: Permission of Instructor
Offers individuals the opportunity for specialized, independent work under the supervision of a journalism instructor. The individual will develop a project, conduct media research, or write a paper on a topic of their own interest.

J 299 Individual Study Project **1 Hour**

Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

MATHEMATICS

MAT090 Fundamentals of Math **3 Hours**

This is a lead-in class to the algebra sequence. The student will develop skills in the four fundamental operations using whole numbers, fractions, and decimal fractions. Ratio and proportion, and percent applications are included for business and consumer concerns. If time permits, applied geometry and an introduction to algebra will also be included.

MAT100 Beginning Algebra **3 Hours**

Prerequisite: Assessment or MAT090 Fundamentals of Math

Prepares individuals to take Intermediate Algebra. The course covers basic algebra fundamentals.

MAT103 Intermediate Algebra **3 Hours**

Prerequisite: Assessment or MAT100 Beginning Algebra

Intermediate Algebra is intended as a thorough study of the fundamental laws of algebra with extensive study of adding, subtracting, multiplying, dividing, factoring, and simplifying polynomial, rational, and radical expressions; solving linear, quadratic, rational, and radical equations including non-real complex solutions; solving linear, compound, and absolute value inequalities; graphing linear equations, inequalities, and quadratic functions; solving systems of two equations in two variables; utilizing function notation, and applications of many of these algebraic concepts. Other topics will be included as time permits.

MAT104 College Algebra **3 Hours**

Prerequisite: Assessment or MAT103 Intermediate Algebra

College Algebra is intended as a comprehensive, thorough study of the fundamental laws of algebra, exponents, linear and quadratic equations, polynomial and rational inequalities, system of equations, radicals and radical equations, functions and graphing, polynomials and polynomial equations, modeling, logarithms, complex numbers, augmented matrices, determinants, regression, analysis of all kinds of graphs, linear systems in two or three variables, and applications of most of the topics listed above, plus many other topics as time permits. NOTE: A graphing calculator is required for this course!

MAT105 Plane Trigonometry **3 Hours**

Prerequisite: MAT104 College Algebra

Includes the study of circular functions and their graphs, inverse circular functions, identities and conditional equations and law of sine and law of cosine.

MAT106 Calculus with Analytic Geometry I **5 Hours**

Prerequisite: MAT105 Plane Trigonometry or equivalent

Calculus I is the first in the three-semester sequence in the rigorous study of calculus. This course consists of the study of algebraic functions of one variable, the use of modern technology to enhance calculus knowledge, limits including the study of L'Hopital's rule, differentiation and its various techniques, definite and indefinite integrals [including integration by substitution and logarithmic functions], and applications of the derivative and definite integral in geometry, science, engineering, business, medicine, and other fields. Other topics will be covered as time permits. NOTE: A graphing calculator is required for this course!

MAT107 General Calculus and Linear Algebra **3 Hours**

Prerequisite: MAT104 College Algebra or 2 yrs high school algebra.

Designed for students interested in business or science. Include rates of change and derivatives of functions and graphs, optimizing multivariable functions and solving systems of equations using matrices. Applications to business and science will be presented frequently.

MAT108 Topics in Contemporary Mathematics **3 Hours**

Prerequisite: Assessment or MAT103 Intermediate Algebra

This course is designed to develop problem-solving skills by studying a wide range of contemporary applications of mathematics and to develop an acute appreciation of what mathematics truly is and how it is used in modern times. The main goal of the course is to give an introduction to the power and variety of mathematical techniques that are available to an educated member of society. Some of the great ideas of mathematics and how they can be used in everyday life will be thoroughly explored, including but not limited to: set theory, logic and syllogisms, graph theory, number theory, algebraic models, modeling systems for both linear equations and inequalities, voting methodology, consumer mathematics, and descriptive statistics. Through the exploration of these

topics, this course should provide students with an opportunity to enhance their understanding of useful mathematical processes. This course is recommended to non-transfer type students seeking an alternative way to fulfill their general education requirement, to certain degree-seeking students and to all students wishing to explore the usefulness of mathematics through the context of contemporary topics.

This class does not satisfy graduation requirements for an Associate in Science degree.

MAT110 Calculus with Analytic Geometry II 5 Hours

Prerequisite: MAT106 Calculus with Analytic Geometry I

Calculus II is the second in the three-semester sequence in the rigorous study of calculus. This course consists of working with logarithms and other exponential functions, hyperbolic functions, inverse and hyperbolic trigonometric functions, numerous integration techniques including using tables, integration by parts, substitutions, partial fractions, improper integrals, continued work with L'Hopital's rule, sequences and series, convergence and comparison tests, using formulas to estimate integrals, differential equations, and calculus involving three-dimensional space, vector operations including the dot product, projections, the cross product, parametric equations of lines, and three-dimensional plane operations with quadric surfaces, plus selected topics in analytic geometry as time permits. NOTE: A graphing calculator is required for this course!

MAT199 Individual Study Projects 1 Hour

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

MAT201 Calculus with Analytic Geometry III 3 Hours

Prerequisite: MAT110 Calculus with Analytic Geometry II

Calculus III is the final course in the three-semester sequence in the rigorous study of calculus. Calculus III should fully prepare the student to be successful in the courses of Differential Equations, Vector Analysis, Statics, Dynamics, and

other upper-level mathematics, science, and engineering courses in the future. Calculus III consists of a thorough study of polar coordinates and parametric equations, vector analysis in calculus problems, a rigorous study of vector-valued functions, partial derivatives, centroids, directional derivatives, gradients, and a study of multiple integrals including double integrals, triple integrals, changing variables involving polar coordinates, center of mass and moments of inertia, and many applications. In addition, there will be a thorough study of multiple integrals and their applications, including in cylindrical and spherical coordinates and change of variables using Jacobians. Topics from the field of vector analysis, such as vector fields, line integrals, Green's Theorem applications, surface integrals including applications and flux, and the use of matrices in various operations, will be covered as time permits. NOTE: A graphing calculator is required for this course!

MAT202 Differential Equations 3 Hours

Prerequisite: MAT201 Calculus with Analytic Geometry III

Includes standard types to ordinary differential equations of first and second order, linear equations, solutions by series, and application to geometry and physical science.

MAT203 Basic Statistics 3 Hours

Prerequisite: MAT 104 College Algebra

This course is an introductory study of the fundamentals of modern statistics and probability. The main topics covered include descriptive methods, inductive statistics, probability, estimation, tests of hypotheses, linear regression, linear correlation coefficients, Chi-Square tests of independence and goodness of fit, along with other selected topics as time allows. NOTE: A graphing calculator is required for this course!

MAT299 Individual Study Project 1 Hour

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

MEDIA TECHNOLOGY

MT110 Introduction to Mass Communications 3 Hours

Prerequisite: Permission of Instructor

Offers an overview of the role that media plays in modern society, with emphasis on the ethics, technology, social obligation, technical skills, and historical knowledge needed by modern communicators. Course work involves analysis and criticism of media usage.

MT111 Introduction to Media Technology 3 Hours

Prerequisite: MT 121 Computer Graphics: Mac Basics and Permission of Instructor

Concentrates on the application of three media technologies: interactive multimedia, desktop video, and desktop publishing. The individual will become familiar with the history, evolution, and present and future applications of these technologies.

MT112 Media Technology I 1 to 3 Hours

Prerequisite: MT111 and Permission of Instructor

This course is an overview of technology as it applies to mass media today. Emphasizing the access of information via the Internet. Included will be reviewing, creating, and publishing web pages.

MT113 Media Technology II 1 to 3 Hours

Prerequisite: MT112 and Permission of Instructor

This course is a continuation of MT111 and MT112. It includes creating, designing, and posting more advanced web pages and forms as well as editing images and graphics for web pages. Also, included will be learning the basics of streaming video and including it on the web site.

MT121 Computer Graphics: Macintosh Basics 1 Hour

Introduces the world of digital imaging technology using the leading computer digital media available. Emphasis will be placed on learning about Macintosh computer hardware, disk operating system, and software applications.

MUSIC

M 101 Music Fundamentals 3 Hours

Reviews the rudimentary subject matter of music including symbols, rhythm, and scale construction. Individuals will be introduced to reading and dictation in two or three parts, the minor modes and chromatics, and eye and ear study through the simple modulations and transpositions.

M 103 Music History and Appreciation 3 Hours

Introduces music as an art form. The basic elements of music, musical instruments, style periods, and composers will be studied. Music as a means of self expression is a course emphasis.

M 104 Ear Training and Dictation I 1 Hour

Emphasizes melodies, aural study of intervals, meters, and rhythms. Covers sight singing in tonal music, dictation of simple melodies in major and minor keys, and common chord progressions.

M 105 Applied Keyboard I 1 Hour

Prerequisite: Permission of Instructor

Offers private lessons on piano and/or electronic keyboard for music majors using keyboard as their primary instrument or non-music majors interested in further developing their skills.

M 106 Applied Keyboard II 1 Hour

Prerequisite: M105 Applied Keyboard I and Permission of Instructor
Continues Applied Keyboard I.

M 107 Applied Music I (Vocal) 1 Hour

Provides private lessons in voice for music and non-music majors interested in further developing their performance skills.

M 108 Applied Music II (Vocal) 1 Hour

Prerequisite: M 107 Applied Music I (Vocal) and Permission of Instructor

Continues Applied Music I (Vocal).

M 109 Vocal Ensemble I (Male) 1 Hour

Prerequisite: Permission of Instructor

Provides performance experience of Gospel, Pop, and Barber-shop music for the small ensemble.

M 110 Vocal Ensemble II (Male) **1 Hour**
Prerequisite: M 109 Vocal Ensemble I (Male) and Permission of Instructor
Continues Vocal Ensemble I.

M 111 Applied Music I (Instrumental) **1 Hour**
Prerequisite: Permission of Instructor
Provides private lessons in instrumental for music majors on primary instruments or non-music majors interested in further developing their skills.

M 112 Applied Music II (Instrumental) **1 Hour**
Prerequisite: M 111 Applied Music I (Instrumental)
Continues Applied Music I (Instrumental).

M 113 Vocal Ensemble-Lads and Lassies I **1 Hour**
Prerequisite: Audition
Designed for both music majors and non-music majors to participate. This stage vocal ensemble employs various styles of music along with choreography and props. The ensemble, which specializes in popular music genres such as jazz, "oldies," and Broadway, is expected to travel within the College's service area to perform community service and to recruit. This course provides an opportunity for musical self-expression and continued development of individual and ensemble musicianship.

M 114 Vocal Ensemble-Lads and Lassies II **1 Hour**
Prerequisite: M 113 Vocal Ensemble - Lads and Lassies I
Continues Vocal Ensemble - Lads and Lassies I.

M 115 Chorus I **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for group singing in various styles of music.

M 116 Chorus II **1 Hour**
Continues Chorus I.

M 119 Wind Ensemble I **1 Hour**
Designed for both music majors and non-music majors to participate. This ensemble of wind and percussion instruments (sometimes supplemented, as appropriate), provides opportunities for musical self-expression and continued development of individual and ensemble musicianship.

M 120 Wind Ensemble II **1 Hour**
Prerequisite: M 119 Wind Ensemble I
Continues Wind Ensemble I.

M 124 Ear Training and Dictation II **1 Hour**
Prerequisite: M 104 Ear Training and Dictation I
Continues Ear Training and Dictation I.

M 126 Keyboard Harmony I **1 Hour**
Provides opportunities to study studio performance and perform harmonic structures of the Baroque and Classical periods in music. Modes, major and minor scales, and primary chords will be studied, analyzed, and performed.

M 127 Instrumental Ensemble-Mixed I **1 Hour**
Provides opportunities to perform chamber music written specifically for mixed instrumentation. The course is an elective in performance which provides the individual an opportunity to improve playing abilities and work with other musicians. The ensemble is open to both music majors and non-majors.

M 128 Instrumental Ensemble-Mixed II **1 Hour**
Prerequisite: M 127 Instrumental Ensemble - Mixed I
Continues Instrumental Ensemble Mixed I.

M 129 Introduction to Contemporary Music **3 Hours**
Surveys contemporary musical styles and forms, composers, technology related to music, and the recording industry. The main topics covered include contemporary classical music, Broadway/tin pan alley, jazz, blues, country and western, and rock and roll.

M 130 Pep Band I **1 Hour**
Provides opportunities to perform at all home football and basketball games. The ensemble is open to both music majors and non-majors.

M 131 Pep Band II **1 Hour**
Prerequisite: M 130 Pep Band I
Continues Pep Band I.

M 133 Voice Class **1 Hour**
Provides opportunities for group study and practice in fundamental skills in singing to prepare the beginning voice individual for private study in voice.

M 134 Keyboard Harmony II **1 Hour**
Prerequisite: M 126 Keyboard Harmony I
Continues Keyboard Harmony I.

M 136 Class Piano I **1 Hour**
Prepares individuals for developing basic skills or preparation for piano proficiency examinations.

M 137 Instrumental Ensemble-Woodwind I **1 Hour**
Provides opportunities to perform chamber music written specifically for woodwind instruments. The course an elective in performance, provides the individual an opportunity to improve playing abilities and work with other musicians. The ensemble is open to both music majors and non-majors.

M 138 Instrumental Ensemble-Percussion I **1 Hour**
Provides opportunities to perform music written specifically for percussion instruments. The course, an elective in performance, provides the individual an opportunity to improve playing ability and work with other musicians. The ensemble is open to both music majors and non-majors.

M 139 Vocal Ensemble I (Female) **1 Hour**
Prerequisite: Permission of Instructor
Encompasses the study and performance of music composed specifically for women's ensembles.

M 140 Vocal Ensemble II (Female) **1 Hour**
Prerequisite: M 139 Vocal Ensemble I (Female) and Permission of Instructor
Continues Vocal Ensemble I (Female).

M 141 Instrumental Ensemble-Woodwind II **1 Hour**
Prerequisite: M 137 Instrumental Ensemble Woodwind I
Continues Instrumental Ensemble Woodwind I.

M 142 Instrumental Ensemble-Percussion II **1 Hour**
Prerequisite: M 138 Instrumental Ensemble Percussion I
Continues Instrumental Ensemble Percussion I.

M 143 Instrumental Ensemble-Brass I **1 Hour**
Provides an opportunity to perform chamber music written specifically for brass wind instruments. The course, an elective in performance, provides the individual an opportunity to improve playing ability and work with other musicians. The ensemble is open to both music majors and non-majors.

M 144 Instrumental Ensemble Brass II **1 Hour**
Prerequisite: M 143 Instrumental Ensemble Brass I
Continues Instrumental Ensemble Brass I.

M 150 Jazz Ensemble I **1 Hour**
Provides an opportunity to explore and perform traditional and contemporary jazz styles, including but not limited to swing, Latin, fusion, and blues. This group is primarily a public performing ensemble and includes a specific instrumentation.

M 151 Jazz Ensemble II **1 Hour**
Prerequisite: M 150 Jazz Ensemble I
Continues Jazz Ensemble I.

M152 Opera Production I **1 Hour**
Prerequisite: Permission of Instructor
Liberal Arts students as well as dance and music students are encouraged to participate in this stage vocal/dance ensemble that prepares and performs the chorus/ballet with a professional opera company. The ensemble provides opportunity for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the arts as a profession.

M 153 Opera Production II **1 Hour**
Prerequisite: M 152 Opera Production I and Permission of Instructor
Liberal Arts students as well as dance and music students are encouraged to participate in the stage vocal/dance ensemble that prepares and performs the chorus/ballet with a professional opera company. The ensemble provides opportunity for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the arts as a profession.

M 160 Jazz Improvisation I **1 Hour**
Provides opportunities for study and performances in the art of jazz improvisation. The class will focus on historical and theoretical as well as practical applications of improvising jazz in a combo setting.

M 161 Jazz Improvisation II **1 Hour**
Prerequisite: M 160 Jazz Improvisation I
Continues Jazz Improvisation I.

M 199 Individual Study Project **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must detail a plan of study, complete with resources to be consulted and an evaluation of the project.

M 200 Music Theory I **3 Hours**
Prerequisite: M 104 Ear Training and Dictation and Permission of Instructor

A study of the harmonic systems used in musical composition from 1650 to 1900, including mastery of scales, keys, intervals, and basic triads. Simple, four-part harmonic arranging will be studied. Individuals will be introduced to non-harmonic tones, secondary chords, and elementary modulation. Individuals will analyze chorales, hymns, and representative literature from recognized style periods.

M 201 Music Theory II **3 Hours**
Prerequisite: M 200 Music Theory I and Permission of Instructor

Individuals will continue to identify patterns in music in order to analyze harmony and form. Along with regular assignments and examinations, individuals will compose one short hymn tune.

M 203 Introduction to Music Literature **3 Hours**

Introduces the principal forms of instrumental and vocal music and their historical development. Vocal emphasis includes plain song, motet, cantata, opera, oratorio, and art songs. Representative compositions from standard instrumental repertoire, including the symphony, concerto, overture, keyboard music, and chamber music, will be analyzed.

M 205 Pep Band III **1 Hour**

Prerequisite: M 131 Pep Band II
Continues Pep Band II.

M 206 Pep Band IV **1 Hour**

Prerequisite: M 205 Pep Band III
Continues Pep Band III.

M 207 Applied Music III (Vocal) **1 Hour**

Prerequisite: M 108 Applied Music II (Vocal) and Permission of Instructor
Continues Applied Music II (Vocal).

M 208 Applied Music IV (Vocal) **1 Hour**

Prerequisite: M 207 Applied Music III (Vocal) and Permission of Instructor
Continues Applied Music III (Vocal).

M 209 Vocal Ensemble III (Male) **1 Hour**

Prerequisite: M 110 Vocal Ensemble II (Male) and Permission of Instructor
Continues Vocal Ensemble II.

M 210 Vocal Ensemble IV (Male) **1 Hour**

Prerequisite: M 209 Vocal Ensemble III (Male) and Permission of Instructor
Continues Vocal Ensemble III.

M 211 Applied Music III (Instrumental) **1 Hour**

Prerequisite: M 112 Applied Music II (Instrumental) and Permission of Instructor
Continues Applied Music II (Instrumental).

M 212 Applied Music IV (Instrumental) **1 Hour**

Prerequisite: M 211 Applied Music III (Instrumental) and Permission of Instructor
Continues Applied Music III (Instrumental).

M 213 Vocal Ensemble-Lads and Lassies III **1 Hour**

Prerequisite: M 114 Vocal Ensemble - Lads and Lassies II
Continues Vocal Ensemble - Lads & Lassies II.

M 214 Vocal Ensemble-Lads and Lassies IV **1 Hour**

Prerequisite: M 213 Vocal Ensemble - Lads and Lassies III
Continues Vocal Ensemble - Lads & Lassies III.

M 215 Chorus III **1 Hour**

Prerequisite: M 116 Chorus II
Continues Chorus II.

M 216 Chorus IV **1 Hour**

Prerequisite: M 215 Chorus III
Continues Chorus III.

M 217 Instrumental Ensemble-Mixed III **1 Hour**

Prerequisite: M 128 Instrumental Ensemble - Mixed II
Continues Instrumental Ensemble II.

M 218 Instrumental Ensemble-Mixed IV **1 Hour**

Prerequisite: M 217 Instrumental Ensemble - Mixed III
Continues Instrumental Ensemble III.

M 219 Wind Ensemble III **1 Hour**

Prerequisite: M 120 Wind Ensemble II
Continues Band II Wind Ensemble II.

M 220 Wind Ensemble IV **1 Hour**

Prerequisite: M 219 Wind Ensemble III
Continues Band III Wind Ensemble III.

M 223 History of Jazz **3 Hours**

Surveys the history and development of American jazz musical styles and forms, composers, technology related to music and the recording industry. The main topics covered include European and African influences on the development of jazz, the role of Spirituals and early American religious traditions, Nineteenth Century American work songs, Ragtime, early New Orleans Dixieland, Chicago Dixieland, Broadway, Tin Pan Alley, Blues traditions, The Swing Era, Boogie-Woogie, Bop, Cool Jazz, Progressive Jazz, Free Form Jazz, Jazz Rock, and Fusion.

M 225 Applied Keyboard III **1 Hour**

Prerequisite: M 106 Applied Keyboard II and Permission of Instructor

Continues Applied Keyboard II.

M 226 Applied Keyboard IV **1 Hour**

Prerequisite: M 225 Applied Keyboard III and Permission of Instructor

Continues Applied Keyboard III.

M 233 Music Theory III **3 Hours**

Prerequisite: M 201 Music Theory II and Permission of Instructor

Continuation of work with harmony and composition. Introduction to the use of 20th-century techniques with melody, rhythm, form, and harmony.

M 234 Music Theory IV **3 Hours**

Prerequisite: M 233 Music Theory III and Permission of Instructor

Continuation of work with harmony and composition. Introduction to the use of 20th-century techniques with melody, rhythm, form, and harmony.

M 235 Ear Training and Dictation III **1 Hour**

Prerequisite: M 124 Ear Training and Dictation II

Continues the aural study of intervals, meters, and rhythms. Introduction of 20th-century melodic and harmonic technique including atonality, bitonality, polytonality, serialism and 12 tone techniques. Sight-singing of 20th-century and 12-tone melodies. Dictation of 20th century melodies.

M 236 Ear Training and Dictation IV **1 Hour**

Prerequisite: M 235 Ear Training and Dictation III

Continues Ear Training and Dictation III.

M 237 Instrumental Ensemble-Woodwind III **1 Hour**

Prerequisite: M 141 Instrumental Ensemble-Woodwind II

Continues Instrumental Ensemble Woodwind II.

M 238 Instrumental Ensemble-Percussion III **1 Hour**

Prerequisite: M 142 Instrumental Ensemble-Percussion II

Continues Instrumental Ensemble Percussion II.

M 239 Vocal Ensemble III (Female) **1 Hour**

Prerequisite: M 140 Vocal Ensemble II (Female)

Continues Vocal Ensemble II (Female).

M 240 Vocal Ensemble IV (Female) **1 Hour**

Prerequisite: M 239 Vocal Ensemble III (Female)

Continues Vocal Ensemble III (Female).

M 241 Instrumental Ensemble-Woodwind IV **1 Hour**

Prerequisite: M 237 Instrumental Ensemble-Woodwind III

Continues Instrumental Ensemble Woodwind III.

M 242 Instrumental Ensemble-Percussion IV **1 Hour**

Prerequisite: M 238 Instrumental Ensemble-Percussion III

Continues Instrumental Ensemble- Percussion III.

M 243 Instrumental Ensemble-Brass III **1 Hour**

Prerequisite: M 144 Instrumental Ensemble-Brass II

Continues Instrumental Ensemble Brass II.

M 244 Instrumental Ensemble-Brass IV **1 Hour**

Prerequisite: M 243 Instrumental Ensemble-Brass III

Continues Instrumental Ensemble Brass III.

M 245 Keyboard Harmony III **1 Hour**

Prerequisite: M 134 Keyboard Harmony II

Provides opportunities for the study and studio performance of harmonic structures of the Romantic and Contemporary periods in music. Modes, major and minor scales, and primary chords will be studied, analyzed, and performed.

M 246 Keyboard Harmony IV **1 Hour**

Prerequisite: M 245 Keyboard Harmony III

Continues Keyboard Harmony III.

M 250 Jazz Ensemble III **1 Hour**

Prerequisite: M 151 Jazz Ensemble II

Continues Jazz Ensemble II.

M 251 Jazz Ensemble IV

Prerequisite: M 250 Jazz Ensemble III
Continues Jazz Ensemble III.

1 Hour**M 252 Opera Production III**

Prerequisite: M 153 Opera Production II

Liberal Arts students as well as dance and music students are encouraged to participate in the stage vocal/dance ensemble that prepares and performs the chorus/ballet with a professional opera company. The ensemble provides opportunity for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the arts as a profession.

1 Hour**M 253 Opera Production IV**

Prerequisite: M 253 Opera Production III

Liberal Arts students as well as dance and music students are encouraged to participate in the stage vocal/dance ensemble that prepares and performs the chorus/ballet with a professional opera company. The ensemble provides opportunity for artistic self-expression and continued development of individual and ensemble skills, while offering exposure to the arts as a profession.

1 Hour**M 260 Jazz Improvisation III**

Prerequisite: M 161 Jazz Improvisation II
Continues Jazz Improvisation II.

1 Hour**M 261 Jazz Improvisation IV**

Prerequisite: M 260 Jazz Improvisation III
Continues Jazz Improvisation III.

1 Hour**M 299 Individual Study Project**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

1 Hour

PHILOSOPHY

PHI101 Introduction to Philosophy**3 Hours**

Studies major philosophies of the Western World from Plato to Sartre. The course is designed to acquaint the individual with a broad overview of the history of philosophy and the most important ideas of major philosophers. Special emphasis will be placed on showing relationships between the ideas which are still significant to today's society.

PHI102 Introduction to Ethics**3 Hours**

Surveys ethical theories as they apply to the quest for human happiness and the good life. The course will begin with a discussion of Moral Reasoning and Good Reasoning, but emphasis will be placed upon the views of leading moral philosophers in the Western tradition, namely, Aristotle, Kant, Mill, Nietzsche, Sartre, et al. Additionally, the course will include discussion of applications of oral theory to practice.

PHI 105 Religions of the World**3 Hours**

Provides the student with an overview and an engaging account of some of the major religions of the world.

PHI199 Individual Study Project**1 Hour**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

PHI299 Individual Study Project**1 Hour**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

PHOTOGRAPHY

PHO101 Photography I (Basic) **3 Hours**
Includes familiarization with 35mm black and white photography, including use and understanding of a 35mm camera, development of film, and use of the enlarger to make prints. The student is also introduced to digital photography, using film, scanners, photoshop, and digital printing methods. The course covers compositional and aesthetic techniques used in traditional and non-traditional photography.

PHO102 Staff Photography I **1 Hour**
Prerequisite: PHO101 Photography I
Provides supervised assignments in special photography areas related to the individual's ability and interest, including publications, special events, and public relations. One hour per week, with additional hours arranged as necessary.

PHO103 Photography II (Advanced Black & White) **3 Hours**
Prerequisite: PHO101 Photography I
Provides an advanced photography course in the refinement of the gelatin silver black and white image. The technical controls of the photographic materials, film and paper, will be stressed through an introduction to the zone system. The process of previsualization and experimental darkroom manipulations will be explored. The student will also be introduced to studio lighting systems, SLR digital cameras and advanced digital workflow techniques.

PHO107 History of Photography **3 Hours**
Introduces the history of still photography as an art medium. The course covers developments of the photographic image from 1839 to the present. Emphasis is placed on individual artists, artistic movements, and photography as a communication tool.

PHO108 Applied Photography I **1 Hour**
Prerequisite: PHO101 Photography I
Provides work designed for the individual with an interest in commercial photography. The individual will have supervised assignments in a field relating to their professional interests. Such areas may include, but are not limited to, portraiture, fashion, industrial, or illustration photography. One hour per week, with additional hours arranged as necessary.

PHO109 Studio Photography I **1 Hour**
Prerequisite: PHO101 Photography I
Gives the individual the potential to explore the possibilities of self expression with the photographic image. This course is designed for the individual with an interest in fine arts photography. The individual may elect to explore non-silver (alternative) photographic processes as part of their possibilities. Such processes could include, but are not limited to, palladium, salted paper, carbon or kallitype prints. One hour per week, with additional hours arranged as necessary.

PHO199 Individual Study Project **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

PHO200 Photography III (Color) **3 Hours**
Prerequisite: PHO101 Photography I
Introduces color films, papers, and related chemistry. The course will cover color theory, both additive and subtractive, film characteristics, color processes, digital imaging systems, and related equipment. The student will also explore experimental color materials and non-traditional outputs.

PHO202 Staff Photography II **1 Hour**
Prerequisite: PHO102 Staff Photography I
Designed for the advanced student to continue working in the areas of publications and public relations photography. The student will concentrate on a field of interest and will be given specific assignments to problem solve that are related to their field of study. One hour per week, with additional hours arranged as necessary.

PHO205 Lighting Techniques **3 Hour**
Prerequisite: PHO101 Photography I
The course introduces the laws of light. Covering terminology and lighting for form, texture, and separation using both portraiture and still life. Assignments will include controls and exposure of natural, tungsten, and strobe lighting systems.

PHO206 Photography IV (Large Format) 3 Hours

Prerequisite: PHO 200 Photography III

Covers basic theory and practical applications in the use of the view camera, exposure techniques, and related processing systems. The course introduces sheet film development and view camera operations. The individual will be given assignments in architecture, product, advertising, and fine art photography. Studio lighting techniques with tungsten and strobe systems will be utilized.

PHO208 Applied Photography II 1 Hour

Prerequisite: PHO108 Applied Photography I

Continues to concentrate on a series of photographs that will relate to their professional interests in a specific field. An advanced course designed for the individual with professional goals in commercial photography. One hour per week, with additional hours arranged as necessary.

PHO209 Studio Photography II 1 Hour

Prerequisite: PHO109 Studio Photography I

Continues to explore the photographic image as a tool for self-expression. An advanced course designed for the individual with professional goals in photographic fine arts. The individual may elect to work with traditional or nontraditional processes. One hour per week, with additional hours arranged as necessary.

PHO210 Landscape Field Photography 6 Hours

Prerequisite: PHO 101 Photography I

The course is designed for the student to experience working in the natural environments of the landscape. The goal of the course is to expand the students technical and aesthetic photographic skills through practical and unique field locations. Daily field sessions and lectures will be scheduled as well as individual assistance. The student will select a field project of their choice. Topics could include, but are not limited to, fine art landscape, wildlife, macro or portrait location photography.

PHO260 Portfolio Preparation 1 Hour

Prerequisite: Photography sophomore individuals only

Provides individuals with the necessary skills and knowledge to design and prepare a portfolio. A finished portfolio can be helpful in seeking educational goals such as scholarships or entrance requirements, or utilized in seeking employment.

PHO299 Individual Study Project 1 Hour

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

PHYSICAL EDUCATION

PE 103 Volleyball I (Womenís Varsity Athletics)

1 Hour

Prerequisite: Permission of Instructor

Deals with fundamental skills and strategies necessary to compete at the collegiate level.

PE 104 Basketball I (Womenís Varsity Athletics)

1 Hour

Prerequisite: Permission of Instructor

Improves and enriches the individualís knowledge and skills in the area of basketball. A course for women to participate in an organized team sport on the collegiate level. Individuals will participate in basketball games and work to improve their skill and knowledge in the different areas of basketball.

PE 105 Football I (Menís Varsity Athletics) 1 Hour

Prerequisite: Permission of Instructor

Teaches the following aspects of football; punting, kicking, offensive line of play, defensive line of play, offensive back play, and defensive secondary play. The various techniques involved in each area, such as: different secondary coverages, different offensive plays from different offensive sets, and different blocking rules and blocking schemes are taught that will be encountered in different situations.

PE 106 Basketball (Menís Varsity Athletics) 1 Hour

Prerequisite: Permission of Instructor

Improves and enriches the individualís knowledge and skills in the area of menís basketball. This course is for individuals to participate in an organized team sport on the collegiate level. The individuals will participate in basketball games and work to improve their skills and knowledge in the different areas of basketball.

PE 107 Dance Team I**1 Hour***Prerequisite: Auditions*

Emphasizes development of technical and choreographical skills for performance. This performance class is limited to members of the Classy Lassies. This group represents the college at athletic events and school activities. Auditions are required in the spring for the following school year.

PE 108 Dance Team II**1 Hour***Prerequisite: PE 107 Dance Team I*
Continues Dance Team I.**PE 109 Physical Education For Elementary Teachers****3 Hours**

Gives prospective teachers the practice of organized play activity. The course includes a study of the meaning of play to the child, values of supervised play, and the selection of games and activities for the elementary child. The individual will learn how to make up lesson plans, unit plans, and a yearly plan, as well as write objectives. The different styles of teaching will be presented to allow the individual to choose the style that best fits them or the situation. They will learn how to evaluate their programs and individuals.

PE 110 Rules & Officiating I**2 Hours**

Prepares the individual for officiating the sports of football and volleyball. Through academic work, rules, laboratory, and officiating, philosophies are formed and the basis for the judgment and decision making of the individual/official is developed.

PE 111 History and Principles of Physical Education**3 Hours**

Emphasizes the development of physical education in America. This class is a historical study of physical education beginning with primitive man. Also included is a thorough investigation of the foundation areas in physical education and their application to the modern program.

PE 112 Personal and Community Health**3 Hours**

Provides an overview of the physical, mental, emotional, social, and spiritual components of health as they combine to influence the whole human being. Included within the course will be an introduction to the interdependency of the interrelationship between such topics as mental/emotional health, drug use, misuse and abuse, physical fitness, nutrition, consumer health, human sexuality, death and dying, community health, environmental health, and diseases.

PE 113 First Aid and Safety**3 Hours**

Teaches skills that enable an individual to know what to do when emergencies occur through accidents or sudden illness; to develop in individuals an attitude for an understanding of their roles in protecting the lives and welfare of themselves and others; to develop motor skills in splinting, dressing wounds, resuscitation, CPR. Individuals will be able to administer aid in the following emergencies: drug abuse, automobile accidents, acute heart failure, bleeding, burns, choking, fractures, poisoning, and shock. First Aid's aim is to protect and save human lives.

PE 114 Track I (Women's Varsity Athletics)**1 Hour**

Improves and enriches the individual's knowledge and skills in the area of track and field. A course for individuals to participate in an organized team sport on the collegiate level. The individuals will participate in track and field events and work to improve their skills and knowledge in the different areas of track and field.

PE 115 Softball I (Women's Varsity Athletics)**1 Hour**

An activity class, open only to women athletes interested in participating in an organized sport (softball) at the collegiate level.

PE 116 Track I (Men's Varsity Athletics)**1 Hour**

Improves and enriches the individual's knowledge and skills in the area of track and field. A course for individuals to participate in an organized team sport on the collegiate level. The individuals will participate in track and field events and work to improve their skills and knowledge in the different areas of track and field.

PE 117 Baseball I (Men's Varsity Athletics)**1 Hour**

Improves and enriches the individual's knowledge and skills in the area of baseball. A course for individuals to participate in an organized team sport on the collegiate level. The individuals will participate in baseball games and work to improve their skills and knowledge in the different areas of baseball.

PE 118 Cross Country I (Men's Varsity Athletics)**1 Hour**

Improves and enriches the student's knowledge and techniques in the sport of cross country. A course for individuals to participate in an organized team sport on the collegiate level.

PE 119 Tennis **1 Hour**
Develops the basic skills, fundamentals, knowledge of the rules, and strategies of the game of tennis.

PE 120 Rules and Officiating II **2 Hours**
Gives an individual the skills and knowledge to officiate the sports of basketball, softball, and baseball. Through academic work, rules, laboratory, and officiating, philosophies are formed and the basis for the judgment and decision-making of the individual/official is developed.

PE 121 Volleyball I **1 Hour**
Provides for the basic skills of volleyball including the forearm pass, overhead set, and spike serve. Elementary offenses and defenses will be covered in the course.

PE 122 Archery **1 Hour**
Develops the basic skills, fundamentals, and general information of leisure sport.

PE 123 Introduction to Physical Education **3 Hours**
Introduces the individual to a survey of the field and study of the historical background, philosophy, and principles of physical education with some practical experience in this area of education.

PE 124 Weightlifting I **1 Hour**
Contributes to the health and well-being of the individual through a weight program that will increase the individual's overall physical health.

PE 125 Introduction to Recreation **3 Hours**
Provides an introductory course for the individual interested in recreation as a career. Various recreational activities are included in this class along with opportunity for practical experience. The individual is also given the opportunity to work in a recreational setting within the community.

PE 127 Cheerleading I **1 Hour**
Prerequisite: Auditions
Emphasizes the development of technical skills for performance at sporting events. Skills taught include jumps, stunting, cheers, chants, conditioning, and safety guidelines. A spirit group at HCC is composed of cheerleaders, yell leaders, and mascots. These individuals will practice together to lead cheers and be involved in school spirit at athletic events and other school activities. This is a performance class.

PE 128 Cheerleading II **1 Hour**
Prerequisite: PE 127 Cheerleading I
Continues Cheerleading I.

PE 129 Basketball I **1 Hour**
Provides opportunities to learn the skills fundamental to playing basketball through both demonstration and discussion of the strategies which are necessary for team play. Emphasis will be placed on individual participation.

PE 130 Bowling **1 Hour**
Introduces the fundamentals of bowling along with the history of the sport and the selection, care, and proper use of equipment.

PE 131 Soccer I **1 Hour**
Introduces the basic and some advanced skills, as well as the history of the game and rules.

PE 132 Snow Skiing **1 Hour**
Includes the study of skiing safety, how to use equipment properly, what equipment is needed, how to use ski rope lifts and chair lifts, how to ski under control, skiing etiquette, and all the basic fundamentals that a beginning skier should know. The individual will have the opportunity to apply these basic skills on field trips to the ski slopes.

PE 133 Aerobics **1 Hour**
Develops motor skills, jogging, and dance steps to improve muscle tone and cardiovascular fitness.

PE 134 Golf **1 Hour**
Provides individualized instruction in the rules, fundamentals, and history of the sport. Proper use of clubs and courtesies of the game also will be covered.

PE 135 Running Awareness **1 Hour**
Covers the proper mechanics of running and training, exercise benefits, fitness program, warm-ups, and cool-downs. Cardiovascular fitness can be improved in this course.

PE 136 Baseball Conditioning I **1 Hour**
Improves the student's physical strength and endurance through a strength program and conditioning drills. Enrollment is limited to those enrolled Baseball.

PE 137 Basketball Conditioning I-Men **1 Hour**
Provides weight training and conditioning for the men's basketball program. Enrollment is limited to those enrolled in a basketball activity course.

PE 138 Basketball Conditioning I-Women **1 Hour**
Provides weight training and conditioning program for the women's basketball program. Enrollment is limited to those enrolled in a basketball activity course.

PE 139 Lifetime Fitness **2 Hours**
Provides an individual exercise evaluation and prescription and develops the knowledge and skills essential for maintaining a fitness life-style.

PE 140 Advanced Weightlifting/Conditioning **1 Hour**
Contributes to the health and wellbeing of the individual through participation in the strength program, conditioning drills, and agility drills.

PE 141 P.E. for Men **1 Hour**
Strengthens and improves overall fitness through exercise. Individuals will gain an understanding of how to apply exercises to improve fitness.

PE 143 Introduction to Athletic Training I **1 Hour**
Provides the individual with an overview of the athletic training profession and the field of sports medicine. It is designed to show the individual the different aspects of an athletic trainer's job and give the individual an opportunity for practical experience and observation in this field.

PE 147 Women's Varsity Cross Country **1 Hour**
Improves and enriches the individual's knowledge and techniques in the sport of cross country. A general education for individuals to participate in an organized team sport on the collegiate level.

PE 149 Softball Conditioning I **1 Hour**
This course will teach the following aspects of softball: hitting, pitching, fielding, and base running. This is accomplished by teaching the various techniques involved in each area. The course is designed to make the student a better athlete both mentally and physically. Enrollment is limited to those enrolled in Softball.

PE 150 Personal Trainer Field Experience **1 Hour**
The Personal Trainer Field Experience is a beginning hands-on experience for Personal Trainer majors. It provides direct experience with clients in a health/fitness setting.

PE 199 Individual Study Projects **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

PE 203 Volleyball II (Women's Varsity Athletics) **1 Hour**
Prerequisite: PE 103 Volleyball I
Continues Volleyball I.

PE 204 Basketball II (Women's Varsity Athletics) **1 Hour**
Prerequisite: PE 104 Basketball I
Continues Basketball I (Women).

PE 205 Football II (Men's Varsity Athletics) **1 Hour**
Prerequisite: PE 105 Football I
Continues Football I.

PE 206 Basketball II (Men's Varsity Athletics) **1 Hour**
Prerequisite: PE 106 Basketball I
Continues Basketball II (Men).

PE 207 Dance Team III **1 Hour**
Prerequisite: PE 108 Dance Team II
Continues Dance Team II.

PE 208 Dance Team IV **1 Hour**
Prerequisite: PE 207 Dance Team III
Continues Dance Team III.

PE 214 Track II (Women's Varsity Athletics) **1 Hour**
Prerequisite: PE 114 Track I
Continues Women's Track I.

PE 215 Softball II (Women's Varsity Athletics) **1 Hour**
Prerequisite: PE 115 Softball I
Continues Softball I.

PE 216 Track II (Menís Varsity Athletics) 1 Hour

Prerequisite: PE 116 Track I

Continues Menís Track I.

PE 218 Cross Country II (Menís Varsity Athletics) 1 Hour

Prerequisite: PE 118 Cross Country I

Continues Cross Country I (Men).

PE 220 Theory of Coaching Basketball 2 Hours

Presents all phases of the game of basketball to give individuals a foundation on which to build if interested in coaching basketball. The course will include developing a philosophy: use of motivation, effective ways to build both an offense and defense, when to use different offenses and defenses, the importance of the coach, and how to build and maintain a high school basketball program.

PE 221 Theory of Coaching Track and Field 2 Hours

Provides the individual with a working knowledge and practical experience in track and field coaching. The following areas will be covered: theories and techniques applicable to track and field, rules and regulations, conditioning and training, psychology of todayís athlete, and the administration of a track and field meet.

PE 222 Theory of Coaching Football 2 Hours

Presents to the individual a history of the sport, theories of coaching, and shows fundamental coaching techniques in the sport of football.

PE 223 Theory of Coaching Baseball 2 Hours

Covers basic theory of coaching baseball pitching, catching, infield positions (1B, 2B, SS, 3B), outfield positions (LF, CF, RF), and hitting are covered. Provides instruction on how to deal with individual players and how to coach them. Common faults and corrections of fielding, hitting, throwing will be emphasized. The individuals will be required to teach a phase of the game to the rest of the class. The individual will be required to develop his/her own play book.

PE 224 Care and Prevention of Athletic Injuries 3 Hours

Includes the study of injury recognition, preventative measures, evaluation techniques, supportive taping methods, and basic modalities and rehabilitation used in the management of athletic injuries.

PE 227 Cheerleading III 1 Hour

Prerequisite: PE 128 Cheerleading II

Continues Cheerleading II.

PE 228 Cheerleading IV 1 Hour

Prerequisite: PE 227 Cheerleading III

Continues Cheerleading III.

PE 236 Baseball Conditioning II 1 Hour

Prerequisite: PE 136 Baseball Conditioning I

Continues Baseball Conditioning I.

PE 237 Advanced Basketball Conditioning II-Men 1 Hour

Prerequisite: PE 137 Advanced Basketball Conditioning I

Continues Advanced Basketball Conditioning I.

PE 238 Advanced Basketball Conditioning II-Women 1 Hour

Prerequisite: PE 138 Advanced Basketball Conditioning I

Continues Advanced Basketball Conditioning I.

PE 240 Advanced Weightlifting/Conditioning II 1 Hour

Prerequisites: PE 140 Advanced Weightlifting/Conditioning I.

Continues Advanced Weightlifting/Conditioning I.

PE 241 Weightlifting II 1 Hour

Prerequisite: PE 124 Weightlifting I

Continues Weightlifting I.

PE 243 Introduction to Athletic Training II 1 Hour

Prerequisite: PE 143 Introduction to Athletic Training I and PE 224 Care and Prevention of Athletic Injuries or Prerequisite: Permission of Instructor

Introduces individuals to documentation of athletic injuries, principles of therapeutic modalities, and methods of therapeutic exercise.

PE 245 Baseball II (Menís Varsity Athletics) 1 Hour

Prerequisite: PE 116 Baseball I

Continues Baseball I.

PE 247 Cross Country II (Women's Varsity Athletics) 1 Hour

Prerequisite: PE 147 Cross Country I (Women)

Continues Cross Country I (Women).

PE 249 Softball Conditioning II **1 Hour**
Continues Softball I.

PE 250 Exercise Physiology **3 Hours**
Investigates the fundamental physiological processes operative during exercise. Emphasis will be placed on the integrating systems and organs into a functional whole. Laboratories provide experience in evaluating exercise stress by motion methods and equipment.

PE 299 Individual Study Project **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

PHYSICAL SCIENCE

PS 101 College Physical Science **5 Hours**
Provides an understanding and an appreciation of major trends in modern science. The main areas of concentration will be in physics, chemistry, meteorology, and astronomy. Also some consideration given to the problems of energy and of the environment. This course is designed for those with no previous background in physical science. Work on laboratory experiments provides experience with equipment and techniques. This course is offered each semester and meets six hours per week for the five hours of credit in lab and lecture.

PS 102 Concepts of Physics **3 Hours**
A non-mathematical introduction to the world of physics. All major theories and principles in physics will be covered. Topics include: Newtonian Mechanics, modern physics, nuclear physics, particle physics, and other recent developments in physics. This course is designed for those who want a broad understanding of their world.

PS 104 General Geology **3 Hours**
The philosophy of this course is that every college student, not just the elite few planning science careers, must have an understanding of scientific principles, especially in view of the exploding impact of technological developments on routine, daily endeavors. We will examine Earth's physical environment using scientific methods and learn to objectively evaluate our impact on our environment. We will cover Earth's composition and evolution, physical processes which shape our planet, its resources and how we interact with the physical processes which shape our planet, its resources and how we interact with the Earth. To enhance your understanding of geology, we will take several field trips.

PS 105 World Physical Geography **3 Hours**
Provides a study of the geographical factors of our physical environments; climate, terrain, soils, landforms, and the seas; economic resources; cartographic elements; introduction to regional studies.

PS 107 General Chemistry **5 Hours**
General Chemistry is a one semester course for students who have not had the equivalent of one year of high school chemistry. The course includes a survey of chemistry with special emphasis on solutions and biochemistry. It is a chemistry course for students majoring in scientific and technological fields such as the allied health and agriculture fields. Three hours of lecture and three hours of laboratory a week.

PS 108 Astronomy **3 Hours**
The philosophy for this course is that every college student, not just the elite few planning science careers, must have an understanding of scientific principles, especially in view of the exploding impact of technological developments on our routine, daily endeavors. The course begins with the historical background of astronomy. Next, physical laws of mechanics are introduced and astronomical measurements are considered. Atomic theory is introduced and applied to stellar composition and evolution. The final sections deal with the structure of the universe and cosmology. To enhance your understanding of astronomy, we will make several astronomical observations.

PS 108 A Astronomy Lab**1 Hour***Prerequisite: PS 108 Astronomy*

The lab for Astronomy will consist of a series of "hands-on" exercises designed to help your understanding of Astronomy, simple mathematics, and technology in astronomy. The student will become familiar with constellations, deep-sky objects, planets, lunar phases, and stars through a variety of telescope and naked eye observations, lab experiments, and demonstrations.

PS 111 College Chemistry I**5 Hours***Prerequisite: High School Chemistry recommended and MAT103 Intermediate Algebra.*

This course is a college level introduction to chemistry. It is designed for those students interested in a deeper knowledge of chemistry and whose field requires 10 credit hours of beginning chemistry. Emphasis will be placed on the study of inorganic compounds, their uses and reactions. Concepts include basic chemical concepts, calculations with chemical formulas and equations, chemical reactions, thermochemistry, modern theory of the atom and electronic structure, and chemical periodicity.

PS 112 College Chemistry II**5 Hours***Prerequisite: PS 111 College Chemistry I*

College Chemistry II is a continuation of College Chemistry I. Topics include chemical bonding, molecular geometry and bonding theory, liquid and solid state chemistry, reaction kinetics, chemical equilibrium, solution chemistry with emphasis on aqueous acid--base and complex ion equilibria, thermodynamics, and electrochemistry.

PS 203 General Physics I**5 Hours***Prerequisite: MAT104 College Algebra*

Includes the study of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy and thermodynamics. A first semester introductory course for students who require algebra-based physics. Includes three hours of lecture, one hour of recitation and two hours of lab per week.

PS 204 General Physics II**5 Hours***Prerequisite: PS 203 General Physics I*

Continues General Physics I, includes the study of electricity, magnetism electromagnetic induction, electromagnetic waves,

optics, atomic and nuclear physics. A second semester course for students who require algebra-based physics. Includes three hours of lecture, one hour of recitation and two hour of lab per week.

PS 210 Organic Chemistry I**5 Hours***Prerequisite: PS 107 General Chemistry or PS 111 College Chemistry I*

An introduction to the principles of organic chemistry. It is designed as a introductory course for pre-nursing, agriculture, nutrition, and biological science majors. It is not recommended for chemistry majors. The course provides a balance of classroom and laboratory experience that gives a good foundation in modern organic chemistry. It provides an introduction to the structures, names, reactions, and reaction mechanisms of organic compounds. Topics include saturated and non-saturated hydrocarbons, alcohols, ethers, carbonyls, amines, amides, biomolecules, and includes stereochemistry, spectrometry, and structural determination. Three hours of lecture and three hours of laboratory per week.

PS 215 College Physics I**5 Hours***Prerequisite: MAT106 Calculus with Analytic Geometry I*

Covers in detail the analysis of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy and thermodynamics. A first semester introductory course for students who require calculus-based physics such as engineering, chemistry, physics and pre-med majors. Includes three hours of lecture, one hour of recitation and two hours of lab per week.

PS 216 College Physics II**5 Hours***Prerequisite: PS 215 College Physics I*

Continues College Physics I, includes the study of electricity, magnetism, electromagnetic induction, electromagnetic waves, optics, atomic and nuclear physics. A second semester course for students who require calculus-based physics such as engineering, chemistry, physics and pre-med majors. Includes three hours of lecture, one hour of recitation and two hours of lab per week.

POLITICAL SCIENCE

POL100 United States Government **3 Hours**
Provides individuals with the opportunity to study the political arena and public affairs. Examines the development of constitutional principles and issues such as civil liberties, the role of political parties, and the structure and functioning of the legislative, executive, and judicial branches of the national government of the United States.

POL101 Introduction to Political Science **3 Hours**
Introduces the discipline of political science and its relation to other disciplines, with emphasis on the major political philosophies and institutions of government.

POL115 State and Local Government **3 Hours**
Provides an examination and analysis of contemporary state and local government in the federal system of the United States through study of the theory, processes, institutions of government, and the political-social environment. Current programs and problems involving state and local government are examined. Emphasis will be placed upon the organization, function, constitutional, and governmental problems of the state of Kansas.

POL299 Individual Study Project **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

PSYCHOLOGY

PSY101 General Psychology **3 Hours**
This is a general survey course to provide the student with a broad background in principles and application of scientific psychology.

PSY202 Child Psychology **3 Hours**
Prerequisite: PSY101 General Psychology
This course is a study of child development from conception to adolescence. Physical, intellectual, emotional, and social aspects of personality will be studied. Genetic predisposition and environmental influences will be reviewed.

PSY205 Human Growth and Development **3 Hours**
Prerequisite: PSY101 General Psychology Recommended
This course highlights development using normative scales for physical, intellectual, emotional, language, social, and personality development. Environmental influences that affect development are reviewed.

PSY206 Social Psychology **3 Hours**
Prerequisite: PSY101 General Psychology
Social Psychology examines social behavior, the processes in being involved in being a member of a social group, from the psychological perspective. Topics will include communication, attitude, socialization processes, personality, conformity, persuasion, leadership, community life perception. The individual as a member of a group is the focus.

PSY290 Abnormal Psychology **3 Hours**
Prerequisite: PSY101 General Psychology
A study of causes of emotional and behavior disorders. Classifications of disorders according to the DSM-IV will be reviewed. Personality theories will be presented. Causes and therapies for various disorders will be discussed.

READING

R 090 Reading Skills I **3 Hours**
This is an individualized course designed for the student who needs to increase his/her word recognition and comprehension skills. Course placement is determined by scores from the

ASSET and COMPASS scores. The Nelson-Denny Reading Test is used to determine specific grade level and as a post test to assess whether students need to enroll in Reading Skills II. Based on the results of these tests, a specific program of study focused on student needs and tailored to current level of student performance will be developed.

R 092 Reading Skills II 3 Hours

Prerequisite: R 090 Reading Skills I

This is an individualized course designed as a continuation of Reading Skills I to help improve critical thinking, enlarge vocabulary, and increase reading speed.

RISK MANAGEMENT AND LOSS PREVENTION

RM100 Security & Loss Prevention I 3 Hours

The course is designed to provide students with a comprehensive overview of security and loss prevention. Its primary focus is on loss problems and those countermeasures that protect against crimes, fires, and accidents.

RM110 Risk Assessment 3 Hours

The course is designed to provide students with a comprehensive overview of the risk assessment process, the loss exposures that organizations face and quantitative foundations needed to gauge their importance and predict their effect.

RM111 Investigations in the Workplace 3 Hours

The course is designed to provide students with a comprehensive overview of the investigative process. It explores the methodology, rationale and practices involved in effective workplace investigations.

RM112 Security & Loss Prevention II 3 Hours

This course is designed to provide students with a comprehensive overview security and loss prevention. Its primary focus is on loss problems and those countermeasures that protect against crimes, fires, and accidents.

RM114 Risk Control 3 Hours

Prerequisite: RM 110 Risk Assessment

The course is designed to provide students with a comprehensive overview of the risk control process, including the techniques and measures available to control the risks from property, personnel, liability and net income loss exposures.

RM115 Prevention and Assessment of Workplace Violence 3 Hours

This course is designed to provide the student with a basic knowledge of the principles of prevention and assessment of workplace violence.

RM116 Safety I 3 Hours

The course is designed to provide students with a comprehensive overview of the safety responsibilities associated with a risk management professional. It is intended for general industry officers, retailers, manufacturers, and industrial facilities that do not have special technical safety concerns.

RM117 Foundations of Information Systems Security & Loss Prevention 3 Hours

The course is designed to provide students with a comprehensive overview of information systems security. Its primary focus is on establishing and managing an information protection program.

RM200 Risk Finance 3 Hours

Prerequisite: RM 114 Risk Control

The course is designed to provide students with a comprehensive overview of the risk financing process, including the techniques and measures available to finance the risks from property, personnel, liability and net income loss exposures.

RM201 Safety II 3 Hours

This course is designed to provide the student with advanced knowledge of OSHA/EPA regulations, Fire Safety and Prevention, Emergency Medical Procedures and Emergency Planning.

RM202 Risk Communication 3 Hours

This course is designed to provide the student with a basic knowledge of the principles of risk communication.

RM204 Risk Quality 3 Hours

This course is designed to provide the student with a basic knowledge of the principles of risk quality.

SOCIOLOGY

SOC100 Creating Positive Settings for Children/Families **3 Hours**

Prerequisite: Permission of Instructor

Participants in this training will understand how children's mental health is affected by life events, culture, environment, biology, and relationships and that these aspects serve as a road to understanding and wellness. Participants will also learn how to create safe and nurturing learning environments by understanding the impact that room arrangements, labeling, and comfortable families to create a healthy atmosphere for children by using a method of knowing, informing, discussing with, and supporting families tying everything together to create positive settings for children and families in child care. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

SOC101 General Sociology **3 Hours**

This is an introductory course in sociology. We will cover the basic principles of sociological theoretical perspectives, theories, and research methods. In this course students will learn how culture patterns societies and social interaction and how those patterns are transmitted through socialization and social interaction. Other important areas of study will be social stratification systems, social institution, and collective behaviors. The course will culminate in an investigation of social change and the various explanations of social change. The central mission of this course, then, is to offer the student insights into how social forces shape us and how we shape social forces.

SOC102 Marriage and the Family **3 Hours**

Covers the nature, development, functions, and norms of the family in our society and in other cultures. Particular attention is given to courtship, marriage, sexual relations, birth control, male-female roles, kinship, child rearing, divorce, and death in the family.

SOC 210 Social Problems **3 Hours**

Prerequisite: SOC 101 General Sociology

Covers a wide variety of social problems in our society including crime, racial discrimination, poverty, drug abuse, disorganization of social institutions, and rapid social change. Applies sociological theories to explain social problems and examines various approaches used to solve these problems.

SPEECH

SP 100 Discussion and Debate **3 Hours**

Emphasizes the development of critical and logical thinking skills. The purpose of this course is to develop the skill necessary to think and make decisions before an audience in a short time period. This course is designed to help the individual become a more critical listener and communicator. Emphasis will be placed on interpersonal and public communication. Class activities and presentations provide the necessary experience to communicate more effectively. Emphasizes the verbal question, information sources, and memory organization and development skills. The individual should be able to learn to answer questions in a competitive arena, using critical and logical thinking skills to be prepared to answer questions verbally. The individual will have the opportunity to participate on a team at Academic Excellence Challenge events.

SP 101 Oral Communications **3 Hours**

The purpose of this course is to develop the understanding and skill necessary to meaning-oriented oral communication. This course is designed to help you become a more effective critical listener and communicator. Emphasis will be placed on interpersonal and public communication. Activities and speech presentations will provide the necessary experience to communicate more effectively.

SP 103 Oral Interpretation **3 Hours**

Will involve techniques of reading and performing from a prearranged printed scenario, selecting portions from various forms of literature, including poetry, prose, essays, the novel, the short story, and scenes from dramatic literature.

SP 105 Interpersonal Communication **3 Hours**

Improves the individual's effectiveness in small-group and one-to-one communication.

SP 106 Public Speaking **3 Hours**

The purpose of this course is to increase student understanding of the principles and applications of public speaking through analysis and practice in the areas of communication theory, topic selection, audience analysis, research, use of support materials, content organization, presentation, and evaluation of a variety of speeches.

SP 199 Individual Study Project **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

SP 200 Business and Professional Speaking **3 Hours**
Prerequisite: SP 106 Public Speaking or SP 101 Oral Communications
Provides preparation for the individual planning to pursue a degree in business or a related field. Individuals will be able to improve their verbal and nonverbal communication skills by learning presentational skills, interview techniques, group meeting processes, negotiating skills, and listening techniques.

SP 299 Individual Study Project **1 Hour**
Prerequisite: Permission of Instructor
Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity to warrant the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources.

THEATRE

TH 103 Theatre Practicum I **1 Hour**
Practical application of stagecraft, stage properties, costumes, stage lighting, etc. by participation on technical crews. Laboratory hours by arrangement with instructor.

TH 104 Theatre Practicum II **1 Hour**
Prerequisite: TH 103 Theatre Practicum I.
Continues Theatre Practicum I.

TH 105 Introduction to Dramatics **3 Hours**
Explores the performing arts with special attention given to a survey of all contributing elements. An examination through lecture, demonstration, small group discussion, guest performers, and speakers in all areas of theatre production.

TH 106 Play Production **3 Hours**
This course introduces the student to the elements of producing plays. It is designed for the student who plans to work, teach, or participate in amateur or professional theatre. Using lecture, discussion, and laboratory methods, the student will be exposed to the planning, management, and technical aspects of play production under performance conditions.

TH 108 History and Appreciation of Theatre Arts **3 Hours**
Traces development of the art of theatrical presentation from antiquity to the modern stage. Representative plays are studied in order to gain insight concerning historical and artistic values.

TH 110 Acting I **3 Hours**
This course introduces students to the basics of acting, and is geared towards those with little or no performance experience. Emphasis is placed on rehearsal procedures and techniques, terminology, actor discipline, and public performance. Class is taught under performance conditions.

TH 115 Summer Theatre I **3 Hours**
This course introduces the student to the principles and practice of summer theatre presentation. It is designed for the student who plans to work, teach, or participate in amateur or professional theatre. Preparation, rehearsal and public performance of college-sponsored productions. Students will be exposed to the special elements of acting, directing and/or technical production in a summer theatre play presentation.

TH 151 Introduction to Stage Lighting **3 Hours**
Provides instructional and hands-on experience in the understanding of the tools and theory of stage lighting and basic electricity, including instruction in types of lighting instruments, lamps and plugs, types of lighting control equipment, special lighting effects, mounting productions, use of cue sheets, hanging plots, running orders, and dimmer schedules. Lighting design project required.

TH 152 Stagecraft I **3 Hours**
Introduces the students to the basic tools and principles of stagecraft, including instruction in: basic tools and their uses, basic shop organization and maintenance, woods, common

stage flats, basic platforms, basic painting techniques, everyday hardware and its applications to stage use. Students are required to work in mounting stage production(s).

TH 199 Individual Study Project **3 Hours**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity that it warrants the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

TH 203 Theatre Practicum III **1 Hour**

Prerequisite: TH 104 Theatre Practicum II.

Continues Theatre Practicum II.

TH 204 Theatre Practicum IV **1 Hour**

Prerequisite: TH 203 Theatre Practicum III.

Continues Theatre Practicum III.

TH 206 Acting II **3 Hours**

Prerequisite: TH 110 Acting I and Permission of Instructor

Continues Acting I. This class is geared towards those with limited performance experience. Emphasis is placed on rehearsal procedures and techniques, terminology, actor discipline, and public performance. Class is taught under performance conditions. In addition to content and competencies from Acting I, instruction will include introduction to: leadership in actor discipline, qualities and attributes of an actor, basic physical and emotional tools of an actor.

TH 207 Acting III **3 Hours**

Prerequisite: TH 206 Acting II and Permission of Instructor

Continues Acting II. This class is geared towards those with moderate performance experience. Emphasis is placed on rehearsal procedures and techniques, actor discipline, and public performance. Class is taught under performance conditions. In addition to content and competencies from Acting II, instruction will include introduction to: the basics of Stanislavski's Method acting style.

TH 211 Stagecraft II **3 Hours**

Prerequisite: TH 152 Stagecraft I

A continuation of Stagecraft I. Provides hands-on instruction in the tools and principles of stagecraft techniques. In addition to content and competencies from Stagecraft I, instruction will include: reading and marking a floor plan, hard flats, stair units, and intermediate painting techniques.

TH 215 Summer Theatre II **3 Hours**

Prerequisite: TH 115 Summer Theatre I

This course is a continuation of TH 115 Summer Theatre I.

TH 299 Individual Study Project **3 Hours**

Prerequisite: Permission of Instructor

Provides opportunities for individuals to engage in advanced, specific projects in the discipline. The independent project must be of sufficient intensity that it warrants the awarding of credit. In general, an individual, in cooperation with the instructor, must work out a detailed plan of study complete with resources to be consulted and an evaluation of the project.

GLOSSARY

Academic load: The total number of credit hours enrolled in during one semester.

Advisor: A staff person who helps students achieve their educational goals by providing guidance on courses, program requirements, prerequisites, programs of study, policies and procedures, and resources.

Associate in Applied Science degree (AAS): A degree for students who desire to enter into employment after two years of college.

Associate in Arts degree (AA): A degree intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer into a comparable discipline area Bachelor of Arts degree program.

Associate in Science degree (AS): A degree program intended to enable students to satisfy equivalent lower-division college credit course requirements and to transfer into a comparable discipline area Bachelor of Science degree program.

Associate in General Studies degree (AGS): A degree program intended to recognize the attainment of a broad general education at a lower-division level. The degree does not meet all lower-division requirements at Kansas Regent universities.

Credit by examination: Credit received when a student takes an oral or written examination in lieu of taking a course.

Credit hour: A unit of measurement used in determining the quantity of work taken. Each credit hour is roughly equivalent to one hour of class time per week.

Curriculum: A program of courses that meets the requirements for a degree in a particular field of study also referred to as a major.

Degree program: Courses required for completion of a particular degree.

Department: A unit within a college representing a discipline.

Discipline: A course of study, a science, or an art.

Drop/Add: Changing the student's course schedule by adding and/or dropping a course.

Electives: Courses chosen by a student that are not required for the major or minor. The number of hours of electives required varies according to the student's major.

Enrollment: The process of selecting courses and scheduling courses.

Extracurricular: Activities such as band or athletics for which a student may earn credit toward graduation. Extracurricular activities are counted as electives.

Financial aid: Assistance for students who lack funds to pay for college. Aid is available from grants, loans, scholarships, and work study employment.

Grade Point Average (GPA): A measure of scholastic performance. A GPA is obtained by dividing the number of grade points by the hours of work attempted. An A=4 points, a B=3 points, a C=2 points, a D=1 point, and an F=0 points.

Intersession: Courses offered between fall and spring semesters, after spring semester, and prior to summer semester.

Major: The subject or subject areas upon which a student chooses to place principal academic emphasis.

Orientation: Activities designed to help the new student become acquainted with the college.

Prerequisite: A requirement, usually credit in another course, which must be met before a particular course can be taken.

Scholastic honors: An award an undergraduate receives based on excellence of academic work.

Transcript: An official copy of a student's permanent academic record.

ADMINISTRATION AND FACULTY

Ron Adams

Instructor: Physics
B.S. Purdue University
M.S. Miami University
M.S. University of Arkansas

Dr. Harold Arnett

Title III Developmental Education Specialist
A.A., Freed-Hardeman College, Henderson, TN
B.S. Murray State University, Murray, KY
M.S. Murray State University
Ph.D. Ohio State University

James Arnold

Women's Basketball Head Coach
B.A. Glenville State College

Dr. Kristin Barkus

Instructor: Perry Center, Biology
B.A. University of Northern Colorado
Ph.D. University of Kansas

Glenna Batchelder

Instructor: Education
Admissions
B.S., Kansas State University
M.S., Northwest Missouri State University

Michael Beagle

Football Head Coach
B.A. University of Richmond
M.S. Troy State University

Joshua Berry

Coordinator: Atchison Center
B.A. Truman State University

Benjamin Blake

Assistant Football Coach
B.S. Concordia University, Wisconsin
M.B.A. Concordia University, Wisconsin

Tom Bond

Women's Track/Cross Country Head Coach
B.S. Missouri Western State University

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B.S. Northern State University
M.A. University of South Dakota

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Instructor: Sociology
A.A. Highland Community College
B.S. Missouri Western State College
M.S.W. University of Kansas

Krista Bruggeman

Coordinator: Seneca Center
B.S. Kansas State University

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A.A. Cloud County Community College
B.A. Wichita State University
M.A. Kansas State University

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M.S. Kansas State University

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NATA Certified

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B.M.E. University of Kansas

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B.S. Bethel College

Therese Crary

Assistant Dean for Student Services
B.A. University of Wisconsin-Whitewater
M.S. University of Wisconsin-Whitewater

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Buildings and Grounds Supervisor
Northeast Kansas Technical College

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B.A. Tarkio College

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M.B.A. Pittsburg State University
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M.E. Wichita State University
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B.S. Emporia State University

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M.F.A. University of Missouri-Columbia

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Theresa Grossman

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B.A. Marymount College of Kansas
M.A. Kansas State University

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B.S. Peru State College
B.S.E. Peru State College

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M.F.A. Fort Hays State University

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Coordinator: Agriculture Program
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M.S. Kansas State University

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Coordinator: Early Childhood Program
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M.S. Emporia State University

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B.A. Pittsburg State University
M.A. Pittsburg State University
Ed.S. Pittsburg State University

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M.S. Emporia State University
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M.A. University of Kansas

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Coordinator: Business Information Systems Program
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M.S. Emporia State University

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