



**HIGHLAND**  
COMMUNITY COLLEGE



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**COLLEGE CATALOG**  
**2019/2021**



## CATALOG 2019-2021

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Atchison Technical Center..... (785) 442-6180	Alumni ..... (785) 442-6018
Perry Center ..... (785) 442-6400	Athletics ..... (785) 442-6040
Wamego Center ..... (785) 442-6280	Bookstore ..... (785) 442-6009
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HCC Online ..... (785) 442-6170	Financial Aid..... (785) 442-6000
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Academic Affairs ..... (785) 442-6015	Registrar..... (785) 442-6025
Adult Basic Education ..... (785) 442-6180	Student Services/Admissions..... (785) 442-6020

### Accreditation

Highland Community College is authorized to operate by the Kansas Board of Regents and is regionally accredited by the Higher Learning Commission (HLC). HLC offices are located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, [hlcommission.org](http://hlcommission.org), (800) 621-7440/(312) 263-0456. We are authorized by the U.S. Department of Education to participate in the Title IV, HEA programs listed in our Program Participation Agreement available on file in the Financial Aid Office at Highland Community College, 606 W Main, Highland, KS 66035. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS. HCC's Auto Technology Program is ASE Education Foundation (formerly NATEF - National Automotive Technician Education Foundation) certified. HCC Nursing Programs are approved by the Kansas State Board of Nursing (KSBN). The curriculum for both the LPN - RN Program and the PN Program support the statewide alignment as outlined by the Kansas Post-Secondary Technical Education Authority (TEA) under the auspices of KBOR as approved by KSBN. The nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing. Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. 404-975-5000 [www.acenursing.org](http://www.acenursing.org)

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## **Highland Campus**

606 West Main, Highland, KS 66035  
785.442.6000  
admissions@highlandcc.edu

## **Atchison Technical Center**

1501 West Riley St., Atchison, KS 66002  
785.442.6180  
hcctc@highlandcc.edu

## **Perry Center**

203 West Bridge St., Perry, KS 66073  
785.442.6400  
perry@highlandcc.edu

## **Wamego Center**

500 Miller Dr., Wamego, KS 66547  
785.442.6280  
wamego@highlandcc.edu

## **Western Center**

313 Nemaha, Baileyville, KS 66404  
785.442.6240  
western@highlandcc.edu

## **HCC Online**

785.442.6170  
hcconline@highlandcc.edu

## **Concurrent**

785.442.6027  
concurrent@highlandcc.edu

## **Adult Basic Education**

785.442.6180  
mjohanning@highlandcc.edu

# IMPORTANT INFORMATION

## Equal Opportunity Statement

Highland Community College is an equal opportunity institution and does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies or Title IX may be referred to the Vice President for Student Services or Human Resources Manager at 785-442-6000, 606 West Main, Highland, KS 66035. Inquiries concerning the College's compliance with Section 504 and its policies may be directed to the Vice President for Academic Affairs at 785-442-6000, or 606 West Main, Highland, KS 66035.

## Content and Disclaimer

Currently the HCC website 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 or change programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis.

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

The electronic catalog is updated periodically and represents the current legal document, available at [highlandcc.edu/pages/catalog](http://highlandcc.edu/pages/catalog).

## 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 website. The new regulation shall supersede any ruling on the same subject, which may either appear in the printed website or in official bulletins of the College.

## Photo and Videotape Policy

Highland Community College takes photographs and videos 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.

## Academic Calendar

The academic calendar is located at [highlandcc.edu/pages/calendar](http://highlandcc.edu/pages/calendar). This may be altered or changed to carry out the purposes and objectives of the College. Highland Community College retains the right to cancel or change events listed without notice.

## Mission Statement

HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve.

## History of Highland Community College

Highland Community College began in 1858 as Highland University, making it the first college in Kansas. After eight name changes, the college has now provided higher education opportunities to the people of Northeast Kansas for more than 160 years. The college has traditionally prepared students to continue their studies at baccalaureate institutions. Studies conducted at the Regents universities in Kansas show that students who begin their college careers at HCC and then transfer do as well or better academically as all other students who transfer to those universities and those who start there. In 2007, the College expanded its technical offerings when it merged with Northeast Kansas Technical College in Atchison.

Approximately 3,000 students are enrolled on the main campus in Highland, Kansas, at one of HCC's four regional locations in our nine-county service area, or online. Highland Community College offers associate degrees and 18 certificates of achievement in specialized areas. The following associate degree options are available: Associate in Arts (AA), Associate in Science (AS), and Associate in General Studies (AGS), as well as Associate in Applied Science (AAS) degrees in Accounting; Agribusiness; Business Administration; Commercial Photography; Criminal Justice; Graphic Design; Medical Coding; Nursing; Personal Fitness Trainer; Precision Agriculture; or Technical Programs. Certificates are available in Automotive Collision Repair, Automotive Technology, Business Technology, Computer Support Technology, Construction Technology, Diesel Technology, Early Childhood, Electrical Technology, Engineering Graphics & Technology, Enology, HVAC & Plumbing, Industrial Welding Technology, LPN to RN Completion Program, Medical Coding, Medical Office Assistant, Practical Nursing, Precision Agriculture, and Viticulture.

Whether as a conduit to a four-year degree, technical training, professional enhancement, or personal development, the College has continued its mission to provide affordable access to higher education to the citizens of Northeast Kansas.

The college is governed by a six-member Board of Trustees elected from Doniphan County and is coordinated by the Kansas Board of Regents.



# IMPORTANT INFORMATION

## Course Locations and Delivery Methods

quality learning environment.

### **Highland Campus**

Highland, Kansas, is a rural Northeast Kansas community surrounded by agricultural land and is an easy drive to several large metro areas including St. Joseph, Missouri, Kansas City, and Topeka. The Highland campus is home to over 500 students with 22 apartment-style residence halls, 14 competitive athletic programs, and an active student life including numerous student clubs, music and theatre performances, intramurals, and campus events. The majority of classes are taught by full-time faculty members in a face-to-face setting with a 17:1 student to teacher ratio.

### **Concurrent**

Highland's Concurrent Program provides high school students in the HCC service area the opportunity to expand their curriculum by enrolling in concurrent courses. Highland courses taught at the high school have the identical course content of courses offered on campus, online, and in regional centers. High school faculty teaching college-level, Concurrent Enrollment Partnership courses shall attain instructional eligibility by meeting the standards established by the Higher Learning Commission. All HCC approvals come through the HCC Human Resources office. Faculty teaching college-level tiered technical courses through a Concurrent Enrollment Partnership shall attain instructional eligibility by meeting the academic standards addressed above or possess a valid/current industry-recognized credential and a minimum of 4,000 hours of work experience in the specific technical field.

The Kansas Board of Regents (KBOR) encourages high school students to take advantage of postsecondary educational opportunities by enrolling in college courses while still in high school. The statute is known as Concurrent Enrollment of High School Students in Eligible Postsecondary Institutions. Taking college classes in the high school setting is a great opportunity for high school sophomores, juniors, and seniors in good standing to experience college while they are still in high school. Students who choose the Concurrent Program learn first-hand the demands of going to college. They experience the process of enrolling in college classes and get a feel for the costs associated with college: tuition, fees, and textbooks. The Concurrent Program experience eases a student's transition from high school to college and provides academic enrichment to students who are ready for the challenge of college course work. HCC concurrent classes are not intended to replace a substantial portion of the academic experience on a college/university campus. Highland classes are offered at affordable rates when compared to state universities, and students enjoy accessibility to instructors within small classroom settings.

### **Interactive Distance Learning (IDL)**

The IDL system allows students to complete courses being taught at other HCC sites without having to travel to that location. Through a TV, camera setup, and microphone, students are able to physically attend class at one location and fully participate and interact with the instructor and classmates located at other sites. Instructors utilize lecture, board work, videos, and computer sharing to provide a high-

### **Hybrid**

Hybrid classes combine face-to-face classroom learning with computer-assisted online learning. Time in a hybrid course is divided between classroom learning activities and online classroom participation in the HCC Online platform. Students benefit from the quality instruction delivered through different modes and the flexibility of both the online and classroom learning environments through independent and collaborative work.

### **Online**

The College has an active online program which offers courses in 8-week and 16-week sessions. Several degree programs are available entirely online, offering students the opportunity to pursue their educational goals, such as earning transfer credit or achieving personal and career growth. Online courses are an excellent option when attending college in a traditional classroom is not convenient. Courses taught in the online format meet the same competencies as those in a classroom, yet fit the student's schedule.

### **Regional Centers**

The College serves nine counties in Northeast Kansas. HCC operates Regional Centers in Atchison, Perry, Wamego, and the Western Center is in Baileyville, Kansas. All administrative services for students — advising, placement testing, and enrollment are available at each regional center and online. Regional Centers offer day, evening, and weekend class options to meet our students' schedules.

### **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 and 16 and 17 year olds not currently enrolled in school (with a "Compulsory School Attendance Disclaimer" form) 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. More information is available at [highlandcc.edu/pages/adult-education-programs](http://highlandcc.edu/pages/adult-education-programs).

### **Student Handbook**

Highland Community College annually publishes a Student Handbook with information about Student Conduct, Notification of Non-Discrimination, Campus Policies, Security, Sexual Harassment, Student Grievance, Directory Information and several other student related categories. Please consult the Student Handbook at [highlandcc.edu/pages/handbook](http://highlandcc.edu/pages/handbook).

### **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,

# IMPORTANT INFORMATION

laboratory work, intramural or intercollegiate activities. The College does not accept responsibility for any personal property lost, stolen, or misplaced.

## Student Identification Cards

At registration, new students receive an identification card that is good for their period of enrollment at Highland Community College. 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. Online students may request an ID through any HCC location. IDs are only issued onsite and are not generated remotely.

## Admissions

Students who meet the requirements listed below may be admitted to Highland Community College. Admission to the College does not ensure entrance into a particular course or program of study. An application for admission can be found at [highlandcc.edu/apply](http://highlandcc.edu/apply) on the HCC website or by contacting the Admissions Office at (785) 442-6020.

## Rights of the College

The College reserves the right to deny a student admission or readmission if considered detrimental to the best interests of the college community, or if the College is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.

## Placement Testing

Entering freshmen are encouraged to take either the ACT or SAT assessment prior to registration. Highland Community College provides placement testing for incoming students who have no ACT or SAT scores to determine placement in English, reading, and mathematics (pg. 7). HCC currently administers the Work Keys and Accuplacer exams. Students may contact any location to set up an appointment for Accuplacer testing. Multiple attempts on assessments cost \$25.00 each. Work Keys Assessments are available at the Technical Centers for students applying for technical programs. The Work Keys assessments cost \$15.00 each for reading and mathematics. Advisors will use these scores to place students in the appropriate level course(s).

## Regular Student Admission

Any applicant who has graduated from an accredited high school or has successfully passed the General Educational Development (GED) examination is eligible to enroll at Highland Community College. If the applicant meets neither of these requirements, admission as a special student should be sought.

All students applying for regular admission must:

- Complete an application for admission at [highlandcc.edu/apply](http://highlandcc.edu/apply)
- Submit a current high school or GED transcript and a complete official transcript upon graduation.

- Submit official college transcripts from each college attended.
- Submit ACT/SAT scores OR arrange to take appropriate placement test.
- Comply with Tuberculosis Screening Requirement (excludes online only students). See "Additional Admissions Requirement for Face-to-Face Classroom Settings."

Regular students are eligible to receive federal financial aid and may earn a certificate and or degree, and may be eligible to compete in intercollegiate athletics. International students are not eligible to receive federal financial aid.

**Note:** *Students not submitting all official transcripts from all previously attended institutions prior to completion of entering term will be changed to "Special Student" for the next term and not be eligible to receive federal financial aid.*

## Special Student Admission\*

A person may be admitted to Highland Community College as a special student if the student meets one of the following criteria:

- Is not seeking an approved certificate or degree from Highland.
- Is taking classes for personal enrichment.
- Is a high school/home school sophomore, junior or senior with permission from the high school/home school administrator.
- Is a high school/home school student enrolled in an approved gifted program with permission from the high school/home school administrator.
- Is taking classes to transfer to another school.

*\*Special students must comply with the Tuberculosis Screening Requirement (excludes online only students). See "Additional Admissions Requirement for Face-to-Face Classroom Settings." Special students are not required to submit transcripts, are not eligible for federal financial aid and most institutional aid, are not eligible to earn a certificate or degree from Highland, and are not eligible to compete in intercollegiate athletics. Student services will be available upon the student's request. For purposes of placement, special students may be required to submit placement scores, college transcripts, or be assessed prior to enrollment. Special students taking face-to-face classes must comply with "Additional Admissions Requirement for Face-to-Face Classroom Settings."*

## Changing Status from Special Student to Regular Student

Concurrent students and other special students who wish to change their status from special student to regular student must contact the Highland Campus Admissions Office at [admissions@highlandcc.edu](mailto:admissions@highlandcc.edu).

## Transfer Students

A degree-seeking transfer student must meet all of the regular student admission requirements. HCC reserves the right to determine which transfer courses will fulfill graduation or departmental program requirements. A maximum of forty-four (44) credit hours may be transferred to HCC and applied toward a degree, including hours transferred from other institutions as well as qualifying credit for prior learning.

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## HCC Placement Scores

### READING

	ACT	SAT	Accuplacer	Accup. NG	Asset
ENG095 Fund. of Reading	0-12	0-209	0-34	0-127	23-34
ENG096 Fund. of Read/ Writing Advanced	13-15	210-304	35-68	128-254	35-38
Adequate Reading	16-36	305+	69-120	255+	39-54
<i>Score(s):</i>					

### WRITING

*(English/Sentence Skills/Writing)*

	ACT	SAT	Accuplacer	Accup. NG	Asset
ENG096 Fund. of Read/ Writing Advanced	0-17	200-309	0-68	0-127	23-38
ENG096 or ENG097				128-254	
ENG101 Composition I	18-36	310+	69-120	255+	39-54
<i>Score(s):</i>					

### MATH

	ACT	SAT	Accuplacer	Accup. NG	Asset: Num. Skills	Asset: Elem. Alg.
MAT090 Fund. of Math	0-15	200-420	0-39	0-229	23-39	
MAT100 Beg. Algebra	16-18	421-499	40-59	230-249	40-53	30-35
MAT103 Interm. Algebra	19-21	500-599	60-80	250-262		36-45
MAT104 College Algebra	22-26	600+	81 or higher	263+		46-55
<i>Score(s):</i>						

FINAL PLACEMENT				
English	ENG095/ ENG096	ENG096	ENG097/ ENG101	ENG101
Math	MAT090	MAT100	MAT103	MAT104

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Prior to registration, students transferring to HCC are required to submit official transcripts of all credits earned at other institutions. The Registrar will evaluate successfully completed coursework from accredited institutions. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation and will be counted in the calculation of the GPA. A transfer student must complete sixteen (16) credit hours at Highland Community College to be eligible for graduation.

## Repeating a Course

Highland Community College will transcript both the original and any repeated course. The highest grade will be used in computing the cumulative grade point average.

## International Applicants

For purposes of admission, international applicants are defined as all persons who are not citizens nor permanent residents of the United States. An international applicant must meet ALL of the following requirements:

1. Submission of HCC application for admission **highlandcc.edu/apply** at least two months prior to the beginning of the semester for which application is being made.
2. Submission of official transcripts from all secondary schools and universities attended. Student must have a 3.0 minimum GPA on a 4.0 scale in secondary school.
  - a. If English translation is needed: Students must have their foreign credits evaluated by an accredited, independent agency such as: World Education Services ([wes.org](http://wes.org)), Educational Perspectives ([educational-perspectives.org](http://educational-perspectives.org)), or Educational Credential Evaluators, Inc. ([ece.org](http://ece.org)).
  - b. If English translation is not needed: Transcripts must be mailed, faxed, or emailed directly from the institution to HCC Student Services, 606 W. Main, Highland, KS 66035, faxed to: 785-442-6106, or emailed to: [admissions@highlandcc.edu](mailto:admissions@highlandcc.edu).
3. Submission of evidence of the ability to communicate in English, which will permit reasonable academic progress, through the following methods:
  - a. Completion of a minimum of 15 weeks in an approved Intensive Language Center OR
  - b. A score on the Test of English as a Foreign Language (TOEFL) of one of the following:
    - 500 (paper-based)
    - 173 (computer-based)
    - 61 (internet-based)
  - c. A score on the International English Language Testing System (IELTS) of 6.0

Students not possessing any of the above evidence of the ability to communicate in English will be evaluated for admission on a case-by-case basis.

4. Submission of the affidavit of support form and a bank statement dated within 6 months of the start of the semester.
5. Payment of \$150 housing deposit and signed housing contract for HCC campus housing or provide written verification from a sponsor living within 30 mile radius of Highland campus or other HCC regional site the student is planning to attend.
6. Payment of \$1,500, which is credited toward fees in the semester for which the I-20 is issued.
7. Provide a copy of current passport (photo identification).

Before receiving F-1 visa, student must pay the \$200 SEVIS fee for the I-901 document online at [ice.gov/sevis/i901](http://ice.gov/sevis/i901).

After Arriving at Campus

8. Provide proof of adequate health insurance, which includes coverage for medical evacuation, repatriation, and medical coverage while in US.
9. Provide copy of F-1 Visa to Student Services Office.
10. Students, who are not citizens of the United States and come from TB endemic countries as defined by WHO Global TB database, are required to have a TB skin test (known also as a PPD) upon arrival on campus.

## International Student Admission-Special Student

International students whose I-20 is held by another college or university may take up to 9 hours per semester at Highland Community College and may be admitted as a Special Student after the following are provided:

1. Submission of HCC application for admission **highlandcc.edu/apply**.
2. Letter (on official letterhead) from the PDSO or DSO of the SEVP university or college holding the I-20, stating that the student is maintaining their immigration status.
3. Copy of the I-20 form.
4. TB test (if applicable). Special students taking face-to-face classes must comply with "Additional Admissions Requirement for Face-to-Face Classroom Settings."

## Selective Admissions Policy

Admission to Highland Community College does not guarantee acceptance and/or enrollment in the Practical Nursing or LPN to RN Completion Program (AAS degree in Nursing). Additional admission requirements are required.

## Practical Nursing (PN)

Students are required to have an active CNA certificate (Certified Nurse Aide) and take the following hours prior to entering the PN Program:

- PSY 205 Human Growth & Development - 3 credit hours
- ENG 101 Composition I - 3 credit hours (effective incoming class fall 2020)



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- Human Anatomy & Human Physiology with lab (8 credit hours) (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)

BS 104 Human Anatomy with lab - 4 credit hours

BS 105 Human Physiology with lab - 4 credit hours

PN students begin classes at the Technical Center in Atchison, Kansas each August and finish in May. Application materials (Nursing Program Application; Test Results; Transcripts; etc.) are due by April 1 each year. Up to 40 students are accepted into the PN program each year. Students should contact the Nursing Department to obtain an informational packet with comprehensive application requirements by emailing nursing@highlandcc.edu.

Applicant's file must contain the following in order to interview:

1. Application with correct major/program and semester (select Practical Nursing and Fall).
2. Teas V Test: Minimum average score of 58.7%. Bring photo ID, arrive 15 minutes prior to start time, plan on two plus hours, fee is \$65. Call (785) 442-6210 for open test dates.
3. Work Keys Scores: Level 5 for Math and level 6 for Reading. Plan on two plus hours for these tests. Fee is \$15 for each test for a total of \$30.
4. Current CNA certification in Kansas or its equivalent if from another state.
5. Proof of graduation from high school or completion of GED.
6. Letter of reference (form provided in information packet) from most recent employer that recommends applicant.
7. Transcripts verifying C or higher grades for these college courses: Anatomy & Physiology, Human Growth and Development, and English Composition.

The Selection Process is Point Driven:

An applicant's file is complete when items 1-7 are in his/her file. Applicants whose files are complete are scheduled for the group interview around April 1. As part of the interview, applicants will be given points for punctuality, attire, and the writing sample. A point system is used to determine the best qualified applicants who are then sent letters of acceptance. These individuals must respond to their acceptance letter by the date indicated in the letter. Failure to return the acceptance by the date provided will result in the loss of a position in the class.

Additional Points awarded for the following: CNA (>6 month), CMA, College or Intermediate Algebra.

All application materials must be in the nursing office in Atchison, Kansas by April 1. Applicants will be directed as to how to obtain a criminal background check and a drug screen in the acceptance letter. Nursing applicants must be 18 years old by graduation from the Practical Nursing Program and able to perform the physical and mental activities required of nurses.

## **LPN to RN Completion Program (Associate in Applied Science in Nursing)**

Students making application for the LPN to RN Completion Program must have an active LPN license and have preferably

completed a program at a regionally accredited post-secondary institution. Students from programs at non-regionally accredited institutions may apply for the LPN to RN Program. HCC will grant a 16-credit hour block for Credit for Prior Learning based on successfully passing the NCLEX-PN. Even with the 16-credit hour block, students may still need additional credits at HCC in order to graduate with the AAS in Nursing degree. In addition, the following prerequisites are required:

- Human Growth and Development - 3 credit hours
- Human Anatomy and Human Physiology with labs - minimum of 5 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
  - BS 104 Human Anatomy with lab - 4 credit hrs
  - BS 105 Human Physiology with lab - 4 credit hrs
- General Psychology - 3 credit hours
- Microbiology with lab - minimum of 4 credit hours. (There is a 7 year expiration date. If over 7 years, please contact the Nursing Department.)
  - BS 203 Microbiology with lab - 5 credit hours (BS 101 or BS 105 prerequisite)
- Composition I - 3 credit hours
- Composition II, Public Speaking, or Oral Communications - 3 credit hours
- Computer Literacy Elective - 1 credit hour
- Humanities and Fine Arts Elective - 3 credit hours

Students must make application to the program by August 1 meeting all application requirements. Students should contact the nursing department at the Technical Center in Atchison, Kansas to obtain an informational packet with comprehensive application requirements. The program begins in the spring semester and finishes after the summer semester. Up to 30 students are accepted to the program each year. Applicants whose files are complete are scheduled for the group interview during the month of August. As part of the interview, applicants will be given points for punctuality, attire, and a writing sample. A point system is used to determine the best qualified applicants who are then sent letters of acceptance. These individuals must respond to their acceptance letter by the date indicated in the letter. Failure to return the acceptance by the date provided will result in the loss of a position in the class.

## **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 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 (60) credit hours of which sixteen (16) hours must be in residency (on campus, regional site, or online) at Highland Community College. Guard members must earn the sixteen hours within two years of their graduation date.

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## **Additional Admission Requirement for Face-to-Face Classroom Settings**

In compliance with Kansas Statute KSA 2009 Supp. 65-129, the College has instituted a tuberculosis prevention and control policy for students. All students applying for admission to Highland with classes in a classroom setting at Highland Community College or at one of its regional sites will be required to complete a Tuberculosis Screening Questionnaire. Very Important: A yes response to ANY of the questions on the questionnaire will classify the student in a “high risk” tuberculosis category as defined by the Kansas Department of Health and Enrollment guidelines. These students will be required to complete a Tuberculosis Assessment at the local health department or medical clinic prior to attendance in a college classroom. Students who do not comply with this requirement will not be able to enroll in face-to-face classes.

## **Credit for Prior Learning**

### **Credit by Examination**

The intent of credit by examination is to offer a method for students to demonstrate previously mastered competencies and to assist students in completion of educational goals at Highland Community College. Credit awarded by examination at HCC may not transfer to other post-secondary institutions. HCC does not accept credit awarded by departmental examination from other post-secondary institutions.

Students may earn college credit by attaining qualifying scores on the College Level Examination Program (CLEP), the Advanced Placement (AP) exams administered by the College Entrance Examination Board, and International Baccalaureate (IB).

Credit earned by examination will be placed on the student’s HCC transcript after the start of the student’s first semester of coursework at HCC. A grade of “CR” will be placed on the transcript but will not be included in calculating grade point average. The credit will count toward a degree at HCC.

### **College Level Examination Program (CLEP)**

The CLEP permits students of any age or education level to gain college credit, following satisfactory completion of CLEP examinations. CLEP exams offered are sufficiently challenging to an individual who has a significant background in the subject area. Highland Community College will accept CLEP credit for scores at or above the American Council of Education’s (ACE) credit-granting recommended score of 50 for the equivalent course or courses at HCC. For more information about taking CLEP examinations, visit the CLEP website. A list of CLEP examinations for which HCC awards credit is on page 11. Students must request their official transcript of CLEP scores be mailed to the HCC Registrar.

Sixteen (16) semester hours of credit is the maximum allowed toward a degree program through CLEP. A student’s transcript will designate all credits earned through CLEP. CLEP credit earned does not count toward course load in any term. Students who fail a course offered by Highland Community College cannot replace that course with a CLEP subject examination covering similar content.

Exams may be retaken per the College Board’s retake policy (<https://clep.collegeboard.org/earn-college-credit/taking-the-test>):

“Test takers may not repeat an exam of the same title within three months of the initial testing date. If you retake the exam within the three-month period, your administration will be considered invalid, your score will be canceled, and any test fees will be forfeited.

If you’re repeating an exam of the same title and have a question regarding the date of the initial administration, you should immediately notify the test administrator and contact CLEP Services at 800-257-9558.

Defense Activity for Non-Traditional Education Support (DANTES)-funded military test takers are eligible for only one U.S. government-funded attempt per exam title. Any retest attempts for the same exam must be funded directly by the test taker.”

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

AP refers specifically to courses offered in some high schools which are constructed and coordinated under the supervision of the College Entrance Examination Board. Before entering college, the student takes the examination, which is scored by Educational Testing Service. Students must request their official transcript of AP scores be mailed to the HCC Registrar. A list of AP examinations for which HCC awards credit is on page 12.

### **International Baccalaureate Examinations (IB)**

Highland Community College awards credit to students who have participated in an International Baccalaureate program and have attained examination scores consistent with the guidelines on page 13. Students must request their official transcript of IB scores be mailed to the HCC Registrar.

### **Credit for Practical Nursing Programs at Non-Regionally Accredited Institutions**

Students who completed a Practical Nursing program at a post-secondary institution not accredited by a regional accrediting association may be awarded 16 credit hours of Credit for Prior Learning toward their AAS in Nursing degree requirements based on successfully passing the NCLEX-PN. Even with the 16-credit hour block, students may still need additional credits at HCC in order to graduate with the AAS in Nursing degree. The granting of this credit by HCC does not guarantee transferability to any other institution.

### **Credit for Military Training Education**

Students may earn college credit for education for non-collegiate educational experiences or armed services training. HCC is working to increase the number of articulated military occupations. To see what credit can be currently earned, please check the Military Articulation Portal on the Kansas Board of Regents website. at <https://military.kansasregents.org/>. The Military Articulation Portal (MAP) is a tool connecting service members to postsecondary credit awardable for military learning. Kansas public institutions have evaluated military training and have agreed to award postsecondary course credit for service members’ acquired skills and education. This free interactive

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## Highland Community College Credit for Prior Learning – CLEP Exam Credit by Examination

CLEP Subject Test	Exam Score	Credits	HCC Course ID and Title
American Government	50+	3	POL 100 US Government
American Literature	50+	6	ENG 202 American Lit: Pre-Colonial to Civil War and ENG 209 American Literature: Reconstruction to Present
Analyzing and Interpreting Literature	50+	3	ENG 104 Introduction to Literature
Biology	50+	5	BS 101 College Biology*
Calculus	50+	5	MAT 106 Calculus I
Chemistry	50+	10	PS 111 College Chemistry I and PS 112 College Chemistry II*
College Composition	50+	3	ENG 101 Composition I
College Mathematics	50+	3	MAT 108 Contemporary Math
College Algebra	50+	3	MAT 104 College Algebra
English Literature	50+	3	ENG 212 British Lit I: Middle Ages to 1800 and ENG 213 British Lit II: 1800 to Present
Financial Accounting	50+	3	BUS 200 Financial Accounting
History of the United States I	50+	3	HIS 101 US History to 1877
History of the United States II	50+	3	HIS 102 US History since 1877
Human Growth and Development	50+	3	PSY 205 Human Growth and Development
Introduction to Educational Psychology	50+	3	Psychology elective credit
Introductory Psychology	50+	3	PSY 101 General Psychology
Introductory Sociology	50+	3	SOC 101 General Sociology
Introductory Business Law	50+	3	BUS 205 Business Law I
Principles of Macroeconomics	50+	3	BUS 203 Macroeconomics
Principles of Management	50+	3	BUS 201 Principles of Management
Principles of Marketing	50+	3	BUS 210 Marketing
Principles of Microeconomics	50+	3	BUS 204 Microeconomics
Spanish Language: Levels 1 and 2	50+	5	LG 101 Elementary Spanish I
Spanish Language: Levels 1 and 2	63+	10	LG 101 Spanish I and LG 102 Spanish II
Western Civilization I: Ancient Near East to 1648	50+	3	HIS 103 History of Western Civilization I
Western Civilization II: 1648 to the Present	50+	3	HIS 104 History of Western Civilization II

\*Biology and Chemistry may not be used to satisfy laboratory science graduation requirements.

Highland Community College does not currently award credit for the following tests since we offer no equivalent courses: French Language: Levels 1 and 2, German Language: Levels 1 and 2, Humanities, Information Systems, Natural Sciences, Precalculus, and Social Sciences and History.

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## Highland Community College Credit for Prior Learning – AP Exam Credit by Examination

Advanced Placement Test	HCC Course ID & Title	Credits	Required Score
2-D Art and Design	A 103 Two-Dimensional Design	3	3+
3-D Art and Design	A 104 Three-Dimensional Design	3	3+
Art History	A 201 Art History Survey: Prehistoric to Medieval and A 202 Art History Survey: Renaissance to Contemporary	6	4+
Biology	BS 101 College Biology	5	3+
Calculus AB	MAT 106 Calculus I	5	3+
Calculus BC	MAT 106 Calculus I and MAT 110 Calculus II	10	3+
Calculus BC: AB Subscore	MAT 106 Calculus I	5	3+
Chemistry	PS 111 College Chemistry I	5	3+
Chemistry	PS 111 College Chemistry I and PS 112 College Chemistry II	10	4+
Drawing	A 107 Drawing I	3	3+
English Language and Composition	ENG 101 Composition I	3	3+
English Literature and Composition	ENG 102 Composition II: Literature & Research	3	3+
Environmental Science	BS 107 Intro to Environmental Science	4	3+
European History	HIS 103 History of Western Civilization I and HIS 104 History of Western Civilization II	6	3+
Human Geography	GEO 212 World Regional Geography	3	3+
Macroeconomics	BUS 204 Macroeconomics	3	3+
Microeconomics	BUS 203 Microeconomics	3	3+
Music Theory	M 200 Music Theory I	3	3+
Physics I: Algebra Based	PS 203 General Physics I	5	4+
Physics 2: Algebra Based	PS 204 General Physics II	5	4+
Physics C: Electricity and Magnetism	PS 216 College Physics II	5	4+
Physics C: Mechanics	PS 215 College Physics I	5	4+
Psychology	PSY 101 General Psychology	3	3+
Spanish Language and Culture	LG 101 Spanish I and LG 102 Spanish II	10	3+
Spanish Literature and Culture	LG 201 Spanish III	3	3+
Statistics	MAT 203 Basic Statistics	3	3+
United States Government and Politics	POL 100 US Government	3	3+
United States History	HIS 101 US History to 1877 and HIS 102 US History since 1877	6	3+
World History: Modern	HIS 104 History of Western Civilization II	3	3+

Highland Community College does not currently award credit for the following AP Exams: Chinese Language and Culture, Comparative Government and Politics, Computer Science, French Language and Culture, German Language and Culture, Italian Language and Culture, Japanese Language and Culture, and Latin.



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### Credit for Prior Learning – International Baccalaureate (IB) Credit by Examination

IB Test	Level/Score	HCC Course ID & Title	Credits
Biology	S/7	BS 101 College Biology	5
Biology	H/4	BS 101 College Biology	5
Chemistry	H/4	PS 111 College Chemistry I <b>AND</b> PS 112 College Chemistry II	10
Economics	H/4	BUS 203 Macroeconomics <b>AND</b> BUS 204 Microeconomics	6
English A: Language + Literature	H/4	ENG 101 Composition I	3
English A: Language + Literature	H/6	ENG 101 Composition I <b>AND</b> ENG 102 Composition II	3
English A: Literature	H/4	ENG 101 Composition I	3
English A: Literature	H/6	ENG 101 Composition I <b>AND</b> ENG 102 Composition II	3
Environmental Systems	S/4	BS 107 Intro to Environmental Science	4
Environmental Systems	H/4	BS 107 Intro to Environmental Science	4
Language B (Spanish)	S/6 or H/5	LG 201 Spanish III	5
Mathematical Studies SL	S/4	MAT 103 Intermediate Algebra	3
Mathematics HL	H/4	MAT 106 Calculus I	5
Mathematics SL	S/4	MAT 104 College Algebra <b>AND</b> MAT 105 Trigonometry	3 3
Philosophy	H/4	PHI 101 Introduction to Philosophy	3
Physics	S/4	PS 102 Concepts of Physics	4
Physics	H/4	PS 203 General Physics I <b>AND</b> PS 204 General Physics II	5 5
Psychology	H/4	PSY 101 General Psychology	3
Social and Cultural Anthropology	H/4	ANTH 112 General Anthropology	3
US History	H/4	HIS 101 US History to 1877	3
World Religions	S/4	PHI 105 Religions of the World	3

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search tool can be used by Veterans and Servicemembers to review credit for prior military learning offered by Kansas public postsecondary institutions.

The granting of this credit by HCC does not guarantee transferability to any other institution. HCC reserves the right to not accept transfer equivalency work that may be more than 5 years old.

## Standard Course Syllabus

There is a standard course syllabus for each course at HCC. The syllabus contains the course description, prerequisites, course content, credit hours, and course materials. Syllabi are located at [highlandcc.edu/pages/degree-planningcourse-info](http://highlandcc.edu/pages/degree-planningcourse-info). At the start of a course, the instructor will provide a First Day Handout which includes this syllabus content along with expectations and policies for that instructor's class.

## Credit Hour Definition

Credit is the basic unit of collegiate level instruction assigned to a course or course equivalent learning. The credit hour is the unit by which HCC measures course work and calculates tuition charges.

## Course Load and Credit Hours

A normal full-time course load consists of twelve (12) to eighteen (18) credit hours. Students enrolled in fewer than twelve (12) credit hours are considered part-time students. Students may register for up to eighteen (18) credit hours per Fall or Spring semester (or 12 credit hours over an 8 week session or 6 hours over a 4 week or shorter session). Students wishing to enroll in more than semester maximum load must obtain approval. Visit the website at [highlandcc.edu/pages/request-for-overload](http://highlandcc.edu/pages/request-for-overload) for the Overload Approval Form.

Students uncertain about the course load appropriate to their particular circumstances are urged to speak with an Academic Advisor. Highland Community College reserves the right to restrict students to less than full-time or to assign students to specific courses on the basis of placement test results, review of students' previous academic records, or other criteria as the College deems appropriate.

## Registration Procedure

Class schedules are located on our website at [highlandcc.edu](http://highlandcc.edu). Questions concerning enrollment should be directed to the Student Services Office (Highland campus), HCC Online, or the Regional Center you plan to attend.

Current students in good standing are eligible to enroll when registration is open. New students are eligible to enroll upon acceptance to the College. Enrollment is available for all students on a first-come, first-serve basis.

## College Success and Orientation Classes

College Success and Orientation classes 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 admission, registration, enrollment, and program planning.

Students are encouraged to take the course in their first year at HCC. Students transferring more than thirty (30) hours into HCC or who have already taken a similar course are waived from this requirement. Sixty (60) credit hours or more will still be required based on the Associate degree the student pursues.

## Current Tuition and Fees

The HCC tuition and fees are in compliance with the laws of the state of Kansas and adopted by the Highland Community College Board of Trustees. These are subject to change at any time by the Board of Trustees. To determine the amount due from 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, Visa, Discover). For the most current tuition and fees, please refer to the College website at [highlandcc.edu/pages/tuition-costs](http://highlandcc.edu/pages/tuition-costs).

## Payment Plans

Highland Community College offers payment plans as yet another way to make college more affordable. This payment plan is administered by Nelnet Business Solutions. Students taking a HCC course may finance a portion of their tuition, fees, and main campus Room/Board via one of the payment plans. There is a \$25 non-refundable fee and 10% of your balance due immediately to establish a payment plan for each semester.

Students may set up a payment plan in their name, or they may authorize a parent, guardian or another individual to set up a payment plan on their behalf. To set up a payment plan or for more information visit the website at [highlandcc.edu/pages/payment-plans](http://highlandcc.edu/pages/payment-plans).

## Third Party Payments

Students receiving financial assistance from an employer or other 3rd party must notify HCC and provide documentation of this agreement. The required documentation for 3rd party students is a letter stating the student name, SSN, and classes approved for or the amount of the agreement, along with the 3rd party contact person and address for billing. This should be printed on letterhead and signed by the 3rd party. It is the responsibility of the student to submit this documentation prior to the start of classes. The College will bill the vendor. If the vendor does not pay the account in full, the student is responsible for any balance remaining.

## Billing

By logging into MyHCC, students can view their statements online indicating amount due.

## Collections

Accounts with outstanding balances and no payment arrangements with the Business Office could be sent to a collection agency.

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## 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 three hours of class time in a 3 hour class; five hours of class time in a 5 hour class; and one hour of class time in a 1 credit hour class.)
3. 50% refunds are given on student-initiated withdrawals within two weeks of the class beginning. (Two weeks is defined as six hours of class time in a 3 credit hour class; 10 hours of class time in a 5 credit hour class; and two hours of class time in a 1 credit hour class.)
4. 0% refunds are given at the beginning of the 3rd week of classes. (Three weeks is defined as attending seven hours in a 3 credit hour class; 11 hours in a 5 credit hour class; and three hours in a 1 credit hour class.)

Campus students should contact their Advisor, regional students must contact the Regional Center Director, and online students must send an email to [hconline@highlandcc.edu](mailto:hconline@highlandcc.edu) to process withdrawals. For students who receive financial aid, refunds will be determined according to Federal Financial Aid regulations. Highland Community College will use the institutional policy or the 'Return 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 deposit will hold a housing space as received. Summer on-campus housing is also available for students enrolled in the Highland Summer Blitz session. Contact the Residential Life Office for details at 785-442-6071.

The 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. The contract also includes paid utilities and Internet access.

The Cafeteria, serving breakfast, lunch, and dinner, is located in the Student Union on the Highland campus. All dining hall costs for students living on campus are included in housing rates. Commuter students and guests can purchase meals at these rates.

## HCC Financial Aid

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 HCC Financial Aid Office staff are 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.

## 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 aid will rarely cover all expenses while attending college. The student will be expected to contribute some portion of the total cost.

## How to Apply for Federal and State Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) electronically at [www.studentaid.gov](http://www.studentaid.gov). When completing the FAFSA, it is important to indicate Highland Community College as the first school choice; the HCC school code is 001921. Depending on the method of application, the applicant should receive a response from the Financial Aid Office within two to four weeks.

The FAFSA is used for all federal, most state, and some independently funded financial aid programs. 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. All other requested documents related to verification of your eligibility for financial aid funds.

## 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.

## Eligibility Requirements for Federal Financial Aid

As of July 1, 2011, all successful federal financial aid applicants, in

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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 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 is 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, based on the applicant’s computed EFC, and the institution’s scheduled cost of attendance, or student budget.

## 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.

### 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 \$6,195 (2019-2020 rate) 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.

### Supplemental Educational Opportunity Grant (SEOG)

The Supplemental Education Opportunity Grant is a Federal fund that supplements Pell grant awards for students with exceptional financial need. 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 website at [highlandcc.edu/pages/scholarships-awards](http://highlandcc.edu/pages/scholarships-awards).

## Loans

Highland Community College participates in the federally-sponsored Direct Loan Program. Students demonstrating need may be eligible to receive a Subsidized Direct Loan with interest deferred 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 Direct 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, 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.

## Veterans Affairs Educational Benefits

The Registrar’s office provides administrative assistance to obtain benefits for veterans enrolled at Highland Community College. There are numerous ways to apply for VA benefits depending on the type of benefit you are seeking. Please visit [www.benefits.va.gov/BENEFITS/Applying](http://www.benefits.va.gov/BENEFITS/Applying) to determine which application corresponds to your situation. HCC also requires students to complete the following forms prior to being certified through the Registrar’s office.

- HCC Enrollment Certification Request form
- HCC Veteran Services Compliance Agreement form
- Certificate of Eligibility
- Students must be enrolled in HCC courses prior to verification

Students may find this information and more at [www.highlandcc.edu/pages/veteran-affairs](http://www.highlandcc.edu/pages/veteran-affairs).

\*Note: The Veterans Benefits and Transition Act of 2018 requires HCC to allow students receiving VA benefits through chapters 31 or 33 to start courses without penalty. This includes the assessment of late fees, denial of access to classes, or the need to borrow additional funds to cover up-front costs.

## Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations require that students receiving federal financial aid, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, VA Benefits, and Federal Direct



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Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive federal aid. Progress will be measured at the end of each semester according to three factors: 1) a semester and cumulative grade point average (GPA); 2) completion of credit hours; 3) and the time frame allowed for completing a certificate or degree.

## Students in Good Standing

Students maintaining the following minimum criteria will be in good standing for Federal Aid purposes.

**GPA** - A minimum 2.0 GPA measured by semester and cumulative credit hours. All hours except for developmental and audit hours are counted in a student's GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are NOT considered for financial aid.

**Minimum Completion Rate** - Students must complete 66.67% or two-thirds of all hours attempted. This will be measured by semester and cumulative hours. Completion rate is calculated as follows: hours completed / (divided by) hours attempted x (multiplied by) 100 = completion percentage.

**Maximum Time Frame 150%** - Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. At HCC, students may not receive federal aid for more than 90 hours. Calculation: HCC degrees require students to complete 60 credit hours.  $150\% \times (\text{multiplied by}) 60 = 90$ .

## Warning Status

Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on Warning for the following semester of attendance, but will continue to receive Federal Financial Aid. At the end of the warning semester, students must have a semester and cumulative 2.0 GPA and must have a 66.67% or two thirds cumulative completion rate. There is no Warning status for students who have exceeded the Maximum Time Frame of 150%. These students will go directly into financial aid ineligible status.

## Financial Aid Ineligible Status

A student will become Financial Aid Ineligible from all federal funds if he or she is currently in a Warning Status and fails to return to Good Standing by the end of the next semester. To regain financial aid eligibility, the student must either submit a Satisfactory Academic Progress Appeal or return to Good Standing per the rules above in "Students in Good Standing". The student may still continue to take classes with HCC, but will be required to pay for the classes instead of using financial aid.

## Appealing the Financial Aid Ineligible Status

Students who are Financial Aid Ineligible will receive a suspension notification letter at the end of the semester. The student may submit an appeal online at <https://highlandcc.edu/pages/sap-appeal-form>. The student will need to provide a reasonable explanation for the reason he or she was unable to be in good academic standing, what has changed in the student's situation to allow him or her to start working towards good academic standing and what steps the student will be taking to maintain good

academic standing. Any documentation provided to support his or her situation will be reviewed and taken into consideration in regards to the appeal. Any documents provided will remain primarily with the Financial Aid Office, but may be shared with the CARE team or school counselor if deemed necessary. The appeal will be reviewed by the S.A.P. Committee and the decision of the committee is final. The priority deadline for all appeals is the first day of class each semester.

## Probation

Probation occurs when a Financial Aid Ineligible student submits an appeal form to the SAP committee and the appeal is granted. Probation students will be eligible for federal aid for one additional semester. Students in Probation may need to set up an academic plan and will be notified if required to do so. Academic plans are designed to help guide the student back to good standing and are customized for each student. If a student shows good academic progress and has followed their academic plan, but has yet to return to Good Standing, the student may be allowed to

receive financial aid for an additional semester as long as a new academic plan is set up. If a student does not show good academic progress and/or does not follow their academic plan, the student will return to Financial Aid Ineligible status and must return to good standing on their own before being awarded financial aid.

## Maximum Time Frame

Students who have exceeded the 150% Maximum Time Frame, as stated above, will need to submit the 150% of Degree Program Form. Students who do not have a 2.0 GPA or 66.67% (two-thirds), completion rate will not be considered for a Reason for Attending 150% of Degree Program. It will not be reviewed until all previous college transcripts have been received. Students must report all other colleges they have attended to the Financial Aid office. The 150% of Degree Program form must include a graduation check obtained from the Registrar's office in order to make sure the classes the student is taking will count towards completing their degree. Students will only be funded for the number of hours needed at HCC to finish their degree. If it is determined that no hours are needed, then the student is not eligible for additional financial aid. There is no appeal once a student is out of fundable hours.

## Repeated Coursework

Students needing to retake a previously passed course can receive financial aid for one additional attempt. A, B, C, or D is considered passed, regardless of the program of study. Financial aid can be used towards repeating failed courses as long as the student is still financial aid eligible.

Transfer credits that count toward the student's current program will be counted as both attempted and completed hours when determining a student's GPA, minimum completion rate, and maximum time frame. Per federal regulations these hours must be counted regardless of whether the student received financial aid for those hours or not.

## HCC Student Status Definitions for Continued Attendance & Financial Aid Eligibility

**Good Standing:** Students who have a 2.0 semester and

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cumulative GPA; have completed 66.67% (two-thirds) of all attempted hours; and have not attempted more than 90 cumulative hours, will be eligible to receive financial aid.

**Warning:** Students who fail to meet the minimum good standing requirements listed above, but may enroll and may receive financial aid for one semester to be given the opportunity to get back in good standing.

**Suspension:** Students will not receive financial aid because they did not make satisfactory academic progress, even after the warning status period or have attempted more than 90 total credit hours. Students on suspension cannot enroll at HCC until they have requested reinstatement either by being granted an appeal or by self-reinstating.

**Probation:** Students who have been suspended for not meeting SAP, but applied for reinstatement and have been granted an appeal by the SAP committee. These students are eligible to enroll at HCC and are eligible for financial aid for one additional semester with the goal of earning the student good standing status.

**Self-Reinstatement:** Students who have been suspended for not meeting SAP, but

a) requested an appeal for reinstatement that was denied by the SAP committee and now agree to take, pay for, and complete course(s) with the goal of getting back to the good standing student status. (Must pay for and complete all hours in which they are enrolled.)

b) have applied to be self-reinstated and agreed to take, pay for, and complete course(s) with the goal of getting back to the good standing student status. (Must pay for and complete all hours in which they are enrolled.) Students who are self-reinstated may enroll at HCC, but are not eligible to receive financial aid or VA Benefits.

## 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

Letter Grade	Description	Points per credit hour
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0 – not counted
CR	Credit	0 – not counted
NC	No Credit	0 – not counted
I	Incomplete	0 – not counted

AU	Audit	0 – not counted
W	Withdrawal	0 – not counted

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

## Credit/No Credit

A student may request to take a class as Credit/No Credit with written approval from the instructor and the Vice President for Academic Affairs. The completed and signed approval form must be submitted to the Registrar's office prior to the first day of class. The courses are added to a student's credit hour total, but are not included in the grade point average. A "no credit" (NC) grade results in no credit earned for the course attempted.

## Incomplete

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 "I" by the instructor.

To remove an "I" 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 Academic Affairs and the instructor of the course. If the coursework is not completed and given to the instructor by this deadline, the "I" grade will convert to an "F" grade. A student who has an "I" grade may not re-register in that course. However, if the "I" is changed to an "F", the student may then re-register for the course.

## Audit

Auditing a course means a student attends a course regularly without being required to take exams, complete assignments, or perform other tasks required to earn a grade. Students receive no credit for audited courses. Audited courses will not be considered in determining full-time enrollment status and may not satisfy enrollment requirements for graduation purposes.

Students may not enroll to audit a course until the first day the class meets. Requests to audit a course will be granted only if space is available in the course and permission has been given by the instructor and the Vice President of Academic Affairs. Credit enrollment cannot be converted to audit status and audit enrollment cannot be changed to credit enrollment. Students may not enroll for credit, drop the course, and then re-enroll for audit in the same course section.

Tuition and fees are the same as that charged for credit courses. Financial Aid cannot be used to pay for audited courses. For audit enrollment, payment is due on the same day you enroll. Student understand the following...

- I will not earn any college credit for this course.
- I cannot convert my audit enrollment in a course to earn college credit.
- I cannot change to audit status in a course I am currently enrolled in for credit.
- I cannot audit a course which I plan to take for credit in the future.

# IMPORTANT INFORMATION

## Withdrawal

### **W—Administrative 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 issues.

### **W—Student Initiated Withdrawal**

A student may withdraw from a course by the designated date each semester. 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/Regional Center Director. The "W" 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, "A" through "F", earned in college credit courses at Highland Community College. If a student repeats a course, the highest grade earned will be counted in the grade point average, although both grades will appear on the permanent academic record.

## Determining Student Class Standing

A student who has earned:

1 credit hour to 29.5 credit hours = Freshman status

30+ credit hours = Sophomore status

## Final Examinations

Final examinations are scheduled during the last week of the semester. All final exams will be given in the regularly scheduled classrooms. The time each Highland campus exam begins is published on the HCC website at the beginning of the semester. All exams are scheduled for two hours except activity based courses. Final exams for all other scheduled instruction will be given during the last regular class period. Independent study, arranged courses, and evening class finals will be arranged by the course instructor. The College reserves the right to revise these dates.

Only with appropriate documentation of a major life event and approval from the Vice President for Academic Affairs will a student be permitted to deviate from the announced final examination schedule. Students will not receive approval because of conflicts with travel arrangements, so students must be careful to schedule flights after their last final is completed.

## 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. More information available [highlandcc.edu/pages/handbook](http://highlandcc.edu/pages/handbook).

## Graduation Requirements

In order to graduate, students are expected to complete the graduation requirements listed in the catalog that was in effect at

the time they first enrolled. However, if graduation requirements change while the student is pursuing a degree, the student will have the choice of continuing with the old requirements, where those courses are available, or accepting the new requirements in order to graduate. If a student sits out two consecutive semesters, the student will be readmitted under the graduation requirements in the current catalog.

Graduation requirements are as follows:

- Completion of the general education requirements.
- Completion of a minimum of 60 credit hours and an overall grade point average of at least 2.0. Courses must be 100 level or above.
- Students who complete requirements for the Associate of Arts or Associate of Science degree are not eligible to apply for the Associate of General Studies degree.
- For the Associate of Applied Science Degree, completion of the departmentally approved program.
- A student must earn 16 hours of credit as a Highland Community College student for completion of the Associate's Degree being sought. Any student who applies for graduation must provide an official high school or general education diploma (GED) transcript.
- Highland Community College holds one commencement ceremony in May of each year. Students completing graduation requirements must submit an application by March 15 to participate in the commencement ceremony. There is not a graduation fee. It is the responsibility of the student to meet all requirements for graduation, and to check with the Registrar's Office well in advance so there are no deficiencies.

## Additional College Policies

### **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 (FERPA).

Under terms of the FERPA, HCC 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.

1. Student Name
2. Local Address/Phone
3. Permanent Address/Phone
4. Date and Place of Birth
5. Degrees & Awards received
6. Dates of attendance
7. Full or part-time enrollment status
8. Major field of study
9. Email address
10. Photographs
11. Classification (freshman, sophomore)
12. Previous institutions attended

# IMPORTANT INFORMATION

13. Sports—height, weight
14. 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 semester. If the student restricts the release of directory information, a notation of “Directory Hold” is placed on the student’s account and no information can be released on the student without further written permission of the student. Any questions concerning FERPA may be referred to the Office of the Registrar.

## Release of Disciplinary Information

1. Access to any student’s disciplinary file shall be governed by provisions of the Family Educational Rights and Privacy Act (FERPA).
2. Only the student charged and those College officials who have a legitimate educational interest in disciplinary information may have access to the files.
3. All other inquiries, including but not limited to employers, governmental agencies, news media, relatives, friends, or local police agencies must have a written release from the student to gain access to College disciplinary files.
4. When cases involve any crime of violence, the results of the disciplinary proceedings will be released upon request to the victim(s).
5. In cases of Title IX sexual misconduct, the results of the disciplinary proceedings will be released to the victim(s).

Every effort will be made by the College to respect the privacy of the student. However, if the identity of the student(s) has been publicly disclosed in the news media, the College reserves the right to respond as it deems appropriate to describe fairly and accurately the disposition of disciplinary matters.

## Transcripts of Academic Records

The Registrar’s office will provide a transcript of a student’s academic record upon request. The transcript request form can be found at [www.highlandcc.edu/pages/transcripts](http://www.highlandcc.edu/pages/transcripts). All requests for transcripts must be in writing. Students also may email their written and signed requests for transcripts to [registrar@highlandcc.edu](mailto:registrar@highlandcc.edu) or fax 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. 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. Current students can log in to their MyHCC account to access an unofficial transcript. Official transcripts from other institutions cannot be released to any individual or institution.

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 Student Conduct Officer may suspend or place on disciplinary probation following due process a student who has failed to honor the Highland Community College Standards of Conduct on the College website at: [highlandcc.edu/pages/handbook](http://highlandcc.edu/pages/handbook).

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

## Academic Standards

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.

Students who are employed and attending college 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.

The curricula of Highland Community College are described in this catalog. HCC 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.**

## Student Handbooks

Complete copies of HCC Policies, including the HCC Housing Handbook, may be found online at: <https://highlandcc.edu/pages/handbook>.

## Academic Integrity

Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, including cheating, fabrication, plagiarism, or facilitation of academic work, is reason for disciplinary action. This includes but is not limited to giving, receiving, or using unauthorized help on individual and group academic exercises through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents,



# IMPORTANT INFORMATION

including records, with or without the use of personal and College electronic devices.

Examples of plagiarism include, but are not limited to: representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. Students should submit their own academic work. Faculty should not allow or leave unreported academic dishonesty by the student.

Cheating affects more than just the cheat; it frustrates the honest efforts of other students, degrades the learning environment, and reflects poorly on any institution that tolerates it. At HCC, a record of cheating does not go away at the end of the course or semester. Integrity violations become part of the violator's record. Multiple violations may result in more serious penalties, including possible dismissal from HCC.

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 Vice President for Academic Affairs or appropriate Regional Center Director for review and acceptance.

First violations of academic integrity will generate sanctioning by the classroom instructor and will be entered into the database system for tracking of multiple academic integrity issues.

Subsequent violations will generate an institutional response via the student conduct process. Additionally, a meeting with the instructor is required for first offense academic integrity violations. After more than one academic integrity violation, the student must also meet with the Vice President for Academic Affairs.

Incidents of academic dishonesty recorded in the student conduct system are cumulative; multiple or repeated incidents of academic dishonesty will be turned over to the Conduct Officer and ordinarily result in a medium-level sanction, which may include removal from the course with an F. However, repeated or severe violations may result in high-level sanctions, such as loss of scholarship or expulsion from the College.

A student may appeal decisions of academic dishonesty for the following reasons:

1. There were procedural errors made which significantly impacted the sanction or the findings.
2. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.
3. New information is discovered that was not available at the time of the investigation that would significantly impact the sanction or the findings.

Academic integrity appeals will go through the Student Conduct Process.

## 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 their 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 Vice President for Academic Affairs or appropriate Regional Center Director for review and acceptance.

### First Offense

For disruptive acts that do not require immediate removal, instructors will warn the student on the first offense to discontinue the offending behavior in all future class sessions. After the instructor has given warning, if the behavior continues, the student may be removed from that class session and directed to the classroom readmission process. The instructor will send a notification of the offense and relevant documentation through the Maxient conduct system.

To be readmitted to class, the student must go to the Office of Academic Affairs. The student will meet with the Vice President for Academic Affairs/designee and complete the Classroom Readmission Form with the VPAA/designee. The student should not be allowed back into the classroom until the instructor has received the Classroom Readmission Form or direct communication from the VPAA, VPSS, or Director of Student Life. The instructor is not obligated to allow the student to make up any work that is missed after removal from a class session and before readmission.

### Second Offense

When an instructor observes a second incident of classroom disruption (possible immediate removal from class), the instructor will send a notification of the offense and relevant documentation through the Maxient conduct system and the student will enter the Student Conduct Process. The student will not be allowed to return to class until the Student Conduct Process is completed.

Incidents of classroom disruption recorded in the student conduct system are cumulative; multiple or repeated incidents of classroom disruption will ordinarily result in a medium-level sanction which may include removal from the course and forfeiture of any remaining points. However, repeated or severe violations may result in high-level sanctions, such as a loss of scholarship or expulsion from the College.

### Immediate Removal

Situations that demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated. If this happens in the classroom, the instructor will immediately

# IMPORTANT INFORMATION

ask the student to leave the classroom and the instructor will forward an incident form to the Student Conduct Office for entry into the Student Conduct Process. The student will not be allowed to return to the classroom until the process has been completed. This offense will result in a medium to high consequence which may include removal from the course with an F.

A student may appeal all decisions of classroom disruption through the Student Conduct Process.

**Technical Center Classroom Disruption and Program Removal**  
For disruptive acts that do not require immediate removal, instructors will send notification of the offense and relevant documentation to the Student Conduct Officer and the student will enter the Student Conduct Process on the first offense. A student may appeal all decisions of classroom disruption through the Student Conduct Process.

## Technical Center Immediate Removal

Situations that demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated. If this happens in the classroom, the instructor will immediately ask the student to leave the classroom and forward an incident form to the Student Conduct Office for entry into the Student Conduct Process. The student will not be allowed to return to the classroom until the process has been completed. This offense will result in a medium to high consequence.

## Grade Appeals

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the consistent evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than documented performance in the course;
2. The assignment of a grade to a particular student by applying more exacting or demanding standards than were applied to other students in the course;
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

**Step 1:** A student who wishes to appeal a course grade must notify the Vice President for Academic Affairs' (VPAA) office within 30 working days of the date on which the grade was posted. The VPAA's office outlines the allowable criteria for appealing a grade (see above) and, if appropriate, provides the student with the grade appeal form and assists in contacting the instructor to begin the process.

**Step 2:** The student meets with the instructor to review assignment grades, attendance, and any other factors that affected the final grade. The instructor should check all calculations and ensure that any assignments accepted for credit have been post-

ed and included. This meeting must take place within 30 working days of the end of the term for which the grade was posted. The result of the meeting will be to leave the grade as posted or raise the grade. The instructor will notify the VPAA's office of the result of the meeting. If a grade change is necessary, the instructor submits a grade change request to the Registrar with a copy to the VPAA's office. The VPAA's office will notify the student of the decision via email.

**Step 3:** If the student is unsatisfied with the decision from step 2 and wishes to file a formal grade appeal, the student must notify the Vice President for Academic Affairs within 10 working days of the decision. The student and the instructor will receive an email from the VPAA requesting all documentation pertinent to the grade appeal. This will include copies of assignments, documentation of absences due to college events, tests, and any other material that is relevant. These materials must be received by the VPAA's office within 10 working days of the date of the request.

**Step 4:** The VPAA (or designee) reviews all materials from the student and instructor. Within 10 working days, emailed notification is sent to student and instructor of the decision to uphold the grade as posted or change the grade. If a grade change is necessary, the VPAA submits a request to the Registrar.

**Step 5:** If the student chooses to appeal the Step 4 decision, he or she must notify the VPAA within 10 working days of the notification. A 3-panel review committee, composed of two instructors and an academic advisor/regional director, is convened to review the appeal. This committee may decide to uphold the grade as posted or raise the grade; the committee must send its decision to the VPAA within 15 working days of being convened. The decision is emailed by the VPAA's office to the student, instructor, and Registrar (if a grade change is required). The decision of the committee is final and may not be appealed.

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Highland Community College  
**Associate in Arts**  
(60 total credit hours)

**BASIC SKILLS (14 Credits)**

- ENG 101 Composition I (3)**
- ENG 102 Composition II: Literature & Research**  
**OR ENG 103 Composition II: Rhetoric & Research (3)**
- SP 106 Public Speaking**  
**OR SP 101 Oral Communications (3)**
- MAT 108 Contemporary Math**  
**OR MAT 104 College Algebra**  
**OR Higher level mathematics (3)**
- Computer Literacy (1)**
  - \_\_\_ AB 227 Agriculture Microcomputer I (3)
  - \_\_\_ A 113 Typography (3)
  - \_\_\_ A 121 Design Software Applications (3)
  - \_\_\_ A 139 Computer Graphics: Web Design (3)
  - \_\_\_ A 215 Graphic Design (3)
  - \_\_\_ A 223 Computer Graphics: Illustration (3)
  - \_\_\_ A 224 Computer Graphics: Enhanced Photo (3)
  - \_\_\_ BUS 130 Microcomputer Applications I (3)
  - \_\_\_ BUS 132 Micro App. I: Outlook (1)
  - \_\_\_ BUS 133 Micro App I: Spreadsheet (3)
  - \_\_\_ BUS 136 Micro App I: Desktop Publishing (3)
  - \_\_\_ BUS 139 Micro App I: Word Processing (3)
  - \_\_\_ BUS 181 Micro App I: Word Processing (1)
  - \_\_\_ BUS 182 Micro App I: Database Manage (1)
  - \_\_\_ BUS 183 Micro App I: Spreadsheet (1)
  - \_\_\_ BUS 185 Micro App I: Desktop Publishing (1)
  - \_\_\_ BUS 186 Micro App I: Integrated Software (1)
  - \_\_\_ BUS 188 Computer Applications I: Windows (1)
  - \_\_\_ BUS 189 Micro App I: Electronic Bus Pres (1)
  - \_\_\_ BUS 246D Micro App I: Web Design (2)
- Orientation (1)**
  - \_\_\_ COL 103 College Success (1)
  - \_\_\_ AB 114 Agriculture Orientation (2)

**HUMANITIES and FINE ARTS (9 Credits)**

**Select from 3 DIFFERENT areas**

- Art**
  - \_\_\_ A 101 Art Appreciation (3)
  - \_\_\_ A 107 Drawing I (3)
  - \_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)
  - \_\_\_ A 202 Art Hist Survey: Renaissance to Contemporary (3)
- Foreign Language**
  - \_\_\_ LG 101 Spanish I (5)
  - \_\_\_ LG 102 Spanish II (5)
  - \_\_\_ LG 201 Spanish III (3)
- History**
  - \_\_\_ HIS 101 United States History to 1877 (3)
  - \_\_\_ HIS 102 United States History since 1877 (3)
  - \_\_\_ HIS 103 History of Western Civilization I (3)
  - \_\_\_ HIS 104 History of Western Civilization II (3)
  - \_\_\_ HIS 202 Introduction to Ancient History (3)
  - \_\_\_ HIS 204 Readings in Western Civilization I (3)
- Library Science**
  - \_\_\_ LS 102 Children's Literature (3)
- Literature**
  - \_\_\_ ENG 104 Introduction to Literature (3)
  - \_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)
  - \_\_\_ ENG 208 Introduction to Short Story (3)
  - \_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)
  - \_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)
  - \_\_\_ ENG 211 World Lit: Enlightenment to Present (3)
  - \_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)
  - \_\_\_ ENG 213 British Literature: 1800 to Present (3)
  - \_\_\_ ENG 215 Diverse Voices in Literature (3)
- Music**
  - \_\_\_ M 103 Music History/Appreciation (3)
  - \_\_\_ M 146 Musical Theatre History (3) (= to TH 146)
  - \_\_\_ M 162 Introduction to World Music (3)
  - \_\_\_ M 223 History of Jazz (3)
- Philosophy**
  - \_\_\_ PHI 101 Introduction to Philosophy (3)
  - \_\_\_ PHI 102 Introduction to Ethics (3)
  - \_\_\_ PHI 103 Logic & Critical Thinking (3)
  - \_\_\_ PHI 105 Religions of the World (3)
- Photography**
  - \_\_\_ PHO 107 History of Photography (3)
- Speech**
  - \_\_\_ SP 103 Oral Interpretation (3)
  - \_\_\_ SP 105 Interpersonal Communication (3)
- Theatre**
  - \_\_\_ TH 105 Introduction to Drama (3)
  - \_\_\_ TH 108 History/Appreciation of Theatre Arts (3)
  - \_\_\_ TH 146 Musical Theatre History (3) (= to M 146)
  - \_\_\_ TH 208 Film Appreciation (3)



**SOCIAL & BEHAVIORAL SCIENCES (9 Credits)**

Select from 3 DIFFERENT areas

- Anthropology**  
\_\_\_ ANT 112 General Anthropology (3)
- Criminal Justice**  
\_\_\_ CJ 100 Intro to Criminal Justice (3)  
\_\_\_ CJ 120 Juvenile Delinquency and Justice (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)  
\_\_\_ SOC 104 Introduction to Social Work (3)

**NATURAL & PHYSICAL SCIENCES (9 Credits)**

Select 1 from EACH area-must have two labs

- Natural Sciences**  
\_\_\_ BS 101 College Biology with lab (5)  
\_\_\_ BS 104 Human Anatomy with lab (4)  
\_\_\_ BS 105 Human Physiology with lab (4)  
\_\_\_ BS 107 Intro to Environmental Sci. with lab (4)  
\_\_\_ BS 110 Nutrition (3)  
\_\_\_ BS 112 Nutrition for Health, Fitness and Sports w/lab (5)  
\_\_\_ BS 201 General Zoology with lab (5)  
\_\_\_ BS 202 General Botany with lab (5)  
\_\_\_ BS 203 Microbiology with lab (5)
- Physical Science**  
\_\_\_ PS 101 College Physical Science with lab (5)  
\_\_\_ PS 102 Concepts of Physics with lab (4)  
\_\_\_ PS 104 Physical Geology with lab (4)  
\_\_\_ PS 107 General Chemistry with lab (5)  
\_\_\_ PS 108 Astronomy with lab (4)  
\_\_\_ PS 111 College Chemistry I with lab (5)  
\_\_\_ PS 112 College Chemistry II with lab (5)  
\_\_\_ PS 203 General Physics I with lab (5)  
\_\_\_ PS 204 General Physics II with lab (5)  
\_\_\_ PS 210 Organic Chemistry I with lab (5)  
\_\_\_ PS 215 College Physics I with lab (5)  
\_\_\_ PS 216 College Physics II with lab (5)

**ELECTIVES (Must take 19 credits)**

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Revised 8/19

# Highland Community College

## Associate in Science

(60 total credit hours)

### **BASIC SKILLS (14 Credits)**

- ENG 101 Composition I (3)**
  
- ENG 102 Composition II: Literature & Research**  
**OR ENG 103 Composition II: Rhetoric & Research (3)**
  
- SP 106 Public Speaking**  
**OR SP 101 Oral Communications (3)**
  
- MAT 104 College Algebra**  
**OR Higher level mathematics (3)**

### **Computer Literacy (1)**

- \_\_\_ AB 227 Agriculture Microcomputer I (3)
- \_\_\_ A 113 Typography (3)
- \_\_\_ A 121 Design Software Applications (3)
- \_\_\_ A 139 Computer Graphics: Web Design (3)
- \_\_\_ A 215 Graphic Design (3)
- \_\_\_ A 223 Computer Graphics: Illustration (3)
- \_\_\_ A 224 Computer Graphics: Enhanced Photo (3)
- \_\_\_ BUS 130 Microcomputer Applications I (3)
- \_\_\_ BUS 132 Micro App. I: Outlook (1)
- \_\_\_ BUS 133 Micro App I: Spreadsheet (3)
- \_\_\_ BUS 136 Micro App I: Desktop Publishing (3)
- \_\_\_ BUS 139 Micro App I: Word Processing (3)
- \_\_\_ BUS 181 Micro App I: Word Processing (1)
- \_\_\_ BUS 182 Micro App I: Database Manage (1)
- \_\_\_ BUS 183 Micro App I: Spreadsheet (1)
- \_\_\_ BUS 185 Micro App I: Desktop Publishing (1)
- \_\_\_ BUS 186 Micro App I: Integrated Software (1)
- \_\_\_ BUS 188 Computer Applications I: Windows (1)
- \_\_\_ BUS 189 Micro App I: Electronic Bus Pres (1)
- \_\_\_ BUS 246D Micro App I: Web Design (2)

### **Orientation (1)**

- \_\_\_ COL 103 College Success (1)
- \_\_\_ AB 114 Agriculture Orientation (2)

### **HUMANITIES and FINE ARTS (6 Credits)**

*Select from 2 DIFFERENT areas.*

- Art**
  - \_\_\_ A 101 Art Appreciation (3)
  - \_\_\_ A 107 Drawing I (3)
  - \_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)
  - \_\_\_ A 202 Art Hist Survey: Renaissance to Contemp (3)
- Foreign Language**
  - \_\_\_ LG 101 Spanish I (5)
  - \_\_\_ LG 102 Spanish II (5)
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  - \_\_\_ HIS 202 Introduction to Ancient History (3)
  - \_\_\_ HIS 204 Readings in Western Civilization I (3)
- Library Science**
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- Literature**
  - \_\_\_ ENG 104 Introduction to Literature (3)
  - \_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)
  - \_\_\_ ENG 208 Introduction to Short Story (3)
  - \_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)
  - \_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)
  - \_\_\_ ENG 211 World Lit: Enlightenment to Present (3)
  - \_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)
  - \_\_\_ ENG 213 British Literature: 1800 to Present (3)
  - \_\_\_ ENG 215 Diverse Voices in Literature (3)
- Music**
  - \_\_\_ M 103 Music History/Appreciation (3)
  - \_\_\_ M 146 Musical Theatre History (3) (= to TH 146)
  - \_\_\_ M 162 Introduction to World Music (3)
  - \_\_\_ M 223 History of Jazz (3)
- Philosophy**
  - \_\_\_ PHI 101 Introduction to Philosophy (3)
  - \_\_\_ PHI 102 Introduction to Ethics (3)
  - \_\_\_ PHI 103 Logic & Critical Thinking (3)
  - \_\_\_ PHI 105 Religions of the World (3)
- Photography**
  - \_\_\_ PHO 107 History of Photography (3)
- Speech**
  - \_\_\_ SP 103 Oral Interpretation (3)
  - \_\_\_ SP 105 Interpersonal Communication (3)
- Theatre**
  - \_\_\_ TH 105 Introduction to Drama (3)
  - \_\_\_ TH 108 History/Appreciation of Theatre Arts (3)
  - \_\_\_ TH 146 Musical Theatre History (3) (= to M 146)
  - \_\_\_ TH 208 Film Appreciation (3)

**SOCIAL & BEHAVIORAL SCIENCES (6 Credits)**

*Select from 2 DIFFERENT areas.*

**Anthropology**

\_\_\_ ANT 112 General Anthropology (3)

**Criminal Justice**

\_\_\_ CJ 100 Intro to Criminal Justice (3)

\_\_\_ CJ 120 Juvenile Delinquency and Justice (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)

\_\_\_ SOC 104 Introduction to Social Work (3)

**ELECTIVES (Must take 14 credits)**

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**MATHEMATICS OR SCIENCES (20 Credits)**

**Natural Sciences**

\_\_\_ BS 101 College Biology with lab (5)

\_\_\_ BS 104 Human Anatomy with lab (4)

\_\_\_ BS 105 Human Physiology with lab (4)

\_\_\_ BS 107 Intro to Environmental Sci. with lab (4)

\_\_\_ BS 109 Medical Terminology (3)

\_\_\_ BS 110 Nutrition (3)

\_\_\_ BS 201 General Zoology with lab (5)

\_\_\_ BS 202 General Botany with lab (5)

\_\_\_ BS 203 Microbiology with lab (5)

\_\_\_ PE 250 Exercise Physiology (3)

**Physical Science**

\_\_\_ PS 101 College Physical Science with lab (5)

\_\_\_ PS 102 Concepts of Physics with lab (4)

\_\_\_ PS 104 Physical Geology with lab (4)

\_\_\_ PS 105 World Physical Geography (3)

\_\_\_ PS 107 General Chemistry with lab (5)

\_\_\_ PS 108 Astronomy with lab (4)

\_\_\_ PS 111 College Chemistry I with lab (5)

\_\_\_ PS 112 College Chemistry II with lab (5)

\_\_\_ PS 203 General Physics I with lab (5)

\_\_\_ PS 204 General Physics II with lab (5)

\_\_\_ PS 210 Organic Chemistry I with lab (5)

\_\_\_ PS 215 College Physics I with lab (5)

\_\_\_ PS 216 College Physics II with lab (5)

**Mathematics**

\_\_\_ MAT 105 Trigonometry (3)

\_\_\_ MAT 106 Calculus I (5)

\_\_\_ MAT 107 General Calculus and Linear Algebra (3)

\_\_\_ MAT 110 Calculus II (5)

\_\_\_ MAT 201 Calculus III (5)

\_\_\_ MAT 202 Differential Equations (5)

\_\_\_ MAT 203 Basic Statistics (3)

Revised 8/19

Highland Community College  
**Associate in General Studies**  
(60 total credit hours)

**BASIC SKILLS (14 Credits)**

- ENG 101 Composition I (3)**
  
- ENG 102 Composition II: Literature & Research**  
**OR ENG 103 Composition II: Rhetoric & Research (3)**
  
- SP 106 Public Speaking**  
**OR SP 101 Oral Communications (3)**
  
- MAT 100 Beginning Algebra**  
**OR higher level mathematics (3)**

**Computer Literacy (1)**

- \_\_\_ AB 227 Agriculture Microcomputer I (3)
- \_\_\_ A 113 Typography (3)
- \_\_\_ A 121 Design Software Applications (3)
- \_\_\_ A 139 Computer Graphics: Web Design (3)
- \_\_\_ A 215 Graphic Design (3)
- \_\_\_ A 223 Computer Graphics: Illustration (3)
- \_\_\_ A 224 Computer Graphics: Enhanced Photo (3)
- \_\_\_ BUS 130 Microcomputer Applications I (3)
- \_\_\_ BUS 132 Micro App. I: Outlook (1)
- \_\_\_ BUS 133 Micro App I: Spreadsheet (3)
- \_\_\_ BUS 136 Micro App I: Desktop Publishing (3)
- \_\_\_ BUS 139 Micro App I: Word Processing (3)
- \_\_\_ BUS 181 Micro App I: Word Processing (1)
- \_\_\_ BUS 182 Micro App I: Database Manage (1)
- \_\_\_ BUS 183 Micro App I: Spreadsheet (1)
- \_\_\_ BUS 185 Micro App I: Desktop Publishing (1)
- \_\_\_ BUS 186 Micro App I: Integrated Software (1)
- \_\_\_ BUS 188 Computer Applications I: Windows (1)
- \_\_\_ BUS 189 Micro App I: Electronic Bus Pres (1)
- \_\_\_ BUS 246D Micro App I: Web Design (2)

**Orientation (1)**

- \_\_\_ COL 103 College Success (1)
- \_\_\_ AB 114 Agriculture Orientation (2)

**HUMANITIES and FINE ARTS (6 Credits)**

*Select from 2 DIFFERENT areas.*

**Art**

- \_\_\_ A 101 Art Appreciation (3)
- \_\_\_ A 107 Drawing I (3)
- \_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)
- \_\_\_ A 202 Art Hist Survey: Renaissance to Contemporary (3)

**Foreign Language**

- \_\_\_ LG 101 Spanish I (5)
- \_\_\_ LG 102 Spanish II (5)
- \_\_\_ LG 201 Spanish III (3)

**History**

- \_\_\_ HIS 101 United States History to 1877 (3)
- \_\_\_ HIS 102 United States History since 1877 (3)
- \_\_\_ HIS 103 History of Western Civilization I (3)
- \_\_\_ HIS 104 History of Western Civilization II (3)
- \_\_\_ HIS 202 Introduction to Ancient History (3)
- \_\_\_ HIS 204 Readings in Western Civilization I (3)

**Library Science**

- \_\_\_ LS 102 Children's Literature (3)

**Literature**

- \_\_\_ ENG 104 Introduction to Literature (3)
- \_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)
- \_\_\_ ENG 208 Introduction to Short Story (3)
- \_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)
- \_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)
- \_\_\_ ENG 211 World Lit: Enlightenment to Present (3)
- \_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)
- \_\_\_ ENG 213 British Literature: 1800 to Present (3)
- \_\_\_ ENG 215 Diverse Voices in Literature (3)

**Music**

- \_\_\_ M 103 Music History/Appreciation (3)
- \_\_\_ M 146 Musical Theatre History (3) (= to TH 146)
- \_\_\_ M 162 Introduction to World Music (3)
- \_\_\_ M 223 History of Jazz (3)

**Philosophy**

- \_\_\_ PHI 101 Introduction to Philosophy (3)
- \_\_\_ PHI 102 Introduction to Ethics (3)
- \_\_\_ PHI 103 Logic & Critical Thinking (3)
- \_\_\_ PHI 105 Religions of the World (3)

**Photography**

- \_\_\_ PHO 107 History of Photography (3)

**Speech**

- \_\_\_ SP 103 Oral Interpretation (3)
- \_\_\_ SP 105 Interpersonal Communication (3)

**Theatre**

- \_\_\_ TH 105 Introduction to Drama (3)
- \_\_\_ TH 108 History/Appreciation of Theatre Arts (3)
- \_\_\_ TH 146 Musical Theatre History (3) (= to M 146)
- \_\_\_ TH 208 Film Appreciation (3)





# TECHNICAL PROGRAMS

## **Automotive Collision Repair**

Auto Collision Repair technicians repair and replace automotive body and frame components. The job involves many skills including frame repair, welding, cutting, metal straightening, and application of up-to-date body materials, metal finishing, painting, and alignment of body components. Technicians also estimate damage, compute labor and material costs. This program will provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of auto collision repair.

The certificate program is intended to produce graduates who are prepared for employment as an entry level auto collision repair technician. The first year of the program is designed to teach the basics of auto collision repair. The complete program is designed to provide practice of the basics and teach major body repair, estimating, shop management, and customer relations. The Associate in Applied Science degree program is for those individuals who seek auto collision repair training and additional academic preparation for advancement into management, engineering, sales, or other related areas.

## **Automotive Technology**

Automotive Repair technicians are skilled in the use of automotive testing equipment, special tools, and the latest information on specifications to service many types of automobiles. Technicians diagnose trouble in any one of thousands of automobile components. They work with many new systems each year that require new service techniques and training. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of automotive technology.

The certificate program is intended to produce graduates who are prepared for entry-level employment as technicians in the field of modern automotive electronics and mechanics. This program prepares students for Automotive Service Excellence (ASE) certifications. Hands-on laboratory/live work experiences and technical instruction necessary for ASE certification are the main components of the program.

The Associate in Applied Science degree program is for those individuals who seek automotive technology training and additional academic preparation for advancement into management, engineering, sales, or other related areas.

## **Business Technology**

The Business Technology program is designed for the individual who is seeking a career as an administrative assistant. Students will become proficient in word processing, database, presentation, desktop publishing and spreadsheets. Use of photo editing software, basic accounting applications compose and format correspondence. This program will provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and professionalism necessary to succeed in an entry-level clerical position.

## **Computer Support Technology**

As businesses rely more and more on computer applications, the importance of quality computer support grows. Computer Support Technicians must enjoy working with people to offer technical assistance with knowledge of computer networking, repair, and programming. Emphasis is put on training for A+ (at the completion of your first year) and Net+ (at the completion of your second year) certification.

## **Construction Technology**

The Construction Technology program is designed to prepare interested students for a productive job in the building industry by teaching students how to use both tools and materials effectively in actual construction. Students will be challenged to complete the building of a project each year in conjunction with plumbers, electricians, and sheet metal workers. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of construction.

## **Diesel Technology**

Diesel Technicians diagnose trouble accurately with the use of modern testing equipment for diesel equipment engines. Students will learn to repair and service trucks, agriculture equipment, and trailers. Students will learn diesel engine overhaul, air and hydraulics, electrical, fuel systems, and many more components of today's modern truck. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of diesel truck service and repair.

The certificate program is intended to produce graduates who are prepared for entry-level employment as diesel technicians. The program emphasizes a combination of truck repair theory and practical application necessary for successful employment.

The Associate in Applied Science Degree program is for those individuals who seek diesel technology training and additional academic preparation for advancement into management, sales, or other related areas.

## **Early Childhood**

The Early Childhood certificate provides academic study and hands-on experience that encourage a reflective approach to early childhood responsibilities. This program provides a good foundation in developing appropriate curriculum, creating classroom environments that meet children's developmental needs, and working effectively with parents and families. Career opportunities include family child care provider, child care program director, curriculum specialist, teacher or teaching assistant in child care centers or programs, au pair or nanny.

## **Electrical Technology**

The Electrical Technology program includes training in AC and DC fundamentals, residential and construction wiring, blueprint reading, commercial and industrial wiring, National Electrical Code (NEC), motor controls, and programmable logic controllers (PLC's). The combination of theory and hands-on training prepares graduates for a successful career in the electrical field. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of electricity.

## **Engineering Graphics and Technologies**

The Engineering Graphics and Technologies program exposes students to architecture drawing, 3-D modeling, mechanical/CNC drafting, digital drafting and design, 3-D animations, and much more. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of drafting.

The certificate program is intended to produce graduates who are prepared for employment in architectural, mechanical or digital drafting. Program graduates are to be competent in computer use, advanced mathematics, and basic CAD applications to translate the ideas of engineers, architects, and designers into working plans and models, which can be used to make the desired product such as buildings, maps, or machine parts.

The Associate in Applied Science Degree program is for those individuals who seek additional academic preparation for advancement into management, engineering, or other related areas.

## **Enology**

The Enology certificate is designed to prepare individuals for positions of leadership within the Kansas and greater Midwest winegrape industry. The curriculum leading to this certificate is rigorous, wide-ranging, and deep, covering the most critical issues confronting the Kansas winemaker.

## **Heating, Ventilation, and Air Conditioning (HVAC)**

Students completing study in the Heating, Ventilation, and Air Conditioning program will develop competency and basic work skills pertaining to heating and cooling, modern refrigeration, air conditioning, and plumbing industries. Students will acquire the knowledge necessary for employment by learning the skills and develop the work ethics that will be used in the HVAC program. Graduates from the HVAC program will be prepared to seek career opportunities in a variety of diverse industries, such as operating engineers, sheet metal assistants, repair specialists, maintenance technicians, installers, testers, and application engineers. This program is designed to prepare interested students for a productive job in the air conditioning, heating, refrigeration, and plumbing industry. The student will be shown how to use both tools and materials correctly and effectively in the actual construction of a house. Students will perform the above in conjunction with builders, electricians, and sheet metal workers so they also will have a basic understanding of these associated crafts.

## **Industrial Welding Technology**

Welding, brazing, and cutting operations require skilled workers who are well-trained in the use of shielded metal arc welding (stick), gas shielded arc welding (wire), gas tungsten arc welding (tig), oxy-acetylene welding (gas), pipe welding, plasma arc cutting, carbon arc cutting, and robotics. Skilled welding fabricators are thoroughly familiar with breakdown and setup procedures, test standards, and all types of metals. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of welding.

The certificate program is intended to produce graduates who are prepared for employment as welders. In the Industrial Welding Technology program, all areas of welding listed above and blueprint reading are taught. Graduates will be able to find employment in construction, fabrication plants, railroads, manufacturing foundries, farm equipment repair, and in sales of welding equipment and supplies.

## **LPN to RN Completion**

The LPN to RN Completion Program awards an Associate Degree in Nursing (ADN). This is a two-semester program that allows licensed practical nurses to "bridge" to the next level of nursing.

The LPN to RN Completion Program enables the qualified LPN to obtain the knowledge, skills, and abilities of the entry level registered nurse. Through a series of courses that build upon the knowledge and experience of the LPN, the program encourages critical thinking skills, ethical principles, and legal practices of professional nursing established in the Kansas Nurse Practice Act. Successful completion of this program enables the graduate to take the national licensure examination (NCLEX-RN®) to become a registered nurse.

### **Medical Coding**

Medical Coding degree is designed to prepare students to work in the medical field as coders in a variety of healthcare settings. Recipients of this degree will have the skills and knowledge necessary to use, analyze, and assign the proper codes to medical procedures and diagnoses for the purposes of billing and insurance. Medical coders are essential members of the healthcare field who monitor costs and ensure patient care satisfaction.

This Associate in Applied Science degree requires 64 semester credit hours and is designed to prepare students to take the national Certified Coding Associate (CCA) exam administered by AHIMA. The entire program is available online and can be completed in two years with full-time enrollment.

### **Medical Office Assistant**

Medical Office Assistants are critical to the health care industry. Physicians rely on well-trained medical office professionals to assist them in the documentation of patient care. The Medical Office Assistant's job, using the latest technology, may include transcribing reports, composing and processing correspondence, coding of diagnosis and procedures, completing insurance forms, maintaining financial records, making calls for physicians, making patient appointments, and other related duties. Medical Assistants also check vital signs, perform phlebotomy and EKG's, administer injections, and apply bandages. This program is designed to provide educational opportunities to individuals to obtain the knowledge, skills, and attitudes necessary to succeed in the areas of medical assisting.

The Medical Office Assistant program provides instruction for the development of basic manipulative skills, including some of the latest computer equipment. It also provides for the development of communicative skills for gaining proficiency in the skill areas such as document production, machine transcription, microcomputer applications, gaining patient history, and clinical occupational information.

### **Practical Nursing**

Health service is a growing industry that focuses on providing medical care to many. Demand for professionals who work to prevent illness and restore health is well known. Within the health care arena, men and women with special knowledge and abilities are needed to assist other professionals such as registered nurses and doctors. Licensed Practical Nurses fill that role. In the Practical Nursing program, students will learn the skills necessary in today's health care system. This program is designed to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to function in the role of an entry level Licensed Practical Nurse. Upon completion of the program, students are qualified to take the national licensure examination for practical nursing (NCLEX).

The certificate program prepares graduates for employment as licensed practical nurses under the supervision of registered nurses and physicians. LPNs use technical skills acquired from this program to assist clients in meeting their physical and psychosocial needs. Licensed practical nurses administer medications, perform treatments, assist in preparing a care plan, document care, and monitor client progress.

### **Precision Agriculture**

Precision Agriculture is the practice of using remote sensing, soil sampling, and information management tools to improve production. Precision agriculture is about whole farm management with the goal of optimizing returns on inputs while preserving resources. It relies on growing technologies like satellite imagery, information technology, and geospatial tools.

Precision Ag is used more and more in local farming operations. With the increasing availability of such mapping technologies as GPS (Global Positioning Systems) and GIS (Geographical Information Systems), Precision Ag technicians will install, operate, troubleshoot, and repair precision ag systems. Technicians will also use the advanced processing software to collect, visualize, and analyze data.

### **Viticulture**

The Viticulture certificate is designed to prepare individuals to better confront the many challenges facing Kansas and Midwestern wine-grape growers. The curriculum leading to this certificate covers the most pivotal and most controversial issues that pertain to someone considering a future in Kansas Viticulture.



# TECHNICAL CERTIFICATE PROGRAM REQUIREMENTS

## Automotive Collision Repair

ACR105	Paint & Refinishing I	3
ACR115	Non- Structural A & D Repair I	4
ACR125	Structural A & D Repair I	2
ACR135	Airbrush, Fiberglass & Pinstriping	3
ACR155	Paint & Refinishing 2	3
ACR165	Non-Structural A & D Repair 2	4
ACR175	Structural A & D Repair 2	2
ACR185	Panel Fabrication	3
ACR205	Paint & Refinishing 3	3
ACR215	Non-Structural A & D Repair 3	4
ACR225	Structural A & D Repair 3	3
ACR235	Fleet & Commercial Vehicles	3
ACR255	Paint & Refinishing 4	4
ACR265	Non-Structural A & D Repair 4	5
ACR275	Structural A & D Repair 4	3
ACR285	Mechanical & Electrical	3

**Total Credits for Certificate: 52**

## Automotive Technology

AUT101	Electrical/Electronic Systems	3
AUT121	Auto Electricity and Electronics	2
AUT122	Brakes	3
AUT142	Automotive Technology Lab I	5
AUT132	Engine Performance I	3
AUT151	Heating and Air Conditioning	2
AUT161	Steering and Suspension	3
AUT192	Automotive Technology Lab II	5
AUT193	Hybrid and Fuel Cell Vehicles	1
AUT201	Manual Drive Trains and Axles	2
AUT211	Auto Transmissions/Transaxles I	2
AUT221	Engine Performance/Drivability II	2
AUT242	Automotive Technology III	7
AUT251	Engine Repair	2
AUT255	Auto Transmissions/Transaxles II	1
AUT261	Auto Service Management	2
AUT281	Automotive Technology Lab IV	7
AUT291	Service Management Practicum	1

**Total Credits for Certificate: 53**

## Business Technology

ADM116	Office Simulations I	3
ADM115	Administrative Procedures I	3
ADM121	Proofreading and Editing	3
ADM131*	Microcomputer Applications I OR BUS181 Micro App I: Word Proc	3 1

AND	BUS189 Micro App I: Elec Bus Present	1
AND	BUS 185 Micro App I: Desktop Publish	1
ADM135	Business Finance	3
ADM138	Project Management I	2
ADM182	Project Management II	2
ADM141	Applied Media Technology	3
ADM152	Office Simulations II	3
ADM161	Administrative Procedures II	3
ADM171	Microcomputer Applications II OR BUS 182 Micro App I: Database Mgmt	3 1
AND	BUS 183 Micro App I: Spreadsheets	1
AND	BUS 132 Micro App I: Outlook	1
ADM180	Accounting I	3

**Total Credits for Certificate: 34**

## Computer Support Technology

CST103	Operating Systems	2
*CST106	Networking Fundamentals CCNA I	4
CST115	PC Troubleshooting Lab	2
CST107	Intro. to Computers and Applications	3
CST124	PC Troubleshooting Essentials	3
CST152	Introduction to Networking	3
CST154	CompTIA A+ Essentials	3
CST158	CompTIA A+ Practical Applications	3
CRT190	Certification Training Lab	2
CST218	Linux	2
CST219	Server Operating Sys & Virtualization	3
CST206	Programming	2
CST207	Technical Support Lab I	3
NET125	Introduction to Net+	3
CST223	Server Administration	3
CST224	Computer and Network Security	3
CST225	Web Development	3
NET196	Certification Training Lab: NET+	2
CST195	Occupational Work Experience	0

**Total Credits for Certificate: 44**

*CST159	Routers & Routing: CCNA2	4
*CST212	LAN Switching and Wireless: CCNA3	4
*CST214	WAN Technologies: CCNA4	4

\*CST106 required for AAS degree and highly recommended for the Certificate. CST159, CST212, and CST214 are not required for AAS degree or Certificate but are highly recommended for employment.

# TECHNICAL CERTIFICATE PROGRAM REQUIREMENTS

## Construction Technology

BTT105	General Safety for the Building Trades	1
BTT106	Introductory Craft Skills	3
BTT109	Carpentry Basics	4
BTT111	Roof Framing	3
BTT119	Floors, Walls, & Ceiling Framing	4
BTT121	Residential Concrete Construction	2
BTT155	Residential Interior Finish Carpentry	5
BTT159	Windows, Doors, & Stairs	3
BTT170	Painting, Finishing, & Decorating	4
CST105	Industrial Computer Applications	2

**Total Credits for Certificate: 31**

## Diesel Technology

DSL102	OSHA 10	1
DSL111	Fund./Operating Principles	4
DSL121	Engine Maintenance	2
DSL133	Diesel Engine I	5
DSL141	Welding and Fabrication Lab	2
DSL152	Fuel System Diagnosis/Repair	4
DSL162	Electrical/Electronics Systems	5
DSL172	Brakes	3
DSL182	Introduction to Hydraulics	3
DSL201	Shop Safety II	1
DSL212	Advanced Engine Overhaul	3
DSL222	Adv. Electronic Diagnosis/Repair	5
DSL232	Hydraulic Diagnosis/Repair	3
DSL251	Electronic-Computer Diag./Repair	3
DSL261	Air Conditioning Diag./Repair	3
DSL272	Suspension and Steering	3
DSL275	Diesel Management	3
DSL281	Transmission Overhaul/Diagnosis	3
DSL291	Advanced Clutch & Power Train	3

**Total Credits for Certificate: 59**

## Early Childhood

ECH100	Early Childhood Fundamentals	3
ECH110	Early Childhood Credential Portfolio I	3
ECH115	Early Childhood Credential Portfolio II	3
ECH150	Creative Experiences w/ Young Children	3
ECH160	Observing & Interacting w/ Young Children	3
ECH180	Early Childhood Literacy & Language Dev	3
ECH200	Program Planning and Development	3
ECH210	Family Involvement in Early Childhood	3
ECH220	Principles of Inclusion	3
ECH250	Early Childhood Practicum	3

ECH101	Recognizing Child Abuse, Neglect & Head Trauma	1
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**Total Credits for Certificate: 31**

## Electrical Technology

ELE102	Safety (OSHA 10)	1
ELE112	AC/DC Circuits I	4
ELE125	Generators & Transformers	3
ELE122	Residential Wiring I	4
ELE115	Print Reading	2
ELE132	Commercial Wiring I	4
ELE135	Troubleshooting Techniques	4
ELE142	National Electrical Code I	4
ELE151	Industrial Wiring & Design	4
ELE161	Electrical Motor Operation & Control	5
ELE165	Blueprints & Schematics	3
ELE163	Electrical Motor Operations & Control II	5
ELE172	Fundamentals of PLC's	2
ELE175	Troubleshooting Techniques II	4
ELE182	National Electrical Code II	4

**Total Credits for Certificate: 53**

## Engineering Graphics & Technology

CAD101	Technical Drawing I	4
EGT106	Computer Numeric Control	3
MFT120	Precision Measurements	3
TCH100	OSHA 10	1
CAD131	Computer Graphics I	5
CAD151	Technical Drawing II	4
CAD162	Word Processing	2
CAD172	Algebra	2
CAD182	Computer Graphics II	5
CAD201	Technical Drawing III	4
CAD211	Spreadsheets	3
CAD221	Geometry	2
CAD232	Computer Graphics III	5
CAD251	Technical Drawing IV	4
CAD261	Database	4
CAD271	Trigonometry	2
CAD282	Computer Graphics IV	5

**Total Credits for Certificate: 58**

## Enology

ENO116	Introduction to Enology	3
ENO130	Intermediate Enology	3

# TECHNICAL CERTIFICATE PROGRAM REQUIREMENTS

ENO148	Winery Sanitation	3
ENO160	Winery Equipment Operations	2
ENO210	Microorganisms	2
ENO257	Fall Wine Production	3
ENO259	Celler Operations Technology	2
ENO266	Sensory Evaluation	3
ENO268	Wine and Must Analysis	3

**Total Credits for Certificate: 24**

## Heating, Ventilation & Air Conditioning

HVA104	Occupational Safety	1
HVA102	Blueprint Reading and Sketching	2
HVA103	Hand and Power Tools	1
HVA106	Technical Math	2
HVA112	EPA 608	1
HVA122	HVAC Fundamentals	4
HVA126	Plumbing I	2
HVA145	Sheet Metal	3
HVA175	Commercial Refrigeration	3
HVA118	Electrical Fundamentals	4
HVA121	Domestic Refrigeration	3
HVA136	Electric Circuits and Controls	3
HVA158	Heating System Fundamentals	3
HVA170	Air Conditioning Control Systems	3
HVA181	Plumbing II	2
HVA141	Workplace Skills	1
CST105	Industrial Computer Applications	2

**Total Credits for Certificate: 40**

## Industrial Welding Technology

IWT105	Welding Safety	1
IWT115	Cutting Processes	3
IWT125	Shield Metal Arc Welding (SMAW)	3
IWT135	Gas Metal Arc Welding (GMAW)	3
IWT145	Gas Tungsten Arc Welding (GTAW)	3
IWT162	Blueprint Reading	4
IWT175	Shield Metal Arc Welding II (SMAW II)	5
IWT180	Gas Metal Arc Welding II (GMAW II)	5
IWT185	Gas Tungsten Arc Welding II (GTAW II)	5
IWT190	Blueprint Reading II	3

**Total Credits for 9-mo Certificate: 35**

## Medical Office Assistant

MOA109	Emergency Preparedness	1
MOA110	Medical Administrative Aspects	4

MOA114	Patient Care I	4
MOA123	Insurance Billing and Coding	3
MOA125	Medical Terminology	3
MOA128	Body Structures and Function	3
MOA137	Professional Issues	2
MOA113	Clinical Externship I	2
MOA121	Principles of Pharmacology	3
MOA133	Administrative Aspects II	3
MOA134	Patient Care II	3
MOA135	Clinical Externship II	2
MOA136	Clinical Laboratory Procedures	4

**Total Credits for Certificate: 37**

## Practical Nursing

NUR103	PN Success	3
NUR106	KSPN Foundation of Nursing	4
NUR117	KSPN Pharmacology	3
NUR122	KSPN Medical-Surgical Nursing I	4
NUR126	KSPN Foundation of Nursing Clinical	2
NUR127	KSPN Medical-Surgical Nursing Clinical I	3
NUR150	KSPN Gerontology	2
NUR156	KSPN Mental Health Nursing	2
NUR157	KSPN Maternal Child Nursing	2
NUR159	KSPN Medical-Surgical Nursing II	4
NUR162	Critical Thinking in Nursing	2
NUR163	Leadership and Management	2
NUR168	KSPN Maternal Child Nursing Clinical	1
NUR170	KSPN Medical-Surgical Nursing Clinical II	3
NUR172	Clinical Simulations	1

**Total Credits for Certificate: 38**

## Precision Agriculture

AB 114	Agriculture Orientation	2
AB 128	Agriculture Electronic Devices & Systems	3
*AB 130	Precision Farming Systems	3
*AB 132	Agricultural Data Management Systems	3
*AB 134	Precision Farming Hardware	3
*AB 136	Introduction to Agricultural GIS	3
AB 138	Remote Sensing	3
*AB 142	Field Mapping for Decision Making	3
AB 144	Intermediate Agricultural GIS	3
AB 146	Aerial Systems Management	2
*AB 148	Positioning Systems Management	3
AB 244	Precision Agriculture Capstone	3

**Total Credits for Certificate: 34**

# TECHNICAL CERTIFICATE PROGRAM REQUIREMENTS

## Viticulture

BS 202	General Botany	5
VIN111	Introduction to Viticulture	3
VIN211	Integrated Pest Management	2
VIN212	Winter Viticulture Technology	2
VIN213	Midwest Vineyard Management	2
VIN214	Spring Viticulture Technology	2
VIN215	Summer/Fall Viticulture Technology	2
VIN293	Soils for Viticulture	3

**Total Credits for Certificate: 21**

# Highland Community College

## Accounting

Associate in Applied Science

(63 total credit hours)

### **BASIC SKILLS (11 Credits)**

**ENG 101 Composition I (3)**

**ENG 102 Composition II: Literature and Research**

OR **ENG 103 Composition II: Rhetoric and Research**

OR **SP 106 Public Speaking**

OR **SP 101 Oral Communications (3)**

**Physical Education (1)**

\_\_\_ PE 119 Tennis (1)

\_\_\_ PE 121 Volleyball (1)

\_\_\_ PE 122 Archery (1)

\_\_\_ PE 124 Weightlifting I (1)

\_\_\_ PE 129 Basketball (1)

\_\_\_ PE 134 Golf (1)

\_\_\_ PE 135 Running Awareness (1)

\_\_\_ PE 139 Lifetime Fitness (2)

\_\_\_ PE 140 Advanced Weightlifting/Condition I (1)

\_\_\_ PE 141 PE for Men (1)

\_\_\_ PE 240 Advanced Weightlifting/Condition II (1)

\_\_\_ PE 241 Weightlifting II (1)

**Computer Literacy (3)**

\_\_\_ BUS 130 Microcomputer Applications I (3)

**Orientation (1)**

\_\_\_ COL 103 College Success (1)

### **SOCIAL & BEHAVIORAL SCIENCES (3 Credits)**

\_\_\_ BUS 203 Macroeconomics (3)

### **HUMANITIES and FINE ARTS (3 Credits)**

**Art**

\_\_\_ A 101 Art Appreciation (3)

\_\_\_ A 107 Drawing I (3)

\_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)

\_\_\_ A 202 Art Hist Survey: Renaissance to Contemporary (3)

**Foreign Language**

\_\_\_ LG 101 Spanish I (5)

\_\_\_ LG 102 Spanish II (5)

\_\_\_ LG 201 Spanish III (3)

**History**

\_\_\_ HIS 101 United States History to 1877 (3)

\_\_\_ HIS 102 United States History since 1877 (3)

\_\_\_ HIS 103 History of Western Civilization I (3)

\_\_\_ HIS 104 History of Western Civilization II (3)

\_\_\_ HIS 202 Introduction to Ancient History (3)

\_\_\_ HIS 204 Readings in Western Civilization I (3)

**Library Science**

\_\_\_ LS 102 Children's Literature (3)

**Literature**

\_\_\_ ENG 104 Introduction to Literature (3)

\_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)

\_\_\_ ENG 208 Introduction to Short Story (3)

\_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)

\_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)

\_\_\_ ENG 211 World Lit: Enlightenment to Present (3)

\_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)

\_\_\_ ENG 213 British Literature: 1800 to Present (3)

\_\_\_ ENG 215 Diverse Voices in Literature (3)

**Music**

\_\_\_ M 103 Music History/Appreciation (3)

\_\_\_ M 146 Musical Theatre History (3) (= to TH 146)

\_\_\_ M 162 Introduction to World Music (3)

\_\_\_ M 223 History of Jazz (3)

**Philosophy**

\_\_\_ PHI 101 Introduction to Philosophy (3)

\_\_\_ PHI 102 Introduction to Ethics (3)

\_\_\_ PHI 103 Logic & Critical Thinking (3)

\_\_\_ PHI 105 Religions of the World (3)

**Photography**

\_\_\_ PHO 107 History of Photography (3)

**Speech**

\_\_\_ SP 103 Oral Interpretation (3)

\_\_\_ SP 105 Interpersonal Communication (3)

**Theatre**

\_\_\_ TH 105 Introduction to Drama (3)

\_\_\_ TH 108 History/Appreciation of Theatre Arts (3)

\_\_\_ TH 146 Musical Theatre History (3) (=M 146)

\_\_\_ TH 208 Film Appreciation (3)



**MATHEMATICS OR SCIENCE (3 Credits)**

**Mathematics (100 level or above)**

**Natural Sciences**

- \_\_\_ BS 101 College Biology with lab (5)
- \_\_\_ BS 104 Human Anatomy with lab (4)
- \_\_\_ BS 105 Human Physiology with lab (4)
- \_\_\_ BS 107 Intro to Environmental Sci. with lab (4)
- \_\_\_ BS 110 Nutrition (3)
- \_\_\_ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
- \_\_\_ BS 201 General Zoology w/lab (5)
- \_\_\_ BS 202 General Botany with lab (5)
- \_\_\_ BS 203 Microbiology with lab (5)

**Physical Science**

- \_\_\_ PS 101 College Physical Science with lab (5)
- \_\_\_ PS 102 Concepts of Physics with lab (4)
- \_\_\_ PS 104 Physical Geology with lab (4)
- \_\_\_ PS 107 General Chemistry with lab (5)
- \_\_\_ PS 108 Astronomy with lab (4)
- \_\_\_ PS 111 College Chemistry I with lab (5)
- \_\_\_ PS 112 College Chemistry II with lab (5)
- \_\_\_ PS 203 General Physics I with lab (5)
- \_\_\_ PS 204 General Physics II with lab (5)
- \_\_\_ PS 210 Organic Chemistry I with lab (5)
- \_\_\_ PS 215 College Physics I with lab (5)
- \_\_\_ PS 216 College Physics II with lab (5)

**Note:**

**MAT 103 Intermediate Algebra is the preferred Mathematics/Science course for this degree.**

**Basketball, Softball, Baseball Athletes:**

**(Qualifying courses for PE requirement)**

- \_\_\_ PE 136 Baseball Conditioning I (1)
- \_\_\_ PE 137 Basketball Conditioning-Men (1)
- \_\_\_ PE 138 Basketball Conditioning-Women (1)
- \_\_\_ PE 149 Softball Conditioning I (1)
- \_\_\_ PE 236 Baseball Conditioning II (1)
- \_\_\_ PE 237 Adv Basketball Condition-Men (1)
- \_\_\_ PE 238 Adv Basketball Condition-Women (1)
- \_\_\_ PE 249 Softball Conditioning II (1)

**DEGREE REQUIREMENTS (21 Credits)**

- BUS 103 Accounting I (3)
- BUS 105 Accounting II (3)
- BUS 117 Computerized Accounting (3)
- BUS 133 Micro Applications I: Spreadsheet (3)
- BUS 204 Microeconomics (3)
- BUS 213 Business Communications (3)
- BUS 216 Managerial Accounting (3)

**ACCOUNTING ELECTIVES (Must take 8 credits)**

- BUS 101 Introduction to Business (3)
- BUS 102 Personal Finance (3)
- BUS 108 Business Visitations (1)
- BUS 110 Records Management (3)
- BUS 115 Business Math using Calculator (3)
- BUS 127 Principles of Entrepreneurship I (3)

**OPEN ELECTIVES (14 credits)**

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Revised 7/19

# Highland Community College

## Agribusiness

Associate in Applied Science

(63 total credit hours)

### **BASIC SKILLS (12 Credits)**

- ENG 101 Composition I (3)**
  
- ENG 102 Composition II: Literature and Research**
- OR**  **ENG 103 Composition II: Rhetoric and Research**
- OR**  **SP 106 Public Speaking**
- OR**  **SP 101 Oral Communications (3)**

### **Physical Education (1)**

- \_\_\_ PE 119 Tennis (1)
- \_\_\_ PE 121 Volleyball (1)
- \_\_\_ PE 122 Archery (1)
- \_\_\_ PE 124 Weightlifting I (1)
- \_\_\_ PE 129 Basketball (1)
- \_\_\_ PE 134 Golf (1)
- \_\_\_ PE 135 Running Awareness (1)
- \_\_\_ PE 139 Lifetime Fitness (2)
- \_\_\_ PE 140 Advanced Weightlifting/Condition I (1)
- \_\_\_ PE 141 PE for Men (1)
- \_\_\_ PE 240 Advanced Weightlifting/Condition II (1)
- \_\_\_ PE 241 Weightlifting II (1)

### **Computer Literacy (3)**

- \_\_\_ AB 227 Ag Microcomputer I (3)

### **Orientation (2)**

- \_\_\_ AB 114 Agricultural Orientation (2)

### **SOCIAL & BEHAVIORAL SCIENCES (3 Credits)**

- Anthropology**
- \_\_\_ ANT 112 General Anthropology (3)
- Criminal Justice**
- \_\_\_ CJ 100 Intro to Criminal Justice (3)
- \_\_\_ CJ 120 Juvenile Delinquency and Justice (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)
- \_\_\_ SOC 104 Introduction to Social Work (3)

### **HUMANITIES and FINE ARTS (3 Credits)**

- Art**
- \_\_\_ A 101 Art Appreciation (3)
- \_\_\_ A 107 Drawing I (3)
- \_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)
- \_\_\_ A 202 Art Hist Survey: Renaissance to Contemporary (3)
- Foreign Language**
- \_\_\_ LG 101 Spanish I (5)
- \_\_\_ LG 102 Spanish II (5)
- \_\_\_ LG 201 Spanish III (3)
- History**
- \_\_\_ HIS 101 United States History to 1877 (3)
- \_\_\_ HIS 102 United States History since 1877 (3)
- \_\_\_ HIS 103 History of Western Civilization I (3)
- \_\_\_ HIS 104 History of Western Civilization II (3)
- \_\_\_ HIS 202 Introduction to Ancient History (3)
- \_\_\_ HIS 204 Readings in Western Civilization I (3)
- Library Science**
- \_\_\_ LS 102 Children's Literature (3)
- Literature**
- \_\_\_ ENG 104 Introduction to Literature (3)
- \_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)
- \_\_\_ ENG 208 Introduction to Short Story (3)
- \_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)
- \_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)
- \_\_\_ ENG 211 World Lit: Enlightenment to Present (3)
- \_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)
- \_\_\_ ENG 213 British Literature: 1800 to Present (3)
- \_\_\_ ENG 215 Diverse Voices in Literature (3)
- Music**
- \_\_\_ M 103 Music History/Appreciation (3)
- \_\_\_ M 146 Musical Theatre History (3) (= to TH 146)
- \_\_\_ M 162 Introduction to World Music (3)
- \_\_\_ M 223 History of Jazz (3)
- Philosophy**
- \_\_\_ PHI 101 Introduction to Philosophy (3)
- \_\_\_ PHI 102 Introduction to Ethics (3)
- \_\_\_ PHI 103 Logic & Critical Thinking (3)
- \_\_\_ PHI 105 Religions of the World (3)
- Photography**
- \_\_\_ PHO 107 History of Photography (3)
- Speech**
- \_\_\_ SP 103 Oral Interpretation (3)
- \_\_\_ SP 105 Interpersonal Communication (3)
- Theatre**
- \_\_\_ TH 105 Introduction to Drama (3)
- \_\_\_ TH 108 History/Appreciation of Theatre Arts (3)
- \_\_\_ TH 146 Musical Theatre History (3) (=M 146)
- \_\_\_ TH 208 Film Appreciation (3)

**MATHEMATICS or SCIENCE (3 Credits)**

**Mathematics (100 level or above)**

**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 Intro to Environmental Sci. w/ lab (4)
- \_\_\_ BS 110 Nutrition (3)
- \_\_\_ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
- \_\_\_ BS 201 General Zoology (5)
- \_\_\_ BS 202 General Botany w/ lab (5)
- \_\_\_ BS 203 Microbiology w/ lab (5)

**Physical Science**

- \_\_\_ PS 101 College Physical Science with lab (5)
- \_\_\_ PS 102 Concepts of Physics w/ lab (4)
- \_\_\_ PS 104 Physical Geology w/ lab (4)
- \_\_\_ PS 107 General Chemistry w/ lab (5)
- \_\_\_ PS 108 Astronomy w/ lab (4)
- \_\_\_ 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)
- \_\_\_ PS 215 College Physics I w/ lab (5)
- \_\_\_ PS 216 College Physics II w/ lab (5)

**Basketball, Softball, Baseball Athletes:  
(Qualifying courses for PE requirement)**

- \_\_\_ PE 136 Baseball Conditioning I (1)
- \_\_\_ PE 137 Basketball Conditioning-Men (1)
- \_\_\_ PE 138 Basketball Conditioning-Women (1)
- \_\_\_ PE 149 Softball Conditioning I (1)
- \_\_\_ PE 236 Baseball Conditioning II (1)
- \_\_\_ PE 237 Adv Basketball Condition-Men (1)
- \_\_\_ PE 238 Adv Basketball Condition-Women (1)
- \_\_\_ PE 249 Softball Conditioning II (1)

**DEGREE REQUIREMENTS (26 Credits)**

- 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 Account (3)

**AGRIBUSINESS ELECTIVES (Must take 4 credits)**

- AB 220 Beef Production (3)
- AB 224 Range Management (3)
- AB 225 Animal Diseases & Health (3)

**OPEN ELECTIVES (12 credits)**

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Revised 7/19

# Highland Community College

## Business Administration

Associate in Applied Science  
(63 total credit hours)

### **BASIC SKILLS (11 Credits)**

**ENG 101 Composition I (3)**

**ENG 102 Composition II: Literature and Research**

OR **ENG 103 Composition II: Rhetoric and Research**

OR **SP 106 Public Speaking**

OR **SP 101 Oral Communications (3)**

**Physical Education (1)**

\_\_\_ PE 119 Tennis (1)

\_\_\_ PE 121 Volleyball (1)

\_\_\_ PE 122 Archery (1)

\_\_\_ PE 124 Weightlifting I (1)

\_\_\_ PE 129 Basketball (1)

\_\_\_ PE 134 Golf (1)

\_\_\_ PE 135 Running Awareness (1)

\_\_\_ PE 139 Lifetime Fitness (2)

\_\_\_ PE 140 Advanced Weightlifting/Condition I (1)

\_\_\_ PE 141 PE for Men (1)

\_\_\_ PE 240 Advanced Weightlifting/Condition II (1)

\_\_\_ PE 241 Weightlifting II (1)

**Computer Literacy (3)**

\_\_\_ BUS 130 Microcomputer Applications I (3)

**Orientation (1)**

\_\_\_ COL 103 College Success (1)

### **SOCIAL & BEHAVIORAL SCIENCES (3 Credits)**

\_\_\_ BUS 203 Macroeconomics (3)

### **HUMANITIES and FINE ARTS (3 Credits)**

**Art**

\_\_\_ A 101 Art Appreciation (3)

\_\_\_ A 107 Drawing I (3)

\_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)

\_\_\_ A 202 Art Hist Survey: Renaissance to Contemporary (3)

**Foreign Language**

\_\_\_ LG 101 Spanish I (5)

\_\_\_ LG 102 Spanish II (5)

\_\_\_ LG 201 Spanish III (3)

**History**

\_\_\_ HIS 101 United States History to 1877 (3)

\_\_\_ HIS 102 United States History since 1877 (3)

\_\_\_ HIS 103 History of Western Civilization I (3)

\_\_\_ HIS 104 History of Western Civilization II (3)

\_\_\_ HIS 202 Introduction to Ancient History (3)

\_\_\_ HIS 204 Readings in Western Civilization I (3)

**Library Science**

\_\_\_ LS 102 Children's Literature (3)

**Literature**

\_\_\_ ENG 104 Introduction to Literature (3)

\_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)

\_\_\_ ENG 208 Introduction to Short Story (3)

\_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)

\_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)

\_\_\_ ENG 211 World Lit: Enlightenment to Present (3)

\_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)

\_\_\_ ENG 213 British Literature: 1800 to Present (3)

\_\_\_ ENG 215 Diverse Voices in Literature (3)

**Music**

\_\_\_ M 103 Music History/Appreciation (3)

\_\_\_ M 146 Musical Theatre History (3) (= to TH 146)

\_\_\_ M 162 Introduction to World Music (3)

\_\_\_ M 223 History of Jazz (3)

**Philosophy**

\_\_\_ PHI 101 Introduction to Philosophy (3)

\_\_\_ PHI 102 Introduction to Ethics (3)

\_\_\_ PHI 103 Logic & Critical Thinking (3)

\_\_\_ PHI 105 Religions of the World (3)

**Photography**

\_\_\_ PHO 107 History of Photography (3)

**Speech**

\_\_\_ SP 103 Oral Interpretation (3)

\_\_\_ SP 105 Interpersonal Communication (3)

**Theatre**

\_\_\_ TH 105 Introduction to Drama (3)

\_\_\_ TH 108 History/Appreciation of Theatre Arts (3)

\_\_\_ TH 146 Musical Theatre History (3) (=M 146)

\_\_\_ TH 208 Film Appreciation (3)

**MATHEMATICS OR SCIENCE (3 Credits)**

**Mathematics (100 level or above)**

**Natural Sciences**

- \_\_\_ BS 101 College Biology with lab (5)
- \_\_\_ BS 104 Human Anatomy with lab (4)
- \_\_\_ BS 105 Human Physiology with lab (4)
- \_\_\_ BS 107 Intro to Environmental Sci. with lab (4)
- \_\_\_ BS 110 Nutrition (3)
- \_\_\_ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
- \_\_\_ BS 201 General Zoology w/lab (5)
- \_\_\_ BS 202 General Botany with lab (5)
- \_\_\_ BS 203 Microbiology with lab (5)

**Physical Science**

- \_\_\_ PS 101 College Physical Science with lab (5)
- \_\_\_ PS 102 Concepts of Physics with lab (4)
- \_\_\_ PS 104 Physical Geology with lab (4)
- \_\_\_ PS 107 General Chemistry with lab (5)
- \_\_\_ PS 108 Astronomy with lab (4)
- \_\_\_ PS 111 College Chemistry I with lab (5)
- \_\_\_ PS 112 College Chemistry II with lab (5)
- \_\_\_ PS 203 General Physics I with lab (5)
- \_\_\_ PS 204 General Physics II with lab (5)
- \_\_\_ PS 210 Organic Chemistry I with lab (5)
- \_\_\_ PS 215 College Physics I with lab (5)

**Note:**

**MAT 103 Intermediate Algebra is the preferred Mathematics/Science course for this degree**

**Basketball, Softball, Baseball Athletes:  
(Qualifying courses for PE requirement)**

- \_\_\_ PE 136 Baseball Conditioning I (1)
- \_\_\_ PE 137 Basketball Conditioning-Men (1)
- \_\_\_ PE 138 Basketball Conditioning-Women (1)
- \_\_\_ PE 149 Softball Conditioning I (1)
- \_\_\_ PE 236 Baseball Conditioning II (1)
- \_\_\_ PE 237 Adv Basketball Condition-Men (1)
- \_\_\_ PE 238 Adv Basketball Condition-Women (1)
- \_\_\_ PE 249 Softball Conditioning II (1)

**DEGREE REQUIREMENTS (21 Credits)**

- BUS 103 Accounting I (3)
- BUS 105 Accounting II (3)
- BUS 117 Computerized Accounting (3)
- BUS 133 Micro Applications I: Spreadsheets (3)
- BUS 204 Microeconomics (3)
- BUS 213 Business Communications (3)
- BUS 216 Managerial Accounting (3)

**BUSINESS ELECTIVES (Must take 6 credits)**

- BUS 101 Introduction to Business (3)
- BUS 110 Records Management (3)
- BUS 115 Bus. Math using Calculators (3)
- BUS 127 Principles of Entrepreneurship I (3)
- BUS 205 Business Law (3)
- BUS 210 Marketing (3)

**OPEN ELECTIVES (16 credits)**

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Revised 7/19



Highland Community College  
**Commercial Photography**  
Associate in Applied Science  
(63 total credit hours)

**BASIC SKILLS (11 Credits)**

**ENG 101 Composition I (3)**

**ENG 102 Composition II: Literature and Research**

OR **ENG 103 Composition II: Rhetoric and Research**

OR **SP 106 Public Speaking**

OR **SP 101 Oral Communications (3)**

**Physical Education (1)**

\_\_\_ PE 119 Tennis (1)

\_\_\_ PE 121 Volleyball (1)

\_\_\_ PE 122 Archery (1)

\_\_\_ PE 124 Weightlifting I (1)

\_\_\_ PE 129 Basketball (1)

\_\_\_ PE 134 Golf (1)

\_\_\_ PE 135 Running Awareness (1)

\_\_\_ PE 139 Lifetime Fitness (2)

\_\_\_ PE 140 Advanced Weightlifting/Condition I (1)

\_\_\_ PE 141 PE for Men (1)

\_\_\_ PE 240 Advanced Weightlifting/Condition II (1)

\_\_\_ PE 241 Weightlifting II (1)

**Computer Literacy (3)**

\_\_\_ A 224 Computer Graphics: Enhanced Photo (3)

**Orientation (1)**

\_\_\_ COL 103 College Success (1)

**SOCIAL & BEHAVIORAL SCIENCES (3 Credits)**

**Anthropology**

\_\_\_ ANT 112 General Anthropology (3)

**Criminal Justice**

\_\_\_ CJ 100 Intro to Criminal Justice (3)

\_\_\_ CJ 120 Juvenile Delinquency and Justice (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)

\_\_\_ SOC 104 Introduction to Social Work (3)

**MATHEMATICS OR SCIENCE (3 Credits)**

**Mathematics (100 level or above)**

**Natural Sciences**

\_\_\_ BS 101 College Biology with lab (5)

\_\_\_ BS 104 Human Anatomy with lab (4)

\_\_\_ BS 105 Human Physiology with lab (4)

\_\_\_ BS 107 Intro to Environmental Sci. with lab (4)

\_\_\_ BS 110 Nutrition (3)

\_\_\_ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)

\_\_\_ BS 201 General Zoology with lab (5)

\_\_\_ BS 202 General Botany with lab (5)

\_\_\_ BS 203 Microbiology with lab (5)

**Physical Science**

\_\_\_ PS 101 College Physical Science with lab (5)

\_\_\_ PS 102 Concepts of Physics with lab (4)

\_\_\_ PS 104 Physical Geology with lab (4)

\_\_\_ PS 107 General Chemistry with lab (5)

\_\_\_ PS 108 Astronomy with lab (4)

\_\_\_ PS 111 College Chemistry I with lab (5)

\_\_\_ PS 112 College Chemistry II with lab (5)

\_\_\_ PS 203 General Physics I with lab (5)

\_\_\_ PS 204 General Physics II with lab (5)

\_\_\_ PS 210 Organic Chemistry I with lab (5)

\_\_\_ PS 215 College Physics I with lab (5)

\_\_\_ PS 216 College Physics II with lab (5)

**HUMANITIES and FINE ARTS (3 Credits)**

**Photography**

\_\_\_ PHO 107 History of Photography (3)

**DEGREE REQUIREMENTS (23 Credits)**

- PHO 104 Intro to Digital Photography (3)
- PHO 105 Intro to Film Photography (3)
- PHO 108 Applied Photography I (1)
- PHO 109 Studio Photography I (3)
- PHO 203 Color Photography (3)
- PHO 205 Lighting Techniques (3)
- PHO 207 Advanced Digital Photography (3)
- PHO 208 Applied Photography II (1)
- PHO 209 Studio Photography II (1)
- PHO 260 Portfolio Preparation (1)
- A 121 Design Software Applications (3)

**PHOTOGRAPHY ELECTIVES (Must take 9 credits)**

- PHO 210 Landscape Photography (3)
- A 103 Two Dimensional Design (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 113 Typography (3)
- A 117 Ceramics II (3)
- A 139 Web Design I (3)

Revised 7/19

**OPEN ELECTIVES (11 credits)**

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**Basketball, Softball, Baseball Athletes:**

**(Qualifying courses for PE requirement)**

- \_\_\_ PE 136 Baseball Conditioning I (1)
- \_\_\_ PE 137 Basketball Conditioning-Men (1)
- \_\_\_ PE 138 Basketball Conditioning-Women (1)
- \_\_\_ PE 149 Softball Conditioning I (1)
- \_\_\_ PE 236 Baseball Conditioning II (1)
- \_\_\_ PE 237 Adv Basketball Condition-Men (1)
- \_\_\_ PE 238 Adv Basketball Condition-Women (1)
- \_\_\_ PE 249 Softball Conditioning II (1)

# Highland Community College

## Criminal Justice

Associate in Applied Science  
(63 total credit hours)

### **BASIC SKILLS (11 Credits)**

**ENG 101 Composition I (3)**

**ENG 102 Composition II: Literature and Research**

OR **ENG 103 Composition II: Rhetoric and Research**

OR **SP 106 Public Speaking**

OR **SP 101 Oral Communications (3)**

**Physical Education (1)**

\_\_\_ PE 119 Tennis (1)

\_\_\_ PE 121 Volleyball (1)

\_\_\_ PE 122 Archery (1)

\_\_\_ PE 124 Weightlifting I (1)

\_\_\_ PE 129 Basketball (1)

\_\_\_ PE 134 Golf (1)

\_\_\_ PE 135 Running Awareness (1)

\_\_\_ PE 139 Lifetime Fitness (2)

\_\_\_ PE 140 Advanced Weightlifting/Condition I (1)

\_\_\_ PE 141 PE for Men (1)

\_\_\_ PE 240 Advanced Weightlifting/Condition II (1)

\_\_\_ PE 241 Weightlifting II (1)

**Computer Literacy (3)**

\_\_\_ BUS 130 Microcomputer Applications I (3)

**Orientation (1)**

\_\_\_ COL 103 College Success (1)

### **SOCIAL & BEHAVIORAL SCIENCES (3 Credits)**

\_\_\_ CJ 120 Juvenile Delinquency and Justice (3)

### **HUMANITIES and FINE ARTS (3 Credits)**

**Art**

\_\_\_ A 101 Art Appreciation (3)

\_\_\_ A 107 Drawing I (3)

\_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)

\_\_\_ A 202 Art Hist Survey: Renaissance to Contemporary (3)

**Foreign Language**

\_\_\_ LG 101 Spanish I (5)

\_\_\_ LG 102 Spanish II (5)

\_\_\_ LG 201 Spanish III (3)

**History**

\_\_\_ HIS 101 United States History to 1877 (3)

\_\_\_ HIS 102 United States History since 1877 (3)

\_\_\_ HIS 103 History of Western Civilization I (3)

\_\_\_ HIS 104 History of Western Civilization II (3)

\_\_\_ HIS 202 Introduction to Ancient History (3)

\_\_\_ HIS 204 Readings in Western Civilization I (3)

**Library Science**

\_\_\_ LS 102 Children's Literature (3)

**Literature**

\_\_\_ ENG 104 Introduction to Literature (3)

\_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)

\_\_\_ ENG 208 Introduction to Short Story (3)

\_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)

\_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)

\_\_\_ ENG 211 World Lit: Enlightenment to Present (3)

\_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)

\_\_\_ ENG 213 British Literature: 1800 to Present (3)

\_\_\_ ENG 215 Diverse Voices in Literature (3)

**Music**

\_\_\_ M 103 Music History/Appreciation (3)

\_\_\_ M 146 Musical Theatre History (3) (= to TH 146)

\_\_\_ M 162 Introduction to World Music (3)

\_\_\_ M 223 History of Jazz (3)

**Philosophy**

\_\_\_ PHI 101 Introduction to Philosophy (3)

\_\_\_ PHI 102 Introduction to Ethics (3)

\_\_\_ PHI 103 Logic & Critical Thinking (3)

\_\_\_ PHI 105 Religions of the World (3)

**Photography**

\_\_\_ PHO 107 History of Photography (3)

**Speech**

\_\_\_ SP 103 Oral Interpretation (3)

\_\_\_ SP 105 Interpersonal Communication (3)

**Theatre**

\_\_\_ TH 105 Introduction to Drama (3)

\_\_\_ TH 108 History/Appreciation of Theatre Arts (3)

\_\_\_ TH 146 Musical Theatre History (3) (=M 146)

\_\_\_ TH 208 Film Appreciation (3)

**Note:** LG 101 Spanish I is the preferred Arts and Humanities course for this degree.

**MATHEMATICS or SCIENCE (3 Credits)**

**Mathematics (100 level or above)**

**Natural Sciences**

- \_\_\_ BS 101 College Biology with lab (5)
- \_\_\_ BS 104 Human Anatomy with lab (4)
- \_\_\_ BS 105 Human Physiology with lab (4)
- \_\_\_ BS 107 Intro to Environmental Sci. with lab (4)
- \_\_\_ BS 110 Nutrition (3)
- \_\_\_ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
- \_\_\_ BS 201 General Zoology with lab (5)
- \_\_\_ BS 202 General Botany with lab (5)
- \_\_\_ BS 203 Microbiology with lab (5)

**Physical Science**

- \_\_\_ PS 101 College Physical Science with lab (5)
- \_\_\_ PS 102 Concepts of Physics with lab (4)
- \_\_\_ PS 104 Physical Geology with lab (4)
- \_\_\_ PS 107 General Chemistry with lab (5)
- \_\_\_ PS 108 Astronomy with lab (4)
- \_\_\_ PS 111 College Chemistry I with lab (5)
- \_\_\_ PS 112 College Chemistry II with lab (5)
- \_\_\_ PS 203 General Physics I with lab (5)
- \_\_\_ PS 204 General Physics II with lab (5)
- \_\_\_ PS 210 Organic Chemistry I with lab (5)
- \_\_\_ PS 215 College Physics I with lab (5)
- \_\_\_ PS 216 College Physics II with lab (5)

**DEGREE REQUIREMENTS (25 Credits)**

- CJ 100 Introduction to Criminal Justice (3)
- CJ 105 Introduction to Corrections (3)
- CJ 110 Criminal Investigation (3)
- CJ 140 Criminal Procedures (3)
- CJ 201 Criminal Law (3)
- CJ 205 Critical Issues in Law Enforcement (3)
- CJ 220 Practicum in Criminal Justice (3)
- PE 113 First Aid & Safety (3)

**CRIMINAL JUSTICE ELECTIVES (Must take 3 credits)**

- CJ 111 Forensic Investigation (2)
- POL 100 U S Government (3)
- PSY 101 General Psychology (3)
- SOC 101 General Sociology (3)

**OPEN ELECTIVES (15 credits)**

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**Basketball, Softball, Baseball Athletes:  
(Qualifying courses for PE requirement)**

- \_\_\_ PE 136 Baseball Conditioning I (1)
- \_\_\_ PE 137 Basketball Conditioning-Men (1)
- \_\_\_ PE 138 Basketball Conditioning-Women (1)
- \_\_\_ PE 149 Softball Conditioning I (1)
- \_\_\_ PE 236 Baseball Conditioning II (1)
- \_\_\_ PE 237 Adv Basketball Condition-Men (1)
- \_\_\_ PE 238 Adv Basketball Condition-Women (1)
- \_\_\_ PE 249 Softball Conditioning II (1)

Revised 7/19

# Highland Community College

## Graphic Design

Associate in Applied Science  
(63 total credit hours)

### **BASIC SKILLS (11 Credits)**

- ENG 101 Composition I (3)**
  
- ENG 102 Composition II: Literature & Research**  
**OR ENG 103 Composition II: Rhetoric & Research**  
**OR SP 106 Public Speaking**  
**OR SP 101 Oral Communications (3)**
  
- Physical Education (1)**
  - \_\_\_ PE 119 Tennis (1)
  - \_\_\_ PE 121 Volleyball (1)
  - \_\_\_ PE 122 Archery (1)
  - \_\_\_ PE 124 Weightlifting I (1)
  - \_\_\_ PE 129 Basketball (1)
  - \_\_\_ PE 134 Golf (1)
  - \_\_\_ PE 135 Running Awareness (1)
  - \_\_\_ PE 139 Lifetime Fitness (2)
  - \_\_\_ PE 140 Advanced Weightlifting/Condition I (1)
  - \_\_\_ PE 141 PE for Men (1)
  - \_\_\_ PE 240 Advanced Weightlifting/Condition II (1)
  - \_\_\_ PE 241 Weightlifting II (1)
  
- Computer Literacy (3)**
  - \_\_\_ A 224 Computer Graphics: Enhanced Photography (3)
  
- Orientation (1)**
  - \_\_\_ COL 103 College Success (1)

### **SOCIAL & BEHAVIORAL SCIENCES (3 Credits)**

- Anthropology**
  - \_\_\_ ANT 112 General Anthropology (3)
- Criminal Justice**
  - \_\_\_ CJ 100 Intro to Criminal Justice (3)
  - \_\_\_ CJ 120 Juvenile Delinquency and Justice (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)
  - \_\_\_ SOC 104 Introduction to Social Work (3)

### **MATHEMATICS or SCIENCE (3 Credits)**

- Mathematics (100 level or above)**
- Natural Sciences**
  - \_\_\_ BS 101 College Biology with lab (5)
  - \_\_\_ BS 104 Human Anatomy with lab (4)
  - \_\_\_ BS 105 Human Physiology with lab (4)
  - \_\_\_ BS 107 Intro to Environmental Sci. with lab (4)
  - \_\_\_ BS 110 Nutrition (3)
  - \_\_\_ BS 112 Nutrition for Health, Fitness & Sports w/lab (5)
  - \_\_\_ BS 201 General Zoology with lab (5)
  - \_\_\_ BS 202 General Botany with lab (5)
  - \_\_\_ BS 203 Microbiology with lab (5)
- Physical Science**
  - \_\_\_ PS 101 College Physical Science with lab (5)
  - \_\_\_ PS 102 Concepts of Physics with lab (4)
  - \_\_\_ PS 104 Physical Geology with lab (4)
  - \_\_\_ PS 107 General Chemistry with lab (5)
  - \_\_\_ PS 108 Astronomy with lab (4)
  - \_\_\_ PS 111 College Chemistry I with lab (5)
  - \_\_\_ PS 112 College Chemistry II with lab (5)
  - \_\_\_ PS 203 General Physics I with lab (5)
  - \_\_\_ PS 204 General Physics II with lab (5)
  - \_\_\_ PS 210 Organic Chemistry I with lab (5)
  - \_\_\_ PS 215 College Physics I with lab (5)
  - \_\_\_ PS 216 College Physics II with lab (5)

### **HUMANITIES and FINE ARTS (3 Credits)**

- \_\_\_ A 202 Art Hist Survey: Renaissance to Contemp (3)



**DEGREE REQUIREMENTS (19 Credits)**

- A 103 2-Dimensional Design (3)
- A 107 Drawing I (3)
- A 108 Drawing II (3)
- A 113 Typography (3)
- A 215 Graphic Design (3)
- A 260 Portfolio Preparation (1)
- PHO 104 Intro to Digital Photography (3)

**OPEN ELECTIVES (12 credits)**

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**GRAPHIC DESIGN ELECTIVES (Must take 12 credits)**

- A 104 Three Dimensional Design (3)
- A 105 Prints I (3)
- A 110 Painting I (3)
- A 112 Ceramics I (3)
- A 117 Ceramics II (3)
- A 121 Design Software Application (3)
- A 139 Computer Graphics: Web Design (3)
- A 223 Computer Graphics: Illustration (3)
- A 250 Advanced Studio I (1)
- A 251 Advanced Studio II (1)
- PHO 203 Color Photography (3)
- PHO 107 History of Photography (3)
- BUS 101 Introduction to Business (3)
- BUS 210 Marketing (3)
- BUS 246D Micro Appl. I: Web Design (2)

**Basketball, Softball, Baseball Athletes:**

**(Qualifying courses for PE requirement)**

- \_\_\_ PE 136 Baseball Conditioning I (1)
- \_\_\_ PE 137 Basketball Conditioning-Men (1)
- \_\_\_ PE 138 Basketball Conditioning-Women (1)
- \_\_\_ PE 149 Softball Conditioning I (1)
- \_\_\_ PE 236 Baseball Conditioning II (1)
- \_\_\_ PE 237 Adv Basketball Condition-Men (1)
- \_\_\_ PE 238 Adv Basketball Condition-Women (1)
- \_\_\_ PE 249 Softball Conditioning II (1)

Revised 7/19

# Highland Community College

## Medical Coding

Associate in Applied Science  
(65 total credit hours)

### BASIC SKILLS (10 Credits)

- ENG 101 Composition I (3)**
  
- ENG 102 Composition II: Literature & Research**  
**OR ENG 103 Composition II: Rhetoric & Research (3)**  
**OR SP 106 Public Speaking (3)**  
**OR SP 101 Oral Communications (3)**
  
- Computer Literacy (3)**  
\_\_\_ BUS 130 Microcomputer Applications I (3)
  
- Orientation (1)**  
\_\_\_ COL 103 College Success (1)

### SOCIAL & BEHAVIORAL SCIENCES (3 Credits)

- Anthropology**  
\_\_\_ ANT 112 General Anthropology (3)
- Criminal Justice**  
\_\_\_ CJ 100 Intro to Criminal Justice (3)  
\_\_\_ CJ 120 Juvenile Delinquency and Justice (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)  
\_\_\_ SOC 104 Introduction to Social Work (3)

### HUMANITIES and FINE ARTS (3 Credits)

- Art**  
\_\_\_ A 101 Art Appreciation (3)  
\_\_\_ A 107 Drawing I (3)  
\_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)  
\_\_\_ A 202 Art Hist Survey: Renaissance to Contemporary (3)
- Foreign Language**  
\_\_\_ LG 101 Spanish I (5)  
\_\_\_ LG 102 Spanish II (5)  
\_\_\_ LG 201 Spanish III (3)
- History**  
\_\_\_ HIS 101 United States History to 1877 (3)  
\_\_\_ HIS 102 United States History since 1877 (3)  
\_\_\_ HIS 103 History of Western Civilization I (3)  
\_\_\_ HIS 104 History of Western Civilization II (3)  
\_\_\_ HIS 202 Introduction to Ancient History (3)  
\_\_\_ HIS 204 Readings in Western Civilization I (3)
- Library Science**  
\_\_\_ LS 102 Children's Literature (3)
- Literature**  
\_\_\_ ENG 104 Introduction to Literature (3)  
\_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)  
\_\_\_ ENG 208 Introduction to Short Story (3)  
\_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)  
\_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)  
\_\_\_ ENG 211 World Lit: Enlightenment to Present (3)  
\_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)  
\_\_\_ ENG 213 British Literature: 1800 to Present (3)  
\_\_\_ ENG 215 Diverse Voices in Literature (3)
- Music**  
\_\_\_ M 103 Music History/Appreciation (3)  
\_\_\_ M 146 Musical Theatre History (3) (= to TH 146)  
\_\_\_ M 162 Introduction to World Music (3)  
\_\_\_ M 223 History of Jazz (3)
- Philosophy**  
\_\_\_ PHI 101 Introduction to Philosophy (3)  
\_\_\_ PHI 102 Introduction to Ethics (3)  
\_\_\_ PHI 103 Logic & Critical Thinking (3)  
\_\_\_ PHI 105 Religions of the World (3)
- Photography**  
\_\_\_ PHO 107 History of Photography (3)
- Speech**  
\_\_\_ SP 103 Oral Interpretation (3)  
\_\_\_ SP 105 Interpersonal Communication (3)
- Theatre**  
\_\_\_ TH 105 Introduction to Drama (3)  
\_\_\_ TH 108 History/Appreciation of Theatre Arts (3)  
\_\_\_ TH 146 Musical Theatre History (3) (=M 146)  
\_\_\_ TH 208 Film Appreciation (3)

**SCIENCE REQUIREMENTS (8 Credits)**

- \_\_\_ BS 104 Human Anatomy with lab (4)
- \_\_\_ BS 105 Human Physiology with lab (4)

**DEGREE REQUIREMENTS (41 credits)**

- BS 109 Medical Terminology (3)
- HS 101 Introduction to Health Information (4)
- HS 103 Legal and Ethical Issues in Health Care (3)
- HS 105 Insurance and Health Information Compliance (3)
- HS 110 Pathopharmacology for Health Science (4)
- HS 115 International Classification of Disease (ICD) Coding I (3)
- HS 118 Current Procedural Terminology (CPT) Coding I (3)
- HS 120 Healthcare Computer Applications and Electronic Encoder (3)
- HS 125 International Classification of Disease (ICD) Procedural Coding (3)
- HS 130 Reimbursement Methodologies (Physician) (3)
- HS 210 International Classification of Disease (ICD) Coding II (3)
- HS 218 Current Procedural Terminology (CPT) Coding II (3)
- HS 225 Healthcare Coding Practicum (3)

Revised 7/19

Highland Community College  
**Nursing**  
Associate in Applied Science  
(63 total credit hours)

**ADMISSION REQUIREMENTS**

- LPN License (active)
- Test of Essential Academic Skills (TEAS) (passing standard no more than 3 years old)

**PREREQUISITES (41)**

- Human Anatomy and Human Physiology with lab (5)  
(Must have been completed no more than 7 years prior to the beginning of this degree program)
  - \_\_\_ BS 104 Human Anatomy with lab (4)
  - \_\_\_ BS 105 Human Physiology with lab (4)
- Microbiology with lab (4)  
(Must have been completed no more than 7 years prior to the beginning of this degree program)
  - \_\_\_ BS 203 Microbiology with lab (5)

Note: BS 101 College Biology with lab (5) or BS 105 Human Physiology with lab is a prerequisite for BS 203.

- PSY 101 General Psychology (3)
- PSY 205 Human Growth and Development (3)
- ENG 101 Composition I (3)
- ENG 102 Composition II: Literature and Research **OR** ENG 103 Composition II: Rhetoric and Research **OR** SP 101 Oral Communications **OR** SP 106 Public Speaking (3)
- Computer Literacy course (1) (See list\*)
- Humanities and Fine Arts course (3) (See list\*\*)
- Practical Nursing Program (12-16)

**REQUIRED NURSING COURSES (22)**

- NUR 220 LPN to RN Transition (1)
- NUR 225 Health Assessment and Advanced Nursing Skills (4)
- NUR 230 Advanced Medical-Surgical Nursing (6)
- NUR 235 Advanced Mental Health Nursing (3)
- NUR 240 Nurse as Leader (2)
- NUR 245 High Risk Maternal Child Nursing (2)
- NUR 250 Professional Nursing Practicum (4)

**\*Computer Literacy (1)**

- |   |  |
|---|--|
| ___ AB 227 Agriculture Microcomputer I (3)      | ___ BUS 136 Micro App I: Desktop Publishing (3)  |
| ___ A 113 Typography (3)                        | ___ BUS 139 Micro App I: Word Processing (3)     |
| ___ A 121 Design Software Applications (3)      | ___ BUS 181 Micro App I: Word Processing (1)     |
| ___ A 139 Computer Graphics: Web Design (3)     | ___ BUS 182 Micro App I: Database Manage (1)     |
| ___ A 215 Graphic Design (3)                    | ___ BUS 183 Micro App I: Spreadsheet (1)         |
| ___ A 223 Computer Graphics: Illustration (3)   | ___ BUS 185 Micro App I: Desktop Publishing (1)  |
| ___ A 224 Computer Graphics: Enhanced Photo (3) | ___ BUS 186 Micro App I: Integrated Software (1) |
| ___ BUS 130 Microcomputer Applications I (3)    | ___ BUS 188 Computer Applications I: Windows (1) |
| ___ BUS 132 Micro App I: Outlook (1)            | ___ BUS 189 Micro App I: Electronic Bus Pres (1) |
| ___ BUS 133 Micro App I: Spreadsheet (3)        | ___ BUS 246D Micro App I: Web Design (2)         |

# Highland Community College

## Nursing

Associate in Applied Science  
(63 total credit hours)

### \*\*Humanities and Fine Arts (3)

#### Art

- \_\_\_ A 101 Art Appreciation (3)
- \_\_\_ A 107 Drawing I (3)
- \_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)
- \_\_\_ A 202 Art Hist Survey: Renaissance to Contemp (3)

#### History

- \_\_\_ HIS 101 United States History to 1877 (3)
- \_\_\_ HIS 102 United States History since 1877 (3)
- \_\_\_ HIS 103 History of Western Civilization I (3)
- \_\_\_ HIS 104 History of Western Civilization II (3)
- \_\_\_ HIS 202 Introduction to Ancient History (3)
- \_\_\_ HIS 204 Readings in Western Civilization I (3)

#### Foreign Language

- \_\_\_ LG 101 Spanish I (5)
- \_\_\_ LG 102 Spanish II (5)
- \_\_\_ LG 201 Spanish III (3)

#### Library Science

- \_\_\_ LS 102 Children's Literature (3)

#### Literature

- \_\_\_ ENG 104 Introduction to Literature (3)
- \_\_\_ ENG 202 American Lit: Pre-Colonial - Civil War (3)
- \_\_\_ ENG 208 Introduction to Short Story (3)
- \_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)
- \_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)

- \_\_\_ ENG 211 World Lit: Enlightenment to Present (3)
- \_\_\_ ENG 212 British Lit: Middle Ages to 1800 (3)
- \_\_\_ ENG 213 British Literature: 1800 to Present (3)
- \_\_\_ ENG 215 Diverse Voices in Literature (3)

#### Music

- \_\_\_ M 103 Music History/Appreciation (3)
- \_\_\_ M 146 Musical Theatre History (3) (= to TH 146)
- \_\_\_ M 162 Introduction to World Music (3)
- \_\_\_ M 223 History of Jazz (3)

#### Philosophy

- \_\_\_ PHI 101 Introduction to Philosophy (3)
- \_\_\_ PHI 102 Introduction to Ethics (3)
- \_\_\_ PHI 103 Logic & Critical Thinking (3)
- \_\_\_ PHI 105 Religions of the World (3)

#### Photography

- \_\_\_ PHO 107 History of Photography (3)

#### Speech

- \_\_\_ SP 103 Oral Interpretation (3)
- \_\_\_ SP 105 Interpersonal Communication (3)

#### Theatre

- \_\_\_ TH 105 Introduction to Drama (3)
- \_\_\_ TH 108 History/Appreciation of Theatre Arts (3)
- \_\_\_ TH 146 Musical Theatre History (3) (= to M 146)
- \_\_\_ TH 208 Film Appreciation (3)

### Application Deadline August 1<sup>st</sup>

For additional information, please contact the HCC Nursing Department

785-442-6211 or [nursing@highlandcc.edu](mailto:nursing@highlandcc.edu).

Revised 8/2019



# Highland Community College

## Personal Fitness Trainer

Associate in Applied Science  
(63 total credit hours)

### **BASIC SKILLS (18 Credits)**

- ENG 101 Composition I (3)**
- ENG 102 Composition II: Literature & Research**
- OR**  **ENG 103 Composition II: Rhetoric & Research (3)**
- SP 106 Public Speaking**
- OR**  **SP 101 Oral Communications (3)**

### **Physical Education (5)**

- \_\_\_ PE 110 Rules and Officiating I (2)
- \_\_\_ PE 119 Tennis (1)
- \_\_\_ PE 121 Volleyball (1)
- \_\_\_ PE 122 Archery (1)
- \_\_\_ PE 124 Weightlifting (1)
- \_\_\_ PE 125 Introduction to Recreation (3)
- \_\_\_ PE 129 Basketball I (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 139A Lifetime Fitness (3)
- \_\_\_ PE 140 Advanced Weightlifting/Conditioning (1)
- \_\_\_ PE 141 PE for Men (1)
- \_\_\_ PE 143 Introduction to Athletic Training I (3)
- \_\_\_ PE 149 Softball Conditioning I (1)
- \_\_\_ PE 220 Theory of Coaching Basketball (2)
- \_\_\_ PE 221 Theory of Coaching Track and Field (2)
- \_\_\_ PE 222 Theory of Coaching Football (2)
- \_\_\_ PE 223 Theory of Coaching Baseball (2)
- \_\_\_ PE 236 Baseball Conditioning II (1)
- \_\_\_ PE 237 Advanced Basketball Conditioning-M (1)
- \_\_\_ PE 238 Advanced Basketball Conditioning-W (1)
- \_\_\_ PE 240 Advanced Weightlifting/Conditioning II (1)
- \_\_\_ PE 241 Weightlifting II (1)
- \_\_\_ PE 249 Softball Conditioning II (1)

### **Computer Literacy (3)**

- \_\_\_ BUS 130 Microcomputer Applications I (3)

### **Orientation (1)**

- \_\_\_ COL 103 College Success (1)

### **HUMANITIES and FINE ARTS (3 Credits)**

#### **Art**

- \_\_\_ A 101 Art Appreciation (3)
- \_\_\_ A 107 Drawing I (3)
- \_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)
- \_\_\_ A 202 Art Hist Survey: Renaissance to Contemporary (3)

#### **Foreign Language**

- \_\_\_ LG 101 Spanish I (5)
- \_\_\_ LG 102 Spanish II (5)
- \_\_\_ LG 201 Spanish III (3)

#### **History**

- \_\_\_ HIS 101 United States History to 1877 (3)
- \_\_\_ HIS 102 United States History since 1877 (3)
- \_\_\_ HIS 103 History of Western Civilization I (3)
- \_\_\_ HIS 104 History of Western Civilization II (3)
- \_\_\_ HIS 202 Introduction to Ancient History (3)
- \_\_\_ HIS 204 Readings in Western Civilization I (3)

#### **Library Science**

- \_\_\_ LS 102 Children's Literature (3)

#### **Literature**

- \_\_\_ ENG 104 Introduction to Literature (3)
- \_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)
- \_\_\_ ENG 208 Introduction to Short Story (3)
- \_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)
- \_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)
- \_\_\_ ENG 211 World Lit: Enlightenment to Present (3)
- \_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)
- \_\_\_ ENG 213 British Literature: 1800 to Present (3)
- \_\_\_ ENG 215 Diverse Voices in Literature (3)

#### **Music**

- \_\_\_ M 103 Music History/Appreciation (3)
- \_\_\_ M 146 Musical Theatre History (3) (= to TH 146)
- \_\_\_ M 162 Introduction to World Music (3)
- \_\_\_ M 223 History of Jazz (3)

#### **Philosophy**

- \_\_\_ PHI 101 Introduction to Philosophy (3)
- \_\_\_ PHI 102 Introduction to Ethics (3)
- \_\_\_ PHI 103 Logic & Critical Thinking (3)
- \_\_\_ PHI 105 Religions of the World (3)

#### **Photography**

- \_\_\_ PHO 107 History of Photography (3)

#### **Speech**

- \_\_\_ SP 103 Oral Interpretation (3)
- \_\_\_ SP 105 Interpersonal Communication (3)

#### **Theatre**

- \_\_\_ TH 105 Introduction to Drama (3)
- \_\_\_ TH 108 History/Appreciation of Theatre Arts (3)
- \_\_\_ TH 146 Musical Theatre History (3) (=M 146)
- \_\_\_ TH 208 Film Appreciation (3)

**SOCIAL & BEHAVIORAL SCIENCES (3 Credits)**

- PSY 101 General Psychology (3)

**SCIENCE (11 Credits)**

- BS 104 Human Anatomy with lab (4)
- BS 105 Human Physiology with lab (4)
- BS 110 Nutrition (3)

**DEGREE REQUIREMENTS (28 Credits)**

- BS 241 CPR Basic (1)
- BUS 112 Business of Personal Training (3)
- PE 112 Personal & Community Health (3)
- PE 113 First Aid and Safety (3)
- PE 150 Personal Trainer Field Experience (1)
- PE 150A Personal Trainer Field Experience (1)
- PE 150B Personal Trainer Field Experience (1)
- PE 150C Personal Trainer Field Experience (1)
- PE 210 Advanced Concepts in Personal Training (5)
- PE 224 Care and Prevention of Injuries (3)
- PE 250 Exercise Physiology (3)
- PSY 280 Health Psychology (3)

Revised 7/19

Highland Community College  
**Precision Agriculture**  
Associate in Applied Science  
(65 total credit hours)

**BASIC SKILLS (12 Credits)**

- ENG 101 Composition I (3)
- ENG 102 Composition II: Literature and Research
- OR ENG 103 Composition II: Rhetoric and Research
- OR SP 106 Public Speaking
- OR SP 101 Oral Communications (3)
- Physical Education (1)**
  - \_\_\_ PE 119 Tennis (1)
  - \_\_\_ PE 121 Volleyball (1)
  - \_\_\_ PE 122 Archery (1)
  - \_\_\_ PE 124 Weightlifting I (1)
  - \_\_\_ PE 129 Basketball (1)
  - \_\_\_ PE 134 Golf (1)
  - \_\_\_ PE 135 Running Awareness (1)
  - \_\_\_ PE 139 Lifetime Fitness (2)
  - \_\_\_ PE 140 Advanced Weightlifting/Condition I (1)
  - \_\_\_ PE 141 PE for Men (1)
  - \_\_\_ PE 240 Advanced Weightlifting/Condition II (1)
  - \_\_\_ PE 241 Weightlifting II (1)
- Computer Literacy (3)**
  - \_\_\_ AB 227 Agriculture Microcomputer I (3)
  - \_\_\_ BUS 130 Microcomputer Applications I (3)
- Orientation (2)**
  - \_\_\_ AB 114 Agriculture Orientation (2)

**DEGREE REQUIREMENTS (42 Credits)**

- AB 126 Principles of Agronomy (3)
- AB 128 Agricultural Electronic Devices & Sys (3)
- AB 130 Precision Farming Systems (3)
- AB 132 Agricultural Data Management System (3)
- AB 134 Precision Farming Hardware (3)
- AB 136 Introduction to Geographic Information Sys (3)
- AB 138 Remote Sensing (3)
- AB 142 Field Mapping for Decision Making (3)
- AB 144 Advanced Geographic Information Sys (3)
- AB 146 Aerial Systems Management (2)
- AB 148 Positioning Systems Management (3)
- AB 203 Soil Science with lab (4)
- AB 224 Range Management (3)
- OR AB 202 Agriculture Economics (3)
- AB 244 Precision Agriculture Capstone (3)
- AB 295 Occupational Work Experience (0)

**HUMANITIES and FINE ARTS (3 Credits)**

- Art**
  - \_\_\_ A 101 Art Appreciation (3)
  - \_\_\_ A 107 Drawing I (3)
  - \_\_\_ A 201 Art History Survey: Prehistoric to Medieval (3)
  - \_\_\_ A 202 Art Hist Survey: Renaissance to Contemp (3)
- Foreign Language**
  - \_\_\_ LG 101 Spanish I (5)
  - \_\_\_ LG 102 Spanish II (5)
  - \_\_\_ LG 201 Spanish III (3)
- History**
  - \_\_\_ HIS 101 United States History to 1877 (3)
  - \_\_\_ HIS 102 United States History since 1877 (3)
  - \_\_\_ HIS 103 History of Western Civilization I (3)
  - \_\_\_ HIS 104 History of Western Civilization II (3)
  - \_\_\_ HIS 202 Introduction to Ancient History (3)
  - \_\_\_ HIS 204 Readings in Western Civilization I (3)
- Library Science**
  - \_\_\_ LS 102 Children's Literature (3)
- Literature**
  - \_\_\_ ENG 104 Introduction to Literature (3)
  - \_\_\_ ENG 202 American Lit: Pre-Colonial to Civil War (3)
  - \_\_\_ ENG 208 Introduction to Short Story (3)
  - \_\_\_ ENG 209 American Lit: Reconstruction to Pres (3)
  - \_\_\_ ENG 210 World Lit: Beginnings to Renaissance (3)
  - \_\_\_ ENG 211 World Lit: Enlightenment to Present (3)
  - \_\_\_ ENG 212 British Literature: Middle Ages to 1800 (3)
  - \_\_\_ ENG 213 British Literature: 1800 to Present (3)
  - \_\_\_ ENG 215 Diverse Voices in Literature (3)
- Music**
  - \_\_\_ M 103 Music History/Appreciation (3)
  - \_\_\_ M 146 Musical Theatre History (3) (= to TH 146)
  - \_\_\_ M 162 Introduction to World Music (3)
  - \_\_\_ M 223 History of Jazz (3)
- Philosophy**
  - \_\_\_ PHI 101 Introduction to Philosophy (3)
  - \_\_\_ PHI 102 Introduction to Ethics (3)
  - \_\_\_ PHI 103 Logic & Critical Thinking (3)
  - \_\_\_ PHI 105 Religions of the World (3)
- Photography**
  - \_\_\_ PHO 107 History of Photography (3)
- Speech**
  - \_\_\_ SP 103 Oral Interpretation (3)
  - \_\_\_ SP 105 Interpersonal Communication (3)
- Theatre**
  - \_\_\_ TH 105 Introduction to Drama (3)
  - \_\_\_ TH 108 History/Appreciation of Theatre Arts (3)
  - \_\_\_ TH 146 Musical Theatre History (3) (= to M 146)
  - \_\_\_ TH 208 Film Appreciation (3)

**SOCIAL & BEHAVIORAL SCIENCES (3 Credits)** **Anthropology**

\_\_\_ ANT 112 General Anthropology (3)

 **Criminal Justice**

\_\_\_ CJ 100 Intro to Criminal Justice (3)

\_\_\_ CJ 120 Juvenile Delinquency and Justice (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)

\_\_\_ SOC 104 Introduction to Social Work (3)

**PHYSICAL SCIENCES (5 Credits)** **Physical Science**

\_\_\_ PS 107 General Chemistry I with lab (5)

\_\_\_ PS 111 College Chemistry I with lab (5)

**Basketball, Softball, Baseball Athletes:  
(Qualifying courses for PE requirement)**

\_\_\_ PE 136 Baseball Conditioning I (1)

\_\_\_ PE 137 Basketball Conditioning-Men (1)

\_\_\_ PE 138 Basketball Conditioning-Women (1)

\_\_\_ PE 149 Softball Conditioning I (1)

\_\_\_ PE 236 Baseball Conditioning II (1)

\_\_\_ PE 237 Adv Basketball Condition-Men (1)

\_\_\_ PE 238 Adv Basketball Condition-Women (1)

\_\_\_ PE 249 Softball Conditioning II (1)

Revised 7/19

# Associate in Applied Science

(63 minimum total credit hours)

To be used **ONLY** in conjunction with programs completed at HCC Technical Centers.

## **BASIC SKILLS (9 Credits)**

### **Composition and Speech (6)**

- ENG 101 Composition I (3)
- ENG 102 Composition II: Literature and Research (3)
- ENG 103 Composition II: Rhetoric and Research (3)
- ENG 110 Technical Composition (3)
- SP 101 Oral Communications (3)
- SP 106 Public Speaking (3)

### **PE, Computer, and Orientation (3 credits)**

#### **Computer Literacy (minimum 1 credit)**

\*\*This requirement is fulfilled for students in Business Technology and Computer Support Technology and waived for students in Medical Office Assistant.

- AB 227 Agriculture Microcomputer I (3)
- A 113 Typography (3)
- A 121 Design Software Application (3)
- A 139 Computer Graphics: Web Design (3)
- A 215 Graphic Design (3)
- A 223 Computer Graphics: Illustration (3)
- A 224 Computer Graphics: Enhanced Photo (3)
- BUS 130 Microcomputer Applications I (3)
- BUS 132 Micro App I: Outlook (1)
- BUS 133 Micro App I: Spreadsheet (3)
- BUS 136 Micro App I: Desktop Publishing (3)
- BUS 139 Micro App I: Word Processing (3)
- BUS 181 Micro App I: Word Processing (1)
- BUS 182 Micro App I: Database Manage (1)
- BUS 183 Micro App I: Spreadsheet (1)
- BUS 185 Micro App I: Desktop Publishing (1)
- BUS 186 Micro App I: Integrated Software (1)
- BUS 188 Computer Applications I: Windows (1)
- BUS 189 Micro App I: Electronic Bus Pres (1)
- BUS 246D Micro App I: Web Design (2)
- CAD 131A Computer Graphics I (3)
- CAD 131B Computer Graphics I (2)
- CST 105 Industrial Computer Applications (2)
- Orientation (maximum 1 credit applied to Basic Skills)**
- COL 103 College Success (1)
- AB 114 Agriculture Orientation (2)
- Physical Education (maximum 1 credit applied to Basic Skills)**
- PE 119 Tennis (1)
- PE 121 Volleyball (1)
- PE 122 Archery (1)
- PE 124 Weightlifting I (1)
- PE 129 Basketball (1)
- PE 135 Running Awareness (1)
- PE 134 Golf (1)
- PE 139 Lifetime Fitness (2)
- PE 140 Advanced Weightlifting/Condition I (1)
- PE 141 PE for Men (1)
- PE 240 Advanced Weightlifting/Condition II (1)
- PE 241 Weightlifting II (1)

## **HUMANITIES and FINE ARTS (3 Credits)**

### **Art**

- A 101 Art Appreciation (3)
- A 107 Drawing I (3)
- A 201 Art History Survey: Prehistoric to Medieval (3)
- A 202 Art Hist Survey: Renaissance to Contemp (3)

### **Business/Leadership**

- IDS 120 Introduction to Leadership Concepts (3)

### **Foreign Language**

- LG 100 Conversational Spanish (2)
- LG 101 Spanish I (5)
- LG 102 Spanish II (5)
- LG 201 Spanish III (3)

### **History**

- HIS 101 United States History to 1877 (3)
- HIS 102 United States History since 1877 (3)
- HIS 103 History of Western Civilization I (3)
- HIS 104 History of Western Civilization II (3)
- HIS 202 Introduction to Ancient History (3)
- HIS 204 Readings in Western Civilization I (3)

### **Library Science**

- LS 102 Children's Literature (3)

### **Literature**

- ENG 104 Introduction to Literature (3)
- ENG 202 American Lit: Pre-Colonial to Civil War (3)
- ENG 208 Introduction to Short Story (3)
- ENG 209 American Lit: Reconstruction to Pres (3)
- ENG 210 World Lit: Beginnings to Renaissance (3)
- ENG 211 World Lit: Enlightenment to Present (3)
- ENG 212 British Literature: Middle Ages to 1800 (3)
- ENG 213 British Literature: 1800 to Present (3)
- ENG 215 Diverse Voices in Literature (3)

### **Music**

- M 103 Music History/Appreciation (3)
- M 146 Musical Theatre History (3) (= to TH 146)
- M 162 Introduction to World Music (3)
- M 223 History of Jazz (3)

### **Philosophy**

- PHI 101 Introduction to Philosophy (3)
- PHI 102 Introduction to Ethics (3)
- PHI 103 Logic & Critical Thinking (3)
- PHI 105 Religions of the World (3)

### **Photography**

- PHO 107 History of Photography (3)

### **Speech**

- SP 103 Oral Interpretation (3)
- SP 105 Interpersonal Communication (3)

### **Theatre**

- TH 105 Introduction to Drama (3)
- TH 108 History/Appreciation of Theatre Arts (3)
- TH 146 Musical Theatre History (3) (= to M 146)
- TH 208 Film Appreciation (3)



**SOCIAL & BEHAVIORAL SCIENCES (3 Credits)**

- Anthropology**  
\_\_\_ ANT 112 General Anthropology (3)
- Criminal Justice**  
\_\_\_ CJ 100 Intro to Criminal Justice (3)  
\_\_\_ CJ 120 Juvenile Delinquency and Justice (3)
- Business**  
\_\_\_ BUS 101 Introduction to Business (3)  
\_\_\_ BUS 102 Personal Finance (3)  
\_\_\_ BUS 125 Human Resources (3)  
\_\_\_ BUS 127 Principles of Entrepreneurship I (3)  
\_\_\_ 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 105 Industrial & Organizational Psychology (3)  
\_\_\_ PSY 205 Human Growth & Development (3)
- Sociology**  
\_\_\_ SOC 101 General Sociology (3)  
\_\_\_ SOC 102 Marriage & the Family (3)  
\_\_\_ SOC 104 Introduction to Social Work (3)

**Programs at the Technical Centers**

**Construction Trades**

Credit hours		
33	Construction Technology	1 year
54	Electrical Technology	2 years
38	HVAC and Plumbing	1 year
35	Industrial Welding Technology	1 year

**Transportation**

52	Auto Collision Repair	2 years
58	Automotive Technology	2 years
58	Diesel Technology	2 years

**Business and Computers**

32	Business Technology	1 year
58	Engineering Graphics & Tech	2 years
59	Computer Support Technology	2 years

**Health Services**

35	Medical Office Assistant	1 year
39	Practical Nursing	1 year

**Prerequisites:**

- Human Anatomy\*
- Human Physiology\*
- Certified Nurse Aide
- Human Growth and Development\*

\* Satisfies Social/Behavioral Sciences and Mathematics/Sciences Requirements.

**MATHEMATICS OR SCIENCES (3 Credits)**

\*\*Math/Science Requirement waived for students in HVAC, EGT and Electrical Programs.

**Mathematics course (100 level or above)**

**Natural Sciences**

- \_\_\_ BS 101 College Biology with lab (5)
- \_\_\_ BS 104 Human Anatomy with lab (4)
- \_\_\_ BS 105 Human Physiology with lab (4)
- \_\_\_ BS 107 Intro to Environmental Sci. with lab (4)
- \_\_\_ BS 110 Nutrition (3)
- \_\_\_ BS 112 Nutrition for Health, Fitness and Sports w/Lab (5)
- \_\_\_ BS 201 General Zoology (5)
- \_\_\_ BS 202 General Botany with lab (5)
- \_\_\_ BS 203 Microbiology with lab (5)

**Physical Science**

- \_\_\_ PS 101 College Physical Science with lab (5)
- \_\_\_ PS 102 Concepts of Physics with lab (4)
- \_\_\_ PS 104 Physical Geology with lab (4)
- \_\_\_ PS 107 General Chemistry with lab (5)
- \_\_\_ PS 108 Astronomy with lab (4)
- \_\_\_ PS 111 College Chemistry I with lab (5)
- \_\_\_ PS 112 College Chemistry II with lab (5)
- \_\_\_ PS 203 General Physics I with lab (5)
- \_\_\_ PS 204 General Physics II with lab (5)
- \_\_\_ PS 210 Organic Chemistry I with lab (5)
- \_\_\_ PS 215 College Physics I with lab (5)
- \_\_\_ PS 216 College Physics II with lab (5)

**Note: A student must complete either 2 – 1 year programs or 1 -- 2 year program, plus take these general studies classes in order to be awarded an Associate in Applied Science degree. Technical courses can be no more than 5 years old.**

**Electives:**

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**Basketball, Softball, Baseball Athletes: (These courses count for PE requirement.)**

- \_\_\_ PE 136 Baseball Conditioning I (1)
- \_\_\_ PE 137 Basketball Conditioning-Men (1)
- \_\_\_ PE 138 Basketball Conditioning-Women (1)
- \_\_\_ PE 149 Softball Conditioning I (1)
- \_\_\_ PE 236 Baseball Conditioning II (1)
- \_\_\_ PE 237 Adv Basketball Condition-Men (1)
- \_\_\_ PE 238 Adv Basketball Condition-Women (1)
- \_\_\_ PE 249 Softball Conditioning II (1)

# **COURSE DESCRIPTIONS**

- A 101 Art Appreciation** 3  
This course is an introduction to the fundamentals of the visual arts. The course focuses on the analysis, description, and interpretation of art, the importance of art in the contemporary world, and the historical aspects of art and its influence on western culture.
- A 103 2-D Design** 3  
This course provides an introductory study of the elements and principles of two-dimensional design. Emphasis will be placed on two-dimensional spatial organization. A variety of materials and approaches will be explored and applied.
- A 104 3-D Design** 3  
This studio design course covers the elements and principles of three-dimensional design. Course projects will deal with the linear and planar aspects of 3-D design as well as the structural concepts of volume, mass, and form.
- A 105 Prints I** 3  
This course provides an introduction to the tools, methods, and techniques used in intaglio and relief printing processes. Emphasis will be placed 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 also be included.
- A 107 Drawing I** 3  
This course will cover the fundamentals of drawing as applied to the realistic and expressive representation of objects through the use of various media, approaches, and techniques. Emphasis will be placed on composition, line, value, texture, and spatial relationships.
- A 108 Drawing II** 3  
This class continues the investigation of various drawing media with an emphasis on creative expression. The course will cover techniques as well as compositional problems. Subject matter will include still life, landscape, the figure, and invented compositions. Prerequisite: A 107
- A 110 Painting I** 3  
This course will provide a brief history of painting and an introduction to the color wheel and various painting techniques. The course will emphasize the use of oil and acrylic paint, and projects will deal with line, color, form, texture, and space in both representational and non-objective subject matter.
- A 111 Painting II** 3  
This course will provide a continuation of Painting I concepts and will also emphasize individual expression and exploration. Prerequisite: A 110
- A 112 Ceramics I** 3  
This course will provide an introduction to the use of clay as an art medium. The course will cover traditional techniques used in hand-building and wheel thrown forming methods and will also introduce ceramic glazes, slips, stains, and firing methods.
- A 113 Typography** 3  
This course will provide a study of the principles of contemporary typographic design. The course will focus on size, form, contrast, color, spacing, and design of the printed word and printed page. Typography production from traditional letterpress through photomechanical processes will also be discussed. The course will provide an introduction to the Macintosh computer and the latest graphic design software.
- A 114 Watercolor I** 3  
This is a fundamental course in the use of color via the medium of watercolor. Skill development and color theory are areas of emphasis. A small amount of emphasis will also be given to other water-based media. Students will find a basic understanding of drawing concepts helpful. Drawing I recommended (Not Required).
- A 115 Watercolor II** 3  
This is an advanced course in the use of color via the medium of watercolor. Personal development and color theory are areas of emphasis. Attention will be being placed on the development of personal skills and techniques. The course will also be concerned with a study of some of the experimental techniques, which can be used to produce a watercolor painting. Other water-based media may be explored at the discretion of the student. Prerequisite: A 114
- A 117 Ceramics II** 3  
This course continues the instruction and skill building begun in Ceramics I. The course will emphasize the development of sound clay design and form and will cover contemporary hand-building and throwing techniques, as well as kiln firing and glaze formulation. Prerequisite: A 112
- A 121 Design Software Applications** 3  
This course provides an introduction to computer hardware, software, and peripherals commonly used by graphic designers and professional artists. Students will complete projects using graphic design software.
- A 201 Art History Survey: Prehistoric-Medieval** 3  
This course provides an introductory survey of the art and architecture of the Western world from Prehistoric times through the Early Renaissance. Because of the extensive time period and the number of civilizations being examined, the course will focus on art objects and monuments that are most representative and significant for each historical period. A broad range of art forms will be examined, including monumental architecture, sculpture, ceramics, paintings (including frescoes, mosaics, and manuscripts), textiles, and metalwork.
- A 202 Art History Survey: Renaissance-Contemporary** 3  
This course provides an introductory survey of the art and architecture of the Western world from the Renaissance through Modern periods, ending with a survey of trends in contemporary American and European art. The course will explore the relationships between the art periods and styles as well as the achievements of individual artists. Because of the extensive time period and the number of cultures and styles being examined, the course will focus on art objects and monuments that are most representative and significant for each historical period. A broad range of art forms will be examined,

including monumental architecture, sculpture, ceramics, paintings (including frescoes, mosaics, and manuscripts), textiles, and metalwork.

**A 205 Art Methods** 3  
An examination of the principles and practices of teaching art to children from preschool through middle school.

**A 215 Graphic Design** 3  
This course covers the resources, materials, and procedures of graphic design. The course will provide an introduction to problem solving, basic layout skills, and graphic design terminology. An introduction to the Macintosh computer with the latest graphic software will be included. Projects will emphasize color, form, and typography.

**A 223 Computer Graphics - Illustration** 3  
This course provides an introduction to contemporary illustration practice, including the use of traditional drawing, painting, and printmaking techniques supplemented with digital manipulation using the most recent version of Adobe Illustrator and Adobe Photoshop. The course also covers hand rendering, computer rendering, scanning, digital tablet use, image manipulation, and printing. The course will also focus on a client based approach to image creation, emphasizing the development of concepts and ideas concluded by finished images. Prerequisite: None

**A 224 Computer Graphics - Enhanced Photography** 3  
This course provides experience in the use of high-tech enhanced photography software. Course projects will incorporate use of Macintosh computers and Adobe PhotoShop software for digital imaging and manipulation as well as image editing, scanning, and printing. Prerequisite: None

**A 250 Advanced Studio I** I  
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. Prerequisite: Instructor Permission

**A 251 Advanced Studio II** I  
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. Prerequisite: A 250

**A 252 Advanced Studio III** I  
This studio course is designed for the student with an interest in fine arts. The course will allow students to explore the possibilities of self-expression with media and materials of their own choosing. Prerequisite: A 251

**A 260 Portfolio Preparation** I  
This course is intended to provide students with the skills and knowledge to design and prepare a portfolio that can be used for college admissions or scholarship applications as well as for pursuing employment opportunities. Prerequisite: Instructor Permission

**AB 108 Principles of Animal Science** 3  
This course will provide an introduction to the field of animal science. The course will focus on fundamental concepts of genetics, animal breeding, physiology, anatomy, nutrition, digestion, and the scope of the livestock industry. Prerequisite: AB 114 or Instructor Permission

**AB 114 Ag Orientation** 2  
This course will provide an introduction to the various careers in agriculture. The course will also cover career and job trends, setting academic goals, note taking, designing a term study plan, preparing for tests, and test taking strategies and skills.

**AB 124 Beekeeping Equipment Construction** I  
This course will provide a hands-on learning experience in making a complete beehive from wood. The course will also cover assembling pre-made beehive components. Prerequisite: Instructor Permission

**AB 126 Principles of Agronomy** 3  
This course presents instruction in crop plant classification, use, and identification. The course also covers cropping systems, tillage methods, planting methods, harvesting methods, and crop growth patterns. Course emphasis will be balanced between theoretical and practical crop science.

**AB 128\* Agriculture Electronic Devices/System** 3  
This course is designed to teach a person with basic electrical knowledge how sophisticated electronic control systems are applied to Precision Agriculture applications. The course will cover simple open-loop control to the more complex closed-loop control systems. The class will introduce a variety of sensors and actuators that are commonly used in conjunction with the controllers, to measure and control various agricultural operations. In addition to control technology, wiring symbols and wiring diagrams will be taught for diagnostics applications.

**AB 130\* Precision Farming Systems** 3  
This course provides an overview of precision agriculture concepts and the tools of the discipline: Global Navigation Satellite System (GNSS), Spatial Data Management Platforms, Intelligent Devices, and Implements. Introductory use of each of these tools within the processes of precision agriculture is covered. Hands-on activities with agricultural data and data collection equipment will provide an initial experience in the use of these tools. The primary and secondary economic and environmental benefits to the adoption of these practices are also discussed.

**AB 132\* Agriculture Data Management Systems** 3  
This course will prepare the student in the use of various spatial data management platforms. Students will be required to do the initial setup, create management and production lists, save and unload data cards, process field data, and duplicate the process that end-users must do to complete the task of transferring data from the field to the computer. After setting up a data management tree, students will be required to do a field check to ensure that it works to collect and separate the appropriate data. In addition, students will use the software to create reports and prescription maps. Ag Leader® Spatial Management

System™ will be the primary platform demonstrated in this course. This will be a project-driven course for which the instructor will provide guidance and the student will be required to read software documentation to complete most of the tasks.

**AB 134\* Precision Farming Hardware 3**

This course will prepare the student in the use of various precision farming hardware components. Basic concepts of electricity, electronics, hydraulics, and pneumatics will be covered first. Students will then get hands-on experience in the installation of display modules, guidance units, and control components. This is a project driven course which requires the students to read and understand technical manuals for the installation. Monitoring and guidance to be demonstrated include: Outback® MAX w/A321 RTK, John Deere® GreenStar™ 3 2630 w/StarFire™ 3000 RTK, Case IH® AFS™ 700, Trimble® TMX-2050, Raven® Viper Pro™, and Ag Leader® Integra™.

**AB 136\* Introduction to Agricultural GIS 3**

This introductory course focuses on the concepts and procedures used in discovering and applying the spatial relationships within and among maps. It utilizes the mapping and geo-query capabilities of the agricultural Geographic Information System (GIS) platforms to map, analyze, and construct spatial models. This course establishes a comprehensive framework that encompasses a wide range of multi-layered queries, such as: multi-year yield analysis, yield versus field attribute, or fertility versus observed field attribute. The gathering of these layers enable the end-user to design comprehensive models for the analysis of farming operations.

**AB 138\* Remote Sensing 3**

This course examines fundamental concepts and theories from the geospatial, cartographic, and computing sciences to understand the emergence, use, and development of this rapidly growing area of geographic inquiry and research. Focused on GIS, Global Positioning System (GPS), and remote sensing as well as spatial data production, analysis, and management, this course combines an in-depth review of the major geospatial theoretical foundations with hands-on practical exercises to offer participant's key opportunities to gain knowledge and expertise with which to collect, analyze, and produce geospatial and attribute information.

**AB 142\* Field Mapping for Decision Making 3**

The primary purpose is to demonstrate the various tools available in industry to assist GIS Specialists, Precision Ag Technicians, Agronomists, and Soil Surveyors in collecting accurate field data. The data will then be interpreted using GIS software to create management zones, grids, and other agronomic research-based decisions. The equipment used in this course will consist of GPS receivers for spatial data, soil collection equipment, GIS platforms for interpretation, and soil contact electrical conductivity sensors.

**AB 144\* Intermediate Agricultural GIS 3**

This intermediate course builds upon on the concepts and procedures used in discovering and applying the spatial relationships within and among maps learned in Introduction to Agricultural GIS. It further utilizes the mapping and geo-query

capabilities of SST® Summit Professional™ to map, analyze, and construct spatial models while adding the mobile tools found in the SST® SIRRUS™ platform. This course re-affirms the comprehensive framework from previous lessons and begins to develop the practical knowledge necessary to succeed in developing and implementing these strategies on the farm or in industry.

**AB 146\* Aerial Systems Management 2**

This course introduces Unmanned Aerial Systems (UAS) platforms, their history, and commercial applications, with special emphasis in Precision Agriculture, Federal Aviation Administration (FAA) regulatory framework, data collection, privacy issues, and navigation concepts. Although instruction will cover content that is needed to pass the certification test for flying drones, no certification will be awarded as part of this class in the actual flight of unmanned aerial vehicles. Further training and instruction will be required for students wishing to acquire and/or pilot aerial vehicles, and students will be responsible for pursuing that certification through testing.

**AB 148\* Positioning Systems Management 3**

The Global Navigation Satellite System (GNSS) is a worldwide, satellite-based navigation system used for aviation, remote sensing, shipping, vehicle tracking, surveying, time transfer, search and rescue operations, and personal communications via satellite. This course provides an introduction to this rapidly growing field, covering both applications and the technology that makes satellite navigation possible. It is by nature an interdisciplinary course, covering subject material in orbit prediction, satellite systems, signal processing, error modeling, computer programming, digital and microwave electronics.

**AB 202 Agriculture Economics I 3**

This course provides an introduction to the field of agricultural economics as well as some of the basic tools and concepts of decision making. Concepts are illustrated in terms of selected contemporary social and economic issues, including the role of agriculture in both the national and international dimensions. Topics will include the structure of U.S. agriculture, consumer food issues, world food problems, agribusiness, and rural development.

**AB 203 Soils and Soils Lab 4**

This course will provide a study of the physical, chemical, and biological properties of soils and how these properties determine the nature of each soil and its crop productivity. The course will also cover soil management practices. Prerequisite: AB 210 and PS 111 or 2 years high school chemistry or Instructor Permission

**AB 207 Fundamentals of Animal Nutrition 3**

This course covers the role of carbohydrates, proteins, lipids, minerals, vitamins, and water in animal nutrition. The course will emphasize digestion, absorption, metabolism, and excretion of nutrients and their metabolites. Prerequisite: AB 108 or Instructor Permission

**AB 208 Applied Animal Nutrition 3**

This advanced course will cover various techniques involved in



the formulation, preparation, and construction of animal nutrient rations. Prerequisite: AB 207 or Instructor Permission

**AB 210 Crop Science** 4

This course will examine plant morphology and anatomy and will also provide a history of plant agriculture. The course will emphasize plant structures and systems related to the five major field crops found in the local region: corn, sorghum, wheat, soybeans, and alfalfa. Growth stages, critical periods of development, plant nutrition, mineral elements involved in physiology, and grain grading and marketing will also be covered. Prerequisite: PS 107, PS 111 or Instructor Permission

**AB 212 Livestock Production** 3

This advanced animal science course is designed so students can expand their expertise working with livestock. The course will cover lactation, genetic applications, physiology of reproduction, animal ecology, and the impact of livestock production on the quality of life. Prerequisite: AB 108 or Instructor Permission

**AB 216 Farm Marketing** 3

This introductory course will cover operations involved in the movement of agricultural commodities from the farmer to the consumer. The course will focus on the essential marketing functions of buying, selling, transportation, storage, financing, standardization, pricing, and risk bearing. Prerequisite: AB 202 or Instructor Permission

**AB 220 Beef Production** 3

This course will cover the basic husbandry practices used in modern beef production. The course will focus on the latest advancements in technology as they apply to cattle production. Special emphasis will be placed on genetics, physiology of reproduction, beef nutrition, health programs, management methods, use of electronic ID systems, ID databases, and marketing methods. Prerequisite: AB 108 or Instructor Permission

**AB 222 Sheep Production** 3

This course is designed to introduce the technology required for modern sheep production. The course will focus on genetics, reproduction, health, nutrition, management concepts, marketing, budgets, and the proper care and handling of wool. Prerequisite: AB 108 or Instructor Permission

**AB 224 Range Management** 3

This course is designed to give students knowledge about forage and range management. The course will cover principles of plant species selection, establishment, fertilization, and weed control. Utilization and grazing of natural grasses will also be covered, as well as improved cultivators. The course will include discussion of intensive grazing design and temporary forage systems, silage, and haying methods. Prerequisite: AB 210 or Instructor Permission

**AB 225 Animal Diseases and Health** 3

This course will cover general concepts and applications for designing and developing an effective flock or herd health program. The course will emphasize effective sanitation, disease prevention, control of ectoparasites and endoparasites,

disease identification, and methods of effective chemotherapy. Prerequisite: AB 108 or Instructor Permission

**AB 227 Ag Microcomputer** 3

This course is designed for students who have had some experience with computers. The course will cover the start-up dialogue, care and maintenance of software and hardware, and what to look for when purchasing a farm computer system. The course will also emphasize the use of integrated software packages and their agricultural applications. Prerequisite: 2 years high school math or Instructor Permission

**AB 244 Precision Agriculture Capstone** 3

The primary goal and function of this capstone course is to assist students in combining the knowledge and skills acquired throughout the program to form a coherent problem solving resource. The effectiveness of this resource is exhibited in the ability of the student to employ multiple tools found within the discipline to make sound decisions independently in the field. To do this, students will first be exposed to multiple facets of the industry through a multi-lecture series on agribusiness management and strategy. Secondly, to complete the course and the Precision Agriculture curriculum, students will present an original project to an industry panel demonstrating their ability to integrate and communicate their knowledge across the discipline.

**ACR 105\* Painting and Refinishing I** 3

This course is the first in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. The course will cover safety and health issues, surface preparation, metal treatments, equipment, and paint specifics.

**ACR 115\* Non-Structural Analysis & Damage Repair I** 4

This course is the first in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. The course will cover safety issues, vehicle construction, industry opportunities, and auto body repair techniques and materials.

**ACR 125\* Structural Analysis & Damage Repair I** 2

This course is the first in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will cover measuring, damage analysis, safety, frame repair, unibody analysis, and welding.

**ACR 135\* Airbrush, Fiberglass, and Pin Striping** 3

This course is designed to enhance skills in auto collision repair through creating detail and unique products using airbrush and pin striping techniques and fiberglass fabrication.

**ACR 155\* Painting and Refinishing II** 3

This course is the second in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. The course will cover protective equipment, shop operations, and specific painting principles and procedures. Prerequisite: ACR 105

**ACR 165\* Non-Structural Analysis & Damage Repair II** 4

This course is the second in a four-course sequence covering

all aspects of non-structural analysis and damage repair for automobiles. The course will cover trim and hardware protection, glass, outer body, metal work, welding, safety, cutting, plastics, and adhesives. Prerequisite: ACR 115

**ACR 175\* Structural Analysis & Damage Repair II 2**

This course is the second in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will cover safety, frame inspection and repair, structural damage, unibody repair, welding techniques, and cutting procedures. Prerequisite: ACR 125

**ACR 185\* Panel Fabrication 3**

This course is designed to give students the skills needed to fabricate panels using sheet metal in order to create a finished product by replacing or repairing existing parts. Prerequisite: ACR 125

**ACR 205\* Painting and Refinishing III 3**

This course is the third in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. This more advanced course will focus on application procedures and techniques for auto body painting. Prerequisite: ACR 155

**ACR 215\* Non-Structural Analysis & Damage Repair III 4**

This course is the third in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. This advanced course will cover trim and hardware, glass repair, outer body, mechanical and electrical components, safety protocol, intermediate welding skills, and plastic and adhesive repairs. Prerequisite: ACR 165

**ACR 225\* Structural Analysis & Damage Repair III 3**

This course is the third in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. This advanced course will cover safety, welding and cutting techniques, unibody damage and repair, frame procedures, and fixed glass. Prerequisite: ACR 175

**ACR 235\* Fleet and Commercial Vehicles 3**

This course is designed to allow students to use knowledge gained in sheet metal repair, welding, plastic repair, and painting to obtain skills in working on fleet and commercial vehicles, using tools and paint specific to the industrial field of collision repair. Prerequisite: ACR 175

**ACR 255\* Painting and Refinishing IV 4**

This course is the final one in a four-course sequence covering all aspects of painting and refinishing auto body surfaces. This course will focus on advanced aspects, techniques, and procedures for a variety of auto body painting and refinishing applications. Prerequisite: ACR 205

**ACR 265\* Non-Structural Analysis & Damage Repair IV 5**

This course is the final one in a four-course sequence covering all aspects of non-structural analysis and damage repair for automobiles. This course will focus on advanced aspects, techniques, and procedures for non-structural damage repair. Prerequisite: ACR 215

**ACR 275\* Structural Analysis & Damage Repair IV 3**

This course is the final one in a four-course sequence covering all aspects of structural analysis and damage repair for automobiles. The course will focus on advanced welding and cutting techniques, unibody repair, frame repair, and fixed glass removal and installation. Prerequisite: ACR 225

**ACR 285\* Mechanical and Electrical 3**

This course will focus specifically on auto mechanical and electrical systems and will cover inspection, diagnosis, service, and repair of system problems or damage. Prerequisite: ACR 225

**ACR 295\* Occupational Work Experience 0**

Occupational Work Experiences are available to students who have completed 85% of their required course hours. This is an optional course for automotive collision repair students who wish to gain further "real life" experiences at local businesses and/or approved sites.

**ADM 115\* Administrative Procedures I 3**

This course provides for an understanding of the concepts, terminology, skills and procedures needed for employment in an office. This course covers such topics as basic filing, office design, computer and office technology, business writing and presentations.

**ADM 116\* Office Simulations I 3**

This course is designed to give students simulated practice with real world application of various office skills. The course is designed to give the student a working knowledge of the administrative assistant's duties and responsibilities. The students follow a self-directed, individualized set of instructions.

**ADM 121\* Proofreading and Editing 3**

This course is designed to assist students in identifying and correcting errors in abbreviations, formats, grammar, punctuation, word division, capitalization, and number expression. The course also covers reviewing and applying the rules of written language to business documents, such as letters, memos, reports, resumes, agendas, and itineraries.

**ADM 131\* Microcomputer Applications I 3**

This course is designed to examine and apply the skills, tools, and information necessary to perform basic software applications used with microcomputers. The course will cover Microsoft Word, Outlook, Power Point, and Desktop Publisher.

**ADM 135\* Business Finance 3**

This course is designed to reinforce an understanding of business math/finance that provides the necessary foundation for students interested in business careers. Business math/finance concepts included are: fractions, percentages, bank services, payroll, taxes, insurance, purchasing merchandise, markup and markdown, interest, consumer credit and mortgages, metrics and currency, invoicing, depreciation, amortization and present value/future value. Students will develop a working knowledge of the 10-key desk calculator using the touch system to solve mathematical problems related to business situations.

<b>ADM 138* Project Management I</b>	<b>2</b>	and learned behavior necessary for survival. The four fields of anthropology will be introduced as well as perspectives on anthropological culture, cultural diversity, and the value of multiculturalism. The course will also focus on race, emergence of civilizations, survival needs and skills, agriculture, horticulture, contraception, economic development, language, marriage and family, kinship and descent, sex and gender, political organization, civilization, social control, social stratification, supernatural beliefs, art, globalization, and cultural change.
This course aims to develop a foundation base of the concepts and solutions a student would need for successful project management. Focus areas for this course combine project management with technology skills to complete realistic assignments. Involving tasks that support the planning, scheduling, time management, decision making, communication, teamwork and performance activities for successful project completion.		
<b>ADM 141* Applied Media Technology</b>	<b>3</b>	<b>AUT 101* Electrical and Electronic Systems</b>
This course offers an overview of the role that media play in modern society, with emphasis on the ethics, technology, social obligations, and technical skills needed by modern communicators. Course work will include digital photography, electronic publishing, and current office technology. As new technology emerges, it will be incorporated into this course.		This course is designed for the study of automotive electrical and electronic systems. The course takes a practical look at electricity and electronics. Topics include completing work orders, describing basic electrical relationships, identifying electrical system faults, and describing basic circuit characteristics. These topics will be covered using a variety of classroom and shop learning and assessment activities.
<b>ADM 152* Office Simulations II</b>	<b>3</b>	<b>AUT102* Orientation &amp; Shop Safety</b>
This course is a continuation of material presented in ADM116. This course is designed to give students simulated practice with real world application of various office skills. The course is designed to give the student a working knowledge of the administrative assistant's duties and responsibilities. The students follow a self-directed, individualized set of instructions. Prerequisite: ADM 116		1 Focus on use of hand tools and introduce power tools and equipment used and safety in Auto Technology.
<b>ADM 161* Administrative Procedures II</b>	<b>3</b>	<b>AUT 121* Auto Electricity and Electronics</b>
This course provides additional information on mail and shipping services, career development, effective leadership skills, stress and time management, telephone and teleconference techniques, and travel arrangements. Prerequisite: ADM 115		2 This course deals with the operation, diagnosis, and service of electrical and computer systems found on modern automobiles and light trucks. The course will focus on the latest developments in the field.
<b>ADM 171* Microcomputer Applications II</b>	<b>3</b>	<b>AUT 122* Brakes I</b>
This course provides advanced instruction on how to use database and spreadsheet software programs. The course is designed to give students in-depth knowledge for using Microsoft Excel and Access. Students will create and manage databases and spreadsheets along with exploring the Internet as a valuable tool in today's business. Prerequisite: ADM 131		3 This course is designed to provide students with an understanding of how various basic and antilock brake systems work.
<b>ADM 180* Accounting I</b>	<b>3</b>	<b>AUT 132* Engine Performance I</b>
This course is designed to give students a broad overview of business operations and the basic skills needed to keep financial records. Simulations provide students the opportunity to combine individual tasks in hands-on activities.		3 This course provides current information to develop the skills needed to diagnose and fix drivability problems. The course will cover OBD I and OBD II diagnosis as well as computerized power-train systems.
<b>ADM 182* Project Management II</b>	<b>2</b>	<b>AUT 142* Automotive Technology Lab I</b>
This course aims to develop a foundation base of the concepts and solutions a student would need for successful project management. Focus areas for this course combine project management with technology skills to complete realistic assignments. Involving tasks that support the planning, scheduling, time management, decision making, communication, teamwork and performance activities for successful project completion.		5 This course is a lab course designed to give students practical work experience to diagnose, repair, and understand the components of engine repair auto transmission/transaxles, and auto service management. Corequisites: AUT101, AUT121, AUT122.
<b>ANT 112 General Anthropology</b>	<b>3</b>	<b>AUT 151* Heating and Air Conditioning</b>
This survey course will cover the biological and cultural evolution of humans and will emphasize culture as an adaptive		2 This course is designed provide knowledge of basic heating and air conditioning systems. The course will cover theory and operation as well as proper maintenance and service procedures. Emphasis will also be on safety and correct use of air conditioning tools. Prerequisite: AUT 142
		<b>AUT 161* Steering and Suspension</b>
		3 The suspension and steering systems course is a lecture course designed for students to increase their knowledge of various parts of chassis work, such as wheel alignment, wheel balancing, and suspension system operation and repair.

<b>AUT 192* Automotive Technology Lab II</b>	<b>5</b>	auto service management. Corequisites: AUT 251, AUT 255, AUT 261, and AUT 291.
This course is a lab course designed to give students practical work experience to diagnose, repair, and understand the components of engine repair auto transmission/transaxles, and auto service management. Corequisites: AUT132, AUT151, and AUT161. Prerequisite: AUT 142		
<b>AUT 193* Hybrid and Fuel Cell Vehicles</b>	<b>1</b>	<b>AUT 291* Service Management Practicum</b> <b>2</b>
This course is designed to give students an introduction to the various types of hybrid electric vehicles (HEV). Topic areas include improvement of fuel economy, hybrid designs, HEV components, and the operation of the typical HEV.		This course is a continuation of the AUT261 Auto Service Management course intended to develop skills to assist the student in growing professionally and personally. Emphasis will be placed on attendance, professional attitude and laboratory behavior for the fourth semester of the program. Prerequisite: AUT 242
<b>AUT 201* Manual Drive Train and Axles</b>	<b>2</b>	<b>AUT 295* Occupational Work Experience</b> <b>0</b>
This course is designed to provide an in-depth study of torque delivery. The course will cover clutches, drivelines, drive axles, transfer case, and manual transmissions and transaxles. Prerequisite: AUT 192		Occupational Work Experiences are available to students who have completed 85% of their required course hours. This is an optional course for automotive technology students who wish to gain further "real life" experiences at local businesses and/or approved sites.
<b>AUT 211* Automatic Transmission/Transaxles I</b>	<b>2</b>	<b>BS 101 College Biology</b> <b>5</b>
This course provides an in-depth study of torque delivery and planetary gear sets. Instruction areas include operation, service, diagnosis, and repair of automatic transmission and transaxle functions, including electronic controls. Prerequisite: AUT 192		This general education course will examine the plant and animal kingdoms, their fundamental principles and processes of life, and their relationship to everyday life. The course consists of three hours of lecture plus three hours of laboratory work per week. Prerequisite: MAT 090 , ENG 095, or Assessment
<b>AUT 221* Engine Performance Drivability II</b>	<b>2</b>	<b>BS 104 Human Anatomy</b> <b>4</b>
This course provides current information to develop more advanced skills needed to diagnose and fix more complex drivability problems. The course will cover analyzing, servicing, and diagnosing a variety of fuel, exhaust, and induction systems. Prerequisite: AUT 192		This course is an anatomical study of the systems forming the human body. Emphasis is placed on the organs forming each system, the embryonic development of the system, and the functions of the tissues and organs of each system. The course includes a brief physiological review with each system and will consist of three hours lecture and one and one half hours of laboratory work per week.
<b>AUT 242* Automotive Technology Lab III</b>	<b>7</b>	<b>BS 105 Human Physiology</b> <b>4</b>
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and auto service management. Corequisites: AUT193, AUT201, AUT211, and AUT221. Prerequisite: AUT 192		This course provides a physio-chemical study of the systems forming the human body. The course will focus on the relationships between the systems and the maintenance of a homeostatic condition within the body. Diseases, defects, and abnormalities are covered with each system. The course will consist of three hours of lecture and one and one-half hours of laboratory per week.
<b>AUT 251* Engine Repair I</b>	<b>2</b>	<b>BS 107 Introduction to Environmental Science</b> <b>4</b>
This course begins with basic engine diagnostics and progresses through engine removal, tear down, short block repair, and cylinder head repair. The course will also emphasize correct engine repair techniques. Prerequisite: AUT 242		This interdisciplinary science course is designed to stimulate interest in environmental science, increase awareness of environmental problems, and improve understanding of environmental issues. The focus is on contemporary issues relating to biodiversity and sustainability. Topics include air and water quality, global climate change, environmental toxicants, energy resources, deforestation, overfishing, and endangered species. The course will also examine political and ethical concerns, sociological consequences, and economic impacts. A weekly lab session will offer a variety of experiences that demonstrate the principles, processes, techniques, and technologies of natural environmental systems and solutions.
<b>AUT 255* Automatic Transmissions/Transaxles II</b>	<b>1</b>	<b>BS 109 Medical Terminology</b> <b>3</b>
This course continues the study of automatic transmissions and transaxles and their electronic control circuits, including trouble diagnosis and service procedures. Prerequisite: AUT 242		This course is designed to teach basic competency in the vocabulary and comprehension of medical terms. The course can
<b>AUT 261* Auto Service Management</b>	<b>2</b>	
This interactive course covers the essentials and rationale for service management. The course covers shop safety, safety planning, personal planning, supervising, and customer and staff relations. Prerequisite: AUT 242		
<b>AUT 281* Automotive Technology Lab IV</b>	<b>7</b>	
This lab course is designed to give students practical work experience in diagnosing, repairing, and understanding the components of engine repair, auto transmission/transaxles, and		



serve as preparation for academic success in Human Anatomy. Students will be instructed in and will practice word attack skills for medical terms.

**BS 110 Nutrition 3**

This course is a study of the fundamentals of human nutrition and the relationship of nutrition to health, well-being, and personal food choices. The course will examine human growth and development, scientific research in nutrition, and how nutrition affects human disease. The course will also include the application of basic nutritional science to the requirements of life cycle stages, activity and exercise, and various states of health. This course is appropriate for Biology, Nursing, and Pre-Med students.

**BS 111 Nutrition for Health, Fitness, Sports 3**

This course will provide a study of food and the effect nutrition has on health, growth and development, and physical performance. The course topics include: calorie expenditures and the nutritional value of foods, including related calculations; human metabolism and metabolic pathways for carbohydrates, fat, and protein; methods for determining body composition, general fitness levels, and exercise intensity; nutritional health research data and statistics; and scientific data concerning the effects of nutrition on health, fitness, and sports activity.

**BS 112 Nutrition for Health, Fitness, Sport w/ Lab 5**

This course will provide a study of food and the effect nutrition has on health, growth and development, and physical performance. The course topics include: calorie expenditures and the nutritional value of foods, including related calculations; human metabolism and metabolic pathways for carbohydrates, fat, and protein; methods for determining body composition, general fitness levels, and exercise intensity; nutritional health research data and statistics; and scientific data concerning the effects of nutrition on health, fitness, and sports activity.

**BS 201 General Zoology 5**

This course covers the anatomy and physiology of representative species of each phylum of the animal kingdom. The evolutionary connection between the phyla of the phylogenetic tree is covered with each phylum. Prerequisite: BS 101 or Instructor Permission

**BS 202 General Botany 5**

This course provides a study of the structure of plants and how they live, grow, and reproduce. The course will emphasize function as a basis of life and how it is related to human problems such as population, food supply, and conservation. Prerequisite: BS 101 or Instructor Permission

**BS 203 Microbiology 5**

This course will provide a study of the morphology, physiology, and classification of microorganisms associated with disease. The course will also focus on methods of disease prevention through sanitation, disinfection and sterilization, sources and means of infection, and body defenses. Prerequisite: BS 101 or BS 105 or 5 Credit Hour Anatomy and Physiology with lab

**BS 220 Pathophysiology 4**

An introduction to the basic concepts of pathophysiology

as it relates to nursing and pre-professional students. This course is organized in a manner that brings the principles of pathophysiology to the forefront with a focus on the relatively few patterns of disease, rather than asking students to memorize extensive catalogs of specific diseases and this conceptual approach is more suited to these types of students. Laboratories will be used to support and supplement the information presented in lecture. Prerequisite: BS 104 and BS 105

**BS 240 Emergency Medical Technician 12**

This course is designed to provide training for giving medical care to patients in the pre-hospital setting. The course will offer instruction and practical experience for students to develop the knowledge, skills, and attitudes needed for certification and practice as an Emergency Medical Technician-Basic (EMT-B) in Kansas.

**BS 241 CPR Basic 1**

This course is designed to give students the knowledge and skills needed to provide emergency care using cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED).

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

This course is designed to provide advanced training for giving medical care to patients in the pre-hospital setting. The course will offer instruction and practical experience for students to develop the knowledge, skills, and attitudes needed for certification and practice as an Emergency Medical Technician-Intermediate (EMT-I) in Kansas. Prerequisite: BS 240

**BS 246 Advanced Emergency Medical Technician 13**

This course is designed to provide advanced training for giving medical care to patients in the pre-hospital setting. The course will offer instruction and practical experience for students to develop the knowledge, skills, and attitudes needed for certification and practice as an Advance Emergency Medical Technician- (AEMT) in Kansas. Prerequisite: BS 240

**BTT 105\* General Safety for the Building Trades 1**

This course covers the tools and materials required for the Building Trades. Students will be introduced to wood and lumber, engineered panels, and engineered lumber products, fasteners, hand tools, portable power tools, and stationary power tools. Students will begin to safely operate hand and power tools. This course covers the safety and job hazards for the building trades industry. Students will identify types of job hazards, accident prevention measures, lists classes of fires, be familiar with a fire extinguisher, demonstrate proper methods of lifting, list forms of eye protection, and learn ways to protect hands when working with a table saw.

**BTT 106\* Introductory Craft Skills 4**

This course includes the general and specific introduction into the construction business. The study of the Occupational Outlook and the various types of jobs available is also included. Students will need to pass a safety test on hand and power tools and equipment operations. The course also presents basic mathematics and its application to the construction industry.



<b>BTT 109* Carpentry Basics</b>	<b>4</b>	business organization and management, the financing of business operation, the marketing of the product or service, the accounting of business transactions, and career information.
This is a step by step class that teaches the student how to use equipment, tools and fasteners; measure, cut, drill, join, fasten and finish various types of hardwoods and softwoods. The student will read, and interpret plans, elevations, schedules, sections, and details contained in basic construction drawings. Students master a variety of construction skills by applying knowledge through their participation in a 'student design-built' house project.		
<b>BTT 111* Roof Framing</b>	<b>3</b>	<b>BUS 102 Personal Finance</b>
A practical study of roof styles including gambrel, gamble, shed, hips, and trusses. The course covers rafter/truss design, lay-out, and framing. Students will also learn about cornice, soffits, and gable end construction.		For non-business as well as for business majors. The course is primarily concerned with the management of money from the viewpoint of the individual. Topics to be covered include the consumer's credit buying, borrowing, saving, and investments; purchase of insurance, real estate and other major items; the problem of taxation and wills, and controlling expenditures through the use of a budget.
<b>BTT 119* Floors, Walls, and Ceiling Framing</b>	<b>4</b>	<b>BUS 103 Accounting I</b>
This course provides experience in construction of the sub-floor system in a residential house according to the Uniform Building Code. The course also offers experience in constructing and installing exterior and interior walls, as well as a practical study of sheet rock materials and finishing techniques. Prerequisite: BTT111		The recording, classification, and analysis of economic transactions of the sole proprietorship form of business ownership are the focus of the course. The student will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period.
<b>BTT 121* Residential Concrete Construction</b>	<b>2</b>	<b>BUS 105 Accounting II</b>
Though the finishing of footings, foundations, and floor slabs is typically done by subcontractors, there are occasions when the residential carpenter is called on to build basic forms and place reinforcing materials in the structure. This course is a study of the reinforcing materials, concrete and basic formwork used in construction. Student will learn how to perform several masonry and concrete finishing tasks, such as mixing concrete, building footings, edges and wall forms and using concrete reinforcing materials.		This course is a continuation of Accounting I. The focus of the course will be on recording, classification, and analysis of economic transactions of the corporation. Students will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period. Students will be introduced to decision-making and financial analysis. Prerequisite: BUS 103 with Grade C or better
<b>BTT 155* Residential Interior Finish Carpentry</b>	<b>5</b>	<b>BUS 110 Records Management</b>
The attractiveness of a home is often determined by the quality of its finish. Care needs to be taken in selecting the materials to finish the interior of the home. This courses describes the various materials used for insulating the home, finishing the walls and ceilings, and cabinetry. Prerequisite: BTT 121		This course provides instruction on how to manage records in an office setting. The course will cover methods of filing, including alphabetic, numeric, geographic, subject, and chronological, as well as cross-referencing and procedures for using requisitions, retrievals, charge-outs, and follow-ups. The course will also examine special equipment and supplies, micro-graphics, cycle creation, retention, transfer, and records safety, security, and disposal.
<b>BTT 159* Windows, Doors, and Stairs</b>	<b>3</b>	<b>BUS 112 The Business of Personal Training</b>
This course is a study of the exterior sheathings, windows, doors, siding, eave, and fascia. It includes installation, finish, and maintenance. The design style and installation of various types of windows and doors is covered. Experience in installing thresholds, weather stripping, lock-sets and overhead garaged doors is included.		This course will provide a study of the entrepreneurial process specifically focused on the business of personal training. The course will cover topics such as opportunity recognition, entry strategies, market opportunities and marketing, business plan, financial projections, venture capital, financing, external assistance for startups and small businesses, legal and tax issues, intellectual property, franchising, and entrepreneurship economics.
<b>BTT 170* Painting, Finishing, and Decorating</b>	<b>4</b>	<b>BUS 115 Business Math with Calculators</b>
This course focuses on the various materials used for coatings that cover all types of finishes, including wood and other materials such as metals and drywall. The course will provide instruction and experience in paints, stains, varnishes, and various synthetic materials, both clear and colored. Prerequisite: BTT 159		This course covers basic business math operations and focuses on the development of speed and accuracy on the calculator. The course will emphasize business and consumer applications using both mechanical and computerized 10-key calculators.
<b>BUS 101 Introduction to Business</b>	<b>3</b>	<b>BUS 116 Introduction to Accounting</b>
This course provides a preview of business which includes		This course provides an introduction to the fundamental principles of accounting as applied to business enterprises. The entire accounting cycle is covered.

- BUS 117 Computerized Accounting** 3  
This course provides an introduction to computerized accounting. The course will offer practical experience in establishing maintaining accounting systems and records for single proprietorships and corporations. Prerequisite: BUSI 16 and Instructor Permission
- BUS 125 Human Resources** 3  
This course will examine the development and role of human resources management in an organization. The course will focus on legal and ethical contexts, administration of wages and benefits, job design and analysis, performance management systems, and recruitment, hiring, and training.
- BUS 127 Principles of Entrepreneurship I** 3  
This course emphasizes the major issues confronting entrepreneurs and those in small business. It provides guidance regarding the legal considerations of which entrepreneurs should be aware when launching a new enterprise. It serves as a source and reference to those who either aspire or are currently active in the entrepreneurial world.
- BUS 130 Microcomputer Applications I: Word Processing, Spreadsheet, Database, Presentation** 3  
This course is designed to give students knowledge and practice which will enable them to feel comfortable with the computer. Emphasis will be placed on problem solving with the use of word processing, spreadsheet, database management and presentation software.
- BUS 132 Microcomputer Applications I: Outlook** 1  
This course is designed to develop business information management skills using Microsoft Outlook, including sending, receiving, and managing e-mail messages as well as appointments, contacts, and tasks. The course will also cover sharing calendars with other users and integrating data stored within Outlook to and from other applications within the Microsoft Office suite.
- BUS 133 Microcomputer Applications I: Spreadsheet** 3  
This course focuses on Microsoft Excel spreadsheet concepts and applications and using the spreadsheet as a tool in processing information.
- BUS 136 Microcomputer Apps I: Desktop Publishing** 3  
This course will focus on producing publication-quality documents. This course will use up-to-date design software combining text and graphic elements to create, edit, format, lay out, and design documents, including brochures, programs, flyers, advertisements, résumés, agendas, invitations, menus, letterheads, forms, booklets, and newsletters.
- BUS 139 Microcomputer Apps I: Word Processing** 3  
This course is designed to provide students instruction on word processing concepts, systems, equipment, and career opportunities.
- BUS 181 Microcomputer Apps I: Word Processing** 1  
This course is designed to provide instruction in using word processing software. (Note: Students who have already completed BUS 139 cannot take this course.)
- BUS 182 Microcomputer Apps I: Database Management** 1  
This is an introductory course that will cover the basic functions to set up a database, enter and add data, edit entries, delete entries, find data, index and sort data, save a database, and print files. The focus is on the combination of practical database design principles with hands-on experience in the computer laboratory.
- BUS 183 Microcomputer Applications I: Spreadsheet** 1  
This course focuses on Microsoft Excel spreadsheet concepts and applications and using the spreadsheet as a tool in processing information. (Note: Students who have already completed BUS 133 cannot take this course.)
- BUS 185 Microcomputer Apps I: Desktop Publishing** 1  
This course presents basic concepts of software used to combine graphics and text into eye-catching and useful layouts. The course will incorporate narrative and pictorial/graphic creation and presentation, including set up, text entry, graphic generation, text and graphic layout, and other design-based functions. (Note: Students who have already completed BUS 136 cannot take this course.)
- BUS 186 Microcomputer Apps I: Integrated Software** 1  
This introductory course covers the basic functions of Microsoft Word, Excel, Access, and PowerPoint. The course will focus on creating documents by integrating applications.
- BUS 189 Microcomputer Apps I: Electronic Business Presentation** 1  
This course focuses on using Microsoft PowerPoint to create visually effective business presentations. The course will include organizational charts, business graphs, and other visual materials incorporated in a presentation. In addition, the course will cover how to enhance presentations by using special features, such as animation, slides, templates, note pages, transition effects, and others. (Note: Students who have already completed BUS 151 cannot take this course.)
- BUS 200 Financial Accounting** 4  
This course covers the basic accounting mode, the measurement process involved, and the data classification that are essential to the interpretation and effective use of financial statements by shareholders, creditors, auditors, and managers. The course will focus on the communication of financial information. Prerequisite: BUS 116 or Instructor Permission
- BUS 201 Principles of Management** 3  
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; and ethics and social concerns of managers.
- BUS 203 Macroeconomics** 3  
This course provides a study of basic macroeconomic concepts, principles, and terminology. Attention is given to supply and demand, national income, unemployment, money and banking, international trade, and finance. Prerequisite: MAT 100 or Assessment

<b>BUS 204 Microeconomics</b>	<b>3</b>	software related to the student's primary area will be explored.
This course provides a study of basic microeconomic theory applied to the analysis of prices, markets, production, profits, rents, interest, and wages. Prerequisite: MAT 100 or Assessment		
<b>BUS 205 Business Law</b>	<b>3</b>	<b>CAD 131* Computer Graphics I</b> <b>5</b>
This course provides a basic study of law related to business. Emphasis will be on contracts, law of sales, negotiable instruments, consumer protection, and the Uniform Commercial Code (UCC).		
<b>BUS 210 Marketing</b>	<b>3</b>	This course is designed to provide students with a basic understanding of the uses and applications of computer drafting hardware and software. The course will also explore and develop drawing, editing, and coordinate input skills.
This course provides a study of the importance of marketing techniques to the success of modern organizations. The course will focus on the four basic elements of marketing: product, price, promotion, and place. Topics 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.		
<b>BUS 213 Business Communications</b>	<b>3</b>	<b>CAD 151* Technical Drawing II</b> <b>4</b>
This course covers both traditional and innovative communication skills. The primary focus will be on writing employment documents and business letters for specific situations. Prerequisite: ENG 101		
<b>BUS 216 Managerial Accounting</b>	<b>3</b>	This course is a continuation of Technical Drawing I and teaches the basic concepts of drafting communication. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale.
This course covers the concepts of materials, labor, and overhead control. The course also examines 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. Prerequisite: BUS 105 or BUS 200 with a C or higher		
<b>BUS 230 Principles of Entrepreneurship II</b>	<b>3</b>	<b>CAD 162* Word Processing</b> <b>2</b>
This course will provide a study of the basic entrepreneurial process. The course will cover opportunity recognition, entry strategies, market opportunities and marketing, creation of a successful business plan, financial projections, venture capital, debt and other forms of financing, external assistance for startups and small businesses, legal and tax issues, intellectual property, franchising, and entrepreneurship economics. Prerequisite: BUS127, BUS103, BUS210, and BUS101 or BUS201, BUS 130		
<b>BUS 246B Microcomputer Applications I: FrontPage</b>	<b>3</b>	<b>CAD 172* Algebra</b> <b>2</b>
This course focuses on the practical use of computer communication through web page design using Microsoft FrontPage software.		
<b>CAD 101* Technical Drawing I</b>	<b>4</b>	This course covers the basic principles of algebra, including symbols, signs, equations, basic operations, proportions, and formulas. The course will focus on how these principles apply to graphic communications.
This course teaches the basic concepts of drafting communication. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale.		
<b>CAD 111* Operating Systems</b>	<b>4</b>	<b>CAD 182* Computer Graphics II</b> <b>5</b>
This course provides the student with a basic understanding of computer terminology, operations, hardware, and software. An overview of word processing, spreadsheet, and database		
		This course is designed to provide students with an advanced understanding of the uses and applications of computer drafting hardware and software. The course will also explore and develop drawing, editing, and coordinate input skills.
		<b>CAD 201* Technical Drawing III</b> <b>4</b>
		This course covers advanced concepts of drafting communication pertaining to mechanical engineering. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale.
		<b>CAD 211* Spreadsheets</b> <b>3</b>
		This spreadsheet application course is designed to show students how to organize data, complete calculations, make decisions, graph data, and develop professional-looking worksheets. The course will also cover Microsoft Windows concepts and terminology.
		<b>CAD 221* Geometry</b> <b>2</b>
		This course covers the principles of basic geometric construction: lines, arcs, circles, angles, and the relationships between geometric forms. The course will focus how these principles apply to graphic construction.
		<b>CAD 232* Computer Graphics III</b> <b>5</b>
		This advanced course will cover hardware, networking, and Internet concepts. The course will cover how to install hardware devices, interrupts, jumpers, and switches, as well as troubleshooting. Network protocol, operations, and concepts will also be covered. The course will also focus on accessing information on the Internet and using e-mail and news groups.
		<b>CAD 251* Technical Drawing IV</b> <b>4</b>
		This course covers advanced concepts of drafting

communication pertaining to mechanical engineering. Subjects include line types, orthographic projections, sectioning, language, auxiliary views, pictorial drawings, and scale.	
<b>CAD 261* Database</b>	<b>4</b>
This database application course is designed to show students how to create, store, sort, and retrieve data. The course will also cover Microsoft Windows concepts and terminology.	
<b>CAD 271* Trigonometry</b>	<b>2</b>
This course covers trigonometric functions, solution of triangles, vectors, and complex numbers. Application of trigonometric functions in the solution of triangles will be stressed.	
<b>CAD 282* Computer Graphics IV</b>	<b>5</b>
This course covers advanced parametric modeling. Working with CAD software students will work in three dimensions through shape description, sketching, and multi-view projection exercises. Students will work with mechanical drawings and specifications to assemble three-dimensional digital prototypes.	
<b>CAD 295* Occupational Work Experience</b>	<b>0</b>
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.	
<b>CJ 100 Introduction to Criminal Justice</b>	<b>3</b>
This is an introductory course in the field of criminal justice. The course will provide a short historical background of law enforcement, constitutional limits of law enforcement, 4th, 5th, 6th and 14th amendment safeguards, court room processes, and court processes from pre-arrest through verdict. This course will give students a general knowledge about the scope of crime, measurement of crime, and causes of crime.	
<b>CJ 105 Introduction to Corrections</b>	<b>3</b>
This course is an introductory study of the entire field of corrections, beginning with conviction. The course will cover the sentencing grid from the state of Kansas, including mitigating and aggravating factors, post-conviction remedies, and appeal processes. The course also examines alternatives to confinement, probation and parole practices and current trends in incarceration.	
<b>CJ 110 Criminal Investigation</b>	<b>3</b>
This course explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.	
<b>CJ 111 Forensic Investigation</b>	<b>2</b>
This introductory course focuses on forensic science laboratory investigations relevant to criminal justice procedures. Course topics may include detection of blood stains, blood typing and testing, hair analysis, drug detection, gunshot residue analysis, fingerprint analysis, narcotics lab, and urine analysis. The course will also cover document analysis, viruses spread within a population, and DNA analysis. Concurrent enrollment in or prior completion of CJ 100 or CJ 110 is recommended.	
<b>CJ 120 Juvenile Delinquency &amp; Justice</b>	<b>3</b>
This course examines the historical precedents and philosophical reasons for treating juveniles differently from adults. The course reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.	
<b>CJ 140 Criminal Procedures</b>	<b>3</b>
This course introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.	
<b>CJ 201 Criminal Law</b>	<b>3</b>
This course examines the history, scope, and nature of law. It focuses on the parties to a crime, classification of offenses, criminal acts and intent, the capacity to commit crime, and criminal defenses. It will cover the elements of misdemeanor and felony crimes. Prerequisite: CJ 100 or Instructor Permission	
<b>CJ 205 Critical Issues In Law Enforcement</b>	<b>3</b>
This course examines issues in law enforcement in terms of police response, mandatory arrest, and policy formation. The course will focus on the areas of domestic violence, child abuse or neglect, and elderly abuse. The course provides an overview of each area as well as an examination of the infrastructure and interrelationship between them. Prerequisite: CJ 100 or Instructor Permission	
<b>CJ 220 Practicum in Administration of Justice</b>	<b>3</b>
The focus of this course is hands-on practical experience and observation in a field directly related to the student's academic preparation and career objectives. Periodic meetings between the instructor and the student will be held to review the progress and success of the student's experiences. Upon completion of the practicum, the student will demonstrate key criminal justice competencies by creating a presentation as directed by the instructor.	
<b>COL 103 College Success</b>	<b>1</b>
This course is an introduction to the world of college. The course will include preparation of an academic plan to obtain an associate degree in a selected major. The course will also cover curriculum structure, college success skills, transferring to a four-year institution, decision-making, and career planning.	
<b>COL 162 Careers in Sports and Fitness</b>	<b>2</b>
The purpose of this course is to make students aware of the variety of careers related to sports and fitness. The course will provide students a realistic look at personal abilities, level of commitment, and work ethic. The course will examine various sports and fitness careers as well as preparation, expectations, and employment opportunities. Guest speakers currently engaged in sports or fitness careers will also provide information and insight. The focus of the course is to help students make an	



informed choice and develop a plan to achieve personal goals in a sports or fitness career.

**COL 170A - 170D Leadership Organization & Goals .5**

This course will provide practical instruction and experience in student government and leadership. The course will cover leadership qualities, parliamentary procedures, time management, conflict resolution, budgeting, and team building. Students will be actively involved in student government, as well as fundraising, community projects, student activities, entertainment, and programs. This course is designed for individuals with little or no background in student government. Prerequisite: Instructor Permission

**COL182 Student Success Seminar 1**

This course is designed to enhance student success and retention as well as create a greater understanding of what it takes to be successful in college and in life. This course will explore topics such as career planning and exploration, the scholarship application process, resume writing, transfer assistance, and financial literacy. In this course, students will learn various strategies for creating academic, professional, and personal success Prerequisite: Instructor Permission

**CRT190\* Certification Training Lab 2**

This class is designed to give the second semester student supervised practice with computerized testing. Students will apply previously learned skills and concepts in preparation for the CompTIA A+ Examinations. Practice test banks will be used to simulate the exams. Students will take practice tests, review answers, research any incorrect answers and research and obtain correct answers.

**CST 103\* Operating Systems 2**

This course provides instruction on the most commonly used major operating systems. Components covered will be installation, configuration, maintenance, file management, and batch files.

**CST 105\* Industrial Computer Applications 2**

This is an introductory course appropriate for all technical and skilled trade students. This course is designed to provide computer familiarity, not proficiency. Industrial applications of computers will be stressed. Computer software, storage/input/output devices, and controls as they apply to industry will be explored. The course is competency based and will provide the student with experiences and demonstrations in keyboarding, Windows programs, word processing, spreadsheets, computer graphics, and e-mail. The student will learn the basic features and functions of the Internet, Outlook, Word, and Excel. The student will also learn about basic computer concepts and Internet skills.

**CST 106\* Networking Fundamentals: CCNA I 4**

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the Open System Interconnection (OSI) and Transmission Control Protocol (TCP) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The

principles and structure of Internet Protocol (IP) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. This is the first class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. Prerequisite: Concurrent enroll in CST or CompTIA+ Certification or Instructor Permission

**CST 107\* Introduction to Computers & Application 3**

This course is designed to examine and apply the skills, tools and information necessary to perform basic software applications used with microcomputers. Students will be introduced to fundamental computer concepts pertaining to operating systems, hardware, software, security, word-processors, spreadsheets, database, presentation and web-page development software applications. With this knowledge students perform fundamental applications, format and print queries and reports.

**CST 111\* PC Fundamentals 3**

This course is designed as an introduction to personal computer technology. The course will examine basic computer concepts, history of computers, terminology associated with computer technology, and basic hardware troubleshooting.

**CST 115\* PC Troubleshooting Lab 2**

This course is intended to introduce the student to various computer components, business systems and the basics of troubleshooting the Personal Computer (PC) Safety and proper tool usage will be reinforced. The student will be introduced the techniques used to isolate and resolve computer problems, multimedia technology, input-output devices including monitors and video cards. Instruction will be given on basic electrical principles and PC power supplies.

**CST 122\* Technical Writing 2**

This course is designed to give students instruction on the organization and writing of technical documents, including proposals, business letters and memos, and technical reports.

**CST 124\* PC Troubleshooting Essentials 3**

This course is intended to introduce the student to various computer components, business systems, and the basics of troubleshooting the Personal Computer (PC) Safety and proper tool usage will be reinforced. The student will be introduced to the techniques used to isolate and resolve computer problems, multimedia technology, input-output devices including monitors and video cards. Instruction will be given on basic electrical principles and PC power supplies.

**CST 154\* CompTIA A+ Essentials 3**

This course is designed to give instruction on complex hardware installation as well as prevention and recovery of data loss. The course will also provide an introduction to telephone communications, printers, notebook PCs, virus infection, and data recovery.



**CST 158\* CompTIA A+ Practical Applications 3**

This course intended to give the Computer Support Technology student instruction on how to troubleshoot and resolve operating system issues. The student will be using tools within the operating systems as well as third-party software to resolve problems. This course will examine common operating system problems and problems that are specific to individual operating systems. The differences, advantages and disadvantages of several popular Windows operating systems will be considered.

**CST 159\* Routers and Routing: CCNA2 4**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students will analyze, configure, verify, and troubleshoot the primary routing protocols: Routing Information Protocol Version 1 (RIPv1), Routing Information Protocol Version 2 (RIPv2), Enhanced Interior Gateway Routing Protocol (EIGRP), and Open Shortest Path First (OSPF). The course will cover the recognition and correction of common routing issues and problems. The course includes a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs. Packet Tracer activities will reinforce concepts and allow students to model and analyze routing processes that may be difficult to visualize or understand. This is the second class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. Prerequisite: CST 106

**CST 201\* Advanced Operating Systems 3**

This course is designed to provide advanced instruction on the most commonly used operating systems. The course will cover installation and configuration of dual boot operating systems, system file configuration and editing, system files, and system conflict resolution.

**CST 205\* Advanced Integrated Applications 3**

This course is designed to provide advanced instruction on how to use Microsoft Office for Windows 2007. The course covers Microsoft Word, Excel, Access, and PowerPoint, and will include desktop publishing, databases, spreadsheets, and integrated presentations. Simulated business problems will be used and students will create and maintain records, inquire, sort, search, and prepare reports.

**CST 206\* Programming 2**

This course is designed as an introduction to computer programming. The course will cover basic programming skills such as form and menu creation, decision making, looping arrays and subroutines, and database interfacing. The course will introduce students to programming in a windows environment using Python.

**CST 207\* Technical Support Lab I 2**

This course is designed for second-year students who are enrolled in the Computer Support Technology and/or the A.A.S. Degree Program. The course will provide advanced classroom instruction as well as practical experience with service calls and help desk situations. Students will be repairing PCs and resolving networking problems during class time, working directly with instructors and students from other departments on campus.

The course will also cover advanced techniques to develop and improve workplace skills.

**CST 208\* Network Operating Systems 2**

This course provides an introduction to computer networking administration and maintenance. The course will examine typical network hardware, network architectures, data transmission, and popular network technologies as well as how communication layers and their protocols are used on a network. The course will also cover installing Novell NetWare, troubleshooting network problems, and ensuring the integrity and stability of a network.

**CST 212\* LAN Switching and Wireless: CCNA3 4**

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select services for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual Local Area Network (VLANs), VLAN Trunking Protocol (VTP), and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented and students develop the knowledge and skills necessary to implement a Wireless Local Area Network (WLAN) in a small-to-medium network. This is the third class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. Prerequisite: CST 159

**CST 214\* WAN Technologies: CCNA4 4**

This Course is designed to provide you with a comprehensive understanding of how to design and implement Local Area Networks (LAN) and Wide Area Networks (WAN). You will learn about the equipment and technologies used in LANs and WANs. This course covers the features and functions of these devices and under what circumstances each device can be implemented. You will learn cabling standards and appropriate design parameters for various types of media and topologies. This course introduces the student to wireless technologies as well as a variety of high-speed internet access options. You will learn some of the challenges involved in creating a network design that meets the needs of the users of today's LANs and WANs. There are many hands-on projects and case projects that provide you with real experience in using some of the tools involved in network design and implementation. This is the fourth class in a series of four offerings to prepare for the Cisco Certified Network Associate (CCNA) certification. Prerequisites: CST 106, CST 159, CST 212

**CST 218\* Linux 2**

The course is designed to introduce students to the Linux operating systems. Major topics will include installing software, accessing a network, troubleshooting hardware and software problems, and interacting with Windows installations/networks.

**CST 219\* Server Operations Systems/Virtualization 3**

This course is designed as an introduction to server operating systems and virtualization. The course will examine typical network hardware, network architectures, data transmission and

popular network technologies as well as how communication layers and their protocols are used on a network. The course will introduce students to working with various server operating systems and hypervisors, and the installation of various client operating systems in a virtualized environment.

**CST 223\* Server Administration 3**

This course is designed to introduce students to various aspects of server administration. Key concepts that will be discussed include server architecture, administration, storage, security, networking, disaster recovery, and troubleshooting.

**CST 224\* Computer/Network Security 3**

This course is designed as an introduction to computer networking administration and maintenance. The course will examine typical network hardware, network architectures, data transmission and popular network technologies as well as how communication layers and their protocols are used on a network. The course will introduce students to installing Windows Server and Linux Server troubleshooting of network problems, and ensuring integrity and stability of a network.

**CST 225\* Web Development 3**

This course is designed to introduce students to web development using PHP and MySQL. Concepts discussed include Apache server set up, PHP applications and forms, and the creation, use, and maintenance of a MySQL database.

**CST 295\* Occupational Work Experience 0**

This course is designed to finish students' preparation for employment in the Information Technology industry. Students will complete a resume to present to potential employers and may also participate in on-the-job-training opportunities.

**DSL 102\* OSHA 10 1**

This course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDA).

**DSL 111\* Fundamentals of Operating Principles 4**

This course teaches the history of the diesel engine from the time of its invention to the present date and difference and advantages over other types of engines.

**DSL 121\* Engine Maintenance 2**

This course covers standard DB, DB@ and DM pump disassemble inspection and overhaul. It teaches removal, installation and timing procedures on the above injection pumps. This course also teaches test stand operation, pump installation on the test stand and proper calibration of the injection pump.

**DSL 133\* Diesel Engines I 5**

This course teaches the three major engine companies products. Training engines are provided for all classes to ensure the student's knowledge of troubleshooting maintenance, disassembly, overhaul, and reassembly techniques. Training is

further enhanced by class discussion and visual media.

**DSL 141\* Welding & Fabrication Lab 2**

This course includes basic principles and fundamentals of arc welding and acetylene cutting as applied to heavy equipment and diesel repairs. It also covers basic welding and acetylene safety.

**DSL 152\* Fuel Systems Diagnosis/Repair 4**

This course teaches the operating of fuel systems used on most modern diesel engines, how they differ from one another, and service and adjustment of each system.

**DSL 162\* Electrical/Electronic Systems 5**

This course of basic electrical systems on the diesel engine teaches troubleshooting and component testing using volt ohm meter and volt 33 testers.

**DSL 172\* Brakes 3**

This course teaches disassembly, inspection, and troubleshooting of the three major types of clutch systems used by present engine manufacturers. The course also teaches installation techniques and adjustments.

**DSL 182\* Introduction to Hydraulics 3**

This course gives a student a short introduction to hydraulic systems. It covers major component identifications, their functions and how each component operates in the system.

**DSL 201\* Shop Safety II 1**

This course is continuation of Shop Safety I and is designed to identify safety hazards associated with working around heavy equipment and to establish procedures that will prevent accidents. Avoidance to actions that may result in damage to personal or equipment is stressed.

**DSL 212\* Advanced Engine Overhaul 3**

This is an advanced training course in engine overhaul. Advanced training is provided to ensure the student's knowledge of troubleshooting maintenance, disassembly, overhaul, and reassembly techniques.

**DSL 222\* Advanced Electrical Diagnosis/Repair 5**

Students will become proficient in the diagnosis and repair of electrical circuits including testing, repairing, and /or replacing of components.

**DSL 232\* Hydraulic Components Diagnosis/Repair 3**

This course teaches the theory of both open and closed center hydraulic systems. It covers pump overhaul and testing procedures. It also covers the use of hydraulic flow meter and testing procedures.

**DSL 251\* Electronic Computer Diagnosis Repair 3**

This course covers the study of the electrical and electronic control system used on diesel powered equipment. This course also teaches the student how to use service tools, system operations, monitoring attachments, fault codes, and injection timing sensor and actuator principles to diagnose computer related problems.

- DSL 261\* Air Conditioning Diagnosis/ Repair** 3  
This course covers refrigeration theory, operation, testing, and repair of air conditioning systems. Students will also discuss the use of refrigerant recovery methods.
- DSL 272\* Suspension/Steering** 3  
This course teaches troubleshooting disassembly, inspection, and adjustments of both hydraulic and air brake systems with the advantages and disadvantages of both systems. The course also covers the two air systems, their components, and function in the brake system.
- DSL 275\* Diesel Management** 3  
This course introduces the concepts and principles of effective business management as they apply to diesel technology and includes forms of business ownership, typical business organizational structures, relationship of business to the community and the effect of government regulations on businesses.
- DSL 281\* Transmission Overhaul/ Diagnosis** 3  
This course covers standard DB, DB2 and DM pump disassemble inspection and overhaul. It teaches removal, installation, and timing procedures on the above injection pumps. This course also teaches test stand operation, pump installation on the test stand, and proper calibration of the injection pump.
- DSL 291\* Advanced Clutch/Power Train** 3  
Students will become proficient in the diagnosis and repair of power trains, clutches, transmissions, and differentials.
- DSL 295\* Occupational Work Experience** 0  
Occupational Work Experiences are available to student who have completed 85% of their required course hours. This is an optional course for diesel technology students who wish to gain further “real life” experiences at local businesses and/or approved sites.
- ECH 100 Early Childhood Fundamentals** 3  
Students will develop baseline knowledge and skills needed to work with young children in an Early Care and Education Program in Northeast Kansas. Students will complete a Kansas Bureau of Investigation (KBI) background check, and provide a copy of a current physical and TB test. Information covered will serve as the foundation for decisions and practices carried out by professionals in all settings and programs. Students set up their Child Developing Associate (CDA) Professional Portfolio. In addition students will identify the steps involved in preparing for National Child Development Associate (CDA) credentialing. Students unable to pass the KBI inspection, the physical, and the TB test are unable to work with young children. Talk to an advisor about other career options.
- ECH 101 Recognizing Child Abuse, Neglect & Head Trauma** 1  
Participants 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. Participants will also learn to identify the signs and symptoms of head trauma.
- This course is specifically geared toward child care providers in the state of Kansas. This course is instructor-led and interactive through discussions and assignments in course discussion boards.
- ECH 102 Understanding Multiple Intelligences and Children’s Learning Styles** 1  
This course will focus on Howard Gardner’s theory of multiple intelligences and how different learning styles are affected by the environment, physiology, processing, emotions, and social choices. Practical information will be given on how to create educational environments by applying activities that use different learning styles. Students will also examine their own personal teaching style as applied to teaching multiple intelligences to a variety of students. This course is instructor-led and interactive through discussions and assignments in course discussion boards.
- ECH 104 Early Childhood Curriculum Planning** 3  
Students will discover what professionals need to know and be able to do to provide quality programming for young children. Using the Kansas Department of Health and Environment (KDHE) Childcare licensing regulations, the Kansas Early Learning Standards (KELS), and research based curriculums, students will learn what a quality curriculum looks like and how to achieve it. The course will a strengths based model that defines developmentally appropriate practices for young children, and the role of the curriculum.
- ECH 105 Early Childhood Cultural Competency** 1  
This course will examine cultural competency when working with children and families. The course will focus on cultural norms, values, codes of conduct, traditions, and child rearing practices of ethnic, cultural, and other groups served by social programs. The course will also consider how racism, sexism, ageism, homophobia, and other forms of discrimination can affect individual and family development and functioning. This course is instructor-led and interactive through discussion boards and assignments.
- ECH 106 Understanding Children’s Temperament** 1  
This course provides an overview of temperament traits and the variety of influences on temperament styles. The course will examine challenging temperaments, such as flexible, fearful, and feisty, and will include personal assessment as well as evaluation of children. This course is instructor-led and interactive through discussion boards and assignments.
- ECH 107 Supporting Children’s Learning Through Play** 1  
This course will examine the nature and characteristics of play and why play is important in a child’s development. The course will cover the development domains and milestones that affect children’s learning through play, as well as the social and cognitive stages of play and the behavior children exhibit in those stages. The course is instructor-led and interactive through discussions and assignments in course discussion boards.
- ECH 108 Childhood Obesity and Good Nutrition** 1  
This course will examine the common reasons for childhood obesity and the complications of being overweight or obese. The course will focus on the new food pyramid, My Plate, and will look at ways to encourage healthy eating habits and ways

to integrate learning activities about healthy eating into daily routines. The course will also cover movement activities that encourage and support development and learning in children, as well as ways to share information on healthy eating and active living with parents and families. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

**ECH 109 Bullying Prevention and Response 1**

This course will examine types of bullying and consequences for bullying behaviors. The course will cover the dynamics of bullying behaviors and the roles of targets, bullies, and witnesses. Emphasis will be placed on intervention strategies for dealing with bullying behaviors, as well as strategies to prevent bullying behaviors. This course is instructor-led and interactive through discussions and assignments in course discussion boards.

**ECH 110 Early Childhood Credential Portfolio I 3**

Students will acquire the skills and knowledge associated with safe, healthy learning environments for infants, toddlers and/or preschoolers; which includes recognizing and reporting child abuse and neglect and developing a childcare food program approved menu. Students will develop written lesson plans including learning experiences for science/sensory, language and literacy, creative arts, fine motor, gross motor, self-concept, emotional skills regulation, social studies, and mathematics. Students will complete a child observation form, as well as collect additional record keeping forms. Student will conduct observations in an approved Early Care and Education Program in Northeast Kansas. Students will complete additional steps involved in preparing for their Child Development Associate (CDA) Credential. Prerequisite: ECH 100

**ECH 112 Introduction to Early Childhood Education 3**

This course will provide you with the opportunity to explore the diversity in contemporary early childhood roles and settings, and consider your professional goals, current and future. Professional competencies, standards of practice, programs for young children, and philosophical, theoretical, and historical foundations of early childhood education will be examined. Program models as well as related issues and research will be compared and evaluated.

**ECH 115 Early Childhood Credential Portfolio II 3**

Students will learn ways to establish positive relationships with parents and families with young children. They will develop a small Resource Guide for Families. Students will describe how they demonstrate appropriate practices. Students will complete the final steps necessary for requesting national Child Development Associate (CDA) Credentialing. Students will conduct classroom observations and complete the Direct Assessment Application. They will compile data from a family questionnaire. Students will explain the key concepts in the code of ethical conduct for Early Educators. Students will summarize their knowledge about children's learning and the role Early Educators play in the lives of children and families. Prerequisite: ECH 110

**ECH 150 Creative Experiences 3**

This course is a core requirement for the Early Childhood Program. 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 develop a comprehensive file of curriculum ideas and activities that promote creative expression.

**ECH 160 Observing & Interacting w/ Young Children 3**

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 conduct an in-depth child study. Students must identify a child, set up and conduct observations. Students will also conduct structured observations targeting specific developmental areas. Students will create a professional report illustrating the developmental level of the child. The child portfolio will include completed checklists, work samples, pictures, and interviews. Prerequisite: ECH 100, ECH 110, ECH 115

**ECH 180 ECH Literacy & Language Development 3**

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. Prerequisite: 9 credit hours of Early Childhood

**ECH 182 Early Childhood CDA Renewal 3**

This course is for students who have a current preschool or Infant/Toddler Child Development Associate (CDA) Credential and are interested in renewing their credential. Students will learn to act with specific goals in mind for all domains and children's development. This course provides specific ideas and strategies for interacting with children in key subject areas during both child-guided and adult-guided experiences. Students will complete all of the documentation and requirements for CDA renewal. Prerequisite: A Valid Preschool or Infant/Toddler Child Development Association Credential @ CPR

**ECH 200 Program Planning and Development 3**

Students in this course will be introduced to the total range of administrative and curriculum demands in different types of early childhood education centers. The course will expose students to National, State and local Early Childhood Standards. Additional topics will include evaluating and hiring staff, program planning, and writing reports. The course will emphasize developing sound fiscal and program management skills with a focus in interpersonal relationships. Prerequisite: ECH 100, ECH 110, ECH 115

**ECH 202 Early Childhood Mentoring 3**

This course is for the committed Early Childhood Professional. Early Childhood Professional Ethics and Standards will be infused throughout the course. Students will reflect on their personal and professional growth and leadership skills. Understanding the role of the mentor, effective mentoring practices, and the mentor as a change agent will be explored. This course will provide individuals working in the Early Childhood field the basic foundation needed for developing mentoring relationships,



especially those with apprentices. Prerequisite: 12 hours of Early Childhood

**ECH 210 Family Involvement in Education 3**

This course will provide a study of family involvement in education from an interdisciplinary approach. The course will cover history, current research, and diversity in families and will also present information, activities, and programs to enrich family-school partnerships and collaborations. Prerequisite: ECH 100, ECH 110, ECH 115

**ECH 220 Principles of Inclusion 3**

This course explores the barriers to and influences on inclusive education settings for young children. Topics include instructional strategies, individualized instruction, and family perceptions of inclusion, collaborative relationships among adults, classroom ecology, social policy, and cultural and linguistic diversity. Prerequisite: ECH 100, ECH 160 or Instructor Permission

**ECH 250 Early Childhood Practicum 3**

This course is designed for students who are assuming teaching responsibility under guided supervision. Students must meet all state and national requirements for working in an Early Childhood facility. The purpose of the practicum is to put theory into practice. Students will spend 15 hours in classroom activities and 225 hours teaching in the Early Childhood classroom. The course will cover working with parents, classroom management, observation and assessment, values identification, trends and issues in Early Childhood, personal reflections, and educational philosophy. Prerequisite: Instructor Permission

**ED 101 Pre-Professional Lab I 1**

This course is designed to provide an introductory hands-on experience for students majoring in education. The course will consist of direct experience observing a professional educator in the classroom as well as tutoring and participation in classroom activities. Prerequisite: Clean Criminal Background Screening

**ED 102 Pre-Professional Lab II 1**

This course is a continuation of ED 101 and is designed to provide additional hands-on experience for students majoring in education. The course will consist of direct experience observing a professional educator in the classroom as well as tutoring and participation in classroom activities. Prerequisite: ED 101 and Clear Criminal Background Screening

**ED 110 Intro to Elementary & Secondary Education 3**

This course will cover the historical and sociological development of elementary and secondary American education, the role of public schools in American society, and the diverse nature of the American student population. The course will also look at professional opportunities in the field of elementary and secondary education.

**ELE 100A\* Electrical Continuing Education .5**

The State of Kansas requires electricians to complete 6 hours of continuing education to renew a journeyman or master electrician license. This course will cover code updates and practices used in the electrical industry.

**ELE 102\* Safety (OSHA 10) 1**

This course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDA).

**ELE 112\* AC/DC Circuits I 4**

The focus of this course is to give the student a ground level understanding of direct current (DC) and alternating current (AC) theory. The student will be introduced to electron theory and Ohms' law and see how these apply to direct current circuits. As the students progress, they will be introduced to series circuits and their equations, parallel circuits and their equations, and combination circuits and their equations.

**ELE 115\* Print Reading 2**

Students learn to read specification manuals and prints as applied to the residential, commercial, and industrial buildings.

**ELE 122\* Residential Wiring I 4**

An introductory course on residential wiring methods that includes practical application hand-on experience in implementing National Electrical Code (NEC) requirements.

**ELE 125\* Generators & Transformers 3**

Students will gain a working knowledge of the theory and practical application of single-phase and 3-phase electrical components. Upon successful completion of this course, the student should be able to interpret and apply the rules of the current National Electrical Code to wiring systems composed of these electrical components.

**ELE 132\* Commercial Wiring I 4**

An introductory course on commercial wiring methods that includes practical applications and hands-on experience in implementing code requirements. This course of instruction will introduce the student to an environment much different than that of residential construction. In commercial applications, students have to look at types of structures, location, types of equipment, and requirements of the National Electrical Code (NEC). The course introduces student to the high intensity lighting systems used in commercial and industrial locations. Students learn how to install, maintain, and troubleshoot each system. Students will also receive instruction on application of different lighting systems to suit the application encountered. The course also provides instruction about wiring methods such as conduit, cable trays, surface metal raceways, rigid non-metallic conduits, and those of other wiring methods used to meet certain locations in commercial applications.

**ELE 135\* Troubleshooting Techniques 4**

This course will provide troubleshooting and repair techniques. The student will learn how to identify faulty components, develop a repair plan, safely perform repairs, and prevent reoccurrence.



- ELE 142\* National Electrical Code I** 4  
An introductory course on the use and interpretation of the current National Electric Code (NEC). This course of instruction is taught throughout the whole program but generally will be intensified during the latter part of the school term. The main focus is to introduce the student to the Block and Associates exam. The course focuses on what makes up the tests, best use of time, highlighting important text in the codebook, and many other helpful testing ideas. The student will spend time taking sample exams and identifying weaknesses and improvements needed.
- ELE 151\* Industrial Construction Wiring and Design** 6  
This course will examine requirements and designs used for the industrial wiring environment. The course will focus on the study of transformers — single and three phases are begun — as well as connection of these systems and voltages found. The course will also provide an introduction to the requirements for plant automation.
- ELE 152\* Industrial Construction Wiring & Design** 4  
This course will take a look at what is required in the industrial wiring environment and the designs used in these locations. The study of transformers—single and three phases are begun, along with connection of these systems and voltages found. Some introduction into plant automation and their requirements are also discussed.
- ELE 161\* Electric Motor Operations and Control** 6  
This course will begin a study of electrical motors and systems used to control their operation. The course will cover the fundamentals of single and three phase motors along with their operational characteristics. The course will also focus on the language of control, ladder diagram, logical operational sequences, connection control sequences, diagramming, and troubleshooting. Voltages and systems presented are those found in most industrial locations. The code ruling is used during this course.
- ELE 162\* Electrical Motor Operations & Control** 5  
In this course students will begin a study of electric motor operation and systems used to control their operation. Fundamentals of single and three phase motors along with their operational characteristics are covered. Students learn the language of control, ladder diagram, and the logical sequence in which things must happen in order for a machine or process to operate. Lab experience helps develop skills to operate, install, design, and troubleshoot AC electric motor control circuits for various applications. The current National Electrical Code (NEC) will be used in this course.
- ELE 163\* Electrical Motor Operation & Control II** 5  
This course is a continuation of ELE162 Electrical Motor Operations & Control. Its purpose is to provide an understanding of reversing motor circuits, solid state devices and system integration, timing and counting functions, relays and solid state starters, sensing devices and controls. Students connect numerous types of control sequences in the shop, along with diagramming and troubleshooting equipment. The current National Electrical Code (NEC) will be used in this course.
- ELE 165\* Blueprints & Schematics** 3  
This course prepares the student to interpret standard electrical schematics and construction blueprints. Students learn to read specification manuals and schematics as applied in the industrial field.
- ELE 172\* Fundamentals of Programmable Logic Controllers (PLCs)** 2  
This course provides an introduction to programmable logic controllers (PLCs) and their industrial and commercial applications. The course will cover the fundamentals of operation, installation, and programming. Prerequisite: This course is for students who have completed all the motor control requirements.
- ELE 175\* Troubleshoot Techniques II** 4  
This course will provide practical and a real-world systematic approach to troubleshooting. Students will study electrical troubleshooting including evaluating customer complaints, observing system operations, formulating a plan, reading, and interpreting schematics.
- ELE 182\* National Electrical Code II** 4  
A continuation of the National Electrical Code I course on the use and interpretation of the current National Electrical Code (NEC). Its purpose is to prepare students for the Block and Associates exam. The course focuses on what makes up the tests, best use of time, highlighting important text in the codebook, and many other helpful testing ideas. Students will spend time taking sample exams and identifying weaknesses and improvements needed. Prerequisite: ELE 142 Journey Exam Prep I. Prerequisite: ELE142
- ELE 195\* Occupational Work Experience** 0  
Occupational Work Experiences are available to students who have completed at least 85% of their required course hours. This is an optional course for students wanting practical experience at local businesses or other approved sites.
- ENG 094 ESL Orientation** 1  
An English Second Language course which focuses on orientation into the American culture, academic success, and foundation of basic writing skills which includes introducing the writing process, strengthening vocabulary skills, basic reading skills, and speaking skills. This is a pass/fail graded course. Prerequisite: Instructor Permission
- ENG 095 Fundamentals of Reading** 2  
This course is constructed to develop student proficiency in college reading. In this course students will apply analytical and critical reading skills to a variety of texts. Students should also improve critical thinking, enlarge working vocabulary, improve reading skills, and increase reading speed. Prerequisite: Assessment
- ENG 096 Fundamentals of Reading & Writing Advanced** 3  
This course is designed to develop student proficiency in college reading and writing. In this course students will apply critical thinking skills, critical reading skills, and writing skills to narrative and expository texts. In addition, students will develop skills

in document design, researching, and documentation. Upon completion, students will be able to demonstrate effective skills in reading comprehension, analysis, and evaluation of college texts, as well as effective writing skills necessary to succeed in ENG 101 College English I and in the workforce. Prerequisite: Assessment

**ENG 097 Fundamentals of English Accelerated Learning 3**

This course is designed as intensive instruction and practice in Personal Development Skills, Analytical Thinking Skills, Communication Skills, and Technological Skills through the writing of coherent paragraphs and essays for specific audiences that demonstrate grammatical, organizational, and analytical competence for enrollment in English Composition I. This course includes the drafting, revision, and editing processes, as well as the application of critical thinking skills, critical reading skills, and writing skills. In addition, students will develop skills in document design, researching, and documentation. Upon completion, students will be able to demonstrate effective skills in reading comprehension, analysis, and evaluation of college level texts and scholarly sources, as well as effective writing skills. Prerequisite: Assessment

**ENG 098 English Language Learner Success 3**

An English Second Language course which focuses on the foundation of grammar structures, sentence patterns, further development of vocabulary, basic reading and writing skills, and notetaking. This is a pass/fail graded course. Prerequisite: Instructor Permission

**ENG 101 Composition I 3**

This course 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. Students will be expected to write coherent essays that declare and support a thesis, as well as use and document research material. A reading text is used for criticism and discussion. This course is required for all degree programs. Prerequisite: ENG 096 or Assessment

**ENG 102 Composition II: Literature and Research 3**

This is the second of a two-course sequence in college English composition. The course will continue to emphasize improving the ability to organize and express thoughts in clear, effective writing. The course will use literature study as a basis for improving and extending research, critical analysis, and writing skills. The forms, elements, and techniques of literature will be examined in terms of how literature affects readers. Prerequisite: ENG 101

**ENG 103 Composition II: Rhetoric and Research 3**

This is the second of a two-course sequence in college English composition. The course will continue to emphasize improving the ability to organize and express thoughts in clear, effective writing. The course will also place emphasis on writing practices/processes (pre-writing, drafting, revision) as well as reinforcement of rhetoric as the art of persuasion. Critical thinking skills are developed in many areas (identifying and understanding scholarly or credible sources, integrating others' perspectives into one's own argument, analyzing audience). Prerequisite: ENG 101

**ENG 104 Introduction to Literature 3**

This course will enable the student to discuss and interpret representative English-language literary works in a variety of genres. The student will identify the use of literary elements; recognize relationships between writers, works, and socio-cultural contexts; and arrive at informed personal and critical interpretations. Various thematic approaches may be offered.

**ENG 110 Technical Composition 3**

Offers intensive drill in using rhetorical writing methods applied to technical fields. Students will practice organizing technical subject matter and arranging and supporting writing with facts. Analysis and explanation, advocacy and argument, and academic and professional discourse will be explored. The course stresses understanding key communication principles and then applying those principles to the most common types of professional documents. Prerequisite: ENG 096 or Assessment

**ENG 202 American Lit: Pre-Colonial to Civil War 3**

The purpose of this course is to provide a survey study of significant writers, works, and developments in American literature from its beginnings to 1865.

**ENG 205 Old Testament Literature 3**

This course provides a survey of the Old Testament as a literary work. The course will emphasize literary characteristics and the cultural and historical contexts of various books of the Old Testament and Apocrypha.

**ENG 208 Introduction to the Short Story 3**

The purpose of this course is to provide 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 will be 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 will be to help students understand, appreciate, and enjoy more fully the reading of short fiction.

**ENG 209 American Lit II: Reconstruction to Present 3**

This course provides a survey of the significant writers, works, and developments in American literature from roughly 1865 to the present.

**ENG 210 World Lit: Beginnings to Renaissance 3**

This course focuses on the scope of world literature with selections generally regarded as masterpieces. The time range represented by the selections is roughly from 2000 BCE to 1650 CE.

**ENG 211 World Lit: Enlightenment to Present 3**

This course focuses on the scope of world literature with selections generally regarded as masterpieces. The time range represented by the selections is roughly from 1650 CE to the present.

**ENG 212 British Literature: Middle Ages to 1800 3**

This course provides a survey of the significant writers, works, and developments in British literature from the Middle Ages through the Eighteenth Century.

- ENG 213 British Literature: 1800 to Present** 3  
This course provides a survey of the significant writers, works, and developments in British literature from the Nineteenth Century Romantic writers through the Twentieth Century.
- ENG 215 Diverse Voices in Literature** 3  
This course explores significant topics, themes, and genres over a range of historical periods through the various lenses of literary criticism. Particular emphasis will be placed on literature created by and/or about traditionally marginalized populations who have encountered discrimination and exclusion in social, cultural, political, and economic spheres.
- ENG 223 Creative Writing** 3  
This course is designed to give students an opportunity to write and develop skills in various genres of creative writing, such as fiction, poetry, and drama. Students may do some work in each area but will be able to focus on the genre of their choice. Basic elements of creative writing 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 be an audience for the writing done in the class and will give feedback, interaction, and critiques of other students' work.
- ENO 116 Introduction to Enology** 3  
This introductory course is designed to provide students with an understanding of winemaking principles, including history, grape growing, chemistry, wine microorganisms, fermentation, and winery operations. It is intended for entrepreneurs to explore business opportunities and winery employees to gain career development. Coursework is expected to integrate lecture, discussion, guest presenters and field trips to operating vineyards and wineries. Students will make wine at home from a kit, track fermentation, make various chemical measurements, and provide one bottle of finished wine to the instructor at the conclusion of the course.
- ENO 130 Intermediate Enology** 3  
This intermediate course is built on the fundamentals of science and technology in winemaking practices taught in Introduction to Enology. During this course, students will understand how the whole winemaking practice works and learn the scientific background for any decisions made during the process of winemaking. At the completion of the course, students will understand winemaking calculations necessary for accurate, precise and safe additions to the wine. This class emphasizes the practical aspects to growing grapes and making wine. Prerequisite: ENO 116
- ENO 147 Fruit Wine Production** 2  
This course will cover the history of fruit wine making, starting a fruit winery, production processes, quality control, faults and flaws, stability tests, marketing and sales, and legal regulations. Students will get an understanding of the special idiosyncrasies of the various fruits available to make commercial grade fruit wine. Prerequisite: ENO 116 or Instructor Permission
- ENO 148 Winery Sanitation** 3  
This is a course in the basic science and technology of winery sanitation. The course serves as an introduction to wine microbiology and covers all methods used for winery sanitation, including but not limited to premises, tanks, pumps, filters, oak barrels and sampling equipment, chemical agents, reagents, and thermal treatments leading to sterile bottling. Environmental issues and compliance are also addressed. Prerequisite: ENO 116 or Instructor Permission
- ENO 160 Winery Equipment Operations** 2  
This course covers process technologies and process systems that are used in modern commercial wineries. The course will include lectures, demonstrations and two-day workshops and will provide an overview of winemaking systems, including winemaking operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling, and work place safety. Prerequisite: ENO 116 (may be taken concurrently) or Instructor Permission
- ENO 210 Introduction to Wine Microorganisms** 2  
This course is an introduction to the variety of both beneficial and harmful microorganisms frequently encountered in the winemaking process. Topics include identification, physiology, morphology and biochemistry of various wine microorganisms. Prerequisite: ENO 116 or Instructor Permission
- ENO 250 Equipment Tech Wine Business Entrepreneur** 3  
This course covers equipment and technologies used in vineyard, winery, and management systems for the wine business entrepreneur. An overview of technologies will include equipment for all aspects of grape and wine production including preparing vineyard location and site; appropriate pre-plant equipment; receive, sort, destem, crush and press fruit; commercial wine production; and bottling and packaging. Prerequisite: VIN 111 or ENO 116 or Instructor Permission
- ENO 257 Fall Winery Production Technology** 3  
This course is designed for the individual anticipating a career in the wine industry. This course (practicum) is designed to provide a student who has completed major course sequences with an intense level of practical and realistic winery operation experiences sufficient to equip him/her with sufficient skills and work experience for an entry-level position in the wine industry. Students involved in this program will participate in a full time Crush Season practicum at a supporting winery and are expected to use the time and opportunities to further their understanding of the winemaking process and common winery operations. A minimum of 120 hours of field practicum are required along with a daily journal of practicum experiences. Prerequisite: ENO 130, ENO 148, and ENO 160, or Instructor Permission
- ENO 259 Cellar Operation Technology** 2  
This course is designed to provide students initiated in the field of enology with actual and practical exposure to the technology of winemaking as it is performed during the passive vineyard periods associated with winter. The student is expected to improve his/her understanding of the methods and science

involved by on-site participation in each of the various activities associated with finished wine production. The course may qualify as experience for those seeking employment in commercial enology. A minimum of 80 hours of field practicum are required along with a daily journal of practicum experiences. Prerequisite: ENO 257 or Instructor Permission

**ENO 266 Sensory Evaluation 3**

This course is intended for students who need to develop an understanding of the principles of sensory evaluation used in commercial winemaking. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who by the nature of their profession need to discern flavors and establish tasting benchmarks. Students will utilize sensory kits and workshops to further their sensory evaluation skills and techniques. Students must be at least 21 years old to enroll in this class. Prerequisite: ENO 116 or Instructor Permission

**ENO 268 Wine and Must Analysis 3**

This course is designed to provide students with an understanding of the principles of grape juice and wine analysis and the reasons for use of each analysis. Analyses of a practical and useful nature are chosen for the laboratory exercises demonstrating various chemical, physical and biochemical methods. Students will participate in workshops and hands-on experiences at participating wineries. Prerequisite: ENO 116 and PS 107 or Instructor Permission

**ENO 280 Winery Establishment & Design 2**

This course will discuss the major aspects of winery establishment and design, including the legal and regulatory process, layout, and design and those effects on winery economics, cash flow, marketing, and investment generation.

**GEO 212 World Regional Geography 3**

This course provides a general survey of the distinguishing geographic characteristics of the major regions of the world. Emphasis is placed on the physical, cultural, historic, and economic aspects of each region. The course is designed to meet the needs of students majoring in education, social science, or geography, as well as students interested in attaining a global perspective.

**HIS 101 United States History I to 1877 3**

This course provides a survey of United States history from European beginnings through the Reconstruction period after the Civil War. The course considers the changing configurations of American culture and its modes of expression, religion, politics, and literature. Also covered are the rise of the Federalists, the War of 1812, the emergence of the Jacksonian Movement, westward expansion, war with Mexico, and the Civil War. Special emphasis will be placed on economic, political, and social forces from colonial times to the Civil War.

**HIS 102 United States History II since 1877 3**

This course provides a survey of United States history from post-Civil War Reconstruction to the present. The course considers the changing configurations of American culture and

its modes of expression, religion, politics, and literature. Emphasis will be placed on the changing role of the government in the lives of people and on the changing position of the United States in world affairs. The course will also cover the impact of industrialism, imperialism, two world wars, and the cold war on the policies of the United States.

**HIS 103 History of Western Civilization I 3**

This course provides a survey of the development of western culture and institutions from the ancient world to the time of the European Renaissance and Reformation. The course will cover the civilizations of the Ancient Near East, Greece, and Rome, as well as the development of European nations from the early Middle Ages to the High Middle Ages. Emphasis will be on political, social, religious, and cultural life. The course will also cover the rise of Christianity and its importance from the end of the Roman Empire through the rise of European civilization in the Middle Ages.

**HIS 104 History of Western Civilization II 3**

This course provides a survey of the history of Europe from the Reformation and Renaissance to the present. The spiritual, intellectual, social, political, and economic foundations will be covered, with emphasis on the religious wars of the 16th century, the Age of Absolutism of the 17th and 18th centuries, and the American and French Revolutions of the 18th century and the many European revolutions of the first half of the 19th century. The course will also cover the breakdown of order in the early 20th century which led to World War I and World War II, the aftermath of World War II, the Cold War, and the fall of the Soviet Union.

**HIS 202 Introduction to Ancient History 3**

This course provides an introduction to the political, social, and economic development of the ancient world from 5000 BCE to the collapse of the Roman Empire (roughly 500 CE). The course will examine the similarities and differences between various cultures and civilizations and how the past has influenced the modern world.

**HMS 100 Fundamentals of Human Services 3**

This course provides an overview of the field of human services. The course will cover the history of human services as well as agencies, jobs, workers, and populations served. The course will also examine the major theories of causality and other relevant topics, such as ethics and stress management. Class presentations will be enhanced by actively engaging students in the subject matter.

**HMS 105 Case Management in Human Services 3**

This course provides a foundation in effective case management skills. The course covers interviewing strategies, data collection methods, documentation, and making appropriate referrals for service coordination. The course also examines ethical principles and multi-cultural issues directly related to effective case management. Prerequisite: HMS100 or SOC104

**HMS 110 Health and Physical Aspects of Aging 3**

This course examines the physical changes in the human body and its functions that take place during the aging process. The



course will also focus on recognizing the differences between normal aging processes and pathological processes. Prerequisite: PSY205

**HMS 112 Home Visitor I Early Childhood (ECH) 3**

This course will cover all areas of child development and will focus on the skills and knowledge professionals need to help parents meet the changing needs of their infants, toddlers and preschoolers. The course will emphasize getting to know and being sensitive to the community where families live. In the course, students will complete a Home Visitor Child Development Associate (CDA) professional resource file and will also observe a program director, advisor, and a parent community representative in preparation for CDA credentialing. Prerequisite: HMS100

**HMS 115 Home Visitor II Early Childhood (ECH) 3**

This course will cover the final steps necessary for requesting national Home Visitor Child Development Associate (CDA) credentialing. The course will include working cooperatively with community agencies providing family services, such as health care, mental health, nutrition, and social services. During the course, students will be observed conducting home visits and will complete parent opinion questionnaires, reflect on their professional development, and complete the direct assessment application for the Home Visitor CDA credential. Prerequisite: HMS100 and HMS112

**HMS 118 Ethics in Helping Professions 3**

This course provides an analysis of ethics in the helping professions, application of professional ethical codes, and decision-making models when standards are in conflict. The course will present ethical problems faced by professionals and will critically examine the decision making process. Prerequisite: HMS100 or SOC104

**HMS 250 Human Services Practicum I 3**

This course is designed to provide the student with a hands-on experience in an approved human services agency. Students will review the process for setting up a placement, understanding professional requirements for an interview, and complete a series of critical thinking and reflective assignments. The student will complete 225 hours under the supervision of an agency professional and a college faculty member. The classroom component will include small group discussion and analysis of the practicum experience. Prerequisite: Instructor Permission

**HS 101 Introduction to Health Information 4**

This course provides an introduction to health information management and healthcare delivery systems in the United States. The course will focus on the roles of health professionals, types of healthcare organizations, types and levels of healthcare delivery systems, and healthcare governing bodies and content and structure of the health record, and documentation requirements for health records in various healthcare settings. To ensure clinical coders are familiar with basic health data structure, content and standards, healthcare delivery systems, and information technology & systems.

**HS 103 Legal and Ethical Issues in Healthcare 3**

This course introduces the U.S. legal system, laws and ethical issues and how they relate to health care. Emphasis is placed on legal and compliance issues faced by clinical coders in the workplace setting.

**HS 105 Insurance & Health Information Compliance 3**

This course introduces the study of the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Topics will include contemporary prospective payment systems and key health plans, charge master maintenance, and evaluation of fraudulent billing practices.

**HS 110 Pathopharmacology for Health Science 4**

This course is designed for the Health Science student to study diseases and disorders that affect the various body systems and the principles of pharmacology, drug classifications, and the effects of selected medication on the human body. This course will focus on diseases of each body system including cause, diagnosis, and treatment. Emphasis is also placed on understanding the actions of the drugs, such as absorption, distribution, metabolism, and excretion of drugs by the body, and matching drugs to common conditions and laboratory findings. This course does not meet the current requirements for nursing.

**HS 115 International Classification of Disease (ICD) Coding I 3**

This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on basic diagnosis coding skill and guidelines associated with International Classification of Diseases, Clinical Modification (ICD-CM). Prerequisite: "C" or higher in BS 104, BS 105, and BS 109

**HS 118 Current Procedural Terminology (CPT) Coding I 3**

This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on basic diagnosis coding skill and guidelines associated with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). Prerequisite: "C" or higher in BS 104, BS 105, and BS 109

**HS 120 Healthcare Computer Applications and Electronic Encoder 3**

This course provides an introduction to software applications in healthcare.

**HS 125 International Classification of Disease (ICD) Procedural Coding Systems 3**

This course helps the student develop an understanding of coding and classification systems in order to assign valid



diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on diagnosis coding skill and guidelines associated with International Classification of Diseases Procedural Coding System (ICD/PCS). Prerequisite: "C" or higher in HS 115 or Program Director Permission

**HS 130 Reimbursement Methodologies (Physician) 3**

This course studies the uses of coded data and health information in reimbursement and payment systems appropriate to all healthcare settings and managed care. Systems include contemporary prospective payment systems and key health plans, charge master maintenance, and evaluation of fraudulent billing practices.

**HS 210 International Classification of Disease ICD) Coding II 3**

This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on more advanced diagnosis coding skill and guidelines associated with International Classification of Diseases, Clinical Modification (ICD-CM). Prerequisite: "C" or higher in HS 115

**HS 218 Current Procedural Terminology (CPT) Coding II 3**

This course helps the student develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information, and case mix/severity of illness data. The course will focus on more advanced diagnosis coding skill and guidelines associated with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). Prerequisite: "C" or higher in HS 118

**HS 225 Healthcare Coding Practicum 3**

To provide the student with coding practices in a hospital, physician's office, clinical, or other healthcare setting, with directed projects common to a clinical coding specialist on the job. This course will reinforce skills developed in the medical coding program and provide an opportunity to perform these skills in the workplace. Prerequisite: Instructor Permission

**HVA 102\* Blueprint Reading/Sketching 2**

This course will introduce students to a basic set of house plans, including the plan views, elevations, framing, wall section, and details. Students will be able to read these prints and sketch details and layouts of specific items that relate to their occupational area.

**HVA 103\* Hand/Power Tools 1**

This course will introduce students to the various hand and power tools used in the construction industry, specifically related to those in the HVAC occupational area. The correct and safe use of hand and power tools will be emphasized. Students will be required to pass a written and performance safety test on all power equipment used in their program area.

**HVA 104\* Safety Orientation/OHSA 10 1**

This course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDA).

**HVA 106\* Technical Math 2**

This course is designed to provide students a review of the basic principles of math, which include whole numbers, common and decimal fractions, ratio proportions and percent algebra, the metric system, and basic geometric shapes and graphs.

**HVA 112\* EPA 608 1**

Students will be certified in federal regulations of safe refrigerant handling practices. Successful completion of the certification course is required for technicians to work with and purchase refrigerants.

**HVA 118\* Electrical Fundamentals 4**

This unit covers generating electricity, types of electricity-direct (DC) and alternating (AC) current circuit fundamentals, magnetism, and electrical components.

**HVA 121\* Domestic Refrigeration 3**

This course includes terminology associated with domestic refrigeration, identification of types of domestic refrigeration, location of data plates and their purpose. Also covered will be sealed system components, what their function is and how they operate, as well as locating and solving programs in a domestic refrigeration system in a safe manner.

**HVA 126\* Plumbing I 3**

This course is designed to provide an understanding of the plumbing system of a structure including water supply distribution pipes; fixtures and fixture traps; soil, waste and vent pipes; building drains and building sewers; storm water drainage and their devices; appurtenances and connections within the building and outside the building within the property lines. All plumbing is taught to specifications of the Uniform Plumbing Code.

**HVA 136\* Electric Circuits & Controls 3**

This course includes electric control circuits in ladder diagram and pictorial form. Also covered will be icemaker diagrams, comfort cooling controls, central air-conditioning controls, pressure motor controls, motor safety controls, defrost controls, and humidity controls. Prerequisite: HVA 115

**HVA 145\* Sheet Metal 3**

This course introduces the student to pattern development and fabrication of fittings used in the heating/air conditioning industry. Installation in a safe and proper manner is covered.

**HVA 158\* Heating System Fundamentals 3**

This course is designed to introduce the student to terminology associated with heating and humidification. Gas/electric heating systems and heat pumps will be covered. Also covered will be

the installation, operation, and service procedures need to safely operate heating equipment.

**HVA 170\* AC Control Systems 3**

This course is designed to help students to understand the operation of the control systems in heating and cooling equipment as well as heat pump control systems. Sequence of operation of the controls will be covered. Prerequisite: HVA 156

**HVA 175\* Commercial Refrigeration 3**

This course includes the study of condensing units, condensers, refrigerant controls, evaporators, and other components used in commercial refrigeration systems, as well as diagnosing, testing, servicing and repair of commercial equipment. Safety for the technician, customer, and equipment is also covered.

**HVA 181\* Plumbing II 2**

This course is a continuation of Plumbing I dealing with the development of technical skills and knowledge of the trade. Prerequisite: HVA 126

**HVA 195\* Occupational Work Experience 0**

Occupational Work Experiences are available to students who have completed 85% of their required course hours. This is an optional course for HVAC technology students who wish to gain further “real life” experiences.

**IDS 110 Contemporary Issues in Sustainability 3**

This interdisciplinary course is designed to introduce students to diverse global perspectives and practical personal solutions related to long-term sustainability. The course focuses on the impact personal and professional decisions have on the global condition and how those decisions can support the objectives of sustainability: economic viability, environmental integrity, and social equity. Topics covered will include energy, food, land use, water, air, waste, housing, personal health, and community. Instruction will be provided by team of faculty, staff, and practitioners of sustainable living.

**IDS 120 Introduction to Leadership Concepts 3**

This interdisciplinary course is designed to provide an introduction to the academic discipline of leadership. The course focuses on the study of leadership development through the examination of leadership theory and research, identity development, self-awareness, awareness of others, and the application of leadership theories, concepts and skills.

**IDS 130 Culture and Context 3**

This interdisciplinary leadership course is designed to discover and examine personal cultural identity from a values based perspective. The course will focus on strategies and skills needed to analyze intercultural experiences, events, and dilemmas. The concepts of power and privilege will be discussed as psychological constructs operating across all cultures and contexts. Prerequisite: IDS 120 and Sophomore Standing

**IDS 140 Creativity Across the Disciplines 3**

This interdisciplinary course is designed to explore human creativity from psychological and practical angles. Students work

independently and collaboratively to create, and to understand creativity both as an expression of freedom and as a way to improve their flexibility of thinking. A significant benefit will be the opportunity to share their work with a wider audience through publication, exhibition, or performance, and to receive valuable feedback to improve their creative work.

**IWT 105\* Welding Safety 1**

This course will provide information on safety issues, equipment, and procedures in the field of industrial welding. The course will cover job and site hazards, safety precautions, personal protective equipment, procedures, and practices. Fire prevention techniques will also be covered.

**IWT 115\* Cutting Processes 3**

This course will cover the cutting equipment and processes used in the welding trade. The course will include set up, operation, and shut down of various cutting equipment. Safety and inspection for quality will be emphasized.

**IWT 125\* Shielded Metal Arc Welding 3**

This course will provide instruction and experience in the Shielded Metal Arc Welding (SMAW) process. The course will cover setting up the SMAW workstation, electrode classification, selection, and use, welding, and inspection.

**IWT 135\* Gas Metal Arc Welding 3**

This course will provide instruction and experience in the Gas Metal Arc Welding (GMAW) process. The course will cover setting up the GMAW workstation, electrode classification, selection, and use, welding, and inspection.

**IWT 145\* Gas Tungsten Arc Welding 3**

This course will provide instruction and experience in the Gas Tungsten Arc Welding (GTAW) process. The course will cover setting up the GTAW workstation, electrode classification, selection, and use, welding, and inspection.

**IWT 162\* Blueprint Reading 4**

This course will provide an introduction to reading blueprints related to industrial welding. The course will cover basic lines, views, and abbreviations, as well as interpretation of basic 3-D sketches. The course will also include applicable mathematical operations, measuring, scale ratios, identification of welding joints and symbols, and interpreting a bill of materials. Corequisites: IWT171 and IWT181

**IWT 175\* Shielded Metal Arc Welding II 5**

This course will continue instruction and experience in Shielded Metal Arc Welding (SMAW). The course will cover safety issues, equipment repairs, setting up a complete SMAW system, operation of equipment, surface repairs, groove welds, and thickness qualification tests. Prerequisite: IWT 125

**IWT 180\* Gas Metal Arc Welding II 5**

This course will continue instruction and experience in Gas Metal Arc Welding (GMAW). The course will cover safety issues, equipment repairs, setting up a complete GMAW system, operation of equipment, surface repairs, groove welds, and thickness qualification tests. Prerequisite: IWT 135

<b>IWT 185* Gas Tungsten Arc Welding II</b>	<b>5</b>	States. This course covers the fundamentals of the basic structure of ASL grammar, vocabulary, fingerspelling/numbers, visual-gestural communication, and information related to deaf culture.	
This course will continue instruction and experience in the Gas Tungsten Arc Welding (GTAW) process. The course will cover safety issues, equipment repairs, setting up a complete GTAW system, operation of equipment, surface repairs, 5G welds, and qualification tests. Prerequisite: IWT 145			
<b>IWT 190* Blueprint Reading II</b>	<b>3</b>	<b>LG 106 American Sign Language II</b>	
This course will continue instruction and experience in blueprint reading related to industrial welding. Prerequisite: IWT 162		<b>3</b>	
<b>IWT 195* Occupational Work Experience</b>	<b>0</b>	This course continues study begun in LG 105 and will focus on continued development of American Sign Language (ASL) skills, concentrating on comprehension and production. The course will also provide information about the linguistic and cultural features relevant to language learning. Prerequisite: LG 105	
Occupational work experiences are available to students who have completed 85% of their required course hours. This is an optional course for welding students who wish to gain practical experience at local businesses and industries or other approved sites.		<b>LG 201 Spanish III</b>	<b>3</b>
<b>IWT 202 Gas Tungsten Arc Welding Pipe</b>	<b>6</b>	This course builds on Spanish II and provides continued emphasis on pronunciation, vocabulary building, speaking, and understanding modern Spanish. Focus will be on intermediate listening, speaking, reading, and writing skills, using a variety of tenses and moods, as well as the continued study of the culture of Latin America and Spain. Expanded review and practice using the present, preterit, imperfect, future, and conditional tenses and the imperative, indicative, and subjunctive moods will be continued. Sequencing and storytelling will also be continued. Por and para, comparatives and superlatives, prepositions, and the subjunctive in noun, adjective, and adverbial clauses will be covered and incorporated in the demonstration of appropriate interpretation and response to Spanish language input. Prerequisite: LG 102 or permission	
This course will focus on the Gas Tungsten Arc Welding (GTAW) process specifically related to pipe welding. The course will cover safety issues, application of welding principles, weld quality, repair, and qualification tests. Prereq: IWT185		<b>LS 102 Children`s Literature</b>	<b>3</b>
<b>IWT 212 Combination Pipe Welding</b>	<b>6</b>	This course is designed to introduce students to the field of children's literature. The course will cover the theories, history, and types of children's literature. Emphasis will be on giving students the ability to evaluate and select appropriate literature for various ages of children and share it in a creative, entertaining manner. The course is recommended for elementary education and library science majors, and, at some institutions, is a requirement for those majors. Course material will be broad enough to accommodate anyone with an interest in the field of children's literature.	
This course will focus on the combination of Gas Tungsten Arc Welding (GTAW) and Shielded Metal Arc Welding (SMAW) processes specifically related to pipe welding. The course will cover safety issues, application of welding principles, weld quality, repair, and qualification tests. Prereq: IWT175, IWT185		<b>M 101 Music Fundamentals</b>	<b>3</b>
<b>LG 100 Conversational Spanish</b>	<b>2</b>	This course covers the basics of music, including symbols, rhythm, and scale construction. The course also introduces reading and dictation in two or three parts, the minor modes and chromatics, eye and ear study through the simple modulations, and transpositions.	
This course emphasizes the development of basic Spanish communications skills through practice in listening, speaking, reading, and writing. It is designed to introduce students to skills necessary for casual conversation and career specific situations.		<b>M 103 Music History and Appreciation</b>	<b>3</b>
<b>LG 101 Spanish I</b>	<b>5</b>	This course provides an introduction to music as an art form. The course will cover the basic elements of music and historically significant style periods and composers. The course will also emphasize the concept of music as self-expression.	
This course covers the fundamentals of Spanish pronunciation, vocabulary building, conjugation of the present tense, and introduction of two past tenses. The course will provide 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.		<b>M 105 Applied Keyboard I</b>	<b>1</b>
<b>LG 102 Spanish II</b>	<b>5</b>	This course provides private lessons in developing keyboard performance skills. Prerequisite: Instructor Permission	
This course builds on Spanish I and provides continued emphasis on pronunciation, vocabulary building, speaking, and understanding modern Spanish. Focus will be on elementary reading and basic writing skills as well as the study of the culture of Latin America and Spain. Review of the present tense is continued. The course will introduce the preterite tense and irregulars, the future, conditional, and perfect tenses, and subjunctive-introduction to present. Direct and indirect object pronouns, reflexive pronouns, command forms, sequencing, and storytelling will also be covered. Prerequisite: LG 101		<b>M 106 Applied Keyboard II</b>	<b>1</b>
<b>LG 105 American Sign Language I</b>	<b>3</b>	This course provides private lessons in developing keyboard performance skills. Prerequisite: M 105 or Instructor Permission	
This is a first course of study of the American Sign Language (ASL), the language used by the deaf community in the United			

<b>M 107 Applied Music I (Vocal)</b>	I	expression. NOTE: This course is the same as TH 146. Students may enroll in and receive credit for either M 146 or TH 146 but cannot enroll in or receive credit for both courses.
This course provides private lessons in developing vocal performance skills.		
<b>M 108 Applied Music II (Vocal)</b>	I	<b>M 152 Opera Production I</b> I
This course provides private lessons in developing vocal performance skills. Prerequisite: M 107		This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that prepares and performs as the chorus with a professional opera company. This course provides an opportunity for musical self-expression and continued development of individual and ensemble skills and also offers exposure to the performing arts as a profession. Prerequisite: Instructor Permission
<b>M 113 Vocal Ensemble - Lads and Lassies I</b>	I	<b>M 153 Opera Production II</b> I
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. Prerequisite: Instructor Permission		This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that prepares and performs as the chorus with a professional opera company. This course provides an opportunity for musical self-expression and continued development of individual and ensemble skills and also offers exposure to the performing arts as a profession. Prerequisite: M 152
<b>M 114 Vocal Ensemble - Lads and Lassies II</b>	I	<b>M 154 Group Piano I</b> I
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. Prerequisite: M 113 or Instructor Permission		This course provides instruction in functional keyboard skills needed to succeed in the music classroom or play the piano for personal enjoyment. Prerequisite: Instructor Permission
<b>M 115 Chorus I</b>	I	<b>M 155 Group Piano II</b> I
This course is designed for both music majors and other students interested in performing with a stage chorus that features various styles of music. The chorus also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills.		This course provides additional instruction in functional keyboard skills needed to succeed in the music classroom or play the piano for personal enjoyment. Prerequisite: M 154
<b>M 116 Chorus II</b>	I	<b>M 162 Introduction to World Music</b> 3
This course is designed for both music majors and other students interested in performing with a stage chorus that features various styles of music. The chorus also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. Prerequisite: M 115		This course will provide an introduction to music across the world. The basic elements of music and musical style from specific regions will be studied. The course will also emphasize music as self-expression.
<b>M 135 Aural Skills I</b>	2	<b>M 200 Music Theory I</b> 3
This course provides an aural study of melodies, intervals, harmonies, rhythms, and meters. Corequisite: M 200		This course will provide a study of the harmonic systems used in musical composition from approximately 1650 to 1900, including mastery of scales, keys, intervals, rhythms, and basic triads. The course will cover simple four-part writing, triad inversions, non-chord tones, secondary chords, and dominant seventh chords. Students will also analyze chorales, hymns, and representative literature from recognized style periods. Prerequisite: M 101 with C or higher or Instructor Permission, Corequisite: M 135
<b>M 145 Aural Skills II</b>	2	<b>M 201 Music Theory II</b> 3
This course provides an aural study of melodies, intervals, harmonies, rhythms, and meters. Corequisite: M 201, Prerequisite: M 135		This course will provide more advanced study of the harmonic systems used in musical composition from approximately 1650 to 1900, including mastery of scales, keys, intervals, rhythms, and basic triads. The course will cover simple four-part writing, triad inversions, non-chord tones, secondary chords, and dominant seventh chords. Students will also analyze chorales, hymns, and representative literature from recognized style periods. Prerequisite: M 200 with C or higher or Instructor Permission, Corequisite: M 145
<b>M 146 Music Theatre History</b>	3	
This course provides a survey of American musical theatre. The course will cover the historical development of musical theatre, significant style periods, and significant composers. The course will emphasize music theatre as social, political, and cultural		



<b>M 207 Applied Music III (Vocal)</b>	I	<b>M 229 Aural Skills III</b>	2
This course provides private lessons in developing vocal performance skills. Prerequisite: M 108		This course provides aural study of melodies, intervals, harmonies, rhythms, and meters. Prerequisite: M 145 with C or higher, Corequisite: M 233	
<b>M 208 Applied Music IV (Vocal)</b>	I	<b>M 230 Aural Skills IV</b>	2
This course provides private lessons in developing vocal performance skills. Prerequisite: M 207		This course provides aural study of melodies, intervals, harmonies, rhythms, and meters. Prerequisite: M 229 with C or higher, Corequisite: M 234	
<b>M 213 Vocal Ensemble - Lads and Lassies III</b>	I	<b>M 233 Music Theory III</b>	3
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. Prerequisite: M 114 or Instructor Permission		This course continues work with harmony and composition. The course will also introduce the use of 20th century techniques with melody, rhythm, form, and harmony. Prerequisite: M 201 with C or higher, Corequisite: M 229	
<b>M 214 Vocal Ensemble - Lads and Lassies IV</b>	I	<b>M 234 Music Theory IV</b>	3
This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that features various styles of music along with choreography and props. The ensemble also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and ensemble music skills. Prerequisite: M 213 or Instructor Permission		This course continues work with harmony and composition. The course will also introduce the use of 20th century techniques with melody, rhythm, form, and harmony. Prerequisite: M 233 with C or higher, Corequisite: M 230	
<b>M 215 Chorus III</b>	I	<b>M 252 Opera Production III</b>	I
This course is designed for both music majors and other students interested in performing with a stage chorus that features various styles of music. The chorus also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. Prerequisite: M 116		This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that prepares and performs as the chorus with a professional opera company. This course provides an opportunity for musical self-expression and continued development of individual and ensemble skills and also offers exposure to the performing arts as a profession. Prerequisite: M 153	
<b>M 216 Chorus IV</b>	I	<b>M 253 Opera Production IV</b>	I
This course is designed for both music majors and other students interested in performing with a stage chorus that features various styles of music. The chorus also travels within the college service area to perform. This course provides an opportunity for musical self-expression and continued development of individual and choral music skills. Prerequisite: M 215		This course is designed for both music majors and other students interested in performing with a stage vocal ensemble that prepares and performs as the chorus with a professional opera company. This course provides an opportunity for musical self-expression and continued development of individual and ensemble skills and also offers exposure to the performing arts as a profession. Prerequisite: M 252	
<b>M 223 History of Jazz</b>	3	<b>MAT 090 Fundamentals of Math</b>	3
This course provides a listening-based approach to the evolutionary development of America's unique jazz art form. The course will cover the American roots of jazz and its early figures, the development of various jazz styles, significant jazz musicians, and the place of jazz in modern music.		Fundamentals of Math precedes the algebra sequence of courses. This course is designed to develop skills in the four fundamental mathematical operations using whole numbers, fractions, decimal fractions, ratio, proportion, and percent. Business and consumer applications are also included. If time permits, applied geometry and an introduction to algebra will be included.	
<b>M 225 Applied Keyboard III</b>	I	<b>MAT 100 Beginning Algebra</b>	3
This course provides private lessons in developing keyboard performance skills. Prerequisite: M 106		This course focuses on basic algebra fundamentals and is designed to prepare students for the Intermediate Algebra course. Prerequisite: MAT 090 or Assessment	
<b>M 226 Applied Keyboard IV</b>	I	<b>MAT 102 Technical Math</b>	3
This course provides private lessons in developing keyboard performance skills. Prerequisite: M 225		Technical math focuses on measurement, algebraic operations, formulas, geometry, and basic statistics, scientific notation, number systems, algebra (equations and formulas, factoring, and systems), geometry, and trigonometry. These concepts are supported by practical applications to a variety of career and technical vocations, including manufacturing, automotive,	



allied health, welding, building trades, and heating, ventilation, air conditioning and plumbing. Prerequisite: MAT 090 or Assessment

**MAT 103 Intermediate Algebra** 3

Intermediate Algebra is a thorough study of the fundamental laws of algebra, including adding, subtracting, multiplying, dividing, factoring, and simplifying polynomial, rational, and radical expressions. The course also will cover solving linear, quadratic, rational, and radical equations, including non-real complex solutions, as well as solving linear, compound, and absolute value inequalities. In addition, graphing linear equations, inequalities, and quadratic functions, solving systems of two equations in two variables, and using function notation will be covered, as well as applications of many of these algebraic concepts. Other topics will be included as time permits. A scientific calculator is required for this course. Prerequisite: MAT 100 or Assessment

**MAT 104 College Algebra** 3

College Algebra is a comprehensive study of the fundamental laws of algebra, including 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, and regression. The course will provide analysis of graphs and linear systems in two or three variables, as well as applications of most of the topics listed above and others as time permits. A graphing calculator is required for this course. Prerequisite: MAT 103 or Assessment

**MAT 105 Trigonometry** 3

This course includes the study of circular functions and their graphs, working with the right triangle, unit circle, inverse circular functions, identities, conditional equations, the Law of Sines, the Law of Cosines, and other topics as time permits. Prerequisite: MAT 104

**MAT 106 Calculus I** 5

Calculus I is the first in a three-semester sequence of calculus courses. 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. Prerequisite: MAT 105 or Assessment

**MAT 107 General Calculus and Linear Algebra** 3

This course provides an introduction to calculus and linear algebra concepts that are particularly useful in the study of economics and business administration. The course will cover the basic theorems and concepts of differential and integral calculus and linear algebra and will emphasize working problems with applications in economics and business. Prerequisite: MAT 104

**MAT 108 Contemporary Mathematics** 3

This course is designed to develop problem-solving skills

by studying a wide range of contemporary applications of mathematics and to develop an appreciation of what mathematics is and how it is used today. 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 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. This course does not satisfy the graduation requirements for an Associate of Science degree. Prerequisite: MAT 103 or Assessment

**MAT 110 Calculus II** 5

Calculus II is the second in a three-semester sequence of calculus courses. 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, and differential equations. The course also covers 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, as well as selected topics in analytic geometry as time permits. Prerequisite: MAT 106

**MAT 201 Calculus III** 5

Calculus III is the final course in the three-semester sequence of calculus courses. This course is designed to prepare students to be successful in Differential Equations, Vector Analysis, Statics, Dynamics, and other upper-level mathematics, science, and engineering courses. The course consists of a thorough study of polar coordinates and parametric equations, vector analysis in calculus problems, vector-valued functions, partial derivatives, centroids, directional derivatives, gradients, and 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 also be covered. Prerequisite: MAT 110

**MAT 202 Differential Equations** 5

Differential Equations covers standard types of ordinary differential equations of first and second order, linear equations solutions by series and Laplace transformations, systems of equations, numerical methods and applications to science and engineering. Prerequisite: MAT 201

**MAT 203 Basic Statistics** 3

This course is an introductory study of the fundamentals

of modern statistics and probability. The course will cover descriptive methods, inductive statistics, probability, estimation, tests of hypotheses, correlation, regression and Chi-square, along with other topics as time allows. Prerequisite: MAT 104

**MOA 109\* Emergency Preparedness 1**

This course is designed to provide health care professionals with an orientation for their possible future roles in disaster response. Focus will be on the importance of staying within the scope of practice of the profession. The course will also cover being prepared to meet the expectations of their employers, volunteering effectively, and being confident and safe responders.

**MOA 110\* Medical Administrative Aspects I 4**

This course contains the administrative skills of the health care team member. These skills include The Medical Record, Patient Reception, Medical Office Computerization, Telephone Techniques, Scheduling Appointments, Medical Records Management, and Written Communications. It also includes an overview of Electronic Medical Records (EMR) and hands on skills associated with functioning within an EMR.

**MOA 113\* Clinical Internship I 2**

This course is designed to provide experience related to the skills and knowledge acquired in the Medical Assisting field by allowing student to apply classroom and lab knowledge in a real medical arenas.

**MOA 114\* Patient Care I 4**

This course is the beginning of the student's journey to a successful internship by discussing the ability to apply the skills learned in the classroom and in the lab in the internship. This course also introduces the student to the basics of patient care which includes Medical Asepsis and Infection Control, preparing a patient for examination, acquiring vital signs (adult, child, infant) and assisting the physician with patient exams.

**MOA 121\* Principles of Pharmacology 3**

An introduction to the principles of pharmacology, including drug terminology; drug origins, forms, and actions; routes of administration; as well as the use of generic name drugs, trade name drugs, and categories of drugs to treat various body systems.

**MOA 123\* Insurance Billing and Coding 3**

This course covers a wide range of medical insurance topics which include types of health insurance, types of coverage, claims processing, abstracting from medical records and current issues in medical insurance.

**MOA 125\* Medical Terminology 3**

The content of this course focuses on the introduction to medical terminology. Vocabulary is explored to structure of word, prefixes, suffixes and root words. Emphasis is based on proper usage, pronunciation, spelling and definition of each of the structures commonly used in the medical field.

**MOA 128\* Body Structure and Functions 3**

This course is learning about the complexities of human structure and function. Emphasis is placed on how tissues, organs

and body systems work together to carry out complex activities such as eating, learning and responding to stress and interaction with other structures of the body.

**MOA 133\* Medical Administrative Aspects II 3**

This course covers the administrative skills needed as a health care team member managing specialized patient appointment scheduling, electronic medical records, and referrals. The course also examines the financial responsibilities of medical office assistants relating to posting of charges and payments and balancing of day sheets. Prerequisite: MOA 110

**MOA 134\* Patient Care II 3**

This course allows the student to advance their technical knowledge by introducing the students to cast application/removal, Understanding Medical Emergencies, patient teaching, conducting patient interviews, and assisting with physical exams.

**MOA 135\* Clinical Internship II 2**

This course is designed to provide experience related to the skills and knowledge acquired in the Medical Assisting field by allowing students to apply classroom and lab knowledge in real medical arenas. Prerequisite: MOA 113

**MOA 136\* Clinical Laboratory Procedures 4**

This course is intended to introduce the student to various aspects of the Clinical Lab, including Introduction to Clinical Lab, Phlebotomy, Urinalysis, Hematology, and Medical Microbiology. The student will learn principles of laboratory safety, quality control, specimen handling, lab values, lab requisitions and lab reporting. Emphasis will be placed on working in a Physician Operated Laboratory and procedures and techniques for collecting specimens (phlebotomy, urine collection, pap smears, throat cultures) will be taught. Emphasis is placed on safe practices and knowing the responsibilities and limits of the Medical Assistant's role in collecting, processing, and reporting labs. The student will be introduced to specific collection techniques and given time to practice these techniques as part of preparation for their externship (Clinical I and II).

**MOA 137\* Medical Professional Issues 2**

The course focuses on the basic concept of professional practice of medicine and the role and function of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for the medical assistant and the importance of commitment to your job, working with others, career planning and employment and the practicum experience.

**MOA 295\* Occupational Work Experience 0**

This experience is designed to provide the student with purposeful occupational experience in the Medical Office Assistant field. Each experience is individualized. A training plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. Students must have completed 85% of their required course hours, be in good standing, and have instructor and administration approval.

**MT 110 Intro Mass Communications 3**

This course examines the role of mass media in modern society,

with emphasis on the ethics, technology, social obligation, technical skills, and historical knowledge needed by modern communicators. The course will emphasize analysis and criticism of media usage. Prerequisite: Instructor Permission

**NET 125\* Introduction to Net+ 3**

This Course is intended to introduce the student to various networking concepts and technologies for students interested in becoming network administrators. Safety and proper tool usage will be reinforced. Key topics include protocols, topologies, hardware, client and server configuration, network services, and network security. In addition, the student will be given hands-on knowledge, requiring the student to thoroughly understand configuration, troubleshooting, and maintenance of networks.

**NET 196\* Certification Training Lab Net+ 2**

This class is designed to give the second semester student supervised practice with computerized testing. Students will apply previously learned skills and concepts in preparation for the CompTIA Network+ Examination. Practice test banks will be used to simulate the exams. Students will take practice tests, review answers, research any incorrect answers and research and obtain correct answers.

**NUR 103\* PN Success 3**

This course provides an orientation to the Practical Nursing program. The course includes math for medication administration, basic computer use, and strategies to learn and test well.

**NUR 106\* KSPN Foundations of Nursing 4**

This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

**NUR 117\* KSPN Pharmacology 3**

This course introduces the principles of pharmacology and drug classifications. The course also covers the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan. Prerequisite: NUR103

**NUR 122\* KSPN Medical Surgical Nursing I 4**

This course focuses on the effect of disorders of selected systems throughout the lifespan and how the nursing process is applied in meeting basic needs. The course will emphasize health promotion and maintenance, rehabilitation, continuity of care, and the role of the practical nurse. Prerequisite: NUR106, NUR126

**NUR 126\* KSPN Foundations of Nursing Clinical 2**

This course explores the art and science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

**NUR 127\* KSPN Medical-Surgical Nursing I Clinical 3**

This course provides practical experience in simulated and actual care situations dealing with selected systems throughout the lifespan. The course will use acute and long-term care settings and will focus on critical thinking and clinical decision-making skills, principles of leadership for the practical nurse, and multi-task management skills for transition as a practical nurse. Note: Medication administration competency evaluations in NUR 126 must be passed in order to dispense and administer medications in this clinical experience. Prerequisite: NUR 106, NUR 126

**NUR 130\* IV Therapy for LPN 3**

This course is designed to prepare the LPN to start, maintain, troubleshoot, and discontinue intravenous infusions safely and in accordance with Kansas statute and regulations. The course consists of online learning, 10 hours on-site clinical experience, and two hours on site for the final written exam. The course is also appropriate for RNs wanting to learn basic IV therapy or to refresh their skills. HCC Technical Center is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 32 contact hours applicable for LPN relicensure or 20 contact hours for RNs. Kansas State Board of Nursing Provider: available upon request.

**NUR 150\* KSPN Gerontology 2**

This course explores issues related to the aging adult using the nursing process as the organizing framework. The course also examines the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.

**NUR 156\* KSPN Mental Health Nursing 2**

This course explores basic concepts and trends in mental health nursing as well as therapeutic modalities and client behavior management. The course will emphasize the nursing process and meeting the basic human needs of the mental health client.

**NUR 157\* KSPN Maternal Child Nursing 2**

This course focuses on pre-natal and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. The course emphasizes normal reproduction and frequently occurring biological, cultural, spiritual, and psychosocial needs of the child-bearing and child-rearing family.

**NUR 159\* KSPN Medical-Surgical Nursing II 4**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Prevention, rehabilitation, and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

**NUR 162\* Critical Thinking in Nursing 2**

This course focuses on developing a deeper understanding of the nursing process and critical thinking in the work environment. The course will present scenarios, case studies, practice tests, and ATI test performance.

<p><b>NUR 163* Nursing Leadership &amp; Management</b> 2</p> <p>This course focuses on the skills needed to set and meet goals within a nursing workplace setting, including management, delegation, evaluation, and time and resource management within the scope of practice of the LPN in Kansas. Legal and ethical standards are also presented as guides to behaviors of the nurse.</p>	<p>exploring the scope of practice of the RN. The course begins with a review of nursing process, communication, client teaching, and critical thinking. Also covered are the philosophy of associate degree nursing as well as the philosophy and objectives of the LPN to RN completion program. The scope and the standards of practice for the professional RN are stressed. In addition, the results of entrance testing provide a blueprint for the LPN student to use for content review and remediation. Prerequisite: Admission to LPN to RN</p>
<p><b>NUR 168* KSPN Maternal Child Nursing Clinical</b> 1</p> <p>This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.</p>	<p><b>NUR 225* Health Assessment &amp; Advanced Nursing Skills</b> 4</p> <p>The course provides the framework for preparing students to perform comprehensive health assessments. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments. Laboratory experiences provide an opportunity to practice assessment and perform a head to toe assessment at a prescribed competency level. This course will also develop student skills in relation to advanced nursing skills needed to provide patient-centered care to patients with complex and multisystem disorders. Prerequisite: Admission to LPN to RN</p>
<p><b>NUR 170* KSPN Medical-Surgical Nursing II Clinical</b> 3</p> <p>This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute ADN long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.</p>	<p><b>NUR 230* Advanced Medical-Surgical Nursing</b> 6</p> <p>This course focuses on the care of adult and older patients with complex medical/surgical health alterations. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts of pharmacology and parenteral therapy, health promotion and education, evidence-based practice, and inter-professional collaboration will be integrated throughout the course. Intermediate and complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice are integrated throughout the course. Emphasis is placed on enhancing time management, organizational, and priority-setting skills when providing care to patients with multiple needs. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe, quality care to patients. Prerequisite: Admission to LPN to RN</p>
<p><b>NUR 172* Clinical Simulations</b> 1</p> <p>This clinical course uses both moderate and high fidelity manikins in a variety of clinical situations designed to give students a safe environment to test clinical understanding and competence.</p>	<p><b>NUR 235* Advanced Mental Health Nursing</b> 3</p> <p>This course focuses on the care of clients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of clients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care in selected care settings. Prerequisite: Admission to LPN to RN</p>
<p><b>NUR 201 Certified Nurse Aide</b> 6</p> <p>This course is based on the Kansas Department of Health and Environment (KDHE) Certified Nurse Aide Curriculum Guidelines (90 Hours) and prepares individuals to take the state certification exam. The course focuses on the responsibilities of the nurse aide working as a member of the health team in caring for residents of long term care facilities. The course includes basic anatomy and physiology, communication skills, measurement of vital signs, and procedures to help meet the hygiene, nutrition, and rehabilitation needs of older individuals. Students who successfully complete this course and pass the state exam will be qualified to become a practicing Kansas Certified Nurse Aide (CNA). Prerequisite: Allied Health Coordinator Permission</p>	<p><b>NUR 240* Nurse as Manager of Care</b> 2</p> <p>This online course focuses on the principles of management used in professional nursing. The course covers client and staff safety as well as legal and ethical issues pertaining to management. Also covered are topics in delegation, client, time, and resource management, evaluation, patient teaching, and communication skills with a multidisciplinary health care team. This course</p>
<p><b>NUR 202 Certified Medication Aide</b> 5</p> <p>This course is based on the Kansas Department of Health and Environment (KDHE) Medication Aide Curriculum and prepares individuals to take the state certification exam. The course focuses on the responsibilities associated with medication administration, including drug dosage calculations. Students who successfully complete this course and pass the state exam will be qualified to become a practicing Kansas Certified Medication Aide (CMA). Prerequisite: Kansas Certified Nurse Aide</p>	
<p><b>NUR 203 Certified Med Aide Certification Update I</b> 1</p> <p>Provides continued certification for the Certified Medication Aide. Prerequisite: Permission</p>	
<p><b>NUR 220* LPN to RN Transition</b> 1</p> <p>This course prepares the licensed practical nurse to perform as a registered nurse by expanding the LPN knowledge base and</p>	



addresses program outcomes 4, 5, and 6. Prerequisite: NUR 220, NUR 225, NUR 230, NUR 235, NUR 245

**NUR 245\* High Risk Maternal-Child Nursing 2**

This lecture/discussion course provides content needed for the registered nurse to care for the high-risk maternal, newborn, and pediatric client not covered in the basic LPN curriculum. The nursing process, developmental age, communication, and pharmacology are integrated into this course. Prerequisite: NUR 220, NUR 225, NUR 230, NUR 235

**NUR 250\* Professional Nursing Practicum 4**

This clinical course is the capstone course for the LPN to RN Completion program. Students will demonstrate novice competency as a professional nurse by managing and providing care for a culturally, economically, medically, developmentally, and socially diverse clientele in a variety of clinical settings. Students will develop and implement plans of care using critical thinking and the nursing process, employ therapeutic communication, support physiologic and psychosocial integrity, and promote a safe environment for clients. Prerequisite: NUR 220, NUR 235, NUR 230, NUR 225, NUR 240, NUR 245

**PE 102 PE for Women 1**

Strengthens and improves overall fitness through exercise. Individuals will gain an understanding of how to apply exercises to improve fitness.

**PE 103 Volleyball (WVA) 1**

Deals with fundamental skills and strategies necessary to compete at the collegiate level.

**PE 104 Basketball (WVA) 1**

Improves and enriches the individual's 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 (MVA) 1**

Teaches the following aspects of football; punting, kicking, offensive line play, defensive line 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 (MVA) 1**

Improves and enriches the individual's knowledge and skills in the area of men's basketball. This course is a general education course 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**

Emphasizes development of technical and choregraphical 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**  
Continues Dance Team I. Prerequisite: PE 107

**PE 110 Rules and Officiating I 2**

This course introduces the general concepts of rules and officiating in football and volleyball. The course will include a brief history of the rules as well as fundamental officiating techniques.

**PE 111 History and Principals of PE 3**

This is the foundation course for all physical education majors. The course will cover the historical development of exercise science and physical education. The course will also examine issues, opportunities, and challenges in the physical education field.

**PE 112 Personal and Community Health 3**

This course provides an overview of the physical, mental, emotional, social, and spiritual components of health that affect the whole human being. The course will include an introduction to the interdependency and relationships between such topics as mental/emotional health, drug use, drug misuse, drug abuse, physical fitness, nutrition, consumer health, human sexuality, death and dying, community health, environmental health, and diseases.

**PE 113 First Aid and Safety 3**

This course focuses on the knowledge and skills needed to give immediate care to an ill or injured person until more advanced medical care arrives. The course covers identifying and eliminating potentially hazardous conditions in personal or work environments, recognizing emergencies, and making appropriate decisions for first aid care.

**PE 114 Track (WVA) 1**

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 (WVA) 1**

An activity class, open only to women athletes interested in participating in an organized sport at the collegiate level.

**PE 116 Track (MVA) 1**

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 (MVA) 1**

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.



<b>PE 118 Cross Country I (MVA)</b>	<b>1</b>	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.	<b>PE 135 Running Awareness</b>	<b>1</b>	Covers the proper mechanics of running and training, exercise benefits, fitness programs, warm-ups, and cool downs. Cardiovascular fitness can be improved in this course.
<b>PE 119 Tennis</b>	<b>1</b>	This course provides instruction and practice in the basic skills, fundamentals, rules, and strategies of the game of tennis.	<b>PE 136 Baseball Conditioning I</b>	<b>1</b>	Improves the student's physical strength and endurance through a strength program and conditioning drills. Enrollment is limited to those enrolled in activities courses such as Baseball and/or Softball.
<b>PE 121 Volleyball I</b>	<b>1</b>	This course is designed to provide instruction in the basic skills of volleyball, including the forearm pass, overhead set, spike, and overhand serve. Elementary offenses and defenses will also be covered in the course.	<b>PE 137 Basketball Conditioning I - Men</b>	<b>1</b>	Provides weight training and conditioning for the men's basketball program. Enrollment is limited to those enrolled in basketball activity courses.
<b>PE 122 Archery</b>	<b>1</b>	This course provides instruction in the basic skills, fundamentals, rules, safety practices, and techniques related to the leisure sport of target archery, with emphasis on the acquisition of skills.	<b>PE 138 Basketball Conditioning I - Women</b>	<b>1</b>	Provides weight training and conditioning program for the women's basketball program. Enrollment is limited to those enrolled in basketball activity courses.
<b>PE 123 Introduction to Physical Education</b>	<b>3</b>	This course provides a survey study of the historical background, philosophy, and principles of the field of physical education.	<b>PE 139 Lifetime Fitness</b>	<b>2</b>	This course is designed to provide an individual exercise and fitness evaluation and program. The course will focus on how to develop and maintain a fitness lifestyle.
<b>PE 124 Weightlifting I</b>	<b>1</b>	This course provides a program and instruction in weightlifting with the purpose of increasing individual strength and muscle tone which will help increase overall physical health and well-being. The class may be general or designed for specific athletic activities.	<b>PE 139A Lifetime Fitness</b>	<b>3</b>	This course is designed to provide each student pursuing the field of personal fitness training with the knowledge to build an individual exercise program including cardiovascular, strength, and flexibility that are essential for maintaining a fitness lifestyle. The course will provide knowledge for a sound nutritional base to expand into weight management and body composition. The course will provide students the opportunity to complete an Applied Science Degree and successfully complete the National Council of Strength and Fitness personal trainer exam. Prerequisite: Instructor Permission
<b>PE 125 Introduction to Recreation</b>	<b>3</b>	This course is designed for the student interested in a career in recreation. Various recreational activities are included in this class along with opportunities for practical experience. The student is also given the opportunity to work in a recreational setting in the community.	<b>PE 140 Advanced Weightlifting and Conditioning</b>	<b>1</b>	Contributes to the health and wellbeing of the individual through participation in the strength program, conditioning drills, and agility drills.
<b>PE 126 Physical Fitness Management</b>	<b>1</b>	This course is designed to provide each student the opportunity to develop the knowledge and skills essential for maintaining a fitness lifestyle.	<b>PE 141 PE for Men</b>	<b>1</b>	Strengthens and improves overall fitness through exercise. Individuals will gain an understanding of how to apply exercises to improve fitness.
<b>PE 127 Cheerleading I</b>	<b>1</b>	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.	<b>PE 143 Introduction to Athletic Training I</b>	<b>3</b>	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.
<b>PE 128 Cheerleading II</b>	<b>1</b>	Continues Cheerleading I. Prerequisite: PE 127	<b>PE 147 Cross Country I (WVA)</b>	<b>1</b>	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
<b>PE 134 Golf</b>	<b>1</b>	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.			

<b>PE 149 Softball Conditioning I</b>	<b>I</b>	skills through laboratory practice and clinical experiences in practical settings. Prerequisite: PE 151
<p>The 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.</p>		
<b>PE 150 Personal Trainer Field Experience I</b>	<b>I</b>	<b>PE 151 C Clinical Experience Athletic Train III</b> <b>2</b>
<p>This introductory course provides practical experience for students pursuing a personal trainer degree. The course will focus on exercises associated with personal fitness training, setting up and explaining proper form for using fitness machines, and interacting with fitness trainees. The course will also provide preparation for the National Council of Strength and Fitness personal trainer exam.</p>		
<b>PE 150A Personal Trainer Field Experience II</b>	<b>I</b>	This course will provide an advanced level of clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of advanced skill modules through laboratory practice and clinical experiences in practical settings. Prerequisite: PE 151B
<p>This course provides additional practical experience for students pursuing a personal trainer degree. The course will focus on exercises associated with personal fitness training, setting up and explaining proper form for using fitness machines, and interacting with fitness trainees. The course will also provide preparation for the National Council of Strength and Fitness personal trainer exam. Prerequisite: PE 150</p>		
<b>PE 150B Personal Trainer Field Experience III</b>	<b>I</b>	<b>PE 151 D Clinical Experience Athletic Training IV</b> <b>2</b>
<p>This course provides more advanced practical experience for students pursuing a personal trainer degree. The course will consist of designing a fitness training program for a selected individual for the duration of the course, instructing the trainee in specific exercises and use of fitness machines, and documenting the trainee's progress through the program. The course will continue to emphasize effective interaction with the fitness trainee. The course will also provide preparation for the National Council of Strength and Fitness personal trainer exam. Prerequisite: PE 150A</p>		
<b>PE 150C Personal Trainer Field Experience IV</b>	<b>I</b>	<b>PE 203 Volleyball II (WVA)</b> <b>I</b>
<p>This course provides additional advanced practical experience for students pursuing a personal trainer degree. The course will consist of designing a fitness training program for a selected individual for the duration of the course, instructing the trainee in specific exercises and use of fitness machines, and documenting the trainee's progress through the program. The course will continue to emphasize effective interaction with the fitness trainee. The course will also provide preparation for the National Council of Strength and Fitness personal trainer exam. Prerequisite: PE 150B</p>		
<b>PE 151 Clinical Experience Athletic Training I</b>	<b>2</b>	Continues Volleyball I. Prerequisite: PE 103
<p>This course will provide students with an introduction to clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of introductory skills through laboratory practice and clinical experiences in practical settings. Prerequisite: Instructor Permission</p>		
<b>PE 151B Clinical Experience Athletic Training II</b>	<b>2</b>	<b>PE 204 Basketball II (WVA)</b> <b>I</b>
<p>This course will provide an intermediate level of clinical experiences in the Highland Community College Athletic Training Education Program. There will be application of intermediate</p>		
		Continues Basketball I (Women). Prerequisite: PE 104
		<b>PE 205 Football II (MVA)</b> <b>I</b>
		Continues Football I. Prerequisite: PE 105
		<b>PE 206 Basketball II (MVA)</b> <b>I</b>
		Continues Basketball I (Men). Prerequisite: PE 106
		<b>PE 207 Dance Team III</b> <b>I</b>
		Continues Dance Team II. Prerequisite: PE 108
		<b>PE 208 Dance Team IV</b> <b>I</b>
		Continues Dance Team III. Prerequisite: PE 207
		<b>PE 210 Advanced Concepts of Personal Training</b> <b>5</b>
		Released by the National Council on Strength & Fitness (NCSF), this is an intensive cumulative core course designed to prepare students for the NCSF National Certified Personal Trainer Exam. The course covers all the areas required for the exam and will include lessons with textbook reviews, presentations, and study guide sessions, as well as lab activities for each lesson or chapter of the textbook. There will be three hours lecture and two hours lab per week. Prerequisite: Instructor Permission
		<b>PE 214 Track II (WVA)</b> <b>I</b>
		Continuation of Track I (Women). Prerequisite: PE 114
		<b>PE 215 Softball II (WVA)</b> <b>I</b>
		Continues Softball II (Women). Prerequisite: PE 115
		<b>PE 216 Track II (MVA)</b> <b>I</b>
		Continues Track I (Men). Prerequisite: PE 116
		<b>PE 218 Cross Country II (MVA)</b> <b>I</b>
		Continues Cross Country I (Men). Prerequisite: PE 118
		<b>PE 220 Theory of Coaching Basketball</b> <b>2</b>
		Presents all phases of the game of basketball to give students a foundation on which to build if interested in coaching basketball.

The course will include developing a coaching philosophy, motivational techniques, offensive and defensive strategies, and an examination of the development of an all-encompassing basketball program.

**PE 221 Theory of Coaching Track/Field** 2  
Presents to the student a history of the sport, theories of coaching, and shows fundamental coaching techniques in the area of track and field.

**PE 222 Theory of Coaching Football** 2  
Presents to the student a history of the sport, theories of coaching, and shows fundamental coaching techniques in the area of football.

**PE 223 Theory of Coaching Baseball** 2  
This course covers basic techniques for coaching the fundamentals of hitting, fielding, and throwing relative to baseball positions. The course will also focus on coaching players both individually and as a team.

**PE 224 Care and Prevention of Athletic Injuries** 3  
This course provides an introduction to athletic training techniques for trainers, coaches, athletes, and physical education teachers at all levels. The course covers identification, care, and prevention of common injuries occurring in physical education and athletic programs. The course also examines program administration concerns.

**PE 225 Theory of Coaching Volleyball** 2  
This course is designed to provide an understanding of the game of volleyball from a coaching perspective. The course will cover developing a personal coaching philosophy, organization of practices, teaching fundamentals, game strategies, working with individual athletes, team dynamics, team and program management, and professional development. The course will consider all levels of volleyball competition.

**PE 227 Cheerleading III** I  
Continuation of Cheerleading II. Prerequisite: PE 128

**PE 228 Cheerleading IV** I  
Continuation of Cheerleading III. Prerequisite: PE 227

**PE 236 Baseball Conditioning II** I  
The course will teach the following aspects of baseball: hitting, pitching, fielding, and base running. We do this by teaching the various techniques involved in each area. The course is designed to make the student a better athlete both mentally and physically. Prerequisite: PE 136

**PE 237 Advanced Basketball Conditioning- Men** I  
An introductory course designed to prepare the student with knowledge of preseason conditioning for Varsity Basketball. The class will focus on proper weight training techniques and running principles. Prerequisite: PE 137

**PE 238 Advanced Basketball Conditioning - Women** I  
An introductory course designed to prepare the student with knowledge of preseason conditioning for Varsity Basketball. The

class will focus on proper weight training techniques and running principles. Prerequisite: PE 138

**PE 240 Advanced Weightlifting & Conditioning II** I  
This course is designed to contribute to the health and wellbeing of the student through the participation in the strength program, conditioning skills, and agility drills. Prerequisite: PE 140

**PE 241 Weightlifting II** I  
This course contributes to the health and well-being of the students through a weight program which will help increase the student's over-all physical health and knowledge of the benefits of strength training. Prerequisite: PE 124

**PE 243 Introduction to Athletic Training II** 3  
This course covers documentation of athletic injuries, principles of therapeutic modalities, and methods of therapeutic exercise. Prerequisite: PE 143 and permission

**PE 245 Baseball II (MVA)** I  
The course will teach the following aspects of baseball: hitting, pitching, fielding, and base running. We do this by teaching the various techniques involved in each area. The course is designed to make the student a better athlete both mentally and physically. Prerequisite: PE 117

**PE 247 Cross Country II (WVA)** I  
Continues Cross Country I (Women). Prerequisite: PE 118

**PE 249 Softball Conditioning II** I  
The 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. Prerequisite: PE 149

**PE 250 Exercise Physiology** 3  
This course investigates the fundamental physiological processes that operate during exercise. Emphasis will be placed on integrating systems and organs into a functional whole. Laboratories provide experience in evaluating exercise stress by motion methods and equipment. Prerequisite: BS 105

**PHI 101 Introduction to Philosophy** 3  
This course provides a study of major philosophical ideas of the Western world from the time of Plato to the present. The course will present a broad overview of the history of philosophy and the thoughts of major philosophers. Emphasis will be placed on showing relationships between current societies and significant philosophical ideas.

**PHI 102 Introduction to Ethics** 3  
An introduction to ethical theory focusing on the major traditions of Western philosophical ethics and their practical application to contemporary moral issues.

**PHI 103 Logic and Critical Thinking** 3  
The study of critical thinking and logic allows the student to practice skills in clear and logical thinking, analysis of information, and effective argumentation. The student will formulate and

deliver arguments in written and oral form, supported by evidence and valid underlying assumptions.

**PHI 105 Religions of the World 3**

This course provides an objective and impartial survey of the major religious systems of the world, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

**PHO 104 Introduction to Digital Photography 3**

This is a basic course that includes familiarization with digital cameras and their technical controls. The course covers the use of camera functions: lens, exposure, f-stops, shutter speeds and digital formats. The use of Adobe Lightroom will be used as image editing tool as well as digital printing output. Emphasis will be placed on technical and compositional skills along with the aesthetic importance of the image. Students must have access to a digital (single lens reflex) camera or equivalent with the ability for manual control and RAW image capture.

**PHO 105 Introduction to Film Photography 3**

This is an introduction film photography course exploring the use of gelatin silver black and white materials. Using a 35mm (single lens reflex) camera, students will learn the technical controls of the photographic materials, film and paper. Darkroom techniques for the refinement of the print will be stressed through the use of film and print chemistries. The process of previsualization and experimental darkroom manipulations will be explored. Prerequisite: PHO 104

**PHO 107 History of Photography 3**

This course provides an introduction to the history of still photography as an art medium. The course will cover developments of the photographic image from 1839 to the present. Emphasis will be placed on individual artists, artistic movements, and photography as a communication tool.

**PHO 108 Applied Photography I 1**

This course is designed for the student with an interest in commercial photography. The student 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. The class will meet one hour per week, with additional hours arranged as necessary. Prerequisite: PHO 101

**PHO 109 Studio Photography I 1**

This course is designed for the student with an interest in fine arts photography. The course will provide an opportunity to explore the possibilities of self-expression with the photographic image. Students may elect to explore non-silver (alternative) photographic processes as well, including, but not limited to, palladium printing, salted paper prints, carbon, or kallitype prints. The course will meet one hour per week, with additional hours arranged as necessary. Prerequisite: PHO 101

**PHO 110 Photography Fundamentals 2**

This is a beginning course covering the basics of digital cameras and their technical controls. Camera functions: lens, exposure, f-stops, shutter speeds and digital formats will be explored.

Emphasis will be geared toward understanding the creative potential and use of digital imaging technology. Compositional skills and the aesthetic importance of image making will be discussed.

**PHO 203 Color Photography 3**

This is an advanced course using digital technologies to examine, explore, and apply color theory in photographic works. The course will focus on the advanced use of Adobe Lightroom, color balancing, and management systems in digital printing. The emphasis of the course is on self-expression using color as a tool for mood and emotional value. Students must have access to a high quality digital (single lens reflex) camera with the ability for manual control and RAW image capture. Prerequisite: PHO 104

**PHO 205 Lighting Techniques 3**

This course provides an introduction to the physical laws of light and photographic lighting techniques. The course will cover terminology and lighting techniques for form, texture, and separation, using both portraiture and still life. Assignments will include controls and exposure of natural, tungsten, and strobe lighting systems. Prerequisite: PHO 104

**PHO 207 Advanced Digital Photography 3**

This course is designed in exploring and using advance functions on the digital (single lens reflex) camera. Functions and topics include: color corrections, working in HDR, using live view, perspective controls, tweaking saturation, lens control and programing presets. Computer editing will include using both Adobe Lightroom and Photoshop. Assignments will be given in architecture, product and advertising, and fine art photography. Studio lighting techniques with tungsten, flood or strobe systems will be utilized. Prerequisite: PHO 203, PHO 205

**PHO 208 Applied Photography II 1**

This is an advanced course designed for the student with professional goals in commercial photography. The student will continue to concentrate on a series of photographs that will relate to their professional interests in a specific field. The class will meet one hour per week, with additional hours arranged as necessary. Prerequisite: PHO 108

**PHO 209 Studio Photography II 1**

This advanced course is designed for the student with professional goals in the photographic fine arts. Students will continue to explore the photographic image as a tool for self-expression. Students may elect to work with traditional or non-traditional processes. The course will meet one hour per week, with additional hours arranged as necessary.

**PHO 210 Landscape Photography 3**

This course allows students to work in the natural environments of the landscape. The goal of the course is to expand technical and aesthetic photographic skills by working in 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, and portrait location photography. Prerequisite: PHO 101



- PHO 210A Landscape Photography** 3  
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. This course may be taken more than once. Prerequisite: PHO 101
- PHO 260 Portfolio Preparation** 1  
This course is intended to provide students with the skills and knowledge to design and prepare a portfolio that can be used for college admissions or scholarship applications as well as for pursuing employment opportunities. Prerequisite: Instructor Permission
- POL 100 United States Government** 3  
This course focuses on the political arena and public affairs of the national government of the United States. The course will examine the development of constitutional principles and issues, such as civil liberties, the role of political parties, and the structure and function of the legislative, executive, and judicial branches of the United States government.
- POL 101 Introduction to Political Science** 3  
This course provides an introduction to the field of political science. The course will examine the nature of politics and political power; the institutions of government, and how governments operate to make decisions, enforce rules, and resolve conflicts. The course will also cover the nature of public opinion and political participation, major political ideologies and philosophers, and international politics. The course will focus on American politics but will also provide some comparison with other nations.
- POL 115 State and Local Government** 3  
This course examines the interrelationships between the federal, state, and local branches of the United States government. Current events will be discussed as they relate to state and local governmental entities. The course will also emphasize the impact of government on daily life.
- PS 101 College Physical Science** 5  
This course provides an introduction to the major concepts in modern science. The course will focus on physics, chemistry, meteorology, astronomy, energy, and the environment. The course will include laboratory experiments and work with lab equipment and techniques. Prerequisite: MAT 100 or Assessment
- PS 102 Concepts of Physics** 4  
This course provides a qualitative introduction to the science of physics. The course will cover principles from classic, relativity, and quantum theories, including motion, forces, energy, thermodynamics, waves, electromagnetism, atomic physics, and special and general relativity. The course is intended as a broad-based introduction to physics for students who are not majoring in science. Prerequisite: MAT 100 or Assessment
- PS 104 Physical Geology** 4  
This course provides an introduction to the basic principles of geology. The course covers geological measuring techniques, minerals and rocks, internal processes such as plate tectonics, earthquakes, and volcanoes, and surface processes such as streams, coasts, mass movements, and glaciers. The course is intended as a broad-based introduction to geology for students who are not majoring in science.
- PS 107 General Chemistry** 5  
This course provides a basic introduction to chemistry, with special emphasis on solution chemistry, acid-base chemistry, organic and biochemistry. The course is recommended for students pursuing non-science and allied health degrees. Students pursuing degrees which require more than one semester in Chemistry should take PS 111.
- PS 108 Astronomy** 4  
Provides a qualitative introduction to the nature of the solar system and beyond. The topics include: the celestial sphere, astronomical observation techniques, the planets and moons, asteroids and comets, the Sun, the lives and evolutions of stars, pulsars, black holes, galaxies and dark matter. This course is intended as a broad-based introduction to astronomy for students who are not majoring in science. Three hours of lecture and one and a half hours of lab per week. Prerequisite: MAT 100 or Assessment
- PS 111 College Chemistry I** 5  
This course provides a college-level introduction to chemistry and is intended for students going into technological, scientific, or medical fields. The course will focus on chemical compounds, their properties and reactions, and the scientific laws that determine their behavior. Course topics will include basic chemical concepts, calculations with chemical formulas and equations, chemical reactions, thermochemistry, modern theories of the atom and electronic structure, chemical periodicity, and chemical bonds. Prerequisite: MAT 103 or Assessment
- PS 112 College Chemistry II** 5  
This course continues the study begun in PS 111 and is intended for students going into technological, scientific, engineering, or medical fields. The course is required in certain pre-professional programs, such as pre-medicine, pre-veterinary medicine, pre-dentistry, etc. Course topics will include crystals and solids, reaction kinetics, chemical equilibrium, solution chemistry including acid-base and complex-ion equilibria, thermodynamics, and electrochemistry. The course will also include a brief discussion of organic chemistry, biochemistry, and nuclear chemistry. Prerequisite: PS 111
- PS 203 General Physics I** 5  
This course provides a study of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy, and thermodynamics. This is the introductory course for those who require algebra-based physics. Prerequisite: MAT 104 (or MAT 106 placement)
- PS 204 General Physics II** 5  
This course includes the study of electricity, magnetism,



electromagnetic induction, electromagnetic waves, optics, and atomic and nuclear physics. This is a second semester course for students who require algebra-based physics. Prerequisite: PS 203

**PS 210 Organic Chemistry I** 5

This course is the first in a two-semester sequence. The course will focus on hybridization, bond and molecular orbitals, stereochemistry, acids and bases, chemical radicals, kinetics, thermodynamics, conformational analysis, and molecular structure. These topics will be applied to alkanes, haloalkanes, alkenes, and alcohols. The course will also include spectroscopic techniques, such as NMR, IR, and mass spec, applied to structure determination of organic molecules. Prerequisite: PS 111, PS 112, or Instructor Permission

**PS 212 Organic Chemistry II** 5

This course is the second of a two-semester sequence. Fundamental topics studied will include a continuation of all topics from the first semester and their application to chemical synthesis and structure determination. These topics will be applied to aldehydes and ketones, carboxylic acids and their derivatives, amines, aromaticity, benzene and its derivatives, organometallic compounds, conjugated and unconjugated unsaturated systems, and pericyclic reactions. Selected applications to biochemistry, medicinal and pharmaceutical chemistry, and industrial chemistry will also be discussed. Prerequisite: PS 210 and permission

**PS 215 College Physics I** 5

This course covers the analysis of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy, and thermodynamics. This is an introductory course for students who require calculus-based physics. Prerequisite/Corequisite: MAT 110

**PS 216 College Physics II** 5

This course includes the study of electricity, magnetism, electromagnetic induction, electromagnetic waves, optics, and atomic and nuclear physics. This is a second semester course for students who require calculus-based physics. Prerequisite: PS 215

**PSY 101 General Psychology** 3

This general survey course provides a broad background in the principles and applications of scientific psychology. The course will focus on the principles and proponents of psychological theories and methods of scientific inquiry, as well as the biological basis of behavior, including physiology of the brain and nervous system and the accompanying sensory systems and perceptual processes. The course also covers learning theories and cognitive processes, theories and applications of motivation and emotion, the major phases of human life span development, and the major theories of personality, including disorders, treatments, therapies and how human interaction is influenced by the individual, group, and environment.

**PSY105 Industrial/Organizational Psychology** 3

This course provides a survey of industrial and organizational (I/O) psychology, which combines research and practical workplace applications. Students will develop an understanding of the psychological basis of behavior in the workplace and the

organizational practices which create a good fit between an employee's skills, abilities and interests and workplace demands. Students will explore topics as staffing, training, motivation, job satisfaction, leadership, teamwork, and work-life balance and will apply course content to case studies.

**PSY 202 Child Psychology** 3

This course is a study of child development from conception to adolescence. The course will cover the physical, intellectual, emotional, and social aspects of personality. Genetic predisposition and environmental influences will also be reviewed. Prerequisite: PSY 101

**PSY 205 Human Growth and Development** 3

This course focuses on human development using normative scales for physical, intellectual, emotional, language, social, and personality development. The process of human growth and development across biological beginnings, infancy, childhood, adolescence, adulthood, and end of life will be presented. Environmental and biological influences that affect development are also reviewed.

**PSY 206 Social Psychology** 3

This course provides a psychological perspective on social behavior and the processes involved in being a member of a social group. Social psychology is the scientific study of how people think about, influence, and relate to one another. Topics include self-concept, perception, attitude, social influence, conformity, persuasion, prejudice, group influence, and pro-social behavior. The individual as a member of a group and society is a central component of this course. Prerequisite: PSY 101

**PSY 280 Health Psychology** 3

This course examines multiple, interactive factors relevant to human health using a biopsychosocial approach. The course will cover the contributions of psychological theory to promoting and maintaining health and preventing and treating illness. Course topics include health behaviors, theories of health behavior change, stress, pain, chronic and terminal illness, and health related research. Prerequisite: PSY 101

**PSY 290 Abnormal Psychology** 3

This course is a study of emotional and behavioral disorders. Abnormal Psychology focuses on the description, causes, and treatment of abnormal behavior patterns. Classifications of disorders according to the DSM-V, such as mood disorders, anxiety disorders, psychotic disorders, and personality disorders, will be presented. Methods of treatment, specifically psychotherapies and biomedical therapies, will be discussed. Prerequisite: PSY 101

**SOC 100 Creating Positive Settings for Child/Families I**

This course will examine how children's mental health and wellness is affected by life events, culture, environment, biology, and relationships. The course will focus on how to create safe and nurturing learning environments and will study the impact that room arrangements, labeling, and comfortable settings have on children and caregivers. The course will explore strategies for working with families to create a healthy atmosphere for children and positive settings for children and families in child care. This course is instructor-led and interactive through discussion boards and assignments. Prerequisite: Instructor Permission

- SOC 101 General Sociology** 3  
This course provides an introduction to sociology and the basic principles of sociological perspectives, theories, and research methods. The course will focus on the way culture patterns societies and social interaction and how these patterns are transmitted through socialization and social interaction. The course will also cover social stratification systems, social institutions, collective behaviors, social change, and perspectives on how social forces influence human activity and how human activity creates social forces.
- SOC 102 Marriage and the Family** 3  
This course examines the nature, development, functions, and norms of the family in American society as well as in other cultures. The course will focus on courtship, marriage, sexual relations, birth control, male and female roles, kinship, child rearing, divorce, and death in the family.
- SOC 104 Introduction to Social Work** 3  
This course provides an introduction to the field of social work. The course will cover the history, mission, values, and activities of social work practice. The course will focus on how social workers interact with a diverse client population and contribute to solving social problems. The knowledge and value base of the profession will also be examined.
- SOCI05 Death, Loss, and Grief** 3  
This course will examine aspects of death and dying. The course will cover the stages of dying and grief and will look at grief from a lifespan perspective. The course will also examine social issues, cultural differences, and legal and ethical issues related to death and dying.
- SOCI06 Diversity & Inclusiveness** 3  
This course examines human diversity and integrates personal and organizational perspectives, research, and theories. The course will focus on diversity in terms of teamwork, communication, leadership, conflict, social networking, and other issues in the workplace, school, and community.
- SOCI08 Social Gerontology** 3  
Social gerontology provides the student with an understanding of how historical, psychological, cultural, social, and biological factors affect the aging process and the perception that society has on aging, especially successful aging.
- SOCI 10 Crisis Intervention** 3  
This course will introduce students to the basic theories of crisis and models of intervention. Students will identify appropriate intervention strategies when working with individuals, families and communities in crisis. Attention will be given to the integration of ethics in crisis intervention and awareness of culturally sensitive intervention strategies. Students will actively participate in role plays of crisis response. Prerequisite: SOC104 with C or higher
- SOCI 14 Alcohol & Substance Disorders** 3  
This course will explore the use and misuse of drugs and alcohol in today's society. Considerations will be given to the biological and psychological effects of drug and alcohol use along with the social and legal impacts associated with the use and abuse of substances. Challenges and issues faced by family members will also be explored. Students will be encouraged to critically think about their own values and beliefs in regards to substance use and misuse and current trends in modern society. Current methods of prevention, intervention, and recovery will also be examined in this course. Prerequisite: SOC104 with C or higher
- SOC 150 Community Leadership** 3  
This course will focus on leadership skills and community leadership procedures and techniques. The course will emphasize the principles of project management, including design, planning, follow-up, and closure, as well as problem solving, community diversity, and long-range planning.
- SOC 200 Sociology through Film** 3  
Students will be exposed to an array of films and study the major substantive areas of sociology. They will be encouraged to critically think, communicate, and write about their social world by utilizing film as not only a reflection of society, but also learning how cinema actually shapes social trends and values. This course is designed to teach key sociological concepts and topics through film. Through these films, students will explore the ways social life is presented, distorted, magnified, or politicized. Prerequisite: ENG 101 with B or higher and SOC 101, SOC 102, or ANT 112 with C or higher
- SOC 210 Social Problems** 3  
This course will examine a wide variety of social problems, including crime, racial discrimination, poverty, drug abuse, disorganization of social institutions, and rapid social change. The course will apply sociological theories to explain social problems and will focus on approaches used to address these problems. Prerequisite: SOC 101
- SP 101 Oral Communications** 3  
The purpose of this course is to develop the knowledge and skills necessary for meaning-oriented oral communications. The course also covers becoming a more effective critical listener. Emphasis will be placed on interpersonal and public communication.
- SP 103 Oral Interpretation** 3  
The purpose of this course is to study and practice the techniques of effective oral reading and performance. The focus will be on the careful reading, analysis, discussion, rehearsal, and performance of selections taken from various forms of literature, including poetry, essay, novel, short story, and drama.
- SP 105 Interpersonal Communication** 3  
This course is designed to improve student effectiveness in small-group and one-to-one communication.
- SP 106 Public Speaking** 3  
The purpose of this course is to increase student understanding of the principles and applications of public speaking through analysis and practice in communication theory, topic selection, audience analysis, research, use of support materials, content organization, presentation, and evaluation.

<b>TH 103 Theatre Practicum I</b>	<b>I</b>	<b>TH 146 Musical Theatre History</b>	<b>3</b>
This course is designed for both theatre majors and other students interested in performing onstage or working backstage to provide practical experience as a member of a theatre production crew. Students will have the opportunity to perform onstage, or serve as crew members, who may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. This course provides an opportunity for performance self-expression and continued development of individual and ensemble skills and also offers exposure to the performing arts as a profession.		This course provides a survey of American musical theatre. The course will cover the historical development of musical theatre, significant style periods, and significant composers. The course will emphasize music theatre as social, political, and cultural expression. NOTE: This course is the same as M 146. Students may enroll in and receive credit for either TH 146 or M 146 but cannot enroll in or receive credit for both courses.	
<b>TH 104 Theatre Practicum II</b>	<b>I</b>	<b>TH 152 Stagecraft I</b>	<b>3</b>
This course continues TH 103 and is designed to provide additional practical experience for both theatre majors and other students interested in performing onstage or working backstage to provide practical experience as a member of a theatre production crew. Students will have the opportunity to perform onstage, or serve as crew members, who may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. This course provides an opportunity for performance self-expression and continued development of individual and ensemble skills and also offers exposure to the performing arts as a profession. Prerequisite: TH 103		This course provides an introduction to the basic tools and principles of stagecraft. The course will focus on basic tools and their uses, shop organization and maintenance, construction, rigging, and painting. Course participants will be responsible for building, maintaining, and striking sets used in performances.	
<b>TH 105 Introduction to Dramatics</b>	<b>3</b>	<b>TH 203 Theatre Practicum III</b>	<b>I</b>
This course will provide a thorough survey of the basic elements of theatre and the dramatic arts.		This course continues TH 104 and is designed to provide additional practical experience for both theatre majors and other students interested in performing onstage or working backstage to provide practical experience as a member of a theatre production crew. Students will have the opportunity to perform onstage, or serve as crew members, who may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. This course provides an opportunity for performance self-expression and continued development of individual and ensemble skills and also offers exposure to the performing arts as a profession. Prerequisite: TH 104	
<b>TH 106 Play Production</b>	<b>3</b>	<b>TH 204 Theatre Practicum IV</b>	<b>I</b>
This course provides an introduction to the elements of play production. The course will cover planning, management, and technical aspects of play production and will include practical experience working with college productions.		This course continues TH 203 and is designed to provide additional practical experience for both theatre majors and other students interested in performing onstage or working backstage to provide practical experience as a member of a theatre production crew. Students will have the opportunity to perform onstage, or serve as crew members, who may work in several technical or production areas, including stage management, costumes, set design and construction, lighting, sound, properties, house management, and publicity. This course provides an opportunity for performance self-expression and continued development of individual and ensemble skills and also offers exposure to the performing arts as a profession. Prerequisite: TH 203	
<b>TH 108 History and Appreciation of Theatre Art</b>	<b>3</b>	<b>TH 206 Acting II</b>	<b>3</b>
This course is designed to provide an introduction to the development of theatrical presentation from antiquity to the modern stage. The course will examine direction, management, design, and performance. Representative dramatic productions will be viewed to provide insight into the historical development and artistic values of theatre.		This course continues TH 110 and provides additional experience in the basics of acting. The course is geared towards students with some performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. Prerequisite: TH 110	
<b>TH 109 Fundamental Style and Principles of Acting</b>	<b>3</b>	<b>TH 207 Acting III</b>	<b>3</b>
This course provides an introduction to the basics of acting and is geared towards students with little or no performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance.		This course continues TH 206 and provides additional experience in acting. The course is geared towards students with some performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. Prerequisite: TH 206	
<b>TH 110 Acting I</b>	<b>3</b>		
This course continues TH 109 and provides additional experience in the basics of acting. The course is geared towards students with limited performance experience. The course will focus on rehearsal procedures and techniques, terminology, actor discipline, and public performance. Prerequisite: TH 109			

- TH 208 Film Appreciation** 3  
This course is designed to provide an introduction to the history and conventions of narrative film. The focus of the course will be on the narrative form of film's story-telling techniques, and the art of film, including the historical development of the medium and the sociological impact of film as art.
- TH 211 Stagecraft II** 3  
This course continues TH 152 and provides additional experience in the use of basic tools and principles of stagecraft. The course will focus on basic tools and their uses, shop organization and maintenance, construction, rigging, and painting. Course participants will be responsible for building, maintaining, and striking sets used in performances. Prerequisite: TH 152
- VIN 111 Intro to Viticulture/Vineyard Establishment** 3  
This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity. Topics include varietal selection, site selection, site preparation, equipment, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control, and vine disease control. Field practicum sessions consisting of 16 hours of hands-on experience will be scheduled in area vineyards.
- VIN 117 Cold Climate Viticulture & Enology** 1  
This course offers a practical understanding of the obstacles and promise of growing grapes and making wine in cold climates. Topics relating to cold climate production include history, physical limits of grapes, successful varieties, viticulture and enology methods for producing quality cold climate wine, the state of cold climate research, a review of resources, and marketing strategies in cold climate regions. Prerequisite: VIN 111 or ENO 116
- VIN 211 Integrated Pest Management** 2  
This course focuses on how effective grape production depends on the grower developing a system of grape management that is appropriate for each vineyard. The course will also examine the decisions that need to be made for managing all the normal cultural practices, such as planting, fertility, harvesting, and pruning, as well as managing the insect, disease, and weed problems that occur either regularly or sporadically. The information in this course will address management issues related to common, expected pest problems as well as the occasional appearance of minor pest problems.
- VIN 212 Winter Viticulture Technology** 2  
This course is designed to provide practical experience in winter vineyard operations for students already initiated in the field of viticulture. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course which will serve as work experience for those seeking employment in commercial viticulture. A minimum of 30 hours of field practicum are required along with a daily journal of practical experiences. Prerequisite: VIN 111 or Instructor Permission
- VIN 213 Midwest Vineyard Management** 2  
This course is a study of commercial grape growing in the Midwest United States. Topics include cultivars, vine nutrition, irrigation, canopy management, pests, maturity sampling and harvest, balanced pruning/cropping, and cold injury.
- VIN 214 Spring Viticulture Technology** 2  
This course is designed to provide practical experience in spring viticulture operations for students already initiated in the field of viticulture. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course, which will serve as work experience for those seeking employment in commercial viticulture. A minimum of 30 hours of field practicum are required along with a daily journal of practicum experiences. Prerequisite: VIN 111 or Instructor Permission
- VIN 215 Summer-Fall Viticulture Technology** 2  
This course is designed to provide practical experience in summer/fall vineyard operations for students already initiated in the field of viticulture. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course, which will serve as work experience for those seeking employment in commercial viticulture. A minimum of 30 hours of field practicum are required along with a daily journal of practicum experiences. Prerequisite: VIN 111 or Instructor Permission
- VIN 293 Soils for Viticulture** 3  
This course will explore soil properties and behavior and their influence on wines. The course focuses not only on growth and production, but also on the long-term effects of viticulture on soil quality and the wider environment.

**Academic Load:** The total number of credit hours enrolled in during one semester.

**Advisor:** A faculty or staff person who helps students achieve their educational goals by providing guidance on courses, program requirements, prerequisites, programs of recommendations, policies and procedures, and resources.

**Associate in Applied Science in Nursing:** A degree program intended for students that have completed the License Practical Nursing (LPN) program and want to continue on to be able to meet the requirements to take the state nursing examination.

**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 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 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.

**Co-requisite:** A course required to be taken simultaneously with another.

**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. A branch of knowledge, typically studied in higher education.

**Drop/Add:** Changing the student's course schedule by adding and/or dropping courses to increase or decrease the credit hours.

**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 a F=0 points.

**Intersession:** Courses offered between fall and spring semesters.

**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 & FACULTY

as of 8-2019

## ADMINISTRATION

<u>Name, Title</u>	<u>Degree/Certification</u>	<u>College/University</u>
<b>Deborah Fox</b> President	A.S. BBA MBA M.S.	Pratt Community College Pittsburg State University Pittsburg State University Fort Hays State University
<b>Eric Ingmire, Ed.D.</b> Vice President for Student Services	B.S. M.S. Ed.D.	Manhattan Christian College Kansas State University Grand Canyon University
<b>Erin Shaw, Ph.D.</b> Vice President for Academic Affairs	BA in Journalism - Public Relations M.Ed. in Adult and Continuing Ed Ph.D. in Ed Leadership and Policy Analysis	University of Oklahoma University of Oklahoma University of Missouri
<b>Randy Willy</b> Vice President for Finance and Operations	A.A. B.S. MBA	College of the Canyons Missouri Western State University University of Missouri, Kansas City

## FACULTY

<u>Name</u> <i>Location</i>	<u>Teaching Discipline</u>	<u>Degree/Certification</u>	<u>University</u>
Adams, Ronald <i>Highland</i>	Physics	B.S. in Physics M.S. in Physics M.S. in Physics	Purdue University Miami University University of Arkansas
Allen, Rebekah <i>Wamego</i>	English/Speech	B.A. in English B.A. in Social Science M.A. in English	Emporia State University Emporia State University Emporia State University
Baggs, Michael <i>Highland</i>	History/Political Science	B.A. in English and History M.A. in History M.A. in Political Science	Midwestern State University Midwestern State University Midwestern State University
Bergen, Christopher <i>Leavenworth</i>	Auto Technology	Certificate in Automotive Technology Associate's in Automotive Technology AAS BS in Career and Technical Education Master of Science in Career and Technical Education	Clinton Area Vo-Tech School Longview Community College Metropolitan Community College Pittsburg State University Pittsburg State University
Bryant, Mary <i>Highland, Concurrent, Atchison</i>	English	A.A. B.A. in English M.S. in Elementary Education Ed.S. in C & I, Ed Management	Pensacola Junior College University of West Florida Pensacola Christian College University of West Florida
Carden, Mary <i>Atchison</i>	LPN to RN Completion	BSN Registered Nurse	Missouri Western State Univ.
Clements, Alexis <i>Highland</i>	Photography	AAS B.A. in Photography M.F.A. in Photography	Art Institute of Colorado Art Institute of Colorado Academy of Art University

# FACULTY

as of 8-2019

Coder, Duane <i>Atchison</i>	Electrical Technology	Diploma in Electrical Technology A.S. Block & Associates Journeyman License	North Central KS Tech College Cloud Co. Community College
Culbertson, Randy <i>Atchison</i>	Auto Collision Repair	Diploma in Auto Collision Repair Certifications: ASE Master; P.P.G. Gold Level in Delfeet, Global and Waterborne Paint; Chief Easylinger Frame Machine & Computerized Measuring Systems; EPA Area Source Rule	NE KS Technical College
Cummins, Victor <i>Atchison</i>	Construction Technology	Registered Roofing Contractor Certificate Laborer/Supervisor in construction businesses Owner/Operator of Construction Company	State of Kansas
Finley, Shane <i>Highland</i>	Criminal Justice	B.S. in General Studies Minor in Criminal Justice Certified M.S. in Criminal Justice	Wichita State University  National Forensics Academy Liberty University
Foley, Amy <i>Highland</i>	Health Science	AA B.S. in Corporate Recreation/Wellness M.S.E. in Exercise Science Doctorate of Education in Sports Management	Highland Community College Northwest Missouri State University University of Kansas U. S. Sports Academy
Forsberg, Ethan <i>Atchison</i>	Automotive Technology	B.S. in Automotive Technology Certification, Master Medium/Heavy Truck Technician Certificaton, Automobile Technician	Pittsburg State University Nat'l Inst. For Automotive Service Excel.  Nat'l Inst. For Automotive Service Excel.
Freeman, Stacy <i>Highland</i>	English	B.A. in Literature M.A. in Literature/Writing	Bard College Union Institute & University
Fulbright, Pamela <i>Highland</i>	Reading/English	B.A. in Liberal Arts M.A. Teaching w/ Reading Specialization	Simpson University National University
Gallagher, Darcie <i>Highland</i>	Precision Agriculture	A.A.S. in Ag Business & Mgmt Tech B.S. in Agricultural Science M.S. in Agricultural Education & Communications	Southeast Community College Northwest Missouri State University Kansas State University
Graham, Adam <i>Highland</i>	Chemistry	B.S. in Chemistry M.S. in Chemistry	Angelo State University University of Utah
Grossman, Theresa <i>Highland</i>	Speech	B.A. in Speech/Drama M.A. in Speech	Marymount College Kansas State University
Hager, Kevin <i>Atchison</i>	Electrical Technology	Certificate in Electrical Technology	Highland Community College
Handke, Phil <i>Atchison</i>	Diesel Technology	Certificate in Diesel Technology	Northeast Kansas Technical Center
Hasan, Liton <i>Highland</i>	Mathematics	B.S. in Computer Science M.S. in Statistics	University of Central Oklahoma University of Central Oklahoma

# FACULTY

as of 1-2017

Heddens, Margaret <i>Highland</i>	Mathematics	B.S. in Secondary Education M.S. in Curriculum & Instruction	Emporia State University Kansas State University
Hensley, Eleanor <i>Perry</i>	Early Childhood	B.G.S. MS in Early Childhood	Emporia State College Emporia State University
Hurn, Michelle <i>Highland</i>	Mathematics	B.S. in Math & Economics	Emporia State University
Illingworth, Melissa <i>Wamego, Perry, Baileyville</i>	Chemistry	BA in Molecular Biology MS in Biochemistry Ph.D. in Biochemistry	Ball State University Indiana University Indiana University
Kegode, George <i>Highland</i>	Agriculture	B.S. in Agronomy M.S. in Plant and Soil Science Ph.D. Crop Production and Physiology	Wilmington College Alabama A & M University Iowa State University
Kelley, Michael <i>Highland</i>	English	A.A. B.S. in History M.A.A. in Technical Communication	Highland Community College Missouri Western State University Missouri Western State University
Ketchum, Eric <i>Highland</i>	Psychology	B.S. in Sociology (Criminology option) B.S. in Psychology M.S. in School Psychology Ed.S. in School Psychology	Kansas State University Kansas State University Emporia State University Emporia State University
Kibbe, Sharon <i>Highland</i>	Accounting	B.A. in French M.S. in Management	Pittsburg State University Friends University
Kuhn, Frank <i>Perry</i>	Biology	B.S. in Microbiology/Biology M.S. in Biology	Kansas State University Emporia State University
Larkins, Kenneth <i>Wamego</i>	Biology	B.S. in Wildlife Biology M.A. in Biological Sciences	Kansas State University University of Northern Colorado
Lauts, Timothy <i>Atchison</i>	Engineering Graphics	B.A. in Education - Industrial Technology Continuing Ed: Graphic Arts; Digital Electronics; Electronics; Robotics; 3-D Modeling/Sculpture	University of Nebraska - Kearney
Leahy, Shayna <i>Highland</i>	Vocal Music	B.M. in Music M.M. in Music	University of Nebraska - Omaha Wichita State University
Lierz, Philip <i>Western Center - Baileyville</i>	Diesel Technology	BA in Automotive Technology	Pittsburg State University
Lindstrom, Michael <i>Atchison</i>	Auto Technology	Auto Technology Certificate Certifications: ASE Automotive; ASE Master Automobile Technician	NE Kansas Technical College
McElroy, Matthew <i>Highland and Atchison</i>	Biology	B.S. in Kinesiology M.S. in Kinesiology	Kansas State University Kansas State University
Meier, Todd <i>Highland</i>	Art	BFA in Studio Art MFA in Painting	Concordia University Boston University
Miller, Carrie <i>Atchison</i>	Administrative Assistant	Certificate in Medical Office Assistant	NE Kansas Technical College

# FACULTY

as of Fall 2019

Moeller, Harry <i>Highland</i>	Biology	B.A. in Biological Science M.S. in Zoology	Northern Kentucky University Southern Illinois Univ - Carbondale
Morton, Mabel <i>Atchison</i>	Practical Nursing	LPN Associate Degree in Nursing BSN MSN	KC Metropolitan Community College Park University University of Phoenix Nebraska Wesleyan University
Penning, Jenna <i>Atchison</i>	Practical Nursing	BS in Family Studies & Human Services BSN	Kansas State University Washburn University
Perkins, Samuel <i>Highland</i>	Graphic Design	B.F.A. in Graphic Design/Studio Art	Missouri Western State College
Prudden, Christina <i>Atchison</i>	Medical Office Assistant	L.P.N.	NE Kansas Technical College
Russell, Derrik <i>Western Center - Baileyville</i>	Diesel Technology	Diesel Mechanic Mechanics	Community College of the Air Force Hennessey Tuner School
Schwarz, David <i>Western Center-Baileyville</i>	Welding	Diploma in Welding Certified Welder	Beloit Vo-Tech
Smith, Nathan <i>Atchison</i>	Welding	School of Heavy Equipment Operations Certificate in Welding	United States Navy Highland Community College
Smith, Samuel <i>Highland</i>	Theatre	B.A. in Theatre M.F.A. in Theatre Master of Education	Pennsylvania State University Indiana University University of Houston Victoria
Smith, Shelley <i>Highland</i>	Mathematics	B.S. in Mathematics/Computer Science	Washburn University
Sowers, Daniel <i>Atchison</i>	HVAC	Certification-Refrigerant Transition Recovery I & II Owner/Operator Sowers Heating & Cooling	Ferris State University
Swendson, Dale <i>Atchison</i>	Diesel Technology	Certifications: CAT Engines;Volvo Electrical Volvo Heavy Truck Chassis Rebuild; Mercedes-Benz Truck Chassis Overhaul; GM Specialized Electronics	
White, Carol <i>Wamego</i>	Mathematics	B.S. in Nuclear Engineering M.A. in Mathematics	Kansas State University University of Kansas
Woodruff, Kristin <i>Highland</i>	Sociology	B.S. in Criminal Justice Master of Social Work LMSW Credential	Missouri Western State College University of Kansas State of Kansas
Wright, Eric <i>Western Center - Baileyville</i>	Precision Agriculture	AAS	Manhattan Area Technical College
Wurzbacher, Theresa <i>Atchison</i>	Computer Support Tech	A.A.S. A.A. B.S. in Technology Management	Highland Community College Highland Community College Kansas State University
Young, Laura <i>Highland</i>	Economics/Business	B.A. in Business Administration Executive Masters in Business Admin.	Benedictine College Benedictine College