



**Pratt Community College**  
2015-2016 Student Handbook



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## FALL 2015

|                    |   |
|--------------------|---|
| August 1           | Late Processing Fee of \$100 Assessed   |
| August 10-17       | Faculty In-Service and preparation.   |
| August 10          | State of the College Address (President and Chairman of the Board of Trustees)  |
| August 16          | Residence Halls open at 9 a.m.  |
| August 17          | <i>Registration and PASS Orientation</i>  |
| August 18          | Fall Semester Classes begin (day and evening--all locations).   |
| <b>September 7</b> | <b>Labor Day (no day or evening classes--all locations).</b>  |
| September 15       | Certification Date for full-semester classes.   |
| October (TBA)      | PTK Induction   |
| October 5 – 9      | Mid-Term Week   |
| October 12         | Fall Break – no classes (faculty work day) Mid-term Grade entry due by 5 p.m.   |
| October 13         | Early enrollment begins.  |
| Nov. 4             | Last day to initiate withdrawal from classes (full-semester).   |
| <b>Nov. 23-27</b>  | <b>Thanksgiving Vacation</b> (No classes. Nov. 23 & 24 faculty work days)   |
| Dec. 8, 9, 10      | Final Exams (all day and evening classes--all locations).   |
| Dec. 11,14         | Faculty Work days   |
| Dec. 15            | Optional faculty work day for faculty who did not work one Summer 2015 Beaver Building Day. (Work either Dec. 15 or May 17) Final Grade entry due by 5 p.m. |

\*Note: Final grade entry on Self-Service for all short term courses completed on or before mid-terms due by October 12. For courses ending after mid-terms but before finals' week, final grade entry is due within 7 days of completion of course.

## SPRING 2016

|                   |  |
|-------------------|--|
| January 6         | All Faculty Return – Faculty Preparation Day 8am-5pm   |
| January 11        | Residence Halls open at 9:00a.m. Registration and PASS Orientation 3 – 5 p.m.  |
| January 12        | Classes begin (day and evening--all locations).  |
| <b>January 18</b> | <b>Dr. Martin Luther King, Jr. Day (no classes)</b>  |
| February 9        | Certification Day for full-semester classes  |
| February 22       | Academic Olympics (no day classes Pratt campus--all other classes, including Pratt evening classes, meet as scheduled).  |
| March (TBA)       | PTK Induction  |
| March 7-11        | Mid-Term Week  |
| March 11          | Mid-term Grade entry on Self-Service is due by 5:00 pm   |
| March 14-18       | Spring Break   |
| March 21          | Early enrollment begins  |
| <b>March 25</b>   | <b>Good Friday, No classes</b>   |
| <b>March 28</b>   | <b>Faculty Workday – No classes</b>  |
| April 12          | Last day to initiate withdrawal from full-semester classes.  |
| April 13          | Beaver Building Day  |
| April 27          | Beaver Building Day  |
| May 2             | Academic Awards Ceremony 7 p.m.  |
| May 10,11,12,     | Final Exams (all day and evening classes--all locations).  |
| May 13            | Nursing Pinning Ceremony & Commencement 2:00pm (Faculty Work Day)  |
| May 16            | Faculty Work Day.  |
| May 17            | Optional faculty work day for faculty who did not work one of the Summer 2015 Beaver Building Days. (Work either Dec. 16 or May 17.) Final Grade entry due by 5 p.m. |

\*Note: Final grade entry on Self-Service for all short term courses completed on or before mid-terms due by March 11. For courses ending after mid-terms but before finals' week, final grade entry is due within 7 days of completion of course

## **THE COLLEGE**

Founded in 1938, Pratt Community College offers broad-based educational programs that meet the diverse needs of South Central Kansas. Situated on an 80-acre campus in Pratt, Kansas just 75 miles west of Wichita, the campus offers modern, state-of-the-art facilities. The main campus facilities, completed in 1968, included the main building and Novotny Residence Hall. Porter Residence Hall was built in 1982, Gwaltney Hall was added in 1983, Beck Residence Hall was added in 1985, the indoor rodeo facility was added in 1986, the auto/diesel facility was added in 1987, the Student Conference Center was added in 1989, and the Electrical Powerline Technology building was added in 1991 and enhanced in 2005. In 1998, North Residence Hall was completed. The campus also consists of outdoor rodeo facilities, Dennis Lesh Sports Arena, and Stanion Baseball Field. Stanion Practice Facility was added in 2001 and Dudrey Hall and Chandler Hall were added in 2002. The newest addition to the campus is the Dr. William Wojciechowski Hall Apartments which opened Fall of 2010. The College also includes Winfield and the eLearning Service Center in Wichita.

PCC is an educational institution open to all who desire to continue their education. High school graduates will find that PCC offers the general education courses they need to transfer to a four-year institution. Those interested in entering the work force after one or two years of college will find technical programs designed to prepare them to compete for jobs in their chosen fields.

## **ACCREDITATION**

PCC is an accredited institution of higher education, having been formally recognized and accredited by a number of agencies. The accreditation assures the acceptance of PCC credits on an equal standing with all accredited institutions, not only in Kansas, but also throughout the United States. PCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Programs are approved by the Kansas State Board of Nursing, approved for veterans training, the Kansas Department of Social and Rehabilitation Services, the American Council on Education General Education Development Program and many other state and federal educational agencies. Industry specific accreditation has been granted by the Kansas State Board of Nursing (conditional approval 2015), the National Automotive Technicians Education Foundation, Inc., the Association of Collegiate Business Schools and Program and the Kansas Department of Health and Environment.

For accreditation information:

The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. 1-800-621-7440 <http://www.ncahlc.org/>

The Pratt Community College (PCC) Accounting and Business Department is one of only three community college business programs in the state of Kansas accredited by the Association of Collegiate Business Schools and Programs (ACBSP). This requires the department to annually prove that it meets the high academic standards set by the accrediting body. This assures that students attending this program receive some of the finest business instruction and training available in Kansas. To find out more about ACBSP visit their website at [www.acbsp.org](http://www.acbsp.org).

## **STATEMENT OF PHILOSOPHY**

Students are provided opportunities for academic, personal and career growth in a student centered learning environment.

**Elaboration:** The Board of Trustees and the college administration are accountable to the public to provide for open admissions and accessibility through both traditional and non-traditional delivery systems.

Consistent with this philosophy, Pratt Community College supports the policy of open admissions believing it is critical to assuring a viable educational opportunity for all potential students. The policy will be administered to assure access to the college and all of its services. While Pratt Community College is an open admissions institution, selected programs and courses may require testing and/or prerequisites to ensure student readiness. Implicit in the college's mission statement is producing graduates qualified to perform in their fields of study. Therefore, open admissions provide the first step to qualifying entrance into a program of choice while recognizing varying abilities and backgrounds of students. Remedial and developmental study programs are used to bridge the gaps between students' preparation and course/program requirements. Quality instructional programs based on the assessment of learning outcomes provide the means for student learning and fulfilling educational objectives.

## **MISSION STATEMENT**

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

## **STATEMENT OF INSTITUTIONAL PURPOSE**

Striving for excellence, Pratt Community College has publicly adopted the following specific institutional purposes. To:

1. Provide associate degree programs consisting of a general education core and other courses that satisfy lower division requirements of selected baccalaureate programs.
2. Provide associate degree and certificate programs consisting of a general education core and other courses that qualify students for employment.
3. Provide continuing education courses that respond to more immediate career and personal learning needs.
4. Provide educational programs that advance student achievement.
5. Provide access to college credit coursework and associate degrees to south central Kansas and beyond.
6. Provide academic and support services that respond to personal, social and career planning needs of students.
7. Provide customized training and services that assist businesses/industry and aid economic development.
8. Provide educational, social and cultural programs that address responsible citizenship, diversity, and improve the quality of life.
9. Collaborate with state and private higher education institutions to provide additional associate degree programs and upper division and graduate instruction.
10. Provide an institutional environment that promotes the freedom of inquiry necessary for exceptional learning and teaching.

Pratt Community College is also a participating institution in the eduKan Online Consortium.

### **DIVERSITY IN HIGHER EDUCATION**

America's colleges and universities differ in many ways. Some are public, others are independent; some are large urban universities, some are two-year community colleges, others small rural campuses. Some offer graduate and professional programs, others focus primarily on undergraduate education. Each of our more than 3,000 colleges and universities has its own specific and distinct mission. This collective diversity among institutions is one of the great strengths of America's higher education system, and has helped make it the best in the world. Preserving that diversity is essential if we hope to serve the needs of our democratic society. Similarly, many colleges and universities share a common belief, born of experience, that diversity in their student bodies, faculties, and staff is important for them to fulfill their primary mission: providing a quality education. The public is entitled to know why these institutions believe so strongly that racial and ethnic diversity should be one factor among the many considered in admissions and hiring. The reasons include:

1. Diversity enriches the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.
2. It promotes personal growth and a healthy society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students learn to communicate effectively with people of varied backgrounds.
3. It strengthens communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions.
4. It enhances America's economic competitiveness. Sustaining the nation's prosperity in the 21st century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.

American colleges and universities traditionally have enjoyed significant latitude in fulfilling their missions. Americans have understood that there is no single model of a good college, and that no single standard can predict with certainty the lifetime contribution of a teacher or a student. Yet, the freedom to determine who shall teach and be taught has been restricted in a number of places, and come under attack in others. As a result, some schools have experienced precipitous declines in the enrollment of African-American and Hispanic students, reversing decades of progress in the effort to assure that all groups in American society have an equal opportunity for access to higher education.

Achieving diversity on college campuses does not require quotas, nor does diversity warrant admission of unqualified applicants. However, the diversity we seek, and the future of the nation, does require that colleges and universities continue to be able to reach out and make a conscious effort to build healthy and diverse learning environments appropriate for their missions. The success of higher education and the strength of our democracy depend on it.



## CORE VALUES

PCC is committed to the success of its students, the institution and its service area. The following values, of equal weight and importance, are stated as a guide to Pratt Community College present and future operations in the performance of its mission and supporting functions.

**Quality Learning:** To foster a community of well-prepared learners who can successfully meet the demands of advanced academic study or entry-level employment. To provide both personal and professional development opportunities for the college's employees.

**Integrity:** To be fair, honest and objective in all PCC internal and external practices.

**Customer Service:** To provide need-based, courteous and timely service to both internal and external constituencies in a supportive working environment.

**Collaboration and Teamwork:** To value the contributions of internal constituents – Board, administration and employees, working to achieve common goals and celebrating accomplishments. To develop mutually beneficial objectives and relationships with the community, business and industry.

**Innovation:** To use a creative, mission driven approach, capitalizing on existing resources, to develop new growth opportunities and continuously improve internal operations.

**Fiscal Viability:** To provide adequate profitability to sustain continued growth.

**Diversity Statement:** Pratt Community College respects, values and celebrates the diversity of our students, faculty, staff, and the communities we serve, believing that diversity enriches the educational experience.

## Graduate Profile

The mission of Pratt Community College compels us “to seek maximum student learning through quality instruction and service...” To ensure that the college is continually striving to comply with this mission as an institution of higher education, the faculty has established core competencies identified with each academic degree offered by the college. All students who graduate from PCC with an associate degree or certificate must demonstrate their ability to:

### Core Competencies:

- Read, comprehend and analyze written materials.
- Express themselves in grammatically correct and logically written English.
- Perform quantitative mathematical computations.
- Plan, organize and deliver oral presentations.
- Effectively interpret the communications of others.
- Utilize modern computer technology to process information.
- Acquire, interpret and evaluate information and data and solve problems.
- Work effectively as a member of a group.
- Utilize library or other educational resources.

Associate in Science and Associate in Arts graduates must further demonstrate their ability to:

- Understand and apply mathematical and/or algebraic concepts.
- Understand and appreciate aspects of the humanities.
- Understand and appreciate aspects of the social sciences.
- Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
- Understand the basic concepts of physical and/or biological science.
- Exhibit knowledge and understanding of the United States governmental, social, economic and/or
  - Cultural systems.
  - Other peoples & cultures of the world.

Associate in Applied Science graduates must further demonstrate their ability to:

- Understand and apply mathematical and/or algebraic concepts.
- Understand and appreciate aspects of the social sciences.
- Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
- Demonstrate basic workplace skills.

Associate in General Studies graduates must further demonstrate their ability to:

- Understand and apply mathematical concepts.
- Understand and appreciate aspects of the humanities.
- Understand and appreciate aspects of the social sciences.
- Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
- Develop a degree of depth of learning in an area of concentration.

Occupational Certificate graduates must further demonstrate their ability to:

- Demonstrate basic workplace skills.
- Understand and apply mathematical and/or algebraic concepts.

# Admissions

## **Admission Requirements**

Any person who qualifies in one or more of the following categories is eligible for general admission:

1. A high school or home school graduate.
2. A holder of a G.E.D. Certificate of high school equivalency.
3. A student in good standing who is transferring from another college.
4. Person 18 years or older with the ability to benefit.

Any person who qualifies in one or more of the following categories is eligible for guest admission:

1. A high school student, who is of junior or senior status, has demonstrated an ability to benefit from college study and has received written permission from her/his high school principal.
2. A gifted student who's IEP specifies college study. A copy of the IEP must be filed with the college registrar.

Specified programs and/or courses may have additional admission requirements. These requirements are published by the individual department or the counseling office.

Students who do not qualify under the criteria listed above may be admitted by the registrar as guest students. Students on probation at other institutions may be admitted. Each applicant is considered individually. While there are no examination requirements for general admission, Pratt Community College requires all degree-seeking students to take an assessment test for placement in English, reading, and mathematics prior to registration in classes. The assessment is offered during pre-scheduled early enrollment days, on the day of registration and at other publicized dates or by appointment.

### **Special Students**

Special students are identified as people who have already earned a degree or who do not wish to complete a degree from PCC, but wish to enroll for personal enrichment.

### **Application Procedures**

All students applying for admission should complete the following steps prior to enrollment:

1. Complete an application for admission.
2. Submit an official high school transcript with graduation date.
3. Submit an official college transcript from each college attended.
4. Submit a copy of GED certificate, if applicable.
5. Make arrangements for the COMPASS test through the Student Success Center.
6. Submit a copy of COMPASS reports if completed at another institution.
7. Submit an official copy of ACT scores if they are to be considered for course placement.

The college reserves the right to deny admission or re-admission to an individual determined by the administration to be a threat to the college community.

### **Transfer Students**

Students transferring from another post-secondary institution are required to follow the same admission procedures stated for admission of first-time students. An official transcript of all post-secondary course work is required to be on file in the Student Services Office prior to enrollment.

### **International Students**

To be considered for admission to PCC, a student must have graduated from the equivalent of a U.S. High school (12 years of education) and submit the following documents. All items must be on file at PCC before an I-20 will be issued:

1. Application for Admission
2. Academic Records (Transcripts)

- a. Official copies of academic records for all course work completed in secondary schools and/or colleges and universities must be submitted. These must be translated to the English language and must include a graduation date and be properly certified.
- 3. Financial Letter of Support
  - a. Documentation showing financial support for the school year is required. This should be dated within six months of your anticipated arrival.
- 4. English Proficiency:
  - a. Students whose first language is not English must document their English proficiency in *one of the following ways*:
    - i. A minimum TOEFL (Test of English as a Foreign Language) score of 500 or above (173 computer-based or 61 Internet-based). The institutional school code for PCC is 6581.
    - ii. Completion of the ELS 109
    - iii. Successful completion of the ESL (English as a Second Language) level 9 at the Hays Language Institute.
    - iv. Academic Credit of 12 hours or more from a U.S. Post-Secondary Institution.
    - v. One year at a U.S. high school with a 2.5 grade point average.
    - vi. Transcript which shows that all instruction was taught in English with a 2.0 grade point average on a 4.0 scale.

To be issued an I-20 the following must be submitted:

- 5. Pre-payment of \$7,350 (US Dollars)
- 6. Telephone Interview conducted by Coordinator of International Admissions
- 7. Housing Information (each of the following must be submitted)
  - a. Immunization Records (Meningitis shot is required)
  - b. Personal Information Sheet
  - c. Housing Contract for 19 meals in North Hall
  - d. Health Card
  - e. Proof of Medical Insurance
  - f. Negative Tuberculosis Test - skin test or chest X-ray

**When arriving to enroll, the following must be submitted:**

- 1. Proof of Medical Insurance is required before enrollment.
- 2. Student copy of PCC I-20
- 3. Copy of I-20 from transferring school (if applicable)
- 4. Passport, F-1 Visa, and I-94 card

*Admissions requirements and procedures for international students are subject to change according to the recognized needs of students and the college.*

### **Veterans and Children of Deceased or Disabled Veterans**

Pratt Community College has been approved to offer educational benefits under the various G.I. Bills. The college and students must comply with all procedures and requirements governing the act under which the student is being granted educational funds. A veteran's representative is located in the Office of the Registrar to maintain liaison between the Veteran's Administration and students who are veterans or children of deceased or disabled veterans.

# Enrollment Services

## **Early Enrollment**

An early enrollment period is designated each semester to give students the opportunity to enroll for the next regular semester or summer. Students are to meet with an assigned faculty advisor to complete their class schedule. Advisors will inform students about course prerequisites, the transferability of courses, and course sequencing. When a schedule of classes is completed, the students and advisor will process the class schedule online in Self Service. Students who complete tuition and fee payment obligations at the time of early enrollment do not have to attend the official registration session. Designated dates for early enrollment are published throughout the year and are available in the Student Services Office.

## **Registration**

A designated registration session is held each semester. All students are required to attend a registration session unless early enrollment and payment of tuition and fees have been completed. Registration dates are published throughout the year and are available in the Student Services Office.

## **Incomplete Registration**

Registration is not complete until:

1. All fees have been paid or arrangements have been made with the Business Office.
2. Official transcripts are on file in the Student Services Office.
3. The Assessment Test has been completed. VISA or MasterCard may also be used to pay for all educational costs. Failure to satisfy any of the admission or registration requirements is sufficient cause for a student to be dropped from all classes.

## **Auditing a Class**

If a student wishes to audit a course, the student must make this request at the time of enrollment in the course to the Vice President of Instruction. The student is required to pay tuition and fees for the course. If the student is granted permission to audit the course, the student will receive zero credit, zero grade points per semester hour.

## **Change of Address**

Students are asked to keep the Student Services Office current with any change of address, marital status or name. This can also be updated online at [prattcc.edu/AddressChange](http://prattcc.edu/AddressChange)

## **Students with Special Needs/Disabilities**

Pratt Community College does not discriminate on the basis of handicap in employment, education, admissions or activities. The design and layout of the campus makes it possible for physically disabled persons to access most activities and programs of study offered at the college. Any person needing additional assistance should contact the Student Success Center. Students with documented disability needs should report to the Student Success Specialist for accommodations. See student success information for more details.

### **Adding a Class (On Campus Students)**

Student picks up an Add/Drop form from the Student Services Office or from their Advisor. Then the student fills out all the requested information.

To add a class the student has 1 full week to add after the first class period with an Advisor's signature. If a student wants to add a class after the first full week of class the student must obtain signatures from the instructor and the Vice President of Instruction. The student then brings the form back to the Student Services Office to be processed within 5 days of being picked up in the Student Services Office. Once the add form has been processed the student must visit the Business Office for changes on their account.

### **Dropping / Withdrawing From a Class**

#### On Campus Students:

1. Student picks up an Add/Drop form from the Student Services Office (51) or from their Advisor. Then the student fills out all the requested information and gets the required signatures.
2. To drop a class during the first full week of classes the student needs their Advisor's signature. After the first full week of class the student needs their Advisor's signature and their Instructor's signature to drop the class. If the student withdraws from the class after certification date (the 20th day of class or when it is 25% completed) and no later than one week after the mid-term of the class, the student will receive a "W". No student initiated withdrawals are permitted after 75% of a course is completed.
3. After proper signatures have been obtained the student returns the form to the Student Services Office (51) no later than the guidelines specify to be processed.
4. After the form is processed the student needs to go to the Business Office to address any changes of their account.

#### Complete Withdraw – On Campus Students

1. Student picks up the Complete Withdraw form from the Student Services Office. Then the student fills out all the requested information.
2. The student must get all the required signatures:
  - a. Academic advisor
  - b. Student Success Center representative
  - c. All instructors
  - d. Coordinator of Residence Life (if applicable)
  - e. Financial Aid
  - f. Bookstore (If they received a Book Scholarship)
3. Return the form to the Registrar's Office to be processed.
4. Student goes to the Business Office to address any changes of their account.

#### eduKan Students:

Please contact the Coordinator of Enrollment Services at 620-450-2171.

### **Adding / Dropping Classes for Pratt Online, Coffeyville and Winfield Students**

Please contact your advisor to add, drop, withdraw, or do a complete withdrawal.

## Self-Service

Self-Service provides students with “anytime, anywhere” access to Pratt Community College information services in a flexible yet secure manner. Such information includes the following:

- Grades
- Class Schedules
- Academic Calendar
- Personal Calendar
- Course Offerings
- Enrollment
- Admissions Application Status
- Items Needed for Enrollment
- Financial Information
- Unofficial Transcript

To access Self-Service, visit [prattcc.edu](http://prattcc.edu) and click the link for Self-Service on the top menu bar.

## Viewing Grades on Self-Service

Students can see a grade history of every semester at PCC under the Self-Service tab.

- Click on the Grades tab at the top of the page
- Click on the Grade Report link in the blue bar
- Choose the semester for which you would like to view grades

Your midterm and final grades will be displayed along with GPA information for all courses in the chosen semester.

# Academic Services

## COMPASS/ASSET Testing

Students come from a variety of educational backgrounds and possess varying degrees of readiness for college level academic work. To ensure that students are placed at appropriate levels in English, mathematics and other courses requiring college level skills, the following students are required to take the reading, writing, and mathematics sections of the ACT ASSET or COMPASS test prior to advising/enrollment at Pratt Community College:

1. All students, whether full-time or part-time, who are or will be pursuing a degree or certificate at PCC.
2. Graduating high school seniors who will be entering PCC as regular degree or certificate-seeking students.
3. High school students who have not graduated but plan to take any PCC course(s) while still enrolled in high school.
4. All persons planning to take an English or mathematics course unless they choose to start with the basic courses.

The requirement to take the ASSET/COMPASS test is waived for the following categories of students:

1. Non-degree or non-certificate seeking students who are taking courses deemed "self-improvement" or "recreational."



2. Students who have completed the equivalent English and/or math course(s) with a grade of "C" or better from an accredited college or university and the official transcript is on file at PCC
3. Students who have completed an associate degree or higher from PCC or another accredited college or university.
4. Full-time students at another college or university who are taking non-English or non-math courses at PCC.
5. Students who have taken the complete ASSET/COMPASS at another college and whose official scores are on file at PCC.
6. Students who have ACT scores less than 2 years old which meet PCC's minimum course placement cut offs.

To avoid delays in the registration process, official ASSET/COMPASS scores and/or transcripts should be on file in the Student Success Center prior to advising/enrollment.

### **Writing, Reading, and Numerical Skills**

Students who score below the institutionally defined minimum basic skills level on the adopted assessment instruments must:

- Complete the required developmental course with a grade of "C" or better as early as possible in the student's program of study or
- Demonstrate basic skills ability by scoring above the minimal score on future basic skills assessments.

***A reading deficiency must be addressed by enrollment during the first semester and continuous enrollment is required until the required reading competency is achieved.*** Enrollment in further non-developmental course work will be allowed in succeeding semesters if a student has demonstrated continuous and satisfactory progress in basic skills within his/her first two semesters of enrollment in an approved program of study.

### **Academic Advising**

Academic advising helps students realize the maximum educational benefits available to them by better understanding themselves and learning to use the educational resources of our educational institution. Each full-time or degree-seeking student who is admitted to PCC is assigned an academic advisor by the Student Success Center. Acting as the coordinator of the student's educational experiences, the advisor can help the student define and develop realistic goals, identify special needs, find available resources, plan programs consistent with the student's interests and abilities, monitor progress toward the student's educational/career goals, and discuss the linkage between academic preparation and the world of work. In addition, the academic advising program at Pratt Community College gives the student the opportunity to establish a continuing, caring and supporting relationship with a faculty or staff professional.

The final responsibility for planning a course of study and for fulfilling all requirements and regulations rests with the student. Advisors are provided to assist students in planning their academic program. They are not authorized to change established policies of the college. Students are solely responsible for assuring that their academic progress complies with the policies of the college. Any advice which is at variance with established policy must be confirmed by the Vice President of Instruction.



### **Declaration of Major**

Students are required to declare a major at the time of enrollment. This information is entered in the appropriate declaration form at the time of enrollment. Students are then assigned an advisor based on their declared major. If they are unsure about a major, they may choose liberal arts. They will be assigned an academic advisor or a vocational advisor based upon this information. A copy of the Declaration of Major form is filed in the student's advising file which is maintained by the Student Success Center.

If a student wishes to change their major or advisor, they may do so by obtaining a Change of Major/Advisor form from the Student Success Center. The student fills out the necessary information on the form, obtains the necessary signature and returns it to the Student Success Center.

### **Counseling and Career Planning**

Pratt Community College provides counseling and career guidance services through the Student Success Center. These services are available to all students who wish to discuss academic, personal or career matters. Office hours are 8 a.m. to 5 p.m. Monday through Friday by appointment.

Counseling services include *personal counseling* for students who may have problems adjusting to college, have relationship problems with family or friends, or just want someone to listen. *Academic counseling* is offered to students to help them understand the various educational requirements needed to complete a course of study, along with information about transferring to other colleges or universities.

### **Special Needs Policy**

Special needs services are provided, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, in order to improve access to educational opportunities. Under Section 504, a postsecondary student with a disability who is in need of academic adjustments or auxiliary aids is obligated to provide notification to the educational institution about the nature of the disabling condition. At PCC, the Student Success Specialist is the initial point of contact for making these arrangements.

A full array of services to students with disabilities may be provided, including: materials in alternate formats, audio texts, readers, computer-assisted accommodations, altered class and examination schedules, digital recorders, and alternative testing procedures. The institution will not provide readers for personal use and study.

Upon receipt and assessment of the student's documentation by the Student Success Director, a Student Success Team (SST), will review each student's documentation and request for accommodations. The SST will approve or deny accommodations for each student requesting services and will review the progress of students regularly. A Student Success Specialist (SSS) will work intensively with each student assigned to the SST program. The SSS will communicate directly with the student and instructors to monitor assigned accommodations and the student's academic progress. Each semester, the SST will provide a summary report to the SST outlining each special needs student's semester progress. The SST will determine if accommodations need to be adjusted or terminated. A special needs student roster will be

maintained by the SSS and distributed to the designated instructors outlining the approved accommodations by the SST.

A student requesting special needs services and not receiving the accommodations they desire may appeal the decision of the SST by submitting a written appeal to the SST, through the SSS.

### **Policy on Vocational-Technical School Credits**

Students enrolled at Pratt Community College may request that credits earned in a postsecondary area vocational-technical school be evaluated and converted to college credit. Credit will be granted in compliance with the Kansas Board of Regents policies pertaining to "Statewide Guidelines for Awarding of College Credit Toward the Applied Science Degree to Students Who Have Successfully Completed Vocational Courses" and "Statewide Guidelines for Articulation Between Kansas Community Colleges and Area Vocational Technical Schools." The credits will be evaluated by a committee that includes the Registrar, Vice President of Instruction and the instructor(s) involved.

### **Advance Placement Courses**

The college accepts College Board Advance Placement courses. The student is required to have an official College Board Score Report mailed directly from the College Board to the Registrar. AP Courses will be posted on the student's transcript pending initial enrollment and provided the score is 3 (qualified) or better on AP's 5-point scale. Credit hours will correspond to the PCC equivalent course. Course equivalency will be determined either by the Vice President of Instruction or the appropriate academic department. Advance Placement courses are not included in the student's grade point average (GPA). Advance Placement courses posted on the student's transcript will count toward degree requirements.

### **Credit for Prior Learning/Experience**

Learning is a lifelong activity. Where it takes place at home, at work, or through an interest or hobby, people continue to learn throughout their lives. Many adults, who are now returning to or attending college for the first time, seek credit for this lifelong learning as a way to accelerate their progress toward a degree, diploma, or certificate. In response, a rising number of colleges and universities are conducting Prior Learning Assessment (PLA) to help these individuals earn college credit for their demonstrated learning as long as the learning meets the academic standards of college level. The Credit for Prior Learning program at Pratt Community College is based on the standards established by the Council for Adult and Experiential Learning (CAEL).

A key component of this is that the learning must be considered college level. If the level of learning is determined to not meet this standard then credit will not be awarded. To be considered college level learning is must be:

- Measureable and verified
- Be considered at a level of achievement consistent with students engaged in college studies
- Have a knowledge base that demonstrates practical and theoretical understanding
- Has a relationship to the learners degree goals

## **Methods for granting credit for Prior Learning**

1. **Credit for Prior Learning Portfolio:** A CPL portfolio is a compilation of written evidence that supports a student's prior and experiential learning accomplishments in a specific subject area.
2. **Vocational, Technical, & Professional Training:** Training programs where learning is documented by employer, industry, regional, or national certification of completion. Employer provided training records detail specific training and objectives of training. Learner's may be asked to perform certain tasks or create material related to the subject area.
3. **Non-Collegiate:** Credit can be recognized for certain types of specialized training. U.S. military service training records where college credit recommendations have been established by the American Council on Education (ACE). This will be evaluated by the Registrar.
4. **Test out options:** With this option students may be able to "test out" of the class to earn credit. This would be through the use of institutional challenge test (ex: classes mid-term or/and final) or through the nationally recognized College Level Examination Program (CLEP). This option may have limited availability.
5. **Departmental Life Learning Paper:** Departments may request that a student looking to earn credit may submit a paper and additional documentation to demonstrate adequate learning in a particular subject area. This will be determined by the subject matter expert.  
CPL Policies and Procedures.

1. CPL recognizes that college-level learning will occur outside the college classroom and that the institution must have a means of recognizing and evaluating that learning to grant credit to matriculated adult learners.
2. CPL Portfolio must address the learning outcomes of a course from Pratt Community College and align with the students educational goals
3. A portfolio must be submitted for academic area where credit is being requested. If request is for multiple content areas (i.e., business and automotive) than portfolio requirements (see pg. 3) must be met for each content area.
4. There is NO guarantee credit will be awarded for CPL submission. Work submitted must meet or exceed "C" level work to receive credit. Same applies for tests.
5. CPL is limited to no more than 30 credit hours.
6. The learning demonstrated must have academic equivalence of college-level learning. Anything deemed to be development/remedial/or courses numbered below 100 are not deemed at college-level learning and will not count for CPL credit.
7. **Fee:** Students seeking CPL will be enrolled in 6 credit hours with Pratt CC (this may be waived) and learners will be billed \$56 per credit hour that it petitioned rather than the credit received. See payment section below for more information.

8. Learners may be asked to revise their CPL submissions. Students will be allowed to revise once for each academic area they are seeking credit for and revisions should be re-submitted in two (2) weeks' time. If not submitted in this timeframe, credit will not be awarded. An extension may be requested, but no guarantee it will be granted.

9. Learners may appeal the denial of CPL credit by contacting the Director of CPL Assessment no more than one (1) week after credit has been denied. This appeal must be in writing (no email or text) and addressing why they believe they should have been granted credit. The CPL Director and faculty member will discuss appeal and additional information may be required from the learner. If denial stands, the learner may appeal to the Dean of Instruction (also in writing) on the denial of credit. The learner will be informed in writing of the Dean's decision. This decision is final.

10. Evaluations will be completed by full-time faculty or adjunct faculty that are subject matter experts in the area.

11. CPL is recorded as Credit for Prior Learning credit with the course/subject title and number of credits awarded. Grades will not be issued so it will not impact GPA. Credits will go towards degree/certification requirements.

12. Learner's may request to have their credit transferred, but they should inquire with receiving school if they accept CPL prior to beginning the process.

13. The learner, evaluator, and CPL Director should avoid duplication of credit already earned through previous course work. The learner must submit transcripts for any other institutions attended to avoid this.

### **Portfolio Requirements**

A portfolio is the main method for a student to demonstrate learning acquired outside of the traditional classroom or for participation in certification programs and professional development courses. It is a collection of information gathered by the student and presented in a systematic format that validates the experiential learning that has occurred. Each course for which portfolio credit is requested must be in the college curriculum and must be part of the student's certificate or degree requirements.

Preparation and content of the portfolio is the responsibility of the student. A CPL advisor will assist the student in following the established procedures. Once a portfolio has been prepared, it will be assessed for the awarding of credit. A faculty or a subject matter expert will evaluate and determine if the student has provided sufficient documentation to demonstrate attainment of the learning outcomes and/or met the competencies of the course.

### **Portfolio submission for credit guidelines:**

1. Cover Page and Table of Contents: Each portfolio will have a cover page identifying the portfolio and the learner who prepared it for credit. A table of contents listing the separate parts of the portfolio will also be included.

2. Request for Portfolio Credit: A short letter or locally developed form on which the learner will indicate the course(s) s/he is requesting for the awarded credit.

3. Narrative of Intent: This document should introduce the learner to the evaluator. It is a relevant but brief autobiographical presentation that ties together why the portfolio is being submitted and why the credit should be awarded. It is a general overview of what will be discussed in detail later.

4. Relevance: If general education courses are being requested for award, the learner must show how his or her life experiences relate to the request. If technical courses are being requested for award, the narrative will include the learner's relevant work experiences and may include those life experiences relating to the request.

5. Course Requests: This portion of the portfolio will have a separate section for each course for which credit is being requested. Course competency statements and/or learning outcomes (provided to the student by the CPL advisor or by the instructional unit) should be the starting point for the development of this section. The learner then will describe how his or her learning relates to this specific course and how he or she has accomplished the competencies/learning outcomes expected of a person who successfully completed the course.

6. Documentation: Supporting documentation will be presented in the portfolio to support the learner's request for awarding credit. The supporting documents will be of sufficient breadth and depth to validate the student's stated learning and provide the evaluator with qualitative evidence for evaluation. Types of documentation are as follows:

- Certificates of Training: Learners who have received training through non-traditional methods should provide a copy of a certificate of completed training, a lesson plan or training content (if available), dates of attendance, and/or other information showing what was taught. Evidence of evaluation may also be required (e.g., proficiency exam scores).
- Portfolio of Works: Learners requesting awarded credit in some fields may have a portfolio of their work, which will support their request.
- Demonstration of Competency: Some learners may request credit in courses that can only be evaluated after a performance of their skills.
- Oral Interview: The evaluator may contact the learner for a verbal discussion of his/her portfolio as a supplement to the written information provided.
- Awards and Honors: The learner may provide copies of any awards and honors directly related to the competencies.
- Job Descriptions, Performance Evaluations, and Letters from Employers/Supervisors: These documents may be included to verify attainment of the competencies and/or learning outcomes for which the learner is seeking credit.

This list is not exhaustive and other supporting documents may be presented.

**Vocational, Technical, & Professional Training submission credit guidelines:**

As stated earlier, training programs where learning is documented by employer, industry, regional, or national certification of completion can be submitted for evaluation for CPL. Employer provided training records detail specific training and objectives of training may also be submitted to strengthen case for credit. These records will be evaluated by content expert. Learners may be asked to perform certain tasks or create material related to the subject area by a content expert. Example: Auto instructor may ask learner to demonstrate ability to complete a tune-up on a vehicle.

**Non-Collegiate submission credit guidelines:**

Credit can be recognized for certain types of specialized training. U.S. military service training records where college credit recommendations have been established by the American Council on Education (ACE). We will compare the training schools course description and ACE credit recommendation with college course description for equivalencies. If the courses are found to be equivalent, the credit will be applied to a student's transcript. Military educational and training credit can be transcribed through the Community College of the Air Force (CCAF), or the Joint Services Transcript (JST).

**Departmental Life Learning Paper submission credit guidelines:**

En Lieu of the portfolio, departments may request that students complete a life learning paper in which the evaluator provides a variety of topic areas that they wish to have the learner articulate their concrete experience(s), observation and reflections, understanding of theory, and application. This concept will be based on Kolb's Model of Experiential Learning.

Learner steps for seeking CPL:

1. Contact CPL Director to inquire about the program.
2. Set-up a meeting time to discuss CPL program and if this would be a good option to pursue (discussing cost, time, etc.) along with which method is best fit.
3. Contact faculty member to serve as evaluator for learner's portfolio or departmental paper (Learner will also be in contact with faculty member).
4. Discuss portfolio/departmental paper process with learner and have them start collecting and creating required documentation for this process (approximately 30-40 days).
5. Review portfolio/departmental paper with learner to make sure it is in the proper format.
6. Present portfolio/departmental paper to faculty advisor (advisors may require some type of demonstration depending on department). Revisions may also be required.
7. Once faculty member signs-off on what credits will and will not be awarded it will then be sent to the CPL Director, Registrar, and Dean of Instruction for final sign-off.
8. CPL Director will meet with learner to review the entire process.
9. Information is sent to registrar to place credit on learner's transcript.

**Payment for Credit for Prior Learning Process:**

Payment for going through the Credit for Prior Learning Process will involve students enrolling in 6 credit hours with Pratt Community College (this may be waived) along with being charged \$58 per credit hour that is being petitioned through CPL. This is in accordance with CAEL guidelines. The rationale for this is to make sure that the process is not a "buying credit" situation. Payment must be received in full and processed before the students transcripts will be released with awarded credit.

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

College credit may be awarded for each approved CLEP Subject Examination in which the student's scaled score equals or exceeds the PCC Required Minimum Score. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by the PCC Instructional Council. The standards are published and are effective until replaced by new standards. Some subject examinations also require additional local examination components. CLEP General Examinations are not considered for the awarding of credit by PCC. Not all CLEP subject examinations are accepted, see Registrar for a list of

approved subjects. Transcripts will indicate the course as a Credit By Exam course with a “P” grade. No letter grade will be assigned for courses taken through a CLEP exam.

The following CLEP exams have been approved by Instructional Council for the equivalent credit listed. Transcripts will indicate the course as a Credit By Exam course with a “P” grade. No letter grade will be assigned for courses taken through a CLEP exam. Any other CLEP exams not on this list will need to be reviewed and approved for transfer by Instructional Council prior to awarding the student credit.

| <b>CLEP SUBJECT EXAMINATION</b>             | <b>MINIMUM SCORE REQUIRED FOR TRANSFER CREDIT</b> | <b>PCC COURSE EQUIVALENCY</b>              | <b>CREDIT HRS AWARDED</b> | <b>GRADE</b> |
|---|---|--|---------------------------|--------------|
| American Government                         | 50  | POS176 American Government                 | 3                         | P            |
| American Literature                         | 50  | LIT202 American Literature I               | 3                         | P            |
| Biology                                     | 50  | BIO125 General Biology                     | 5                         | P            |
| Calculus                                    | 50  | MTH191 Analytic Geometry & Calculus I      | 5                         | P            |
| Chemistry                                   | 50  | CHM176 Fundamentals of Chemistry           | 5                         | P            |
| College Algebra                             | 50  | MTH178 College Algebra                     | 3                         | P            |
| College Composition                         | 50  | ENG176 English Composition I               | 3                         | P            |
| History of United States I                  | 50  | HST176 American History to 1865            | 3                         | P            |
| History of United States II                 | 50  | HST177 American History 1865 to Present    | 3                         | P            |
| Human Growth & Development                  | 50  | PSY132 Developmental Psychology            | 3                         | P            |
| Information Systems & Computer Applications | 50  | BUS235 Microcomputer Office Applications I | 3                         | P            |
| Introductory Psychology                     | 50  | PSY176 General Psychology                  | 3                         | P            |
| Introductory Sociology                      | 50  | SOC176 Introduction to Sociology           | 3                         | P            |
| Princ. of Macroeconomics                    | 50  | BUS276 Principles of Macroeconomics        | 3                         | P            |
| Spanish Language Level I                    | 50  | MLN176 Elementary Spanish I                | 5                         | P            |
| Western Civilization I                      | 50  | HST131 Survey of Civilization I            | 3                         | P            |
| Western Civilization II                     | 50  | HST132 Survey of Civilization II           | 3                         | P            |



### **Military Service**

Students may earn college credit for experiences and training obtained during service in the military. Credit is awarded based on the recommendations of the American Council in Education Guide to Evaluation of Educational Experiences in the Armed Forces. The Vice President of Instruction must approve the award of credit. Students must submit appropriate military records and documentation with their application for credit. The student must have received an honorable discharge or be currently active to be considered to receive credit.

### **Vocational-Technical School Credits**

Students may receive college credit for study completed at a Kansas Area Vocation-Technical school. The credit awarded will be in compliance with PCC Policy 400-03 and the Kansas State Board of Education policy statement “Awarding of College Credit to Students Who Have Successfully Completed Vocational Courses.”

### **Course by Arrangement**

A course by arrangement may be established to provide students with learning experience not available in a regularly scheduled course. To apply for a course by arrangement, a student must complete the Course by Arrangement Contract and obtain permission of the instructor, the chairperson of the division originating the course, and of the Vice President of Instruction. The Course by Arrangement contract must be approved in writing by the Vice President of Instruction before the course begins.

The Course by Arrangement Record must be accurately completed to document student work and student-instructor interaction. Date and time detail must be reported for each session. The Record must clearly detail the date, time and location of the final examination.

All requirements of the Kansas Board of Regents guidelines for directed study must be met before the student is awarded credit.

### **Credit for Co-Curricular Work**

Students may earn credit towards graduation by satisfactory participation in the coursework listed below:

- Show Choirs
- Band
- Choir
- Weightlifting
- Body Conditioning
- Applied Ag Techniques I-IV
- Athletic Conditioning I-IV
- Varsity Athletics I-IV

A student may elect to use up to four credit hours of these courses toward an occupational certificate and up to eight credit hours toward an associate degree. Credits are counted as electives in the student's program of study and do not supersede any of the program requirements. Students are advised that this credit may or may not transfer and may not meet required credit hours of study in some programs. Students are required to enroll for credit for every semester of participation in the listed courses.



### **Credit by Examination**

A student may receive credit on the basis of a comprehensive examination in a course taught at Pratt Community College. When feasible, the designated instructor will be a full-time instructor on the faculty of the college. The Vice President of Instruction will designate the instructor and must approve the examination.

A special examination preparation and grading fee must be paid in advance. When feasible, the student may take the regular final examination in the course, provided that the instructor judges that examination sufficiently comprehensive for this purpose. Otherwise, the examination may be taken at a time mutually convenient for the student and the instructor. If the outcome of the examination will affect the student's college program for the following semester, the examination should be scheduled early enough to be graded and reported to the student prior to registration for that semester.

Students may petition for an examination to determine whether they have acquired sufficient prior learning to be awarded college credit. The Petition for Credit by Local Examination form is available in the Office of the Vice President of Instruction. Courses with required lab, clinical or field work are not eligible. Note: only a "P" or "F" will be posted on the transcript for credit by examination.

### **Class Load**

Full-time students normally carry from twelve to eighteen credit hours per fall or spring semester or nine credit hours per summer semester. Students may take up to twenty credit hours per fall or spring semester or twelve credit hours during the summer session, upon approval of their academic advisor. Credit hours for Varsity Sports, Athletic Conditioning, and the P.A.S.S. program do not count toward the twenty hour limit. Additional credit hour enrollment must be specifically requested and approved prior to enrollment. This enrollment restriction has been established to prevent excessive enrollments that do not benefit students. Students may petition to exceed twenty credit hours per fall or spring semester or twelve credit hours per summer session if the following criteria are met:

1. Have maintained a minimum cumulative grade point average of 2.80 for a minimum of sixteen college credit hours. (Transcript must be attached.)
2. Show proof of good recent academic performance (transcript.)

The request must be submitted on the OVERLOAD PETITION that documents the student's reasons for the special request. The petition must be signed by the academic advisor as well as the Vice President of Instruction. The Vice President of Instruction's decision whether to grant the special permission will be based on the factors provided by the student and the recommendation of the student's advisor.

### **Free Tutoring Center**

While instructors at Pratt Community College are readily accessible to their students, sometimes students need additional help. Students attending PCC have access to the Tutoring Center which is located in the Linda Hunt Memorial Library. Both peer and instructor tutoring are available for a variety of subjects. Individual appointments are not needed, and tutor schedules are posted in the library and around the campus. Tutoring services are free of charge.

## **Linda Hunt Memorial Library and Learning Resource Center**

The mission of the Linda Hunt Memorial Library is to support and enhance the student, faculty, and staff of Pratt Community College [including all constituents] with a quality reference and information resource. These services sustain the associate degree, certificate programs, business/industry training programs, and continuing education programs creating an umbrella of social and interactive learning services.

The LRC/Library has a collection containing an assortment of volumes, including books, e-Books, audiobooks, VHS & DVDs and periodicals. Through the Pratt Community College webpage students access the State Library of Kansas database which supports student learning with a robust collection of resource tools. This facility is designed for research, study as well as a place to 'hang out' with friends and work/project groups. Clubs and organizations are encouraged to use the facilities for meetings and activities. The library is located on the north end of the main building of PCC.

Library services include 26 computer work-stations plus free Wi-Fi, all of which may be used to access the Internet and on-line catalog system. The library services includes Windows 8.1 laptop checkout service, inter-library loan, printing, color-printing, and copier and fax machine, and scanning. The library service includes free tutoring during Fall/Spring academic school year. Books may be checked out by students and community members for three weeks at a time and may be renewed once. DVDs, periodicals (newspapers/magazines) and books marked "Reference" cannot be checked out. Assorted services include hot/cold beverages and candy are available for student purchase.

The library catalog is available on all library computers and by visiting [prattcc.edu/librarycatalog](http://prattcc.edu/librarycatalog)

The *Reference Resources* tab also provides the following information:

- Job & Career Accelerator
- ProQuest Nursing & Allied Health
- Digital Book eLending
- Learning Express Library
- Academic Search
- Fuente Academica
- Cited Reference help: EasyBib.com (MLA), CitationMachine.net (MLA & APA), and Purdue Owl (The Online Writing Lab).

These electronic resources are at your fingertips 24/7/365.

*There is a small charge of 5 cents per black and white copy for anything students print in the LRC. There is a charge of 50 cents per page for color copies and 25 cents for faxing. Copier is 10 cents. Students are responsible for the cost of replacement of material if it is lost or damaged.*

## **Academic Honesty**

Students at Pratt Community College are expected to demonstrate honesty and integrity as they work to complete their academic requirements. Students must refrain from cheating, plagiarizing, misrepresentation, or other acts of academic dishonesty.

Students engaged in academic dishonesty may be disciplined by their instructor. The discipline may involve the following action: recording a zero grade for a paper or exam, deducting points or letter grades, requiring repetition of work or exam, or failing the course. Instructors are required to file an Incident Report for each incident of academic dishonesty that identifies all students involved and the actions taken. Additional disciplinary sanctions including academic probation, suspension, or expulsion from college may be imposed by administration.

Students charged with academic dishonesty have the right of appeal of any action or decision and are assured of due process by the college. The Academic Due Process outlines the time restraints and procedures to be followed in exercising an appeal. It can be found in the policies section of this handbook. A student who files an appeal will be allowed to attend the course in question until a final decision is rendered. A student has the right to select a designated representative to assist in the appeal process, if desired.

### **ACT, CAAP and Work Keys Exam**

All Associate in Science, Associate in Arts, and Associate in General Studies degree graduates are required to take the ACT CAAP (Collegiate Assessment of the Academic Proficiency) exam during the last semester of attendance prior to graduation. Students who fail to sit for the exam will not receive their diplomas until the exam has been taken. The ACT CAAP test is used as one measure to assess students' competency levels in the foundational skills -- reading, writing, mathematics and critical thinking. The CAAP scores will become part of the students' permanent records.

All Associate in Applied Science degree graduates and those who meet the requirements for certificates are required to take the ACT Work Keys exam. The Work Keys exams measure the level of basic skills that are deemed necessary for success in the work place. Score levels will become part of the students' permanent records.

All Associate in Applied Science in Nursing degree graduates are required to participate in the exit examination program as a condition of graduation. Because of the nature of the nursing degree, nursing graduates are required to take a portion of the CAAP exam and a portion of the Work Keys test. The scores will become a part of the students' permanent records.

### **College Wide Attendance Policy**

This policy applies to regular session classes. Attendance policies for short term, mixed term, hybrid, and online classes will differ. Attendance policy for these classes will be included in all individual class syllabi.

Students are expected to attend all classes, laboratories, shop sessions and other scheduled class activities and have full responsibility for accounting to their instructor for absences. Make-up work will be provided when prior arrangements have been made for the absence with the instructor. Make-up work may be allowed at the discretion of the instructor for absences without prior arrangement.

**At the completion of the first three weeks of Fall and Spring semesters, the following process will be initiated:**

1. Students missing three or more unexcused class periods from the first day of classes will be assigned to a Student Success Center Specialist for case management.
2. Student Success Center staff will run an attendance report, summarizing each student's daily attendance record based on the recording of daily attendance by instructors in the institutional data system for all enrolled students.
3. Students will receive an early alert by personal contact, email, telephone or letter from their assigned case manager. Other sources, such as advisors, instructors, coaches and activity sponsors will also be used to contact students in need of an early alert or academic/personal guidance.
4. Individual instructors may also complete an Academic Alert form if he/she is concerned about a student's attendance, academic status, punctuality, study habits, exams or class behavior.
5. The Student Success Center will send the alert to the student. Copies will go to the student's advisor, coach and/or activity sponsor as appropriate.
6. A Student Success Advisory Committee will meet weekly beginning week three of the Fall and Spring semesters through completion of 75% of the semester. Following this period, the committee will meet as needed. The purpose of the committee is to provide oversight, direction and follow-up relative to each student's case and attendance status. The committee also acts upon student appeals. Members include: Student Success Center Director, SSC Secretary (recorder), SSC Case Managers, Director of Residence Life, Director of Financial Aid, and Coordinator of Enrollment Services.
7. Attendance reports will be reviewed weekly to evaluate student progress. Students demonstrating poor attendance patterns will be added to the Student Success Specialist's caseload each week.
8. All case management will be documented to guide future actions with the student.
9. Attendance Policy monitoring will end after 75% of regular, semester long classes have been completed so that appeals do not occur near or at the end of the semester.
10. Students with a mid-term semester grade point average of below 1.0 and eight unexcused absences in one or more classes will be administratively withdrawn with a "W" grade from all classes by the student's assigned Student Success Center Specialist.

Students may withdraw from a class with a guaranteed "W" until 75% of the class has been completed. No withdrawals will be permitted after 75% of the course has been completed. After 75% of the class is completed, the instructor will assign a letter grade unless the course was originally taken as a Pass/Fail course.

Students have the right to appeal this dismissal decision subject to the Academic Due Process procedures found in the current Student Handbook. The Academic Progress/Attendance Committee will act on the appeal as quickly as possible. While the appeal is pending, the student will remain enrolled and should attend all classes.

Each curriculum department can be more stringent, but cannot be more lenient than the College-Wide Attendance Policy. A consistent policy for each department is expected. Both

the College-Wide Attendance Policy and any department attendance policy shall be included in each class syllabus.

### **Grading System**

Course grades at Pratt Community College are earned by students and awarded by faculty. Upon completion of the class the instructor certifies all final course grades on the official grade roster according to the time-line established by the Registrar.

The final course grades awarded by faculty are based on the work and grades earned by students through the official end-date of the course. No grading consideration can be given for late work that has not been received and graded prior to the completion of the final grade roster.

Under exceptional circumstances as outlined below, an instructor may issue an "I" grade that provides the student with additional time to complete course work before her/his course grade is calculated and posted on the student's transcript. The "I" grade is the only institutionally approved method of allowing students to submit work for grade consideration following the official end-date of the class.

Grade changes can only be made by the instructor with the approval of the Vice President of Instruction or through successful appeal through the Academic Due Process.

Pratt Community College awards one of the following grades to each student officially enrolled in each course:

- A** Excellent achievement, course outcomes standards met, credit given, four grade points per semester hour.
- B** Above average achievement, course outcomes standards met, credit given, three grade points per semester hour.
- C** Average achievement, course outcomes standards met, credit given, two grade points per semester hour.
- D** Below average achievement, course outcomes partially met, credit given, one grade point per semester hour. A student who receives a "D" grade should strongly consider repeating the course in an effort to achieve a stronger outcome. Many courses require "C or better" grade in prerequisite course work.
- F** Failing achievement, course outcomes and/or participation requirements not met, zero credit given, zero grade points calculated per semester hour
- I** Incomplete, zero credit given, zero grade points per semester hour. Temporarily recorded as a grade when the instructor of the course determines that the student should be granted an extension of time to complete the course work. Normally this extension is granted only for circumstances beyond the student's control. The incomplete grade is not intended for use to extend time because the student failed to complete course work during the officially scheduled class dates. To issue an "I" grade, the instructor must process an Incomplete Grade Contract that includes the plan and approved time-line for completion of the course. The contract may provide for extended time up to a maximum of one semester. At the date specified, or after one semester from the date of issuance, an "I" grade automatically converts to an "F" grade unless the instructor has

- previously awarded another letter grade. When the grade is changed from an "I", it is included in the student's grade point average calculation.
- W** Withdrawal, zero credit, zero grade points per semester hour. This grade is automatically given when a student officially withdraws from a course not later than one week after the mid-term of the class. No student initiated withdrawals are permitted after 75% of a course is completed.
- P** Passing work, credit given, zero grade points per semester credit hour. This grade is not included in the grade point calculation. This grade may only be used if the instructor has received permission from the Vice President for Instruction prior to offering the course. The request to take a course on a Pass/Fail basis must be made before the course begins.
- AU** Audit, zero credit, zero grade points per semester hour. A student must receive permission of the course instructor and the division dean to audit a course.

### **Administrative Dismissal**

A student may be dismissed at any time for violation of the Code of Conduct, failure to meet financial obligations, or failure to meet academic standards and college standards. A student who is administratively dismissed will receive a grade of F in classes that have certified and will be dropped from classes that have not been certified. Students have the right to appeal by following the established Academic Due Process Procedure as stated in the current college catalog.

### **Mid-Semester Report**

By a designated date near the mid-term of the fall and spring semesters, instructors calculate each student's mid-semester grade which is intended to be a progress report. The mid-semester grade does not necessarily reflect 50% of the final grade of the class. Mid-semester grade reports are not normally provided for summer or short-term classes. It is the student's responsibility to seek desired feedback concerning graded work and performance.

### **Grade Appeals**

Final course grades are to be awarded as per the criteria established in the course syllabus. If the student believes that a grading error has been made, they have 120 days from the end of the semester to appeal and must follow the established Academic Due Process as printed in the current college catalog.

### **Academic Probation and Dismissal**

If a student's grade-point-average falls below 1.5 for any semester or if the cumulative GPA falls below that shown in the Financial Aid and Costs section of the College Catalog, a student is considered to be doing probationary level work. After one semester of unsatisfactory work, a student is placed on academic probation with the expectation that grades will improve the following semester. A student on probation may be dismissed at any time for failure to attend classes regularly or for failure to make satisfactory academic progress. Students performing probationary level work will be informed of such status by letter. Students who are placed on Academic Probation for two subsequent semesters are to be marked as being academically dismissed if they have not shown improvement during the second semester of their probation. Student transcripts will be marked to indicate "Academic Probation" or "Academic Dismissal." A list will be forwarded to the Vice President for Instruction for dismissal/action. A student who

is suspended *will not* be readmitted without written permission from the Vice President for Instruction.

### Financial Aid Probation (Qualitative Measure)

In accordance with policy, a student will be placed on probation under the following conditions:

1. If his/her cumulative GPA is less than the following:

| Credit Hours Attempted | Cumulative GPA |
|------------------------|----------------|
| 6-11                   | 1.5            |
| 12-22                  | 1.6            |
| 23-32                  | 1.7            |
| 33-44                  | 1.8            |
| 45-55                  | 1.9            |
| 56 +                   | 2.0            |

2. If, in transferring to PCC, his/her cumulative GPA at all colleges and university does not meet the requirements listed above (if he/she attempted fewer than six credit hours, the minimum tabular requirement of 1.5 will apply).
3. If full-time, he/she receives 6 or more hours of withdrawal (official and/or insufficient attendance) grades during a term and does not successfully complete at least 12 hours of credit for his/her term. If part-time, he/she does not successfully complete the number of credit hours for which financial assistance was received.
4. If, at the end of two academic years of full time attendance, the student does not have at least a 2.0 GPA.

### Repeating a Course

Students may repeat a course. Each grade is recorded on the student's transcript. The repeating course will have brackets around the grade. Previous grades are not used in grade point or credit earned calculations. The latest grade earned is used even if it is a lower grade than earned in previous attempts.

Courses designed for multiple enrollments may be repeated with the multiple grades recorded and used in grade point average and credit earned calculations.

### Nursing Re-Admission Policy

Students must apply for re-admission. The policies for re-admission are as follows:

#### Re-Admission Guidelines

If a student is unable to complete the nursing program for any reason, and desires re-admission, the student should contact the nursing admissions office by the deadline for the program desired for information about the most current admission criteria.

The following stipulations must also be met for students to be considered for readmission:

- A student who is not successful in a clinical course due to Dosage Calculation must successfully complete an approved Dosage Calculation Course.
- A student, who is not successful in an ADN theory course, must successfully complete a Pathophysiology course.



- A student who is not successful in any course who are English as a Second Language (ESL) and/or are not successful in a Practical Nursing level course, must successfully complete Terminology for Health Careers.
- Other stipulations may be required, based on individual needs identified by nursing faculty/staff.

**Re-admission is not guaranteed. Students may re-enroll in a nursing course once. Students are allowed to re-enroll in two courses for the entire program.**

### **Final Examinations**

Final examinations will be given according to the schedule of examinations distributed by the Vice President of Instruction each semester. All classes must meet at the time and place designated by the final examination schedule unless an exception has been approved in writing by the Vice President of Instruction. Short-term class finals will be scheduled per department. Final examinations are expected to be a rigorous assessment of the student learning expectations of the class. Alternatives to traditional examinations such as project or portfolio presentations, oral reports, etc. shall be approved in advance by the appropriate department chair or dean. Instructors are to ensure that final examinations and/or alternative instruments require students to utilize all, or most, of the time scheduled.

Students are expected to take the final exam at the scheduled time. Only true emergencies will be considered for exception. Students who have three or more consecutive exam periods on the same day may request a special exam schedule by contacting the Vice President of Instruction by the deadline noted on the final examination schedule which is available online.

### **Requirements for Graduation**

1. Graduation requirements for all students enrolled in PCC associate degree and certificate programs are as listed in the current edition of the PCC College Catalog and online. The degree requirements must be successfully completed for the academic year when the student first became a full-time student or when a part-time student earned more than 15 credit hours from PCC. A student who fails to earn credit from PCC for two or more consecutive semester must meet the requirement of the catalog for the year of their return. The summer session does not count as a semester for catalog compliance purposes.
2. A post assessment examination such as CAAP or Work Keys is required of every graduating student.
3. Candidates for graduation must have earned at least 15 credit hours from PCC.
4. To be eligible for graduation, a minimum cumulative GPA of 2.0 is required.

### **Academic Awards**

The following honor and awards will be recognized at Pratt Community College:

- President's Honor Roll 4.0
- Dean's Honor Roll 3.5-3.99

### **Graduation Honors**

- \*\*\*Summa Cum Laude – With Highest Academic Distinction (GPA 3.90-4.0)
- \*\*Magna Cum Laude – With Great Academic Distinction (GPA 3.75-3.89)
- \* Cum Laude – With Academic Distinction (GPA 3.5-3.74)



A minimum of 24 credit hours of courses deemed eligible for graduation must be taken through Pratt Community College in order to qualify for Summa Cum Laude, Magna Cum Laude and Cum Laude honors.

### **Degree Requirements for Major and Transfer**

Degree requirements apply to all students who will receive a degree, regardless of their major. For the Associate in Arts and Associate in Science Degrees, certain courses in the major area are highly recommended in order to stay on track for a bachelor degree program in that major area. Associate in Applied Science and Certificate programs of study are listed in the catalog and should be followed. Special assistance in course selection will be provided by a designated advisor. Each student's advisor and the registrar will assist students in determining the specific courses needed for the chosen major. All transfer students should establish contact as early as possible with the college where they plan to receive a bachelor degree. The registrar can recommend a reliable contact at each of the six state universities and at most of the private colleges in Kansas. Advisors maintain close ties with their departmental counterparts at other colleges and universities. It is, however, the student's responsibility to select a major and to see that the major courses, electives and other variable requirements for the bachelor degree are met.

### **Exception to Degree Requirements**

A student who provides evidence that the college where he or she plans to complete a bachelor degree has degree requirements which are in conflict with the degree requirements of Pratt Community College may petition for a waiver of PCC requirements in the Office of the Registrar.

Many students who attend Pratt Community College intend to transfer to a four-year university. These students are strongly advised to begin narrowing their choices of four-year universities as soon as possible. Universities and most major departments within universities have their own specific degree requirements. PCC works closely with all six state universities in Kansas to help assure that general education courses will be accepted with no loss of credit. This does not, however, diminish the responsibility that the student has to be familiar with degree requirements at the four-year college and to take the appropriate courses toward those requirements.

### **Degree Planning Worksheet**

The Degree Planning Worksheet is a record of the student's plan for completing a degree at Pratt Community College. The Advisor's responsibility is to collaborate with the student each semester to ensure progress is being made and that the plan is updated. A current Degree Planning Worksheet is to be kept in the student's advising folder.

The Worksheet needs to be updated to indicate the hours the student has completed and the semester they were completed. The Worksheet is to be signed by both the student and the advisor each semester.

### **Degree Audits**

Degree Audits are an official record of a student's graduation status that indicates the courses completed by the student and the courses needed by the student to graduate. A Degree Audit is an essential record of the student's progress. Students should complete a Degree Audit

Request form on the PCC website at the beginning of each semester after they have completed 25 to 30 hours of college credit. A copy of the degree audit is to be kept in the student's advising folder.

### **Academic/Attendance Alerts**

Academic/Attendance Alerts are an early indication that students are having difficulties meeting course requirements. Experience has shown that early contact with struggling students is critical for student success. Attendance Alerts are generated by the institutional student attendance data system or at the discretion of individual instructors. The Academic/Attendance Alert form can be obtained either from the PCC intranet site (online forms) or from the Student Success Center. Academic/Attendance Alerts are distributed to the student, advisor, coach, or activity sponsor and other parties with a need to know.

### **Transfer Information**

Students needing college transfer information should contact the Office of the Registrar for assistance.

### **Transfer Agreement and Articulation Guide**

The transferability of course work from Kansas public community colleges to Regents universities is governed by the Transfer Agreement and Articulation Guide. The current Agreement was approved by the Board of Regents on February 16, 1989, and signed by the presidents of the Regents universities and the public community colleges. The Transfer Agreement and Articulation Guide is a revision of an agreement which was originally signed in 1975.

Complaints are occasionally expressed that community college transfer students "lose credits" when they transfer to a Regents university. However, legislative post-audits in 1980 and 1986 confirm that students lose very few credits in the transfer process.

The 1989 Transfer Agreement and Articulation Guide states that transfer students who have earned an Associate of Arts or Associate of Science degree from a Kansas public community college will automatically be given junior status and will have completed the general education requirements at the Regents University which receives them for the pursuit of the baccalaureate degree. The revised Agreement states that transfer students must earn 45 credit hours in general education course work.

The Agreement contains 10 points of clarification which define terminology and identify those program areas where problems are likely to continue. These points should be helpful to advisors and transfer students as they plan a student's course of study toward the baccalaureate degree.

A student who completes an Associate of Arts or Associate of Science degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and whose program of studies has met the requirements of the Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide will be accepted with junior standing and will have satisfied the general education requirements of all Regents universities.

This voluntary commitment reaffirms the intent to cooperate with sister colleges and universities in matters of student transfer and articulation for the ultimate benefit of all transfer students in the State of Kansas.

#### POINTS OF CLARIFICATION

1. This Agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.
2. Transfer students accepted for admission at Kansas Regents universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:
  - a. Each receiving institution has the right to determine admission standards to the various majors in their institutions.
  - b. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.
3. General education is defined as follows:
  - a. General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It insures that each graduate will have experienced some of the content, method and system of values of the various disciplines which enable humanity to understand itself and its environment at a level of abstraction beyond that found in secondary school studies.
  - b. Although the following distribution of courses does not correspond to the General Education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities.
  - c. A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 will be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s).
4. 12 hours of Basic Skills courses, including:
  - a. 6 hours of English Composition
  - b. 3 hours of Speech Communication
  - c. 3 hours of college level Mathematics (statistics will be required of transfer students where university curriculum requires it)
5. 12 hours of Humanities courses from at least three of the following
  - a. Disciplines: Art, Theater, Philosophy, Music, History, Literature, Performance courses are excluded.
  - b. 12 hours of Social and Behavioral Science courses from at least three of the following disciplines: Sociology, Psychology, Political Science, Economics, Geography, Anthropology
  - c. 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).
  - d. Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution.

6. Other associate degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas regents universities are to be considered outside of the terms of this agreement.
  - a. Students attempting to transfer into Technology, Engineering and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study.
  - b. Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student.
7. Each institution will define its own graduation requirements.
8. Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.
9. A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.
10. Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.
11. The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

### **Nursing Articulation**

The PCC nursing program accepts LPN and Paramedic articulation into the ADN completion program. Students are considered for admission according to admission criteria and selection noted on the web site at [www.prattcc.edu](http://www.prattcc.edu).

### **Graduation Requirements for the Associate Degree**

For a student to be a candidate for graduation and to have his/her name on the commencement program, the student must file an application for graduation. A candidate should enroll in a sufficient number of hours to total 64 by the end of the summer session. Students must have a minimum of 2.00 cumulative grade point average for graduation. Cumulative grade point average is calculated only for those credit hours taken through PCC.

The student's diploma will bear the same date as commencement exercises each year. A student who has applied for graduation must complete the graduation requirements within the same calendar year or must re-apply.

Although faculty advisors and department chairpersons assist in checking degree requirements, the student is responsible for meeting graduation requirements, completing a graduation degree check with the Office of the Registrar, and making application for graduation.

Schedule adjustments and deviations from the general requirements will be permitted by the Office of the Registrar and Vice President for Instruction for students following a prescribed curriculum for transfer to a particular transfer college. However, the student must demonstrate the need.

## Programs of Study

Degree specifics are available online in the college catalog at [www.prattcc.edu](http://www.prattcc.edu).

The Associate of Applied Science degree program is to prepare the students to enter an occupation or a closely related cluster of occupations after two years of full-time study. It is a technical or occupational degree program. Students seeking an Associate of Applied Science Degree must major in an occupational program of study. PCC holds certification as an area vocational school, and thus the programs consist of courses which are accredited as college level credit, but are also recognized as fulfilling the competency based requirements of vocational training schools.

The Associate of Applied Science in Technical Studies enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the College. Students completing this degree must complete a minimum of 15 credit hours from at least two technical disciplines with a technical focus directly related to the student's career objective. Students wishing to complete the A.A.S. in Technical Studies will develop an individualized course of study through a structured advising process with faculty and college counselors.

The Associate of Applied Science Degree in Nursing (ADN) program prepares the student to apply for the Kansas State Board of Nursing Examination for Registered Nurses (NCLEX-RN®). The ADN graduate who passes the NCLEX-RN® may apply for licensure in any state.

The Associate of Arts degree prepares a student to transfer into a Bachelor of Arts or most Bachelor of Fine Arts degree programs. The emphasis is on liberal arts and general education, including a multi-cultural course. College majors which typically may lead to Bachelor of Arts degree are English, Humanities, Foreign Language, Philosophy, and sometimes History and Fine Arts. Colleges which award Bachelor of Arts and Bachelor of Fine Arts degrees will specify which majors qualify for this degree.

The Associate of Science degree at Pratt Community College is designed for students who wish to transfer into a Bachelor of Science degree program. The Associate of Science degree emphasizes a broad array of general education, including natural science, social science, communication and mathematics.

The Associate Degree in General Studies (AGS) is a degree option for a variety of students. While the Associate of Arts (AA) and the Associate of Science (AS) degrees better prepare students for transfer to university study, the AGS aligns with the Bachelor of General Studies (BGS) degree offered by most universities. Student who do not plan to pursue a baccalaureate degree and are not interested in obtaining an Associate of Applied Science (AAS) degree may choose the AGS option. The AGS degree may be appropriate for students who wish to explore various career options before narrowing their study to one major field.

Occupational Certificates are designed to prepare persons for entry into occupations or closely related clusters of occupations. A certificate may be awarded upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance standards. The courses are based in theory and are of such complexity,

rigor and theory as to be acceptable as college credit. Most certificate programs are designed to allow a full-time student to complete a program within one academic year.

Pratt Community College provides programs of instruction consisting of college credit courses that are designed to prepare persons for entry into occupations or closely related clusters of occupations. A certificate may be awarded upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance standards.

# Educational Partnerships

## **Outreach Education**

Pratt Community College offers special interest courses, job training, re-training, business and employee educational programs, fine arts programs, and agricultural management training. Adults, recent high school graduates and high school students who need courses or any other service from PCC should contact the Director of Admissions to request such services in their local community.

## **College Start Programs/Concurrent Enrollment**

Pratt Community College and the 13 unified school districts in its service area have completed contractual agreements that allow qualified high school sophomores, juniors and seniors to earn college credit for successful completion of selected classes. The student may also be eligible to earn high school credit at their high school's discretion. Courses in the academic and technical areas are available to these high school students. All students who desire to enroll in English, Math, or Chemistry must complete placement testing or have qualifying ACT scores to determine eligibility. High school students from within and outside the PCC service area may earn college credit via online classes. Check with your high school counselor for more information.

## **Cowley Community College**

Both on-campus PN and ADN are offered at Winfield as part of the Pratt-Cowley cooperative in nursing. Students complete their general education courses from CCCC and their nursing courses from PCC.

## **Coffeyville Community College**

PCC and CCC cooperatively deliver the Electrical Power Technician program at Coffeyville.

## **Wichita Area Technical College**

Electrical Power Lineman Technology (EPT) and Information Network Technology (INT) courses are also available through the W.A.T.C. partnership.

### **Barclay College**

Barclay College and PCC have entered into a cooperative agreement that allows Barclay students to obtain college credit via PCC courses.

### **Click2Connect**

Click to Connect offers a path to move from an associate's degree to a bachelor's degree at Fort Hays State University. There is no college algebra required, and available degrees are Bachelor of General Studies and Bachelor of Technology Leadership. Visit [prattcc.edu/click2connect](http://prattcc.edu/click2connect) for more information.

### **Cooperative Degree Completion Programs**

To encourage and enhance educational advancement, including but not limited to BSN Completion and Elementary Education, additional cooperative degree completion programs are available through:

Franklin University  
Southwestern College  
National American University  
Baker University  
Friends University  
Kansas Wesleyan University  
University of Phoenix

University of Kansas  
Newman University  
Wichita State University  
Fort Hays State University  
Kansas State University  
Washburn University

### **eduKan**

A consortium of six Kansas community colleges is bringing you a new way of receiving your college courses via the Internet. Students who enroll will be able to take course work that may lead to an associate degree at any of the six institutions. eduKan courses include special fees which are handled through the business office. More information is available at [www.edukan.org](http://www.edukan.org).

### **ITV - Interactive Television**

There are two ITV Studios on campus which can transmit and receive audio/video signals to and from three additional sites simultaneously. PCC is home to the PCC ITV Network (four studios) and is a consortium member of the A-Plus Network (12 studios). Students can participate in classes that are transmitted from these studios via fiber optics to any of the current member sites which are equipped with similar ITV Studios. Universities can bring to the Pratt campus, via ITV, upper level undergraduate and graduate level courses as well.

### **Urban League of Kansas**

The Urban League of Kansas serves the Wichita community with a mission to create and provide equal opportunities for all demographics in the community. PCC partners with the ULK to offer the Health Occupations Technology (HOT) program



# Financial Aid and Costs

## **Schedule of Tuition and Course Fees**

*NOTE: All amounts are subject to changes in the policies of the Pratt Community College Board of Trustees, the Kansas State Board of Education, the Kansas Board of Regents, and the Kansas State Legislature.*

**Tuition and Fee Costs** are available on the college website at: [www.prattcc.edu](http://www.prattcc.edu)

## **Tuition and Fee Payment Policy**

All students are required to pay in full all charges for tuition, fees, room and board by the beginning date of classes. Those students eligible to receive federal financial aid (Pell Grant, FSEOG Grant, student loans) and for whom the college has received a FAFSA prior to August 1 will be required to pay only the difference between the amount awarded and the amount due by the beginning date of classes. Students that have not completed verification by August 1 must pay in full or sign up for a payment plan. The college accepts all major credit cards including Visa, MasterCard, Discover, and American Express. A late processing fee of \$100 will be assessed if all enrollment paperwork is not completed by August 1.

Students without financial aid in place will be required to set up an online payment plan and pay \$2,570 down in order to attend and move into the residence halls.

## **Payment Plan**

A payment plan is available and requires that you have a credit card or a bank account. If you elect to set up automatic monthly payments there is a charge of \$35. Payments can be set up over a period of two to five months and a down payment of 0 to 25% percent is due at the time you sign up. Payment plan options are dependent upon when the payment plan is established.

## **Students Not Receiving Federal Financial Aid**

Refunds will be calculated and disbursed to eligible students who officially withdraw from classes. An eligible student is one who has paid all charges by cash, check or credit card. Official withdrawal is defined by the date the withdrawal form is picked up from the registrar. Refunds will be made to eligible students within twenty (20) working days of the official withdrawal date.

The date the withdrawal form is filed with the cashier or off-campus director will determine the percentage of refund due. Add/Drop forms are available in the office of the registrar.

1. Full-time students (Enrollments of 12 hours or more)
  - a. One full week after first class period = 100% refund of tuition and fees on classes
  - b. After first week = No tuition and fee refund.



2. Classes of less than seventeen weeks: No refund will be given after attending a class session and a drop fee applies.
3. If personal circumstances warrant exceptions from the published tuition and fee refund policy, a student may seek a written waiver.

### **Financial Aid Refunds**

Any financial aid amounts above the student's charges at PCC will be refunded on the 60th day of classes.

### **Financial Aid**

The administration, faculty, and staff at Pratt Community College believe in quality education. They also realize that financial assistance is necessary to make education possible for many students. More than \$100,000 is available annually in academic scholarships through the PCC Foundation. The following information is intended as a brief overview of the types of financial aid available. Detailed information may be obtained from the Financial Aid Office.

### **Foundation Scholarships**

The PCC Foundation was formed in 1968 to support the educational programs of Pratt Community College by receiving and administering property and funds for the use of the college and by carrying out the wishes of those making gifts to the college. Approximately 200 scholarships are offered through the Foundation to deserving students each year.

Awards for academic scholarships are based on academic achievement as indicated by the transcript, GPA, ACT scores, and personal recommendations. Recipients of scholarships of \$500 or more must enroll in a minimum of 16 credit hours each semester and maintain a specific cumulative GPA to ensure continuance of the scholarship unless otherwise determined by the college. Students in the Nursing Program are excluded from the requirement of maintaining 16 credit hours, but must maintain at least 12 credit hours.

Service-area scholarships are available for part-time students in Barber, Comanche, Harper, Kingman, Kiowa and Stafford counties. All returning students are eligible for renewal. Scholarships are not available for eduKan or other online courses.

### **How to Apply for Scholarships**

Applicants for an academic scholarship must submit a scholarship application online at [prattcc.edu/scholarships](http://prattcc.edu/scholarships). Supporting documents include a transcript of high school grades and ACT results (recommended but not required). Scholarships covering tuition are limited to a maximum of 18 credit hours per semester, excluding athletic scholarships which cover up to 21 credit hours if they are enrolled in the PASS program). Fees and room/board are not included in these scholarships and will be paid by the student. The scholarship application and any reference material should be mailed to Financial Aid Office, Pratt Community College, 348 NE State Road. 61, Pratt, KS 67124.

Nursing students will need to complete a separate scholarship application which is available on our website or through the Financial Aid department.

### **Federal Financial Aid Programs**

Federally financed educational assistance programs are determined on the basis of income and assets of both the parents and the student. The family contribution is determined by considering the adjusted gross income, the number of dependents, other children in college, etc. Assets considered include, but are not limited to, the student's savings and the parents' savings, bank accounts, and other investments. The difference between the reasonable cost of attending college and the reasonable amount the parents and students can provide is called NEED and is the amount that the Financial Aid Office will endeavor to provide from one source or a combination of sources. The student should submit a Free Application for Federal Student Aid (FAFSA) to determine a reasonable expectation of what the student and parents may contribute. Applications are available online at [www.fafsa.gov](http://www.fafsa.gov), from any high school counselor or from the PCC Financial Aid Office. The school code for PCC is 001938.

### **How to Apply for Federal Financial Aid**

Application procedures for students applying for the PELL Grant, Supplemental Educational Opportunity Grant, College Work Study and Federal Student Loans are as follows:

1. Complete the Free Application for Federal Student Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or submit the form to the processor.
2. Provide official transcripts from prior colleges.
3. Keep in contact with the financial aid office as more documents will be requested.

### **Financial Aid Deadlines**

In order to provide efficient student service and receive timely payment of tuition, fees and other charges, Pratt Community College requires students to submit the completed enrollment package by August 1. After August 1, a late fee of \$100 will be assessed to the student. The financial aid will then be applied to the student's outstanding bill; any amounts still due must be paid by the first day of classes. If the student has additional funds after all charges have been paid, he/she will be given a voucher for books up to the amount of the remaining funds.

Any refund due will be made on the 60th day of class when financial aid is distributed. Students must pay any balance remaining at that time or set-up a payment plan. Failure to pay will result in the administrative withdrawal of that student unless waived by the Vice President of Finance and Operations because of a documented hardship.

### **Financial Aid Eligibility Requirements**

To be eligible to receive aid, a student must meet the following requirements:

- Have an official high school diploma, a GED
- Be enrolled as a regular student in an eligible program. A regular student is one who is enrolled in an institution to obtain a degree or certificate. An eligible program is a course of study that leads to a degree or certificate at a school that participates in one or more of the student aid programs described.
- Be enrolled in at least 3 credit hours to receive PELL grants, and at least 6 hours to receive student loans
- Be a U.S. citizen or eligible non-citizen. Check with the financial aid administrator for categories of eligible non-citizen.
- Make satisfactory academic progress.

### **Federal Supplemental Education Opportunity Grants (FSEOG)**

FSEOG grants are for the student with exceptional financial need who would be unable to continue his or her education without the grant. The grant is not a loan and need not be repaid. An FSEOG may be matched with an equal amount of other qualifying aid. The grant may not exceed one-half of the student's financial need.

### **College Work-Study Program**

The College Work-Study Program provides jobs for students who have a financial need and wish to work while in college. Earnings from these jobs are expected to be used to meet the student's educational expenses. Job assignments may be at various campus work stations or at off-campus community service locations and the type of work will vary with the requirements of the position. In arranging a job and determining how many hours a week the student may work under this program, the financial aid officer will take into account: (1) the student's NEED for financial assistance, (2) the student's class schedule, and (3) the student's declared major. Students will receive the minimum wage set by federal regulation for the College Work-Study Program.

### **Federal PELL Grants**

PELL grants are intended to be the financial base for all students applying for federal financial aid. Other forms of aid may be added to the PELL grant to meet a student's total financial need. Students wishing to apply for any form of aid must apply for the PELL grant because it is the basis for determining all other aid awarded. The PELL grant award is a grant and does not have to be repaid. The student must be enrolled in a minimum of 3 credit hours to be eligible for the PELL grant. Eligibility and the actual amount of the student's award are determined by the U.S. Department of Education on the basis of the student's own financial resources coupled with the student's family's resources and the total appropriation allotted by the federal government for the program for each academic year.

### **The Federal Stafford Student Loan Program**

The Stafford Student Loan Program enables students to borrow directly from a bank, credit union, savings and loan association or other participating lenders. The maximum amount for any student is set by federal law. Promissory notes are required, and eligible amounts are calculated by the Financial Aid Office.

**SUBSIDIZED** - The U.S. Department of Education will pay the lender the interest that is due during the period when the borrower is at least a half-time student at an eligible institution, plus the typical 6-month grace period before repayment begins. The U.S. Department of Education will also pay the interest during periods of authorized deferments. Repayment of the loan must begin six months after a student ceases to be at least a half-time student. Minimum \$50 monthly payments are required, and the repayment plan may be extended to 10 years. Information and application forms are available from schools, colleges, lenders, and the U.S. Department of Education. Loans will be canceled due to death or total disability. Deferment or cancellation provision information is available from the lender or guarantor.

**UNSUBSIDIZED** - This program allows all students, regardless of income, access to a guaranteed student loan. The interest rate, loan limits, and repayment grace period are the same as subsidized loans. Unlike a subsidized loan, the student is responsible for paying the interest on an unsubsidized loan while in school. Interest payments can be paid monthly or

quarterly, or can be capitalized. A student must apply for the Federal PELL Grant and be considered for the subsidized loan first.

**Federal PLUS Loans**

PLUS Loans are for parents who want to borrow to help pay for their children's education. Like Federal Stafford Loans, parent loans are made by a lender such as a bank, credit union, or savings and loan association.

PLUS loans have variable interest rates which are adjusted each year. The interest rate for each loan is shown on the promissory note, signed by the borrower when the loan is made. Repayment begins immediately.

**Minimum Academic Progress Requirements for Financial Aid Recipients**

In accordance with the U.S. Department of Education regulations (Public Law 94-482), a student receiving federally funded financial assistance must be "making measurable progress toward the completion of his/her course of study" in order to continue receiving financial assistance. A student at Pratt Community College is making progress toward the completion of his/her course of study provided the student is "in good standing."

**Financial Aid Probation (Qualitative Measure)**

In accordance with policy, a student will be placed on probation under the following conditions:

1. If his/her cumulative GPA is less than the following:

| Credit Hours Attempted | Cumulative GPA |
|------------------------|----------------|
| 6-11                   | 1.5            |
| 12-22                  | 1.6            |
| 23-32                  | 1.7            |
| 33-44                  | 1.8            |
| 45-55                  | 1.9            |
| 56+                    | 2.0            |

2. If, in transferring to PCC, his/her cumulative GPA at all colleges and universities does not meet the requirements listed above (if he/she attempted fewer than six credit hours, the minimum tabular requirement of 1.5 will apply).
3. If full-time, he/she receives 6 or more hours of withdrawal (official and/or insufficient attendance) grades during a term and does not successfully complete at least 12 hours of credit for his/her term. If part-time, he/she does not successfully complete the number of hours for which financial assistance was received.
4. If, at the end of two academic years of full time attendance, the student does not have at least a 2.0 GPA.

Time frame for completing the course of study:

| Academic semesters completed (Full time) | Percentage of credits successfully completed |
|--|--|
| 1  | 16   |
| 2  | 31   |

|   |     |
|---|-----|
| 3 | 48  |
| 4 | 66  |
| 5 | 83  |
| 6 | 100 |

Maximum time frame limits are established according to attempted hours. Time frame limits for all financial aid recipients regardless of enrollment status will be calculated using attempted hours. The formula below will be used to calculate maximum time frame limits.

Total credit hours required for a degree or certificate multiplied by 150% equals maximum attempted credit hours for completing an educational program.

Example: Associate Degree seeking students (64 credit hours) must complete their educational program within 96 attempted credit hours.

NOTE: All credit hours attempted, whether or not they are completed or passed, count towards the maximum time frame limit.

A student receiving financial assistance and on probation will be permitted to receive financial assistance for the probationary term, but must meet one of the following conditions in order to receive financial assistance for a term following the probationary term:

1. A full-time student must complete a minimum of 12 semester hours with at least a 2.0 GPA for all hours completed in the probationary term.
2. A part-time student must complete at least the number of hours for which financial assistance was received with at least a 2.0 GPA for all hours completed in the probationary term.

### Grades for Financial Aid Calculation

A grade for each student in each course will be given at the end of the semester according to the system described below:

|                             |                                  |
|-----------------------------|----------------------------------|
| A-Excellent Achievement     | 4 grade points per semester hour |
| B-Above Average Achievement | 3 grade points per semester hour |
| C-Average Achievement       | 2 grade points per semester hour |
| D-Below Average Achievement | 1 grade point per semester hour  |
| F-Failing Achievement       | 0 grade points per semester hour |
| I-Incomplete                | 0 grade points per semester hour |
| W-Withdrawal                | 0 grade points per semester hour |
| P-Passing work              | 0 grade points per semester hour |
| NC-No credit                | 0 grade points per semester hour |

When an instructor determines that a student's grades are unsatisfactory, the instructor notifies the Student Success Center, which forwards the notification to the student and the Financial Aid Office. The Financial Aid Office informs the student of the importance of maintaining satisfactory academic progress, and notifies the student that he/she may lose federally funded assistance.

### Repeating a Course

A student receiving federally funded financial assistance may repeat a course in order to improve his/her grades. The later grade is used in computing the GPA. A repeated course will not be permitted as a course of study for the purpose of calculating federally funded financial assistance. Students in this situation have the opportunity to submit a Financial Aid Appeal.

### **Termination of Financial Assistance**

A student on probation receiving financial assistance and unable to meet the appropriate condition above shall be terminated from financial assistance. A student on probation may be dropped at any time for failure to attend classes or failure to make satisfactory progress in his/her studies.

If at any time after receiving financial assistance a student withdraws or discontinues class attendance in 75% or more of enrolled classes, he/she shall be terminated from financial assistance. Students in this situation have the opportunity to submit a Financial Aid Appeal.

### **How to Regain Eligibility**

If a student is denied aid because of lack of progress, courses must be taken at the student's own expense until the minimum GPA requirement is met. A review of the student's academic progress is made at the end of each semester.

### **Reinstatement**

A full-time student who has been terminated from financial assistance may be eligible for reinstatement of financial assistance if he/she completes a minimum of 12 semester hours with at least a 2.0 GPA for all hours completed in a given term. If part-time, the student must complete at least six hours with a minimum 2.0 GPA for all hours completed in a given term.

### **Financial Assistance Appeal Process**

Students who do not comply with the "Satisfactory Academic Progress" have the opportunity to submit a written appeal to the Financial Aid Director if unusual circumstances have affected the student's academic progress. The Financial Assistance Committee will review the written appeal. The decision of the committee will be final. If a student who has been suspended from financial assistance appeals the suspension and their aid is reinstated by the financial assistance committee, that student will be required to setup a payment plan at registration. If the student is making satisfactory academic progress and attending classes at mid-term, financial aid will be disbursed.

### **Notification of Awards**

Notification of awards will be in the form of a tentative award letter mailed to the student as soon as need-analysis information is received and awards are packaged in the Financial Aid Office. Final award letters will be provided to students at the time of disbursement. For those students whose files are complete, disbursement of financial aid will be made approximately 50 days following the beginning of each semester. Aid is awarded for only one academic year (fall, spring, summer); students should reapply during the spring term for aid for the following school year.

The Financial Aid Office at Pratt Community College welcomes all inquiries regarding financial aid. Address inquiries to: [nikkip@prattcc.edu](mailto:nikkip@prattcc.edu)

### **Scholarships & Grants**

## **1. Above & Beyond Honors Scholarship**

A&B Honors Scholars are selected based on academic achievement, demonstrated community engagement, involvement in activities and recommendations. A letter from the student outlining this information, a letter of recommendation from the high school counselor or principal, the high school transcript and ACT scores must be sent to the Vice President of Instruction's office for review. The student must also complete the online scholarship application.

- a. Full tuition and books plus \$500 stipend per semester
- b. To qualify for consideration, a new applicant must achieve a minimum of 23 on the ACT composite. If that score has been achieved, the applicant must then meet or exceed two of the three following criteria:
  1. Must have an ACT composite score of 25 or higher
  2. Must have a minimum high school GPA of 3.6 or higher
  3. Must rank in the top 10% of his/her high school class

## **2. Board of Trustees Scholarship**

- a. Full tuition (in-state)
- b. Awarded to employees, their spouses and their unmarried children living at home

## **3. Departmental Scholarships**

- a. Award varies

## **4. Pratt County High School Senior Grant**

- a. This grant was established by the Pratt Community College Board of Trustees to provide tuition assistance for all Pratt County graduating high school seniors within three years of their graduation. The Pratt County Senior Grant will entitle the student to \$350 per semester for four consecutive semesters. The student is responsible for the remainder of tuition, fees and book costs. Students may apply for other scholarships offered by the college.

## **5. Foundation Scholarships**

- a. These are scholarships which are funded by individuals or businesses. Usually they are memorials and are awarded at the discretion of the donor. There are many that are academic major or county specific.

## **6. Transfer Scholarships**

- a. William Novotny Family Scholarship
  - i. This scholarship was established by Laura E. Porter of Pratt, Kan., to aid young men graduating from PCC in continuing their education at a college or university. There are two phases to the scholarship:
    1. A financial award to select male graduates each year. Scholarship, participation in activities and general contributions to the life of the college are taken into consideration in making these awards.
    2. Application for loan privilege to any PCC male graduate wishing to continue his education beyond the community college level. This may be obtained in the Financial Aid office.
- b. The Miss America/Waterford Crystal/Tara Holland, Miss America 1997 Scholarship
  - i. The scholarship was established by the Miss America Organization and Waterford Crystal, Inc. in honor of Tara Holland, Miss America 1997.



Candidates must be female and pursuing a major or minor in music and/or music education, or be enrolled in a minimum of six (6) credit hours per semester in music (MUS) curriculum courses. Entering freshmen must have graduated with a 3.25 high school GPA, have participated in high school music education or activities and be recommended by a high school music educator or an administrator. Candidates who have completed one year of study at PCC must have attained a 3.0 GPA.

# Student Services

## **Services for Students**

The student is the number one priority at Pratt Community College. A variety of services are offered, including financial aid, work-study, social activities, residence life, college relations, tutoring, special needs services, advising, counseling and college health.

## **Student Activities**

Student Activities at Pratt Community College are developed using student development theory. We realize that that students spend more than half of their time outside of the classroom, and activities are planned to help them develop and mature. Activities fall into three major areas: social, recreational, and academic/personal development. Theme weeks, such as back to school events and Beaver Fever Week add to the fun of student activities. In addition, educational programs are hosted regularly to discuss a topic concerning students. Pratt Community College is also home to a variety of clubs and organizations.

## **Internet Access**

Pratt Community College has free wireless internet across campus. Log on to PCC-Students in the classroom buildings, and in the residence halls, using your Self-Service login information.

## **Beaver Dam Recreation Center**

The Beaver Dam Student Recreation Center is located next to Beaver Bites in Area 53. Students can play pool and ping pong. A television is also available. Students should feel free to take advantage of the Beaver Dam Student Recreation Center between classes and in the evenings, making it a place to relax with friends.

## **Art Exhibitions**

The Delmar Riney Art Gallery is located in the Riney Student Conference Center and features 12 exhibitions each academic year. The exhibits include a variety of media and techniques. Visiting artists often give lectures, gallery talks, demonstrations, or workshops in conjunction with their exhibit.

## **Athletics**

Intercollegiate sports for men include basketball, baseball, rodeo, soccer, track and cross-country, cheerleading and wrestling. Women participate in volleyball, basketball, track, soccer, softball, cross-country, cheerleading and rodeo. Pratt Community College competes in the Jayhawk Conference of the National Junior College Athletic Association and in the Central Plains Region of the National Collegiate Rodeo Association. In addition to the Dennis Lesh Sports Arena which seats 2,500, PCC has one of the finest rodeo facilities in the state, featuring both the Agricultural Activities Center and Huffman Outdoor Arena. Stanion Baseball Field seats approximately 500. The softball team competes at Jerry Angood Field in Pratt's Lemon Park. The Men's and Women's Soccer Team competes on the field on the east side of PCC's main campus.

## **Performing Arts**

There are numerous opportunities for students to get involved through theater productions, vocal music and instrumental music. Students are able to participate with other students as well as with community members. The theater department presents two to three public productions annually. The music department features four major performing groups: choir, Encore, and pep and band. Public performances are presented each semester.

## **Block & Bridle**

This club is for students with an interest in agriculture. The objectives of the club are to promote scholarship, student interest and leadership in agriculture, and to strengthen, improve and promote the profession of agriculture. Members attend regional, state, and national Block & Bridle meetings, where they get to meet and share ideas with students from other colleges and universities as well as participate in educational tours around the U.S.

## **Club International**

This organization strives to provide social, cultural and educational support among international students, their PCC peers, faculty, staff and community. The club meets monthly around social events, service projects and educational forums.

## **Intramurals**

An active intramural program has been a priority at Pratt Community College, adding to both the educational experience and enjoyment of the students. A wide variety of year-round activities are planned for men and women including co-recreational Intramurals. Although friendly competition is encouraged by awarding top-performing teams, participation is the key ingredient stressed by Intramurals. Activities may, though not necessarily and not exclusively, include co-ed softball, volleyball, basketball, roller hockey, billiards or other activities suggested by the student body.

## **Peer Educators**

The Peer Educators group is students helping students make more responsible, healthier lifestyle choices. The group is an affiliate of the National BACCHUS network.

## **Phi Theta Kappa**

PTK is an International Community College Honor Society whose members are chosen on the basis of scholastic achievement, leadership abilities, contributions to the college and faculty

recommendations. To be eligible for membership, students must be enrolled on a full-time basis, must be in a degree-seeking program, and must maintain the required cumulative GPA.

### **Kappa Beta Delta**

Kappa Beta Delta is an honor society for business, management and administration majors at accredited two-year schools. Top students in our business programs are invited to become members. In order to join KBD students must rank in the upper 20 percent of students pursuing a business degree at the time of the invitation, must have completed at least 15 hours with at least six of those hours being in business subjects and they must have at least a 3.0 GPA.

### **Gay-Straight Alliance**

The purpose of the Gay-Straight Alliance is to support diverse identities and build relations between the lesbian, gay, bisexual, transgender and straight students. Membership is open to all; We seek a campus free of prejudice, bigotry, harassment and violence by providing a space for all members of PCC to explore and increase their understanding of the aspects related to sexual orientation, gender identity and expression in an open and nonjudgmental environment.

### **Residence Hall Association (Hall Council)**

Hall Council is an organization whose membership is available to all students who are in the residence halls. The purpose is to enhance the educational experience of its members by promoting a positive living environment for all residents.

### **Beavers on Stage**

Beavers on Stage is the official organization of the performing arts department. All students involved in choir, band, show choir, theatre or production work are a part of this group. In addition to our other department activities, students participate in community service activities throughout the community, take trips to professional shows, go Christmas caroling and provide support to their peers in each of the areas of the performing arts. The group also fundraises for an end-of-the-year trip each May.

### **Rodeo Club**

This co-curricular organization is for students who are on the rodeo team or interested in assisting the rodeo club with special events and activities. The objectives of the club are to promote student interest and leadership in rodeo and throughout the year, as well as host rodeo events as scheduling allows.

### **Shooting Sports Club**

The mission of the Pratt Community College Shooting Sports Club is to promote the safe handling of firearms, instill a lasting respect for the shooting sports, and provide the opportunity for members to improve their leadership and team building skills through a variety of training courses, competitions, and community service projects while enjoying the recreational and social benefits the shooting sports have to offer.

### **Student Admissions Representatives**

The goals of Student Admissions Representatives are to inform prospective students and parents interested in Pratt Community College about all facets of Beaver life, assist with important Admissions recruiting events, personalize the College by making campus visitors

feel welcome, and serve as a mentor to other students from their hometown area and/or current program.

### **Pratt Kansas Association of Nursing Students (P-KANS)**

Membership in this organization is mandatory for all nursing students who are admitted to the nursing program. Activities include professional development and community service. Members have leadership opportunities at local, state and national levels.

### **Block and Bridle**

This club is for students with an interest in agriculture. The objectives of the club are to promote student interest and leadership in agriculture, strengthen, improve, and promote the profession of agriculture, and scholarship among students of agriculture.

### **Collegiate Farm Bureau**

Collegiate Farm Bureau provides students the opportunity to enhance their leadership skills as future ag leaders through experiences with the county, state, and national Farm Bureau organization. Collegiate Farm Bureau helps students build networks with other student leaders, connect with others to discuss issues impacting agriculture, promote agriculture as an industry, and gain experiences with leaders and mentors in the agricultural industry.

### **Post-Secondary Ag**

The Post-Secondary Ag Students involves second level Ag Power Technology students and ag student interested in the NACTA competitions. The teams within PSA have been very successful at the national competitions within the last several years.

### **Bookstore**

The Pratt Community College Bookstore is owned and operated by Follett College Stores of Chicago, Illinois. The bookstore provides the required new and used textbooks including supplemental study guides and required course supplies. All bookstore purchases must be paid in full at the time of purchase. Cash, checks, and credit cards are accepted. In addition to textbooks, the store offers a selection of school supplies, emblematic clothing and gifts, greeting cards, computer software, personal care items, snack foods and a section of general and nursing reference books. We also provide special order service for most books in print. The bookstore offers year-round buyback on current campus and national needs. The bookstore is open 8 a.m.-5 p.m. (Hours are subject to change.) The bookstore is located in the Riney Student Conference Center.

### **College Health**

College Health Services are available to all full-time and part-time students. The Health Center provides health teaching for self-care of common health problems and provides assessment and treatment for common, acute problems. Cases that need to be referred to a clinician and/or physician will be handled promptly. Any fee for services from a clinic off-campus will be the financial responsibility of the student, parent, and/or guardian. College Health hours are posted at the office in the Riney Student Conference Center. An Advanced Practice Registered Nurse (APRN) is also available on part-time basis for other services. APRN services carry a nominal fee of \$10 per service.

### **Food Service**

Students living in the residence halls are served meals in the relaxed and informal atmosphere of the college dining room located in the Student Conference Center. Residence hall residents are required to be on the meal plan. PCC contracts for food service from a well-established service corporation. Three meals per day are offered Monday through Friday, and brunch and dinner are offered on Saturday and Sunday. Two meal plans are available, including either 10 or 19 total meals per week. Unlimited servings are available except on steak night. Sack lunches are available for those unable to dine during regular meal hours and trays for ill students are also available. Special dietary requirements are met if possible. The cafeteria is also open to non-residence hall students.

### **Fitness Center**

The fitness center is located in the basement of the Student Conference Center. A variety of equipment is available at no charge to students. Please check the schedule as hours vary.

### **Computer Labs**

Computers are available for student use in the Linda Hunt Memorial Library, the Beaver Underground and in Chandler Hall.

### **Check Cashing**

Checks up to \$50 may be cashed at the Cashier's window of the business office.

### **Student ID Cards**

Students are issued Student ID cards through the Office of Student Services (Office 51).

Residence hall students are issued a photo ID card upon presentation of their housing voucher showing they have been cleared to move into the residence hall. Students are not charged for their initial ID card.

- A fee of \$10.00 will be charged for a replacement photo ID card if:
  - the ID card is broken or damaged in any way
  - or if the ID card is lost or stolen
- There will be no charge for malfunctioning cards due to system problems only. If problems occur see the Office of Student Services (Office 51).

Non-residence hall students receive a plastic photo ID upon request. Students unable to visit the Student Services Office may request a non-photo ID card sent through the mail by contacting the Student Services Office at 620-450-2217.

ID cards of residence hall student moving off campus are deactivated from the security system; however, their cards are not collected unless disciplinary or other circumstances prevail.

High School Students and other special groups (such as College Start and The Learning Center students) enrolled at PCC receive paper ID cards.

### **Student Right to Know**

The Student Right to Know Act of 1999 requires that certain types of information be disclosed to students. The following is a list of information available at [www.prattcc.edu](http://www.prattcc.edu).

1. Graduation/Completion and Transfer-out Rates

2. Graduation/Completion Rates of Athletes
3. Campus Crime Rates/Annual Security Report
4. Athletic Participation and Financial Aid (EADA)
5. Family Educational Right and Privacy Act (FERPA)
6. Financial Assistance Availability and Eligibility
7. Institutional Information
8. Withdraw Process
9. Cost of Attendance
10. Refund Policy
11. Current Academic Programs
12. Institution Accreditation
13. Facilities and services for the disabled
14. Study Abroad Programs - PCC does not offer study abroad programs
15. Student Enrollment

More information about the Student Right to Know Act can be found through the U.S. Department of Education. For print copies of any of the Student Right to Know information, contact the Admissions Office at 620-450-2217. Questions about Student Right to Know information should be directed to PCC's Freedom of Information Officer at 620-450-2240.

### **Graduation Rates**

The completion or graduation rate of all first-time students who entered Pratt Community College on a full-time basis for a four year average for 2007, 2008, 2009, 2010 is 35%.

### **Crime Statistics**

Crime statistics and other information related to Pratt Community College may be viewed at <http://nces.ed.gov/collegenavigator>. In accordance with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998, the Annual Security Report can be found at [prattcc.edu/SecurityReport](http://prattcc.edu/SecurityReport).

# Residence Life

### **Housing**

The college recognizes the importance of housing as a part of the total educational process. College housing is made available to students so that they may experience another cultural environment and other social opportunities which play a vital part of the college experience.

### **Residence Requirement**

The Pratt Community College Board of Trustees policy mandates that all students receiving a books and tuition scholarship of \$500 or more (12 credit hours or more) are required to live in college residence halls. Those students on partial scholarships may be required to live in the residence halls according to the total scholarship dollars received.

Students may be exempt from being required to live in college residence halls if they meet one of the following criteria:

1. Married
2. 21-years-old by December 31 of the current academic year
3. Live with parent(s) or legal guardian of legal age or other immediate family
4. Have a handicap that cannot be accommodated or
5. Have lived in Pratt County a minimum of two years and established residency.
6. Parent or guardian of a minor child.
7. International or Non-U.S resident student living with an approved host family. Note: An approved host family must complete the “PCC Host Family Agreement” form available in the Vice President of Students office. The form is required prior to an I-20 form being issued.

A copy of the policy and procedures is available from the Director of Residence Life, the Registrar or the Vice President of Students.

Annually, on July 15, the administration will determine if students receiving scholarship awards for the next year will be required to live in the residence halls. Recruiting and retention figures will be the basis for this decision.

To apply for a waiver to the on campus housing requirement, students must:

1. Complete a form declaring his/her intention to be released from the residence hall
2. Fill out a completed housing contract and packet (unless he/she meets one of the exemption criteria)
3. Pay a \$200 housing deposit

Waivers will be granted when the residence halls are full on a first come, first served basis to those who have completed waiver requirements.

Residence hall contracts for the fall semester are collected from January through the beginning of the semester. Occupancy is based on a first-come, first-served basis. The date the Director of Residence Life receives the contract is used to determine placement. Priority is given to: 1) returning students declaring their intention to return by May 15, 2) incoming students, and 3) other returning students.

A waiting list will be developed when occupancy limits are reached. Students are notified immediately when openings are available.

### **Residence Hall Objectives**

PCC provides on-campus housing to serve the educational and developmental needs of the students. The residence hall is considered an adjunct to the educational program, providing students with important learning experiences not otherwise available through the instructional classroom. Through group activities and community living, students have the opportunity to learn citizenship and leadership training, sensitivity to the consideration for the needs of others, and the formation of a value system in harmony with our western civilization. One of the valuable aspects of a college education is the opportunity to meet students of varied cultures and interests. By the mutual exchange of views students learn from one another, gain different perspectives and new ideas, and enhance their experiences in human relations.



Research on the effects of on-campus housing show more positive growth intellectually, culturally, and socially in residents of on-campus housing as opposed to commuters and those who live off-campus, and students living in college housing tend to have higher overall GPAs.

Pratt Community College provides on campus housing for students in order to:

- Meet the individual needs of students for adequate, economically beneficial housing;
- Contribute to the intellectual, cultural, social, and value development of students;
- Provide important learning experiences and opportunities for students beyond the instructional classroom.
- Provide residence halls that are comfortable, economical, functional, clean and adaptive to students' needs
- Provide a staff that can identify student's needs, aid students in recognizing their own needs, and foster an environment to meet those needs.

Residence life offers you the opportunity to experience social interaction with others from different environments. We encourage you to get involved in the residence hall activities by becoming an active member. Many opportunities are available in which you may participate: Hall Council, intramurals, etc. The more you put into your community, the more you will get out of it.

### **Facilities and Services**

On-campus living facilities are currently available for 356 students. On-campus housing includes cable television hookup, hall lounges, vending machines, microwaves in lobby, telephone service, internet service and washers and dryers. Activities are conducted throughout the year including: special food nights, dances, seasonal events, and other educational activities. Each room is equipped with a digital cable box, HDMI cable and remote control. These are the property of PCC and any damages or replacement costs will be split between all occupants of the room.

### **Handicap Accessibility**

Resident students requiring specialized housing on the basis of disability should contact the Director of Residence Life and provide proof from a family physician that special accommodations are required.

### **Living Facilities**

All living facilities are air conditioned. Each room is equipped with twin beds, chests of drawers, study desks with chairs, closets and mirrors. When you check in, a member of the housing staff will inspect the room with you and prior damages will be noted. You are responsible for your room and its cleanliness, all of the furnishings, windows, screens and doors. All furniture is to remain in the same room. Should an item in your room appear to be damaged when you move in or become damaged during the course of the year, contact the Director of Residence Life or the Resident Supervisor. Furniture removed from the room must be returned immediately or a \$50 fine will be assessed.

### **Extra Furnishings**

Students are not authorized to bring any electronic items of \$50 or more in value without bringing the item to the hall staff on check-in day. Clocks, lamps, stereos, radios, televisions,

microwaves, refrigerators, and blow dryers are permitted in the rooms. Halogen lamps, George Foreman grills, space heaters, candles and hot plates are prohibited. Refrigerators cannot exceed 3.2 cubic feet in size. Coffee pots and toasters will be allowed in the dorm rooms, but must be placed on a fireproof tray or inflammable pad, remain unplugged when not in use, and kept clean throughout the year.

### Telephones

Each room is equipped with access to a telephone line. Residents may make and receive local calls and credit card calls. Each resident is responsible for his or her telephone equipment and long distance charges. Damages to telephone outlet will be charged to the occupants. No 2.4 GHZ phones are allowed.

WARNING: The unauthorized use, possession or distribution of codes, calling card numbers or credit card numbers with the intent to defraud is a violation of Federal and Kansas State Law. Violators will be prosecuted. Penalties include fines and/or imprisonment.

### Laundry Facilities

Laundry Room facilities are available and are to be kept clean at all times. Avoid leaving soiled clothes in your room. Washing facilities exist for the convenience of residence hall students only. Do not abuse the equipment. If washers or dryers do not work properly, contact the Director of Residence Life/Resident Supervisor. All residents are expected to cooperate in helping keep these facilities clean. Residence hall students are assessed a \$25 fee per semester for use of the washers and dryers located in each residence hall.

### Mail Service

Each residence hall student will be assigned a mail box in the upper commons area of the main building. Mail will be distributed once daily when it arrives, usually by 11 a.m. There is a postal box outside the mail area where outgoing mail is picked up daily. **Each student is required to regularly check his/her mail and is responsible for the content.** Mail should be addressed:

Name  
Box # (not room number)  
Pratt Community College  
348 NE SR 61  
Pratt, KS 67124

### Maintenance

All requests for new light bulbs, minor repairs, and electrical or plumbing problems should be reported on a maintenance request form outside of the dorm supervisor's door, unless it requires immediate attention. In case of an emergency, please contact staff immediately. Although there are custodial personnel for the general cleaning of the residence halls, students are responsible for cleaning and for dumping any trash in the proper dumpster located near each residence hall.

### Parking

Parking lots are provided for each residence hall. Anyone who drives an automobile must adhere to campus regulations governing such vehicles. It is the duty of the student to acquaint themselves with all campus regulations for vehicles. Bicycles, motorcycles, or vehicles of any kind are not to be used on the sidewalks or grass areas of the campus. At no time are cars to be parked on the grounds around the residence halls.

- Vehicles that are parked in designated handicapped areas without proper identification may be towed at the owner's expense
- Parking in a space marked "Dorm Parent" or "Learning Center" will result in a \$35 fine
- After two tickets, the car must be parked off campus. Pratt Community College is subject to the rules and regulations of the city of Pratt as well as those of the campus security.

Vehicles must be properly licensed and insured to be located or driven on campus.

### **Health and Hospitalization Protection**

The college does not have a student health insurance program. Students who do not have coverage on their parents' or spouse's policies are responsible for their own health insurance coverage, and the college assumes no responsibilities for health insurance plans. Information on additional health insurance for students from outside companies is available in the Student Services Office.

### **Residence Hall Staff**

The Director of Residence Life is delegated the responsibilities and duties necessary for administrative management of the residence halls and serves as supervisor in one of the residence halls.

Resident Supervisors are responsible to the Director of Residence Life. These supervisors are responsible for administration of Dr. William Wojciechowski Hall Apartments, Novotny Hall, North Hall, Porter Hall, Dudrey Hall and Beck Hall. They are delegated the responsibilities and duties necessary to enforce all residence hall rules and regulations, to organize student governing bodies, and to develop programs for the residents. You are encouraged to consult the Resident Supervisor of your residence hall for advice and information on matters relating to hall policy.

Resident Assistants (RAs) are students who have been selected to assist with the administration of the residence halls, their policies and standards. If you are interested in becoming a Resident Assistant, contact the Director of Residence Life for information. RAs are available to help you with any problems or emergencies that may arise.

### **Contract Information and Responsibilities**

The Contract Agreement is an annual agreement for the academic year. A deposit must remain on account at all times throughout the year.

A Room Deposit of \$200 is required of every student moving into the residence halls. This deposit must be paid in order to reserve a room, along with completing a Contract Agreement and health and personal information cards. A \$10 fee, which is nonrefundable, will be used for hall programming. The remaining deposit balance is refundable if the following conditions are met:

1. There is no damage.

2. The room is left clean.
3. Proper checkout procedure is followed.
4. There are no unpaid balances owed to the college.

Deposits are not to be used prior to checkout time to pay for damages, lost keys, etc. They will be refunded at the year's end. The student will be responsible for the cost of repair or replacement in the case of damage to college property. The deposits of students returning to campus housing will roll over to the following year, and returning students will owe an additional \$10 to replenish the non-refundable yearly programming fee.

### Termination of Contract

The student may cancel the residence hall contract by giving written notice to the Director of Residence Life. A penalty may be assessed as indicated below. PCC reserves the right to cancel this contract under any of the conditions described herein. Any refunds of payments will be made in accordance with the provisions of this contract.

- A. Cancellation Prior to Check-In
  - i. Students who notify the Director of Residence Life in writing, postmarked on or before July 15 (December 1 for new Spring contracts only) of their intention to cancel this contract will receive a 100% housing refund on the room deposit.
  - ii. Fall students who cancel their contract after July 15, (December 1 for new Spring contracts only) prior to check-in will receive a 50% refund.
- B. Cancellation After Check-In
  - i. The contract breaking fee is forfeit of the \$200 deposit.
  - ii. **The contract is for the full academic year which includes fall and spring semester.**
  - iii. Students that are dismissed from the hall for disciplinary reasons will forfeit the \$200 deposit.
  - iv. PCC may terminate this contract, if in the opinion of the Director of Residence Life, the room or the residence hall should become untenable because of damage or destruction by fire or other casualty. In such case the resident will be charged room and board fees for weeks in residence.
  - v. All students are required to be enrolled, excluding "W" grades, as full-time (12 credit hours or more) students and to remain in good standing in classes for the entire semester in order to continue residence in the residence halls.
    1. Failure to meet these requirements will result in dismissal.
- C. Waiver of Breaking Fee
  - i. PCC will waive the breaking fee if a student is graduating at the end of the fall semester.
  - ii. If a student cannot fulfill this contract, due to unforeseen circumstances, they are asked to provide written explanation of their situation to the Vice President of Students and Enrollment Management for special consideration. This situation will be taken into consideration and a determination will be made.
  - iii. The breaking fee will not be assessed for loss of residence due to natural causes (fire, flood, or windstorm)

## **Vacations and Hall Closures**

With those exceptions involving mandatory participation in regularly scheduled school activities or circumstances approved by the Vice President of Students and Enrollment Management, no one will be allowed to reside in the residence halls during the Holiday Break/Christmas Break. The halls will be open during Thanksgiving and Spring Breaks.

## **Summer Housing**

The cost for summer housing is \$20 per day (per person). A \$200 deposit is required with this contract, unless a current housing contract & deposit is on file.

- \$400 for both summer sessions – must be enrolled in six or more credit hours for each session
- \$275 for one summer session – must be enrolled in six or more credit hours
- \$300 per month (June or July only) – no summer enrollment required, but must have been enrolled in either the prior spring or upcoming fall semester.

## **Keys**

When you check into a residence hall, you will be issued a key to your room and a key card. It is wise to keep your door locked when you are away. If you should lose your key or key card, report the loss to the Director of Residence Life/Resident Supervisor. A new key card will be issued with payment of \$10.00 (not to be taken from deposit). A new key will be issued for a charge of \$50 and an additional charge of \$50 if changing the lock is necessary for security purposes. Students are expected to carry keys and key cards with them at all times and to treat them as valuable possessions.

## **Room Assignment and Changes**

Every attempt is made to honor requests for rooms and roommates from all applicants and assignments will be made by the Director of Residence Life and Resident Supervisor. All furniture is to remain in the same rooms as placed at the start of the school year. The Director of Residence Life/Resident Supervisor reserves the right to reassign and/or consolidate occupancy of rooms at any time. Whenever possible, residents are offered the opportunity to purchase their room as a single if a space exists at a charge of \$500 per semester. If several spaces exist and rooms aren't purchased as singles, consolidation of spaces is done by the staff. If you are having roommate problems, please see a residence life staff member.

A roommate change form must be filled out and approved by the Director of Residence Life before any roommate changes are made. No roommate changes are allowed within the first two weeks of each semester. Anyone changing rooms without prior approval will be required to return to his or her original room and a change will not be granted.

## **How to get along with your roommate**

Having a roommate can be one of the best experiences of college life. What you and how you approach it will determine whether or not you have a positive roommate experience. Your willingness to share, communicate and work through conflicts will play a big part. With care and energy, you can work out a good living situation with a degree of friendship. To help roommates get along better, the Roommate Bill of Rights is printed below.

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.

2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests that respect the rights of the host's roommate and other hall residents.
8. The right to talk through conflicts and concerns. Residence hall staff is available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical, and/or emotional harm.
10. The right to expect reasonable cooperation in the use of the room telephone.

### **Payments**

Room and Board payments are due according to the plan selected in the Room and Board Contract. Students who pay room and board costs using financial aid such as loans and grants should keep in close contact with the Business Office. If a problem exists concerning payment, it is strongly suggested that the student visit with the Director of Residence Life and the Business Office prior to the payment date. Any unpaid balance will be listed on monthly statements and each semester's balance must be paid in full before returning the following semester.

### **Checking Out of Residence Halls**

Any student moving out of the residence halls must use the following checkout procedures with the Director of Residence Life/Resident Supervisor:

1. Make an appointment
2. Clean room. This includes:
  - a. Dusting desk, dresser, and shelves.
  - b. Taking out any trash in the room.
  - c. Removing tape or other foreign substances from walls.
  - d. Vacuuming or sweeping floor (including under the bed).
  - e. Removing all personal items from room and hall.
5. Go over Room Inventory form
6. Turn in key and key card
7. Report with written endorsement that steps 1-5 have been completed.

*A fine will be assessed for not properly checking out of the dorms with a member of the residence life staff. Your refund deposit will be mailed to you. If your deposit is forfeited, you will be notified of this as well as any other possible fines owed to Pratt Community College.*

During finals week of both semesters students need to check out within 24 hours of their last final. All students must be out by noon on Friday unless they are graduating or assisting with graduation.

### **Dr. William Wojciechowski Hall Apartments**

The 900+ square foot apartments in Wojciechowski Hall are designed for four residents. Apartments include two bedrooms, a living room, bathroom and kitchen with refrigerator and convection oven/microwave. Computer and phone jacks, cable TV and internet access are provided in each suite. Basic furniture is provided in each apartment.

Students assigned to the hall must meet the following eligibility criteria:

1. Sophomore status (returning or transfer)
2. Cumulative GPA of 2.5
3. No prior disciplinary infractions
4. Enrolled and maintain a minimum of 16 credit hours (per semester)
5. Application completed and deposit submitted – first come, first serve basis.

Freshman students will be assigned to the hall if they meet the following criteria:

1. Above and Beyond Scholar OR Exceptional Athletic Scholarship (freshman)
2. Enrolled and maintain a minimum of 16 credit hours (per semester)
3. Application completed and deposit submitted – first come, first serve basis.

To live in William Wojciechowski Hall, students must be in good standing with the school. Students with two alcohol violations or other infractions of the rules will not be permitted to return to William Wojciechowski Hall the following year, and may be required to move out at the time of the violation.

### **Beck Hall, Novotny Hall, Porter Hall**

Each of these facilities is located near the general classroom building. Beck Hall is located on the northeast end of campus and contains 18 double occupancy rooms. Novotny Hall is located on the northwest end of campus and contains 48 double occupancy rooms in a two-story design. Porter Hall is located between Beck Hall and North Hall and contains 8 double occupancy rooms. Each of these facilities has central restrooms and shower areas on each wing.

### **North and Dudrey Scholarship Halls**

Each double occupancy suite is approximately 270 square feet in size. Private suites are approximately 180 square feet in size (North Hall only). Double occupancy suites are provided with two single beds, a sink and associated cabinetwork with storage. Microwaves and refrigerators are not provided, though space allows for both. Double occupancy suites share a restroom area which includes a shower and toilet. Private suites include a similar restroom area. Suites also contain combination study/alcove/closet units to separate individual living areas. Computer and phone jacks, cable TV and internet access are provided in each suite.

**For housing costs, please see your housing contract or the website.**

Contract Deadline: The priority deadline for contracts is April 15 for currently enrolled students and May 1 for incoming students. A housing contract, personal information card, health card, immunization record, TB questionnaire, and paid deposit must be on file to secure a suite. A housing contract packet may be obtained online or from the Director of Residence Life or the Student Services Office.

Occupancy is based on a first come, first served basis. Wojciechowski, North and Dudrey Halls provide a more independent style of living for students. Students are expected to be responsible for maintenance of their living areas and honoring rules and regulations.



Wojciechowski, Dudrey and North Halls consist of coed floors. Coed rooms are available for married couples only.

**All campus buildings are tobacco, alcohol, and drug free environments.**

Occupancy is open to full-time students (12 hours or more), 18 years or older. Occupants must follow all college rules & regulations outlined in the Student Handbook. No children are allowed to live in the residence halls.

**Rules and Regulations (Policy and Procedures)**

All students are required to be enrolled as full-time (12 credit hours or more) students and to remain in good standing in classes for the entire semester in order to continue residency in the residence halls. If you are in a room where a policy is being violated you will be cited for the policy violation.

It is the responsibility of every residence hall resident to be conscious of the rights and privileges of other residents. The regulations and guidelines listed in this publication are intended as means for the protection of residence rights. The Director of Residence Life / Resident Supervisors have the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. They also have the authority to administer sanctions to students when a violation of rules or regulations occurs. Sanctions may include: loss of visitation, fines, work sanctions, probation, or dismissal from the residence hall.

Repeated failure to comply with those guidelines of conduct not addressed with specific penalties and insubordinate attitude toward the Resident Supervisor, Resident Assistants, and/or Director of Residence Life as well as other personnel working with the residence halls (including security, secretaries, maintenance, resident assistants and food service workers) will result in the residence hall resident being referred to the Vice President of Students/Enrollment Management for disciplinary action which could result in the suspension from the residence halls and/or college.

Violations against persons or property and the state laws of Kansas or municipal ordinances of the City of Pratt will result in dismissal from the residence halls.

**Network Infrastructure**

Per Pratt Community College Policy 200-34, use of or access to College computing resources shall be limited to students/College employees for the performance of official college functions and approved assignments only, except in specified areas which are open to the public. Use of College computer equipment or software for commercial applications is prohibited. All computer use is subject to review by the administration. Users of campus computing resources must comply with federal and state laws, campus policies, and the terms of applicable contracts including software licenses while using campus computing resources.

Users, including residence hall students, are not to attempt to implement their own network infrastructure. This includes network devices such as hubs, switches, routers, network firewalls, and wireless access points. Users shall not utilize any alternative methods of access

to PCC computing resources, such as modems or VPN's. Users are not to offer network services such as DHCP and DNS. Back-up data will be maintained for a period up to two years.

Users, including residence hall students, who violate this policy may be denied access to campus computing resources and may be subject to other penalties and disciplinary action, including expulsion, dismissal, or termination. Alleged violations will be handled through the campus disciplinary procedures applicable to the user. A user's access to campus computing resources may be suspended, blocked or restricted in order to protect the integrity, security, or functionality of campus computing resources. Violations may be referred to appropriate law enforcement agencies.

### **Room Entry Provisions**

PCC reserves the right for authorized PCC personnel to enter a student's room as per college policy 600-12. College policies are available online at [www.prattcc.edu](http://www.prattcc.edu).

### **Theft**

The College is not responsible in any way for money, jewelry, electronics, luggage or other articles of value left in room or other parts of the campus. For your protection, doors are to be locked when you are not in your room. Any losses are to be reported to the Resident Supervisor or to the Director of Residence Life. Students found guilty of theft or knowingly in possession of stolen property will be disciplined and could be dismissed from the dorms.

### **Lost Articles**

Please search before you report a loss. Provide date, time, items lost, and description.

### **Fines**

Fines assessed for violations of rules are imposed by the Director of Residence Life and/or the Resident Supervisor. All fines and payments for damages in the residence halls must be paid to the Business Office within 14 school days after issuance of the charge and cannot be taken from residence hall deposit. A receipt will be issued by the Business Office upon payment and a copy of the receipt given to the Director of Residence Life. For every day the payment is late, \$1.00 will be added to the charge. If the balance and late charges are not paid in full by the end of the semester in which the charge was issued, grades will be held and it may result in termination of residence in the residence hall. If the due date falls past the end of a semester, the last day of that semester will take precedence and balance shall be paid on or before the last day of that semester.

### **Fleeing the Scene**

Any students who flee from a scene or leave a disciplinary situation without permission from police or security will be reviewed on a case by case instance. Sanctions, depending on incident, will be 10 hours of college service, no visitation for the remainder of the semester, and/or dismissal.

### **Felony Convictions**

If a resident is convicted of a felony he or she is automatically dismissed from the residence halls. Students with prior felony convictions are not allowed to live in the residence halls.

### **Alcohol and Drugs and Paraphernalia / Tobacco Use in College Buildings**

Pratt Community College expects all students to abide by all laws of the State of Kansas and the United States and municipal ordinances of the City of Pratt and the rules of the Institution at all times. PCC is firmly committed to a zero-tolerance approach to addressing violation of substance abuse policies. The Board of Trustees strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol by any student on the PCC premises or as part of a PCC activity. Violation will result in immediate disciplinary action.

College alcohol and drug/drug paraphernalia sanctions will also apply to any student present in a residence hall room or campus location where alcohol and/or drugs/drug paraphernalia is present and/or being consumed, regardless if they are consuming or under the influence. Students are expected to contact college officials when they observe alcohol and/or drugs being consumed or present. A student's roommate can be cited for alcohol and/or drug violations if they do not report the use or presence of alcohol and/or drugs/drug paraphernalia in their room. Display of empty alcoholic beverage containers anywhere in the residence hall rooms is prohibited.

All students found on college property, which includes the residence halls, parking lot and grounds, buying, selling providing or where alcohol and/or drugs are being used or consumed will automatically be turned over to the police or sheriff's authorities for possible prosecution. College sanctions will be applied. Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. A student may be required to complete a substance abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

Any student, who uses a false identification, refuses to produce identification or flees the scene of an incident after being ordered to remain will be forced to leave the residence halls with loss of deposit and loss of scholarship. If a student is involved in an off campus incident but in the course of an investigation indicates an on campus violation, disciplinary action will be the same as if it was observed on the campus. Purchasing alcohol for minor students and refusal to use a breathalyzer is subject to alcohol sanctions.

## **Alcohol Sanctions**

### Residence Hall Student:

- **1st offense:** \$200 fine and 10 hours of college service
- **2nd offense:** \$250 fine and 15 hours of college service
- **3rd offense:** Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Note: individuals present, but passing a breathalyzer test and not in possession of alcohol will be assessed:

- **1<sup>st</sup> offense:** \$100 fine and 5 hours of college service
- **2<sup>nd</sup> offense:** \$125 and 7.5 hours of college service

- **3<sup>rd</sup> offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Non-residence hall student:

- **1<sup>st</sup> offense:** \$200 fine and ten hours of college service
- **2<sup>nd</sup> offense:** \$250 fine and 15 hours of college service
- **3<sup>rd</sup> offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.
- 

Note: individuals present, but passing a breathalyzer test and not in possession of alcohol will be assessed:

- **1<sup>st</sup> offense:** \$100 fine and 5 hours of college service
- **2<sup>nd</sup> offense:** \$125 and 7.5 hours of college service
- **3<sup>rd</sup> offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Students have 30 days from the time of sanctioning to complete the college service. After that a fine of \$10 per hour of college service assigned will be applied to the student’s bill.

“No alcoholic beverage is to be consumed or stored in any college building, on college property, or at any college sponsored function or activity. A college sponsored function is defined as an activity involving students that is sponsored by any internal college group, organization or individual.” (Administration Policy #200-05) Any alcoholic beverages, including 3.2 beer found in the residence hall resident's room or in the resident's possession, will result in the disciplinary action and the student will be turned over to the police or sheriff’s authorities for possible prosecution. All students found on college property, which includes the residence halls, parking lot and grounds, where alcohol is being used or where alcohol is being consumed will result in the disciplinary action and the student will be turned over to the police or sheriff’s authorities for possible prosecution.

**Drugs & Paraphernalia Sanctions**

*Alternative A:* Sanctions regarding instances when a “measurable amount” of drugs is present and confirmed by law enforcement and/or an arrest is made by law enforcement, regardless of charges or action by the County attorney.

Residence Hall Student:

**1<sup>st</sup> offense:** Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Non-residence hall student:

**1<sup>st</sup> offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Scholarship will be revoked. Student will not be

permitted in the residence halls. All students found on college property, which includes the residence halls, parking lot and grounds, where drugs or drug is being used or consumed will automatically be turned over to the police or sheriff's authorities for possible prosecution.

*Alternative B:* A “measurable amount” of drugs to warrant an arrest by law enforcement is not present.

Residence Hall Student:

**1st offense:** \$200 and 10 hours of college service

**2<sup>nd</sup> offense:** \$250 and 15 hours of college service

**3<sup>rd</sup> offense:** Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Non-residence hall student:

**1st offense:** \$200 and 10 hours of college service

**2<sup>nd</sup> offense:** \$250 and 15 hours of college service

**3<sup>rd</sup> offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Students have 30 days from the time of sanctioning to complete the college service. After that a fine of \$10 per hour of college service assigned will be applied to the student's bill.

Students will be dismissed if a total of a combination of three alcohol or drug/drug paraphernalia violations occur. Visitation is not included in the combination, however, students will be dismissed with a total of three visitation violations.

**Tobacco Use**

In accordance with KSA 21-3105 and in the interest of the public health, the use of all tobacco products, including smokeless tobacco, is prohibited on the Pratt Community College campus—both inside/outside of buildings and all campus properties.

**Tobacco Sanctions**

Residence Halls: Students who violate the terms of this policy in the Residence Halls will be subject to the following sanctions:

- **1st Offense:** \$200 fine and 10 hours of college service.
- **2nd and each subsequent offense:** \$250 fine and 15 hours of college service.
- **3rd Offense:** In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

All Campus Locations: Students who violate the terms of this policy at any campus location will be subject to the following sanctions:

- **1st Offense:** \$200 and loss of visitation for two (2) weeks.
- **2nd and each subsequent offense:** \$250 fine

## **The use of smokeless tobacco on the PCC campus is prohibited.**

### **Parental Notification**

As stated in section 99.31 of the Family Educational Rights and Privacy Act (FERPA), effective August 7, 2000, institutions may disclose to parents, without a student's consent, when students under 21 violate drug or alcohol laws or policies. Institutions may disclose this information to parents "without regard to whether the student is a dependent." As stated in the regulation, colleges are not required to alert students when parents have been notified, but are required to maintain a record of the disclosure to the parent and provide it to the student at their request. PCC's policy is to exercise this option and to notify parents in writing on a student's second offense of other kinds. Parents will be notified on the first offense if additional health and safety concerns surround the incident.

### **Malicious Damage**

Malicious and deliberate damage to residence hall property will result in automatic dismissal from the residence halls. Students that do not report accidental damage will be fined \$25. *If a resident of Wojciechowski Hall Apartments gets a major violation infraction, the resident may be transferred to a different residence hall.*

### **Incense/Candles**

Burning incense or candles, lanterns or similar "open flame" receptacles in student rooms is not permitted. Use of incense spray is not permitted. Violators of incense use shall allow the Director of Residence Life/Resident Supervisor to enter the room to investigate possible drug use.

### **Fire and Severe Storm Warnings**

Fire and severe weather drills will be held occasionally. Fire/severe weather instructions will be posted in each residence hall and on bulletin boards; all residence hall residents will be expected to observe them.

Fire alarm systems and extinguishers are placed in the hall solely for your protection. It is against regulations to use them for any other purpose. If the person(s) that discharges a fire extinguisher is identified, they will be responsible for the cost of recharging the extinguisher. Costs may also be assessed for cleanup charge. Violators will be subject to disciplinary action.

If a false alarm, either fire or another type of emergency alarm is given maliciously, the person responsible, if known, will be prosecuted to the full extent of the law and dismissed from the residence halls. (This is a Class A misdemeanor which is punishable by a \$2,500.00 fine and/or 1 year in jail.)

### **Firearms, Fireworks and Bows & Arrows**

For safety reasons, the use or possession of firearms or ammunition is prohibited on campus. The possession of, or use of firecrackers, gun powder or any other material which endangers student health or safety is sufficient cause for dismissal from the residence halls and/or other disciplinary action. The use of bows and arrows is prohibited on PCC campus grounds.

### **Weapons**

All residents will observe the campus weapons policy found on page 68

### **Quiet Hours**

Sunday through Thursday, 10 p.m. to 8 a.m.

Friday and Saturday, midnight to 8 a.m.

Quiet hours are defined as an atmosphere conducive to sound living conditions which includes, but is not limited to, not infringing upon the rights of others. "Courtesy Hours" are in effect twenty-four hours a day.

### **Stereo Equipment**

If there are noise complaints about a student, he/she will receive a warning for the first two complaints. On the third complaint, the student will pay a \$10 fine and will be required to take the stereo or other device home. The Director of Residence Life/Resident Supervisor will determine if the complaints are valid. No stereo equipment, etc. should be played in the cafeteria, Riney Student Conference Center or any other residence hall lounge.

### **Pets**

Students are not allowed to have pets on campus – indoors or outdoors – with the exception of fish in tanks no larger than five gallons. Students who are caught with any animal in the dorms will be fined \$100 plus the cost of maintenance.

Resident Directors living in on campus housing are permitted to have a pet in their apartment. A pet deposit of \$200 is to be paid by the Resident Director.

### **Lounge Regulations**

Students must take care of all residence hall lounge furnishings. Damages caused by misuse will be paid by the student(s) involved. No lounge furniture can be taken to resident rooms without prior permission of the Director of Residence Life/Resident Supervisor. If the responsible party cannot be identified, damages to communal areas will be paid by all residents of that hall or pod.

### **Fighting**

Students engaged in fighting in the residence halls or on the grounds which results in bodily injury or damage to college property will be subject to possible dismissal from the residence halls. These activities may be reported to the Pratt Police Department. Care will be taken to examine the full situation prior to disciplinary action.

### **Room Damage, Cleanliness, and Safety / Security Inspection**

Room checks will be made regularly and may be conducted at ANY time. Cleaning supplies are available for use. Contact maintenance personnel assigned to your area.

- Failure to clean room with 24 hours of room check and warning may result in maintenance clean up and billing of student
- Two (2) consecutive rooms checks with unsatisfactory results will result in dismissal from the residence halls and/or prescribed maintenance duties as determined by the Director of Residence Life/Resident Supervisor

Removal of all trash is expected of each residence hall resident. All trash should be dumped in the proper dumpsters located near the residence halls. Failing to remove personal trash from the residence halls will result in the following sanctions.



- 1st offense: \$25 fine
- 2nd offense: \$25 fine and campus trash pickup

If staff is unable to determine ownership of trash, all residents of that hall or pod will be charged.

No nails or screws are to be placed in walls or door (without specific approval of the Director of Residence Life/Resident Supervisor). Scotch tape is permissible although poster tape is preferred. Failure to follow this rule may result in the loss of part or all of the residence hall deposit, plus additional fines. All room furniture is to remain in its designated place. Maintenance staff will bunk and un-bunk beds in North, Novotny, Beck and Dudrey upon request; Students should not do so themselves. Nothing is to block room windows to ensure safe exit in case of an emergency. Roommates may not loft their beds and build them together as one unit.

All windows are to be closed when leaving the building; sudden wind or rain may cause damage. All lights should be turned out when leaving the room and screens must be left on the windows at all times. It is prohibited to go in and out of the room windows except in case of an emergency.

It is the college's policy to collect for damages to a room; when no one will admit to causing the damage, both roommates will share the cost.

### **Misuse of Key Card**

Using another student's key card/ID for visitation is not allowed.

- 1<sup>st</sup> offense: Loss of visitation for two weeks
- 2<sup>nd</sup> offense: Dismissal from residence hall

### **Overnight Guests**

1. Overnight guests of the same sex may be authorized but only with the prior permission of the Director of Residence Life/Resident Supervisor.
2. A residence hall resident must also receive their roommate's permission to have a guest.
3. Residence hall residents are responsible for the conduct of their guests. (You are responsible for informing them of the Residence Hall Rules and Regulations).
4. All guests are subject to the same rules and regulations as residence hall residents. (They will be asked to leave if they violate the Residence Rules and Regulations).
5. Overnight guests may not spend more than three (3) consecutive nights in the hall.

### **Lock-Out Policy**

A student is allowed one (1) free lockout. After the first lockout, there is a \$5 charge. After midnight on weekdays and 2 a.m. on weekends the charge is \$10.

### **Holiday Decorating**

No real Christmas trees are allowed anywhere in the residence halls. Holiday decorations must be taken down before you leave for the Holiday Break.

### **Sports in the Residence Halls**

There are no sports in the residence halls. The following are examples but not inclusive of all sports activities that should not occur in the residence halls: 1) playing catch with any type of object including nerf balls; 2) using golf clubs; 3) hacky sack; and 4) using a real or plastic bat to hit a ball, 5) bouncing a basketball. If violations do occur, the sanctions are the following:

- 1st offense: official warning
- 2nd offense: probation for a semester and educational sanction (a two-hour shift with a Resident Assistant working visitation)
- 3rd offense - probation for a year.

### **Propping Hall Doors**

The outside hall doors must not be propped open at any time.

- 1st Offense: No visitation for a semester, probation for a semester and a \$15 fine.
- 2nd Offense: No visitation for a semester, probation for the year and a \$25 fine.

### **Tattooing and Hair Cutting**

Tattooing and hair cutting is not allowed in the residence halls. Fines will be assessed and disciplinary action taken for violations of this rule.

1. 1st offense: \$15 fine
2. 2nd offense: \$25 fine and educational sanction
3. 3rd offense: dismissal from Residence Hall

### **Group Billing**

Residence hall residents may be billed for damages in the hall, wing or common areas and/or necessary custodial or maintenance services if parties are found guilty of negligence, vandalism or misuse.

### **Accumulation of Disciplinary Sanctions**

A student may be automatically dismissed from the residence halls for an accumulation of disciplinary sanctions from repeated policy violations.

### **Visitation Policy**

Pratt Community College residence halls use a visitation policy on a continual trial basis. If resident students do not assume the responsibilities required to make the plan work, visitation privileges will be revoked by the college President, after consultation with the Vice President of Students/Enrollment Management, the Director of Residence Life, the Resident Supervisor, and the President of the Hall Council.

Residence Hall residents may have their invited guests in their living quarters during the following days and hours:

**Sunday - Thursday: 10 a.m. – 1 a.m.**  
**and**  
**Friday 10 a.m. – Saturday midnight**

### **Visitation Rules**

1. No visitation, except by members of the resident's immediate family (parents, siblings, and grandparents) shall be allowed at times other than those designated. Immediate family members may visit residents at the times other than those designated, but prior

permission for such visitation must be obtained from the Director of Residence Life/Resident Supervisor.

2. No visiting guest may bring alcoholic beverages or malted beverages, drugs or drug paraphernalia into any area in the residence halls, nor may he/she consume alcoholic beverages or use drugs or drug paraphernalia while in the residence hall area (including the parking lot) or on the college campus. Residents are directly responsible for the actions of their guests.
3. No visiting students are allowed in rooms unless the resident of that room is there.
4. Roommates of a resident who have a visiting guest shall have the privilege of asking the visiting guest to leave the living quarters if the visiting guest's presence is not acceptable to him/her. If a roommate asks that a visitor leave the quarters, and the resident who has the visitor does not comply with his/her request, the roommate shall immediately notify the Director of Residence Life/Resident Supervisor who shall see that visitor is removed from the residence hall. The resident who did not comply with the roommate's request shall be subject to possible disciplinary action.
5. Collectively and individually, all residents shall assume responsibility for helping the Director of Residence Life/Resident Supervisor monitor visitation activities and each resident shall immediately report violations to the Director of Residence Life/Resident Supervisor or Resident Assistant. Failure to assume this responsibility may result in the visitation policy being revoked.
6. Any damage done by a visiting guest and not paid by such guest shall be paid for by the resident who invited the guest to his/her living quarters. Residents are subject to disciplinary action for their guests' behavior that is not in accordance with the rules and regulations.
7. Visitation rules shall be posted in prominent places in the residence hall.
8. Sexual violence will not be tolerated. Perpetrators -- whether charges are filed or not -- will be dismissed from the residence hall.
9. No juvenile (under 18 or student of high school status) will be allowed in the residence hall without permission or unless accompanied by parents, legal guardians, or other family members.
10. One guest per resident is allowed.
11. When a student visits a hall where they are not a resident, he or she is required to leave their student ID at the front lobby on weekdays. On weekends, guests should be prepared to present ID to staff if requested.
12. Using another student's key card/ID for visitation is not allowed.
  - 1st offense: Loss of visitation for two weeks.
  - 2nd offense: Dismissal from residence halls
13. Only the residents of the room should be in the room after visitation hours.

### Visitation Sanctions

Violation of the stated visitation policy by a resident student shall result in the residence hall resident violator receiving one of the following sanctions:

- **1st offense:** Loss of visitation for two weeks and ten hours of on-campus community service with maintenance or the Great Western Dining staff.
- **2nd offense:** Loss of visitation for 16 weeks and probationary status for the rest of the year.
- **3rd offense:** Dismissal from the residence halls for residents. For non-residents, loss of all visitation privileges to the residence halls for the remainder of the school year.

### **Lobby Visitation**

Lobby visitation after visitation hours will only be allowed for study groups. This privilege can be revoked if quiet hours are not respected.

### **Curfew**

Students living in PCC residence halls do not have a curfew period to be in their residence hall room or facility. However, students are expected to be knowledgeable and demonstrate proper conduct regarding quiet hours and visitation hours when entering and leaving the facility.

### **Disrespectful Conduct**

Disrespectful conduct or disobedience of a college security official, residence life personnel, administrator, faculty member or other school official may result in disciplinary action, including but not limited to college service hours, monetary fines, loss of visitation, or dismissal from the halls. Disrespectful behavior displayed to any of the aforementioned college personnel during the course of a disciplinary exchange for any other violations will result in additional disciplinary sanctions.

# **Policies and Procedures**

### **Privacy and Educational Rights**

It is the policy of Pratt Community College to comply with all valid, applicable regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended and as administered and enforced by the Department of Education. Inquiries regarding this policy and its provisions should be directed to the Vice President of Students/Enrollment Management. All students who officially enroll in PCC are expected to be familiar with the rules and regulations of the college and with the official college publications (the College Catalog and Student Handbook) which contain such rules and regulations.

The college will from time to time throughout the academic year publish personal data concerning students. Such publications may include: honor rolls, personal data for scholarships, athletic events, student directory, job placement, news releases, and academic standings sent to other institutions and social media sites. PCC may provide the following information: name, address, email address, telephone number, date and place of birth, major, participation in officially recognized events, parents' names, sports weight and height of an athletic team member, date of attendance, degrees, awards received, most recent previous educational institution attended, and full or part-time status.

PCC also reserves the right to use photographs of students in publications, on social media and on the website for promotional and college relations purposes. All students enrolling in PCC shall be deemed to have agreed to the publication of personal data as indicated above unless a disclaimer is filed with the Vice President of Students/Enrollment Management by the 10th day of the semester in which the initial enrollment is made. The students of PCC have certain rights concerning access to educational records. This includes rights regarding limitations or disclosures of record information, the opportunity to challenge the content of educational records, and provisions for filing a complaint with the Department of Education. The law requires educational institutions such as PCC to:

- Provide eligible students the opportunity to inspect student educational records. This process can be completed by filing a written request with the Office of the Registrar.
- Provide opportunities for a hearing to challenge the content of the student's educational record when it is believed to contain information that is inaccurate, misleading, or in violation of the student's right to privacy.
- Limit the disclosure of information from the student's records to those who have the consent of the student, to officials specifically permitted within the law such as PCC officials, and under certain conditions and for specific purposes to parents, local, state and federal officials. Eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation through PCC appeal channels have not proved satisfactory.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. In relation to postsecondary institutions, prior consent is not required to disclose personally identifiable information:

- To a school official who has a legitimate educational interest
- To schools in which a student's seeks or intends to enroll (the institution must make an attempt to notify the student that records are being provided)
- To Federal, State and local authorities involving an audit or evaluation of compliance with education programs
- In connection with financial aid (such as the administration and continuation of aid)
- To individuals or organizations conducting studies for or on behalf of an educational institution
- To regional or professional accreditation organizations
- To parents of a dependent student
- To comply with a judicial order or subpoena (a reasonable effort must be made to notify the student beforehand – unless ordered by the subpoena not to)
- In the event of a health or safety emergency where the information is required to resolve the emergency
- That is considered directory information, so long as the student has not requested nondisclosure of this information
- To the student
- That is the result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forceable sex offense (Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released.)
- Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g. reporting the offense to the parents of the student.)

**Family Policy Compliance Office (FPCO)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State

law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Reference source: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **ADA Compliance**

PCC complies with both the letter and spirit of the Americans with Disabilities Act and is committed to providing public access to the facilities and to provide opportunities to qualified persons with disabilities in employment and access to education where this will not pose an undue burden or fundamentally alter the programs of the institution. The Director of Personnel and the Vice President of Finance & Operations have been appointed ADA Coordinators. Any access requirements or problems should be coordinated through one of the ADA coordinators.

## **Campus Crime Summary**

A campus crime summary report is available online at [www.prattcc.edu](http://www.prattcc.edu) under “HLC/PCC Federal Compliance”

## **Parking Policies and Procedures**

Parking is not permitted in front of the loading dock of the Student Conference Center. Parking not to exceed 10 minutes is permitted in the circular drive. The parking lot north of Stanion Field is open parking for faculty, staff, students, or visitors on a first come, first serve basis.

Parking policies are enforced with parking tickets that carry a fine of at least \$35. Any vehicle receiving more than five parking violations will be impounded. Citations are given for parking

- in designated handicap spaces
- in designated fire lanes
- next to large trash dumpsters
- in the loading zone or staff parking near the Learning Center
- over the line or taking up more than one space
- on the grass
- between the vocational buildings
- in college vehicle parking
- in residence hall staff parking
- in visitor spaces.

If two tickets are received, the vehicle will no longer be allowed to park on campus.

## **Sexual Harassment Policy**

Pratt Community College is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to a person’s race, color, gender, age, sexual orientation, religion, disability, national origin, political affiliation, veteran status, or other characteristic recognized by that person as important to his/her culture or lifestyle. It is harassment if the conduct includes one or more of the following.

- A. Has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.
- B. Has the purpose or effect of unreasonably interfering with an individual’s work or study performance



- C. Otherwise adversely affects an individual's employment or educational opportunities. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  - B. Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
  - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile or offensive work or educational environment.

A college is a community of learners where strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. While an atmosphere for freedom of expression exists, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment of any kind is unacceptable at Pratt Community College.

Anyone who believes that he or she has been the object of sexual harassment should advise the division vice president or the personnel director. Informal procedures exist for dealing with the problem. If appropriate, an attempt will be made to resolve the problem through informal procedures. These discussions will be handled in a professional manner. No formal action on the alleged charge will be taken unless initiated by the complainant.

If informal efforts are unsuccessful, formal procedures exist which allow both parties an opportunity to pursue a resolution. Investigation of a complaint will be conducted in an expeditious manner, assuring release of information only on a need-to-know basis consistent with principles of due process and fundamental fairness as follows:

1. The complaint must be in writing with sufficient specificity.
2. A person bringing a complaint founded in good faith will suffer no retaliation.
3. The person charged will be promptly notified and given an opportunity to respond.

Any individual will have up to 90 days after the alleged occurrence to file a complaint. A lengthy period of time between an alleged occurrence and an investigation make finding facts difficult or impossible.

If a complaint is found to be valid, the appropriate disciplinary action will be instituted up to and including termination or dismissal, consistent with the degree of seriousness. Discipline or dismissal of a faculty member will follow the procedures outlined in the current collective bargaining agreement.

Sexual harassment in the workplace is prohibited under Title VII of the Civil Rights Act of 1964. Guidelines were issued by the Equal Employment Opportunity Commission in 1980 incorporating sexual harassment in the workplace as a violation of Title VII. Under Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988, sex may not be a basis for exclusion from participation, denial of benefits, or discrimination in any education program or activity.

The failure of managers, supervisors, and others in authority to remedy discriminatory harassment violates institutional policy.

### **Campus Security**

The mission of PCC's security department is to help provide and maintain an atmosphere that compliments the educational process and fulfills the total mission including the following:

1. Maintaining a caring and helpful attitude among all security personnel as they address the needs of the students, visitors and faculty.
2. Continuous patrol coverage to spot any suspicious activity or suspicious person on campus.
3. Enforcing all college rules and regulations and keeping all campus thoroughfares and parking lots unobstructed.
4. Providing or limiting daily access to the campus facilities.

Security personnel are responsible for reporting any safety or security discrepancies found on college property. Depending on the nature of the incident, local authorities are notified. All students and employees are encouraged to report any safety or security problems that may arise. Incident reports are to be filed with the Vice President of Finance and Operations. Security officers are equipped with mobile phones allowing direct communication with the Pratt Police Department if the need should arise for local police intervention. In the event of a major crime, notify the local police by calling 911, call the campus switchboard operator at 672-5641 or campus security at numbers posted around campus. In the event a perpetrator of a violent crime is subject to discipline by the college, the victim of the crime shall, at the discretion of the President of PCC and the Vice President of Finance and Operations, be permitted to obtain the results of that disciplinary proceeding.

### **Security Compliance**

Students who refuse to surrender their ID cards to housing or security personnel, fail to obey instructions of college officials or flee from college officials will be subject to disciplinary sanctions imposed by the Vice President of Students / Enrollment Management.

### **Additional Handbooks**

Some Pratt Community College departments including College Start and athletics refer to additional handbooks for rules and regulations. These handbooks are supplemental to this handbook and are official documents.

### **Tobacco Use**

In accordance with KSA 21-3105 and in the interest of the public health, the use of all tobacco products, including smokeless tobacco, is prohibited on the Pratt Community College campus—both inside/outside of buildings and all campus properties.

All campus locations include anywhere students and employees are present where classes or college sponsored events are hosted.

### **Food and Drink in Classrooms**

Food and drink with the exception of water is not allowed in classrooms or labs on the Pratt Community College campus. Food or drink usage in the campus shops is allowed only under the discretion of the individual instructor in those courses.

### **College Weapon Policy**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. **This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.** Possession, handling or use of any weapon may result in suspension or expulsion from school.

A weapon or firearm is any object, material or substance which is capable of producing death or bodily injury in the manner it is used, designed to be used, or intended to be used.

Examples of weapons include, but are not limited to: firearms - loaded or unloaded - including BB guns and pellet guns; knives having a blade of three and one-half inches or more; any knife which can be opened by means of a switch, button or spring mechanism, or which is displayed in any manner which tends to threaten, intimidate, frighten or harass another person; brass knuckles or other objects placed on the fist; numchucks or any other martial arts weapon; slingshots; bludgeons, including any instrument used to threaten.

Other examples of weapons include, but are not limited to: rocks, bottles or cans; chains; shoes, belts, belt buckles; aluminum or wooden ball bats; ropes; mace or similar noxious chemical substances used in a threatening or improper manner.

Facsimile or replica of a deadly weapon is considered under this policy is used in a threatening, intimidating, violent or improper manner.

Examples of facsimile or replica weapons include, but are not limited to: water pistols; cap guns; any "look-alike" weapon. Nothing herein should be construed to prohibit use or possession when used as props for educational instruction or in PCC authorized activities. Pratt Community College reserves the right to confiscate, without return, any weapons found on campus. This includes all of the above mentioned including air guns or pellet guns.

**Parental Notification** As stated in section 99.31 of the Family Educational Rights and Privacy Act (FERPA), effective August 7, 2000, institutions may disclose to parents, without a student's consent, when students under 21 violate drug or alcohol laws or policies. Institutions may disclose this information to parents "without regard to whether the student is a dependent." As stated in the regulation, colleges are not required to alert students when parents have been notified, but are required to maintain a record of the disclosure to the parent and provide it to the student at their request

### **PRATT COMMUNITY COLLEGE COMPLIANCE DOCUMENT STATEMENT TO EMPLOYEES AND STUDENTS REGARDING COLLEGE COMPLIANCE WITH THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989**

The unlawful possession, use, manufacture, distribution and/or being under the influence of illicit drugs and alcohol by students or employees on the property of Pratt Community College

or during activities formally sponsored by the College is strictly prohibited. Note: This policy is not applicable to PCC Foundation-sponsored activities off campus. The PCC Foundation is considered a privately funded legal entity. The following documents will be distributed to all employees, including part-time and adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the college:

1. A copy of this policy
2. A copy of the college's Compliance Document Statement
3. A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
4. A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
5. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

This program will be reviewed biennially by a committee appointed by the President of the College. The purpose of the review will be to determine the effectiveness of the program, to recommend the implementation of changes in the program, and to ensure that the sanctions are consistently enforced. The review committee will make its findings and recommendations in a written report to the President.

# STUDENT RESPONSIBILITY & CODE OF CONDUCT

## **Student Responsibility**

Pratt Community College students are expected to conduct themselves in such a manner as to uphold, and not detract from, the good name of the college and fellow students by full recognition of their responsibilities under the law and moral and social standards of the community, state, and nation. The Constitution and laws of the State of Kansas confer on the State Board of Education broad legal authority to regulate student life, guided by the constitutional standards. In exercising this authority, the college is also guided by consideration of educational policy. All students and student organizations of the college are subject to the rules and regulations of the college. Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Students at PCC have the following responsibilities:

1. To observe all regulations of the college.
2. To provide the necessary documents for the admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
3. Consult with counselors on a voluntary basis regarding adjustment difficulties, occupational and professional aptitude and planning, as well as personal problems pertaining to college career.

4. To meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
5. To be aware of and comply with the instructor's attendance policy in the course syllabus. To attend all meetings of each class in which they are enrolled from the first class meeting.
6. To be an active participant in the class and prepare for each class meeting as instructed.
7. To fulfill all graduation requirements if educational objective is applicable.
8. To respond promptly to all written and online notices from faculty, advisers, deans, and other college officials.
9. To file an online application for degree or certificate completion with the Registrar's Office.
10. To enroll in only those courses for which the stated prerequisite(s) (if there are any) have been satisfactorily met. Failure to comply with prerequisites may result in administrative withdrawal.
11. To be aware of and comply with withdrawal policy and procedures from the college, including current withdrawal dates. To process an official withdrawal form for schedule changes.
12. To use the appropriate channels in appealing any academic actions which the students believe are unfair.
13. Observance of all college relations as specified in the College Catalog, the Student Handbook, the Residence Hall Handbook, and other informational publications. These publications are official sources of information and academic matters.

Students shall be responsible for the knowledge of the college rules and regulations as set forth in the student handbook and college catalog. Students accepted for residence in residence halls are responsible for good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures.

### **General Student Conduct**

All students and student organizations of the college are subject to the rules and regulations of the college. Students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Student violations outside the areas of athletics or instruction will be handled by the Vice President of Students/Enrollment Management. Upon investigation of the incident, the Vice President will take the necessary disciplinary action and notify the student through a verbal and/or written notification.

### **Code of Conduct**

The President of the College, The Vice President of Students/Enrollment Management, and/or their designated representatives may counsel, admonish, suspend, expel or otherwise appropriately discipline any student for violating regulations and standards of the College. While students have the rights and obligations of citizens, admission to the College is a privileged status and involves special additional obligations to the college community. The college, within the authority invested by the law in the Kansas Board of Regents, has the obligation to determine the standards of conduct appropriate for those who become its members. Neither individual students nor organized student groups may act on behalf of, speak for, or in the name of PCC. It is presumed that PCC students, as members of the

academic community, shall exercise due regard for law and for the rights of others. Circumstances which may lead to disciplinary actions, suspension, or dismissal from the college are:

1. Willful violation of any published regulation for conduct as approved by the PCC Administration or Board of Trustees.
2. Conduct which substantially disrupts, impedes, or interferes with the operation of PCC, not limited to, but including social media.
3. Conduct which substantially infringes on or invades the rights of others, not limited to, but including social media.
4. Conduct which has resulted in the student's conviction for, or confession or admission of, any offense specified in Chapter 21 of the Kansas Statutes Annotated; other state law; violation of any municipal ordinance; or violation of any criminal statute of the United States.
5. Disobedience of a directive of a member of the Board of Trustees, administration, faculty, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of PCC, or adversely affect the good standing and reputation of PCC or elsewhere.
6. Endangering or threatening the life or physical safety of others or self.
7. Failure to meet financial obligations to the college.
8. Failure to maintain minimum academic requirements established by the Board of Trustees or Administration of PCC.
9. Failure to present identification when requested by a school official.

By way of example and not by limitation in addition to the violations herein before referred to, the following specific acts of behavior shall be construed as offending the moral and social standards of the college and as interfering with the welfare of other students and will not be acceptable and shall be deemed to be grounds for immediate suspension or dismissal:

1. Fighting
2. Intimidation, not limited to, but including social media.
3. Using obscenities and profanities, not limited to, but including social media.
4. Open defiance or threats, not limited to, but including social media.
5. Possession, consumption, sale, or being under the influence of alcoholic beverages on the college campus or at athletic events or other functions sponsored by or participated in by the College
6. Possession, use, or sale of narcotics or drugs
7. Theft
8. Excessive or repeated tardiness or unauthorized absences
9. Vandalism
10. Possession, use of a weapon, or object considered a weapon
11. Alcohol and Drugs & Paraphernalia
12. Fraudulent Actions: Acting to incite a disturbance which disrespects and infringes on the rights of others, including through the use of social media.

VIOLETIONS OF KANSAS LAWS WILL BE TURNED OVER TO POLICE OR SHERRIFF'S DEPARTMENTS FOR ARREST AND PROSECUTION. STUDENTS WILL ALSO RECEIVE DISCIPLINARY ACTION BY THE COLLEGE.

# STUDENT DISCIPLINARY & DUE PROCESS

## Disciplinary Process

The rights of the individual at PCC deserve the respect and protection of the administrators, faculty and staff. To assure the fair treatment of each individual, rules of disciplinary process have been developed and are in effect. The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others and to assure students the right of due process if they have been charged with violating college rules and regulations.

## Educational Sanctions

Besides the sanctions of written warning and probation, educational sanctions and possible community or campus service may also be required.

## Student Due Process Procedures

The Board of Trustees, administration, and faculty recognize the right of a PCC student, as an adult member of society and as a citizen of the United States of America, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association, which shall be diligently protected. PCC will guard these rights in behalf of all persons associated with the institution or group.

If disciplinary action against a PCC student is initiated, a speedy and fair hearing before the appropriate college official, committee, or both is guaranteed. Decisions of officials and committees charged with disciplinary responsibilities may be appealed through the appropriate process and channel to the President of the College, who may elect to either render a direct decision or refer the case to a disciplinary panel. The decision of the President, regarding such matters, will be final.

PCC students have four opportunities for due process relating to:

- 1) Athletics
- 2) Academics
- 3) Residence hall infractions
- 4) General student conduct, unrelated to areas identified above

The President, or in his absence, the next ranking administrator has the authority to suspend a student from campus immediately without a hearing when the student appears to pose a danger to others. The student can return to the campus for an appeal but cannot reside on campus until the appeal is heard. **The final appeal of students dismissed from classes is the**



**President.** Notice of appeal must be received in writing to the President within 48 hours or two business days of the President's decision. If a student is suspended as a result of disciplinary action on a Friday or the day before a holiday, the 24 hour rule for appeal is extended to the next school day when the notice of suspension occurs.

### **Athletic Department Due Process Procedures**

All athletic department procedures will be outlined by the Athletic Department Handbook, distributed to all athletes prior to the start of practice and competition play. Disciplinary actions imposed by the coach / Athletic Director does not supersede disciplinary action imposed by the Vice President of Students / Enrollment Management.

### **Academic Due Process Procedures**

The following procedure will govern all matters of academic appeal brought by students:

1. To appeal a final course grade, the student must do so within 120 days of the end of the semester.
2. To appeal a particular grading practice, a charge of academic dishonesty, or any other course related academic decision, the student must do so within three (3) days from the date of the event or notification.
3. The student shall request an informal meeting with the instructor (or the Director of Nursing for nursing students) to discuss and attempt to resolve the dispute as the initial step of an academic appeal.
4. The student may appeal a decision of an instructor (or the Director of Nursing) by filing a **written notice of appeal within five days** of the date of the informal meeting with the Vice President of Instruction, setting forth therein the specific decision being appealed and stating all reasons to be relied upon by the student as justifying a reversal of the instructor's decision. Additional documentation may be requested from either the student or the instructor. The vice president will render a written decision within five days of the date of receiving the written appeal.
5. The student may appeal the decision of the vice president to the president of the college by filing a written request for review set upon by the student as justifying a reversal within five days of the date of the decision being appealed. The president may grant or deny in writing the requested review after reviewing all relevant documents related to the request. If a requested review is granted by the president, he or she will conduct a hearing within 10 days from the date of the filing of the request for review. If the president denies the request for review, written notice shall be given to the affected instructor and student within 10 days from the date of the filing of the request for review. The decision of the president regarding such matters will be final.
6. A student shall have the right to have a designated representative if a hearing is held.

Note: A student who is dismissed will not be readmitted without written permission from the Vice President of Instruction.

### **Residence Hall Due Process Procedures**

It is the responsibility of every residence hall resident to be conscious of the rights and privileges of other residents and understand and accept fully the rules and regulations governing the residence halls and the college. The Director of Residence Life/Resident Supervisors/Student Resident Assistants have the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. Repeated failure to comply with college guidelines and/or insubordinate attitude toward all personnel working with the residence halls will result in disciplinary action.

Disciplinary action will be directed through the Director of Residence Life and may include warnings, monetary fines, educational sanctions, probation, dismissal or other sanctions as specified through college policies or regulations. The Director of Residence Life will notify the student of disciplinary action in writing.

The following procedure will govern all matters of appeal brought by residence hall students:

1. Notification of infraction and sanction to student in writing by the Director of Residence Life.
2. Student appeals in writing to the Vice President of Students/Enrollment Management, stating specific reason for appeal and providing evidence to support appeal, within 24 hours of receiving notification from Director.
3. Vice President makes decision and informs student in writing.
4. Student appeals the Vice President's decision to the President in writing within 24 hours.
5. President makes decision and informs student in writing. Decision of the President is final.

### **General Student Due Process Procedures**

The following procedure will govern all matters of appeal brought by students for general disciplinary actions not related to athletics, academics or the residence hall:

1. Notification of infraction and sanction to student in writing by the Vice President of Students/Enrollment Management.
2. Student appeals the Vice President's decision to the President in writing within 24 hours.
3. President makes decision and informs student in writing.
4. Due process action stops with the President.

### **Hearing Panel Procedures**

NOTE: For selected actions appealed to the President, he or she may decide to appoint a hearing panel to make a recommendation.

1. Hearing Procedures: At the hearing, the student shall be provided the opportunity to be present while each witness testifies or affidavits are considered by the hearing panel as to the alleged violations committed by the said student. The disciplinary hearing panel shall be authorized to receive either oral testimony or written affidavits or witnesses in support of the alleged violations committed by the said student. Affidavits of witnesses should be used only in the absence or unavailability of the witness to appear in person. The affected student shall have the right to be represented by legal counsel or other

designated representative at the hearing. If a student chooses to be represented by legal counsel, the student must notify the president at least two workdays prior to the hearing. After each witness completes his or her testimony, the student or designated representative will have the right to question each witness concerning that witness's testimony. The student or designated representative shall be provided the opportunity to present defense and produce either oral testimony or written affidavits of witnesses on his or her behalf. The student shall be permitted an opportunity to inspect any affidavits immediately prior to such hearing. A complete admission of guilt at the hearing before the hearing panel will require no further proceedings, except that the student shall be offered the opportunity to present evidence of character, scholarship, or previous record of good conduct for consideration by the hearing panel.

2. Trier of Fact: The PCC campus disciplinary hearing panel shall consist of not less than three (3) individuals to be appointed by the President of PCC, or in his absence, the next ranking administrator. The panel may include members of PCC faculty, administrators, residents of the community, full-time students of PCC, or any combination thereof.
3. Time of Hearing: The PCC disciplinary hearing panel shall take place within 10 days from the date of the filing of the request for review. The disciplinary hearing shall not be open to the public.
4. Review Procedure: A student may request review of the findings of the disciplinary hearing panel by submitting a written statement to the PCC President, stating the desire to have the decision rendered by the disciplinary hearing panel reviewed, indicating:
  - a. the name of the affected student and
  - b. the nature of the alleged misconduct
5. In addition, the application for review should have attached a copy of the decision rendered by the disciplinary hearing panel which the student desires to be reviewed by the President. A request for review must be made within 24 hours (one school day) following the disciplinary hearing panel's decision. The application for review must be dated and signed by the person making the application. The President shall approve, disapprove, or modify the disciplinary hearing panel's recommendations or decisions within ten (10) calendar days of the receipt of the application for review and shall inform in writing all interested parties of his decision. The President shall designate the college official that shall take the necessary and appropriate action on behalf of the College to enforce the decision.

### **Processing Student Complaints**

1. A formal student complaint has been defined by Pratt CC as “An issue, complaint or problem relating to instruction (see paragraph 3-4) college services, facilities, or other operational aspects of the college presented in and signed by the student(s).

2.a. Complaints unrelated to academic issues can be submitted at one of four comment boxes on Pratt’s Campus (Library, Upper Commons, Riney Student Center, Chandler Hall Lobby) or on Winfield’s Nursing campus. They can also be submitted online at [www.prattcc.edu/comment](http://www.prattcc.edu/comment).

If a student making a complaint wishes to be informed of how a complaint is resolved, they must include their contact information when the comment is submitted.

2.b. Copies of written complaints at the time they are received will be forwarded to the Asst. to President, Planning and Assessment for tracking to resolution and subsequently filed for three years in accordance with Federal guidelines. The offices of the VP of Instruction, Director of Nursing, S/EM, F&O and Athletics will resolve student complaints in their respective areas. A record of that response will be attached to the complaint when filed with the Asst. to the President.

3. Oral complaints made during meetings with student groups will utilize the same process noted in paragraph 2.b.

4.a. Academic complaints can be submitted directly to the VP for Instruction in office 41, or Director of Nursing in office 403.

4.b. Written Academic issues and complaints made by students will be collected by the Director of Nursing and Vice President of Instruction. Resolution will be the responsibility of the respective area and tracked by the Office of the VP of Instruction.

5. A record of the academic complaint and subsequent resolution will be filed in the Office of the VP for Instruction for three years in accordance with Federal guidelines.

This is an interpretation of Administrative Policy 600-05. The policy can be viewed online at <http://prattcc.edu/1315-student-complaint-documentation>.

### **Academic Probation and Dismissal**

If a student's grade-point-average falls below 1.5 for any semester or if the cumulative GPA falls below that shown in the Financial Aid and Costs section of this handbook, a student is considered to be doing probationary level work. After one semester of unsatisfactory work, a student is placed on academic probation with the expectation that grades will improve the following semester. A student on probation may be dismissed at any time for failure to attend classes regularly or for failure to make satisfactory academic progress. Students performing probationary level work will be informed of such status by letter. Student transcripts will be marked to indicate "Academic Probation" or "Academic Dismissal." A list will be forwarded to the Vice President for Instruction for dismissal/action. A student who is suspended *will not* be readmitted without written permission from the Vice President for Instruction.

A student whose academic performance and/or behavior is judged unacceptable may be placed on administrative probation or dismissed at any time.

### **Grade Appeals**

Final course grades are to be awarded as per the criteria established in the course syllabus. If the student believes that a grading error has been made, the student should follow the established Academic Due Process as listed in the current college catalog.

### **Financial Assistance Appeal Process**

Students who do not comply with the "Satisfactory Academic Progress" have the opportunity to submit a written appeal to the Financial Aid Director if unusual circumstances have affected the student's academic progress. The Financial Assistance Committee will review the written appeal. The decision of the committee will be final. If a student who has been suspended from

financial assistance appeals his suspension and has his aid reinstated by the financial assistance committee, that student will be required to make a cash payment of 25 percent of tuition and fees at registration. If the student is making satisfactory academic progress and attending classes at mid-term, financial aid will be disbursed.

# SANCTIONS AND FINES

## Alcohol Sanctions

### Residence Hall Student:

- **1st offense:** \$200 fine, loss of visitation and ten hours of college service\*
- **2nd offense:** \$250 fine and 15 hours of college service\*
- **3rd offense:** Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Note: individuals present, but passing a breathalyzer test and not in possession of alcohol will be assessed:

- **1st offense:** \$100 fine and 5 hours of college service
- **2nd offense:** \$125 and 7.5 hours of college service
- **3rd offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

### Non-residence hall student:

- **1st offense:** \$200 fine, loss of visitation and ten hours of college service\*
- **2nd offense:** \$250 fine and 15 hours of college service\*
- **3rd offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Note: individuals present, but passing a breathalyzer test and not in possession of alcohol will be assessed:

- **1st offense:** \$100 fine and 5 hours of college service
- **2nd offense:** \$125 and 7.5 hours of college service
- **3rd offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

“No alcoholic beverage is to be consumed or stored in any college building, on college property, or at any college sponsored function or activity. A college sponsored function is defined as an activity involving students that is sponsored by any internal college group, organization or individual.” (Administration Policy #200-05) Any alcoholic beverages, including 3.2 beer found in the residence hall resident's room or in the resident's possession, will result in the disciplinary action and the student will be turned over to the police or sheriff's authorities for possible prosecution. All students found on college property, which includes the residence halls, parking lot and grounds, where alcohol is being used or where alcohol is being consumed will result in the disciplinary action and the student will be turned over to the police or sheriff's authorities for possible prosecution.

### **Drugs & Paraphernalia Sanctions**

Students will be dismissed if a total of a combination of three alcohol or drug/drug paraphernalia violations occur.

*Alternative A:* Sanctions regarding instances when a “measurable amount” of drugs is present and confirmed by law enforcement and/or an arrest is made by law enforcement, regardless of charges or action by the County attorney.

#### Residence Hall Student:

**1st offense:** Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

#### Non-residence hall student:

**1st offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Scholarship will be revoked. Student will not be permitted in the residence halls. All students found on college property, which includes the residence halls, parking lot and grounds, where drugs or drug is being used or consumed will automatically be turned over to the police or sheriff's authorities for possible prosecution.

*Alternative B:* A “measurable amount” of drugs to warrant an arrest by law enforcement is not present.

#### Residence Hall Student:

**1st offense:** \$200 and 10 hours of college service\*

**2<sup>nd</sup> offense:** \$250 and 15 hours of college service\*

**3<sup>rd</sup> offense:** Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

#### Non-residence hall student:

**1st offense:** \$200 and 10 hours of college service\*

**2<sup>nd</sup> offense:** \$250 and 15 hours of college service\*

**3<sup>rd</sup> offense:** Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

*\*Alcohol and drug/drug paraphernalia sanctions will include college service hours which take precedence over athletic practice or activity performance. Students will not be allowed to practice or participate in athletic or performance events until community service is completed.*

### **Tobacco Sanctions**

Residence Halls: Students who violate the terms of this policy in the Residence Halls will be subject to the following sanctions:

- **1st Offense:** \$200 fine and loss of visitation for two weeks.
- **2nd and each subsequent offense:** \$250 fine and loss of visitation for two weeks.
- **3rd Offense:** In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

All Campus Locations: Students who violate the terms of this policy at any campus location will be subject to the following sanctions:

- **1st Offense:** \$200 and loss of visitation for two (2) weeks.
- **2nd and each subsequent offense:** \$250 fine

**The use of smokeless tobacco on the PCC campus is prohibited.**

### **Parking Violations**

Parking policies are enforced with parking tickets that carry a fine of at least \$35. Any vehicle receiving more than five parking violations will be impounded. Citations are given for parking

- in designated handicap spaces
- in designated fire lanes
- next to large trash dumpsters
- in the loading zone or staff parking near the Learning Center
- over the line or taking up more than one space
- on the grass
- between the vocational buildings
- in college vehicle parking
- in residence hall staff parking
- in visitor spaces.

If two tickets are received, the vehicle will no longer be allowed to park on campus. 84

### **Room Cleanliness, Trash and Damage**

- Failure to clean room with 24 hours of room check and warning may result in maintenance clean up and billing of student.
- Two consecutive rooms checks with unsatisfactory results will result in dismissal from the residence halls and/or prescribed maintenance duties as determined by the Director of Residence Life/Resident Supervisor.



- Damage to room or furnishings will be assessed to the student(s) to repair or replace. If maintenance clean up is required, the student is responsible for payment.

Students must remove personal trash from the residence halls. Failing to do so will result in the following sanctions.

- 1st offense: \$20 fine
- 2nd offense: \$20 fine plus campus trash pickup

If staff is unable to determine ownership of trash, group billing will be used.

**Sports in the Residence Halls**

- 1st offense: official warning
- 2nd offense: probation for a semester and educational sanction (a two-hour shift with a Resident Assistant working visitation); and third violation - probation for a year.

### **Propping Hall Doors**

The outside hall doors must not be propped open at any time. If violations do occur, the sanctions are the following:

- 1st Offense: Loss of visitation and probation for a semester and \$15 fine
- 2nd Offense: Loss of visitation for a semester, probation for the year and \$25 fine

### **Tattooing and Hair Cutting**

Tattooing and hair cutting are not allowed in the residence halls. Fines will be assessed and disciplinary action taken for violations of this rule. Fines are as follows:

- 1st offense: \$15 fine
- 2nd offense: \$25 fine and educational sanction
- 3rd offense: dismissal from Residence Hall

### **Visitation Violations**

Violation of the stated visitation policy by a resident student shall result in the residence hall resident violator receiving one of the following sanctions:

- 1st offense: loss of visitation for two weeks
- 2nd offense: loss of visitation for 16 weeks (the number of weeks in a semester) and probationary status for the rest of the year
- 3rd offense: dismissal from the residence halls.

Violation of the residence hall visitation policy by a non-resident hall student shall result in the student violator receiving one of the following sanctions:

- 1st offense: loss of visitation for four weeks
- 2nd offense: loss of visitation for 16 weeks (the number of weeks in a semester)
- 3rd offense: loss of all visitation privileges to the residence halls for the remainder of the school year.

### **Misuse of Key Card**

Using another student's key card/ID for visitation is not allowed.

- 1st offense: Loss of visitation for two weeks
- 2nd offense: Dismissal from residence hall

**Malicious Damage**

Malicious and deliberate damage of or to residence hall property:

- Automatic dismissal from residence hall.
- Students not reporting accidental damage will be fined \$25.

**Noise & Disturbing Residents**

Complaints received concerning a student disturbing other residents due to excessive noise (music, voice, television, etc):

- 1st & 2nd offenses: Verbal warning (documented by supervisor or RA)
- 3rd offense: Removal of stereo, television and fine of \$10.

**Removal/Damage of Furniture**

Lobby or lounge furniture cannot be taken to resident rooms. Damages caused by misuse.

- Each offense: Cost of replacement or repair of furnishings or fine of \$25 per item.
- If the responsible party cannot be identified, damages to communal areas will be paid by all residents of that hall/pod or residents will be fined \$25 each.

**Improper Check Out Fee**

Residents who fail to follow the proper check out procedures as outlined by their resident assistant or resident advisor will be assessed a \$100 improper check out fee.

# Degrees

Effective Fall 2015. Please refer to “Requirements for Graduation” detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation.

## Associate in Science

The Associate in Science degree at Pratt Community College is designed for students who wish to transfer into a Bachelor of Science degree program. The Associate in Science degree emphasizes a broad array of general education, including natural science, social science, communication, and mathematics. Courses in the major field are also emphasized.

### Communications 9 hours

- a. ENG176 English Composition I\*
- b. ENG177 English Composition II
- c. COM 106 Interpersonal Communications, COM131 Speech Communications or COM276 Public Speaking

### Mathematics 3 hours

- a. MTH177 College Algebra\* or higher

### Natural & Physical Sciences 9-10 hours

- a. One (1) biological science lab course and
- b. One (1) physical science lab course

### Social & Behavioral Sciences 9 hours

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

### Humanities 9 hours

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Performance and studio courses are excluded.

### Lifetime Fitness & Health 3 hours

- a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3)
- b. Physical Activity course from approved list (1)

Students who have completed basic training for the armed services may be excused from the Lifetime Fitness & Health requirement. (Military transcript must be on file in the Office of the Registrar.)

### Computer Skills 3 hours

BUS 235 Microcomputer Office Apps I (3cr.) or other specified departmental computer course

**Total Required Credit Hours = 64 hours**

\*ACT, ASSET, or COMPASS prerequisites apply. Students may need developmental course work prior to enrollment in this class.

One course must be from the approved list of Study of United States or Global Studies courses.

## Associate in Arts

At Pratt Community College the Associate in Arts degree prepares a student to transfer into a Bachelor of Arts or most Bachelor of Fine Arts degree programs. The emphasis is on liberal arts and general education, including a multi-cultural course. College majors which typically may lead to Bachelor of Arts degree are English, Humanities, Foreign Language, Philosophy, and sometimes History and Fine Arts. Colleges which award Bachelor of Arts and Bachelor of Fine Arts degrees will specify which majors can qualify for this degree.

### **Communications 9 hours**

- a. ENG176 English Composition I\*
- b. ENG177 English Composition II
- c. COM 106 Interpersonal Communications, COM131 Speech Communications or COM276 Public Speaking

### **Mathematics 3 hours**

- a. MTH176 College Mathematics\* or
- b. MTH177 College Algebra\* or higher

Students transferring to a Baccalaureate Degree program which requires College Algebra are strongly recommended that College Algebra be completed at PCC.

### **Natural & Physical Sciences 9-10 hours**

- a. One (1) biological science lab course **and**
- b. One (1) physical science lab course

### **Social & Behavioral Sciences 9 hours**

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

### **Humanities 9 hours**

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Performance and studio courses are excluded.

### **Multicultural Experience 3-5 hours**

- a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.

### **Lifetime Fitness & Health 3 hours**

- a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3)b. Physical Activity course from approved list (1)

Students who have completed basic training for the armed services may be excused from the Lifetime Fitness & Health requirement. (Military transcript must be on file in the Office of the Registrar.)

### **Computer Skills 3 hours**

- BUS 235 Microcomputer Office Apps I (3) or other specified departmental computer class

**Total Required Credit Hours = 64 hours**

\*ACT, ASSET, or COMPASS prerequisites apply. Students may need developmental course work prior to enrollment in this class.

One course must be from the approved list of Study of United States or Global Studies courses.

## Associate in General Studies

The Associate Degree in General Studies (A.G.S.) is a degree option for a variety of students. While the Associate in Arts (A.A.) and Associate in Science (A.S.) degrees better prepare students for transfer to university study, the A.G.S. aligns with the Bachelor's in General Studies (B.G.S.) degree offered by most universities. Students who do not plan to pursue a baccalaureate degree and are not interested in obtaining an Associate in Applied Science (A.A.S.) degree may choose the A.G.S. option. The A.G.S. degree may be appropriate for students who wish to explore various career options before narrowing their study to one major field.

### Communications 6 hours

- a. ENG135 Writing for the Workplace\* or higher (3)
  - b. COM106 Interpersonal Communication (3), COM131 Speech Communications (3), COM276 Public Speaking (3) or BUS236 Business Communications (3)
- Students planning to pursue a bachelor's degree should take ENG176 or higher.

### Mathematics 3 hours

- a. MTH126 Technical Math (3) or higher

Students planning to pursue a bachelor's degree should take MTH178 College Algebra or higher.

### Social & Behavioral Sciences 3 hours

- a. One (1) course of three (3) credit hours must be taken from the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

### Humanities 3 hours

- a. One (1) course of three (3) credit hours must be taken from the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Performance and studio courses are excluded.

### Lifetime Fitness & Health 3 hours

- a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3)
- b. Physical activity course from approved list. (1)
- c. BIO137 Nutrition (3), BIO101 Basic Nutrition (3), or HPR161 Nutrition & Lifestyles (3)

Students who have completed basic training for the armed services may be excused from this requirement. (Military transcript must be on file in the Office of the Registrar.)

Note: Students in the Wildlife Outfitting and Operations program may take HPR231 First Aid & Safety (3) to fulfill the Lifetime Fitness & Health requirement.

### Computer Skills 3 hours

BUS 235 Microcomputer Office Apps I (3cr.) or other specified departmental computer class

**Total Required General Education Courses = 21 credit hours**

**Courses from Area of Concentration (excluding General Education requirements) = 18 credit hours**

**Electives = 25 credit hours**

**Total Required Credit Hours = 64 hours**

\*ACT, ASSET, or COMPASS prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

# Areas of Concentration - Associate in General Studies Degree

## (Minimum of 18 Credit Hours)

Specific courses in each concentration are recommended but not required unless otherwise noted.

### **AGRICULTURE/AGRI-BUSINESS CONCENTRATION**

Any ACC class  
Any AGR class  
Any BUS class

Any Science class  
Any CSC class

### **BUSINESS AND/OR ACCOUNTING CONCENTRATION**

ACC classes (6 cr. hr. required)  
BUS178 Introduction to Business  
CSC classes

BUS236 Business Communication  
BUS classes

### **COMMUNICATIONS CONCENTRATION**

BUS236 Business Communication  
COM276 Public Speaking  
COM classes

ENG classes  
MLN classes  
LIT classes

### **HEALTH OCCUPATIONS TECHNOLOGY (H.O.T.) Following courses are required:**

HOC100 Cardiopulmonary Resuscitation  
HOC101 Nurse Aide I  
HOC102 Medication Aide  
HOC105 Intro to Health Occupations Technology

HOC103 Home Health Aide  
HOC106 Terminology for Health Care Workers  
HPR231 First Aid & Safety  
EDU100 Career Planning & Development

### **HEALTH & PHYSICAL EDUCATION CONCENTRATION**

HPR133 Introduction to Physical Education  
HOC100 Cardiopulmonary Resuscitation  
EDU139 Children's Play & Games  
HPR177 Personal & Community Health  
HPR292 Care & Prevention of Sports Injuries

Any Science class  
HOC classes  
HPR classes (except Athletic Conditioning & Varsity Athletics)  
SOC classes  
PSY classes

### **HUMANITIES CONCENTRATION**

ART classes  
DRM classes  
HST classes  
HUM classes

LIT classes  
MLN classes  
MUS classes  
PHL classes

### **LAW ENFORCEMENT/CORRECTIONS**

PHL276 Introduction to Ethics (EduKan)  
SOC177 Juvenile Delinquency (EduKan)  
SOC182 Sociology of Families  
SOC233 Social Problems  
SSC161 Intro to Law Enforcement (EduKan)  
SSC212 Intro to Corrections (EduKan)

SSC298 KLETC Certification  
POS classes  
PSY classes  
MLN classes  
SOC classes

### **MATHEMATICS AND SCIENCE CONCENTRATION**

AGR131 Plant Science

CHM classes

AGR132 Animal Science  
AGR136 Soils  
BIO classes

MTH classes  
PSC classes  
PHS classes

**SOCIAL SCIENCES CONCENTRATION**

BUS276 Macroeconomics  
BUS277 Microeconomics  
HST176 American History to 1865  
HST177 American History to Present  
PSY176 General Psychology  
SSC176 World Regional Geography  
SOC176 Introduction to Sociology  
SSC235 Introduction to Social Work

HST classes  
MLN classes  
PHL classes  
POS classes  
PSY classes  
SOC classes  
SSC classes

**SPORTS ADMINISTRATION CONCENTRATION**

ACC111 Introduction to Accounting *or* ACC177 Accounting I  
BUS177 Human Relations  
BUS178 Introduction to Business  
BUS244 Human Resource Management  
HPR122 Recreational Leadership  
HPR125 Psychology of Sport  
HPR130 Introduction to Sports Administration  
HPR133 Elementary School Physical Education

BUS classes  
HPR classes except Athletic Conditioning & Varsity Athletics

**TECHNICAL STUDIES CONCENTRATION**

AMC classes  
APT classes  
EPT classes  
WLD classes  
BUS176 Personal Finance  
BUS177 Human Relations

BUS178 Introduction to Business  
INT Classes  
SPT classes  
AGR classes  
Any science class  
Other technical classes as approved by advisor

**WILDLIFE OUTFITTING & OPERATIONS CONCENTRATION**

AGR136 Soils (4)  
AGR142 Ag in Our Society  
AGR241 Range Management  
AGR270 Wildlife Business Basics  
AGR271 Hunter Education Instructor Training  
AGR272 Firearms Handling  
AGR273 Bow Hunting Equipment  
AGR274 Habitat & Food Plot Installation  
AGR275 Wildlife & Outdoor Media Production  
AGR276 Guiding in the Outdoors  
AGR280 Waterfowl Management Techniques  
BIO123 Environmental Science

AGR282 Deer Hunting Management Techniques  
AGR283 Freshwater Fishing Management Techniques  
BUS176 Personal Finance  
HPR112 Shooting Sports I  
HPR129 Shooting Sports II  
HPR212 Shooting Sports III  
HPR242 Shooting Sports IV  
ACC classes  
AGR class  
APT classes  
BIO classes  
WLD classes

Customized Concentration designed for particular student needs will be considered upon application. Addition/Deletion or adjustments to Concentrations will be approved by Instructional Council.



# Associate in Applied Science Degree

The Associate in Applied Science degree program is to prepare the students to enter an occupation or a closely related cluster of occupations after two years of full-time study. It is a technical or occupational degree program, which means that most students in the program are learning a specific trade or practical skill which they hope to make their career. Students seeking an Associate in Applied Science Degree must major in an occupational program of study. Most candidates for the Associate in Applied Science degree do not transfer directly into a bachelor's degree program; however, Pittsburg State University, Fort Hays State University, Wichita State University, Kansas State University, and Emporia State University have some specific programs which closely parallel the requirements at Pratt Community College. In particular, Pittsburg State University encourages students in certain technology majors to transfer to its bachelor's degree program in technology. PCC holds certification as an area vocational school, so vocational programs consist of courses which are accredited as college level credit, but are also recognized as fulfilling the competency based requirements of vocational training schools.

## **Communications 6 hours**

- a. ENG135 Writing for the Workplace\* or higher
- b. COM106 Interpersonal Communications, COM130 Communication for the Workplace, COM131 Speech Communications, or COM276 Public Speaking

## **Mathematics 3 hours**

- a. MTH 126 Technical Math \* or higher

Students majoring in a technical field with departmental math requirements must complete the prescribed course.

## **Social & Behavioral Sciences 3 hours**

- a. BUS177/SOC178 Human Relations or one course of at least three credit hours from one of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, or Economics

## **Lifetime Fitness & Health 2 hours**

- a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3)

Students who have completed basic training for the armed services may be excused from this requirement. (Military transcript must be on file in the Office of the Registrar.)

## **Computer Skills 3 hours**

BUS162 Intro to Word Processing or higher. Students will also learn computer skills integrated in their respective technical curriculum.

Total Required General Education Credit Hours 17 hours

Courses from Major Department and electives (excluding General Education requirements) 47 hours

**Total Required Credit Hours = 64 hours**

\*ACT, ASSET, or COMPASS prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

## Associate in Applied Science Degree in Nursing

The Associate in Applied Science Degree in Nursing program prepares the student to take the national licensure exam (NCLEX-RN®) and to apply for state licensure. The ADN graduate who passes the NCLEX-RN® and meets state licensure requirements is qualified to practice as a Registered Nurse.

Students must be formally admitted to the nursing program in order to be eligible for the Associate in Applied Science Degree in Nursing. No student will be admitted to the nursing program who has not met the special admission requirements of the department. These admission requirements are different from the requirements for admission to all other programs at the college. Information about admission requirements for nursing can be obtained by contacting the Nursing Admissions staff, located in the Pratt Campus Admissions Department at Pratt Community College or by calling 620-450-2224 or 2257, or by emailing [nursinginfo@prattcc.edu](mailto:nursinginfo@prattcc.edu).

### LEGAL QUALIFICATIONS FOR RN AND LPN LICENSURE

In accordance with the Kansas Nurse Practice Act: Laws and Administrative Regulations, all persons wishing to apply to write the NCLEX – PN® or RN® exam in the State of Kansas and therefore be admitted into the Pratt Community College Nursing Program, must possess the following qualifications outlined in regulations found at <http://www.ksbn.org/npa/npa.htm>.

**65-1115. Licensure of professional nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license. (See Nurse Practice Act for Full Description of Statute).**

**65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information. (See Nurse Practice Act for Full Description of Statute).**

If a student in the program has been convicted of a crime for any offense other than a minor traffic violation, those students will be required to provide documentation of the offense(s) at the time of licensure application. See [http://kansasstatutes.lesterama.org/Chapter\\_21/Article\\_34/](http://kansasstatutes.lesterama.org/Chapter_21/Article_34/) for those crimes that may restrict Licensure in Kansas. If a student elects to apply for licensure in a state other than Kansas, it is essential that the student contact the Board of Nursing in that state to determine that state's requirements. Providing inaccurate information or omitting criminal history could result in licensure revocation or disciplinary actions.

Effective as of 1/2014

### HEALTH POLICY FOR NURSING STUDENTS

Good health and lifestyle habits are highly encouraged by the Department of Nursing. Being in the best health possible will have a definite influence on your success as a nursing student and subsequently as a nurse. Not only is it important that you take good care of yourself, but being a good role model for your patients/clients is important as a health-care worker.

The student in nursing must submit an annual physical examination report, on the required form as provided by the online tracking agency, and proof of current immunization status (as required by our clinical facilities). A dental exam is recommended but not required.

### **Health Insurance**

All students are required to carry personal *health insurance* throughout the program due to some clinical site requirements. Proof of current health insurance must be submitted annually.

Students are responsible for any and all expenses related to illness &/or injury incurred in or out of the class, skills/simulation, or clinical settings.

### **CPR Requirement**

Students are required to have current certification in one of the following:

American Heart Association Healthcare Provider CPR

American Red Cross Professional Rescuer CPR

It is the student's responsibility to maintain currency throughout the nursing program.

### **Physician Release**

Any nursing student who is pregnant is required by the Nursing Department to have a written release from their primary care provider stating that the student is not restricted in activities and is capable of performing clinical functions. After giving birth, the student will be requested to have an unrestricted written release from the primary care provider stating that the student may resume classroom and clinical activities. This release must be submitted to the Clinical Coordinator.

Any nursing student with an illness or injury (long or short term) must advise the nursing faculty of the health related problem. A physician's release must be submitted prior to student resuming classes.

Nursing students will be required to carry or lift weight up to 50 pounds. Any nursing student with any weight restriction due to injury, surgery, or pregnancy will not be allowed to participate in clinical activities. A written release from a primary care provider stating no weight restriction must be submitted to the Clinical Coordinator in order for the student to participate in clinical activities prior to acceptance to the program and/or once a prior weight restriction has been removed.

## **REQUIRED VACCINATIONS**

### **TB Skin Testing**

TB skin testing must be done annually. Due to clinical facility requirements students will be required to undergo either a 2-step TB test, provide documentation of at least two consecutive negative annual TB tests, or have a negative Quantiferon/IGRA TB blood test before initially beginning clinical rotations at the clinical sites.

Students with positive TB test results will be required to submit a chest x-ray report indicating negative results for TB prior to admission to the nursing program. Chest x-rays should be repeated every five (5) years. Students with active TB will not be allowed to attend class or clinical.

### **Measles, Mumps, and Rubella (MMR)**

The student will be considered immune if the student can show documentation of one of the following:

- 2 MMR vaccinations
- Laboratory testing shows immunity (positive titers) to measles, mumps, and rubella.

### **Pertussis/Tetanus**

The student will have immunity to Pertussis as evidenced by receipt of a single dose of Tdap (ADACEL). Those who do not have documentation of Tdap immunization should receive a single dose of Tdap. The student will need to show proof of a tetanus booster within the last 10 years.

### **Chickenpox (Varicella)**

The student will provide proof of immunity to Varicella as evidenced by one of the following:

1. Documentation of Varicella vaccination series (2 injections)
2. Positive varicella titer

HISTORY OF CHICKEN POX IS NOT VALID PROOF OF IMMUNITY.

### **Influenza**

The student will be required to obtain an annual seasonal influenza vaccination when available (September 1-October 31) or prior to admission. If the student chooses not to receive the influenza vaccination he/she will be required to complete a declination form and wear a mask at all times when inside a clinical facility

### **Hepatitis B**

All nursing students are highly encouraged to obtain the Hepatitis B vaccine series. Any student who refuses the Hepatitis B vaccine shall sign a waiver stating they have received advisement on the risk of exposure and that they have made the decision not to receive the vaccination.

### **Other Suggested Immunizations**

Pneumonia

### **Associate in Applied Science Degree in Nursing**

#### **Communications 3 hours**

a. ENG176 English Composition I\*

#### **Sciences 10 hours \*\***

a. BIO278 Anatomy and Physiology

b. BIO165 Microbiology

#### **Social & Behavioral Sciences 6 hours**

a. PSY176 General Psychology

b. PSY132 Developmental Psychology

Total Required General Education Credit Hours = 19

Courses from Nursing Major = 52 credit hours

Total Required Credit Hours = 71 credit hours

\*ACT, ASSET, or COMPASS prerequisites apply. Students may need developmental course work prior to enrollment in this class.

\*\*Required science courses must have been completed within five years of admission to the nursing program.

Please note the following are program application prerequisites:

(1) Worked as or has received a Certified Nurse Aide certificate from Kansas Department for Aging and Disability Services within the past two years. (2) General Education courses are prerequisites and must be taken prior to courses in nursing major. (3) Meet additional application requirements.

## Associate in Applied Science in Technical Studies Degree

This degree enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the College. Students completing this degree must complete a minimum of fifteen credit hours from at least two technical disciplines program with a technical focus directly related to the student's career objective. Students wishing to complete the A.A.S. degree in Technical Studies will develop an individualized course of study through a structured advising process with faculty and college counselors.

### Communications 6 hours

- a. ENG135 Writing for the Workplace\* or higher
- b. COM106 Interpersonal Communications, COM130 Communication for the Workplace or COM131 Speech Communications, or COM276 Public Speaking

### Mathematics 3 hours

- a. MTH 126 Technical Math \* or higher

Students majoring in a technical field with departmental math requirements must complete the prescribed course.

### Social & Behavioral Sciences 3 hours

- a. BUS177/SOC178 Human Relations or one course of at least three credit hours from one of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, or Economics

### Lifetime Fitness & Health 2 hours

- a. HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3)

Students who have completed basic training for the armed services may be excused from the Lifetime Fitness & Health requirement. (Military transcript must be on file in the Office of the Registrar.)

### Computer Skills 3 hours

BUS162 Intro to Word Processing or higher. Students will also learn computer skills integrated in their respective technical curriculum.

### **Technical Courses**

A minimum of 15 credit hours must be taken from two (2) different technical programs totaling a minimum of 30 credit hours of specialized preparation.

**Total Required General Education Credit Hours = 17 cr. hrs.**

**Courses from two technical programs (excluding General Education requirements) = 30 cr. hrs.**

**Electives = 17 cr. hrs.**

**Total Required Credit Hours = 64 cr. hr.**

\*ACT, ASSET, or COMPASS prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

## **Occupational Certificates**

Pratt Community College provides programs of instruction consisting of college credit courses that are designed to prepare persons for entry into occupations or closely related clusters of occupations. A certificate may be awarded upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance standards. The courses are based in theory and are of such complexity, rigor, and theory to be acceptable as college credit. Most certificate programs are designed to allow a duly enrolled full-time student to complete a program within one academic year.

## **Occupational Certificate Requirements**

**Communications 3 hours**

a. ENG135 Writing for the Workplace\* or higher

**Computer Skills 1 hour**

a. Word processing application course

b. Additional computer application credits recommended (BUS235 Microcomputer Office Apps I)

**Lifetime Fitness & Health 1 hour**

Physical Activity course from approved list (1) or HPR101 Concepts of Physical Health (2) or or HPR177 Personal & Community Health (3)

Students who have completed basic training for the armed services may be excused from the Lifetime Fitness & Health requirement. (Military transcript must be on file in the Office of the Registrar.)

**Mathematics 3 hours**

a. MTH126 Technical Math\* or higher

**Total Required General Education Credit Hours = 8cr. hrs.**

**Courses from Major Department (excluding courses used to meet General Education requirements) = 24 cr.hrs.**

**Total Required Credit Hours= 32 hrs.**

\*ACT, ASSET, or COMPASS prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

## **Skill Certificates**

Certificates of completion are awarded to students who complete short-term training programs designed to develop specific skills.

### **Approved Courses**

#### **Social Science Electives**

Any course from the following disciplines may be taken as a social science elective: Sociology, Social Science, Psychology, Political Science, Geography, Economics, and Anthropology.

Example: Any SOC prefixed course                      Any SSC prefixed course  
            Any POS prefixed course                      Any PSY prefixed course  
            Principles of Macroeconomics or Principles of Microeconomics  
            Intro to Agribusiness for Ag majors only

#### **Humanities Electives**

Any course from the following disciplines, excluding performance or studio courses in fine arts, may be taken as a humanities elective: Art, Music, Drama, Literature, Philosophy, Humanities, and History.

Example: Any LIT prefixed course                      Any HUM prefixed course  
            Any HST prefixed course                      ART139 Art Appreciation  
            DRM131 Theatre Appreciation              MUS176 Introduction to Music  
            Any PHL prefixed course

#### **Approved Courses: Multicultural Experience**

SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.

#### **Approved Courses: Natural Sciences**

Any course from the following disciplines may be taken as a natural science elective:  
            Any BIO prefixed course with lab

#### **Approved Courses: Physical Sciences**

Any course from the following disciplines may be taken as a physical science elective:  
            Any CHM prefixed courses with lab              Any PHS prefixed courses with lab  
            Any PSC prefixed courses with lab

#### **Approved Courses: Study of the United States or Global Studies Requirement**

At least one course in the Associate of Arts Degree and the Associate of Science Degree must include the study of the United States Government, History, Literature, Economics or Global Studies. The following courses fulfill this requirement:

POS176 American Government                      LIT233 American Literature - to 1860



HST176 American History to 1865  
HST177 American History 1865 to Present

BUS276 Principles Macroeconomics  
LIT176 World Literature  
LIT177 Modern World Literature

LIT234 American Literature - after 1860  
POS132 State and Local Government and  
Politics  
SOC132 American Multicultural Study  
SSC176 World Regional Geography  
HST138 History of Great Plains  
AGR231 Intro to Agribusiness

### **Approved Courses: Computer Skills Requirement**

The following courses have been approved to fulfill the general education computer skills requirement:

BUS235 Microcomputer Office Applications I (3 credit hours) or  
other specified departmental computer course

### **Approved Courses: Lifetime Fitness & Health Requirement**

HPR177 Personal & Community Health may be taken in place of HPR101 Concepts of Physical Health.

The following courses have been approved to fulfill the general education physical activity requirement:

|  |                                  |                                    |
|--|----------------------------------|------------------------------------|
| AGR151-158 Applied Ag Tech I-VIII                              | HPR119 Baseball, R & F           | HPR155-158 Athl. Conditioning I-IV |
| AGR115 Horsemanship  | HPR126 Casting & Angling         | HPR165-168 Varsity Athletics I-IV  |
| HPR110 Geocaching  | HPR127 Disc Golf, R & F          | HPR213 Music Theatre Dance II      |
| HPR111 Lifetime Sports   | HPR128 Beginning Archery         |                                    |
| HPR112,129, 212,242, 252 Shooting Sports & Firearm Safety I -V | HPR132 Pistol Safety             | HPR237 Adv. Weightlifting, R& F    |
| HPR113 Music Theatre Dance I                                   | HPR137 Beg. Weightlifting, R & F | HPR241 Adv. Body Conditioning      |
| HPR114 Volleyball, R & F                                       | HPR141 Beg. Body Conditioning    | HPR259-260 Athl. Conditioning V-VI |
| HPR117 Golf, R & F   | HPR143 Beg. Tennis, R & F        | HPR279-280 Varsity Athletics V-VI  |
| HPR118 Billiards   | HPR144 Basketball, R & F         | HPR283 Advanced Shooting Skills    |

### **Credit for Co-Curricular Work**

Students may earn credit towards graduation by satisfactory participation in the coursework listed below:

Show Choir I-IV  
Band I-IV  
Choir I-IV  
Weightlifting  
Body Conditioning

Applied Ag Techniques I-VIII  
Athletic Conditioning I-VI  
Varsity Athletics I-VI

A student may elect to use up to **four credit hours** of these courses toward an occupational certificate and up to **eight credit hours** toward an associate degree. Credits are counted as electives in the student's program of study and do not supersede any of the program requirements. Students are advised that this credit may or may not transfer and may not meet required credit hours of study in some programs.

Students are required to enroll for credit for every semester of participation in the listed courses. Credit applied toward their certificate/degree is limited by the preceding paragraph.

# 2015-2016 Program Charts

## Accounting - Associate in Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM131 Speech Communication --or-- COM276 Public Speaking                |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>                          | 9-10         |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 or MTH178 College Algebra --or-- MTH191 Calculus I (5)            |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>                | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>                                   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>                                       | 3            |
| HPR101 Concepts of Physical Health—or—HPR177 Personal & Community Health |              |

|   |     |
|---|-----|
| Physical Activity Course from Approved List |     |
| <b>COMPUTER SKILLS</b>                      | 3   |
| BUS235 Microcomputer Office Applications I  |     |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>        | 15  |
| ACC177 Accounting I                         |     |
| ACC178 Accounting II                        |     |
| BUS276 Principles of Macroeconomics         |     |
| BUS277 Principles of Microeconomics         |     |
| One other BUS prefix course                 |     |
| <b>RECOMMENDED ELECTIVES</b>                | 4-5 |
| ACC231 Computerized Accounting              |     |
| ACC232 Managerial Accounting                |     |
| BUS236 Business Communications              |     |
| BUS255 Microcomputer Office Apps II         |     |
| MTH181 Elementary Statistics                |     |
| MTH191 Analytical Geometry & Calculus (5)   |     |
| Total Required Credit Hours                 | 64  |

## Agribusiness & Economics– Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication<br>--or-- COM276 Public Speaking   |              |
| <b>NATURAL SCIENCE ELECTIVES</b>  | 5            |
| <b>PHYSICAL SCIENCE ELECTIVES</b>   | 4-5          |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b><br><br><b>Required: BUS276 Macroeconomics or BUS277 Microeconomics</b><br><br><b>The remaining 6 credit hours from the approved list.</b> | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |

|   |     |
|---|-----|
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health   |     |
| Physical Activity Course from Approved List   |     |
| <b>COMPUTER SKILLS</b>  | 3   |
| BUS235 Microcomputer Office Applications I<br>or AGR185 Computers in Agriculture                                  |     |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>  | 4-5 |
| AGR131 Plant Science (4) --or-- AGR136 Soils (4) ) –or AGR133 Crop Production (3) –or—AGR241 Range Management (3) |     |
| AGR142 Agriculture in Our Society (1)   |     |
| <b>MAJOR DEPARTMENT ELECTIVES</b>   | 13  |
| AGR electives (any course with an AGR prefix) (10)  |     |
| BUS electives (any course with an ACC or BUS prefix)(3)   |     |
| Total Required Credit Hours   | 64  |

# Agricultural Education – Associate in Science

| General Education Requirements  | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication --or-- COM131 Speech Communication --or-- COM276 Public Speaking |              |
| <b>NATURAL SCIENCE ELECTIVES</b>  | 5            |
| <b>PHYSICAL SCIENCE</b>   | 4-5          |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health --or-- HPR177 Personal & Community Health                        |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I --or-- AGR185 Computers in Ag                            |              |



|   |           |
|---|-----------|
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>  | 7-8       |
| AGR132 Animal Science (3)   |           |
| AGR142 Agriculture in Our Society (1)   |           |
| AGR136 Soils (4) --or AGR131 Plant Science (4) ) –or AGR133 Crop Production (3) –or—<br>AGR241 Range Management (3) |           |
| <b>MAJOR DEPARTMENT ELECTIVES</b>   | 10        |
| Ag Electives (any course with an AGR prefix)  |           |
| <b>Total Required Credit Hours</b>  | <b>64</b> |

# Agriculture Power Technology - Associate in Applied Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 6            |
| ENG135 Writing for the Workplace* or higher  |              |
| COM106 Interpersonal Communication—or--COM130 Communications for the Workplace* --or-- COM131 Speech Communications —or-- COM276 Public Speaking |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH126 Technical Mathematics* or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>   | 3            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 2            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health  |              |
| <b>COMPUTER SKILLS</b>   |              |
| BUS162 Intro to Word Processing<br>-or- BUS235 Microcomputer Office Applications I   | 1            |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   | 49           |
| APT101 Welding I   |              |

|   |  |
|---|--|
| APT123 Occupational Work Experience I   |  |
| APT124 Occupational Work Experience II  |  |
| APT125 Outdoor Power Equip              |  |
| APT127 Tractor/Auto Air Conditioning    |  |
| APT129 Applied Electricity/Electronics  |  |
| APT137 Agricultural Seminar             |  |
| APT138 Hydraulics/Pneumatics            |  |
| APT141 Fundamentals of Engines          |  |
| APT146 Diesel Electrical Systems        |  |
| APT223 Occupational Work Experience III |  |
| APT224 Occupational Work Experience IV  |  |
| APT226 Tractor Maint and Repair         |  |
| APT236 Agricultural Seminar             |  |
| APT244 Power Trains                     |  |
| APT245 Shop Practice I                  |  |
| APT246 Ag Machinery Operations          |  |
| APT247 Elec Acc Diag and Repair         |  |

|                             |    |
|-----------------------------|----|
| APT248 Diesel Fuel Systems  |    |
| Total Required Credit Hours | 64 |

Computer skills: BUS162 Intro to Word Processing or BUS235 Microcomputer Office Applications I plus integrated departmental computer requirements.

\*Students transferring to a university should check transfer requirements

## Agronomy - Associate in Science

|   | <b>Credit Hours</b> |
|---|---------------------|
| General Education Requirements  |                     |
| <b>COMMUNICATIONS</b>   | 9                   |
| ENG176 English Composition I  |                     |
| ENG177 English Composition II   |                     |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication -<br>-or--COM276 Public Speaking |                     |
| <b>NATURAL &amp; PHYSICAL SCIENCES</b>  | 9-10                |
| <b>MATHEMATICS</b>  | 3                   |
| MTH177 College Algebra or higher  |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3                   |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                             |                     |
| Physical Activity Course from Approved List   |                     |
| <b>COMPUTER SKILLS</b>  |                     |

|   |           |
|---|-----------|
| BUS235 Microcomputer Office Applications I<br>--or--AGR185 Computers in Agriculture | 3         |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>  | 14        |
| Additional 5 cr hr physical science from Approved Courses list (see Degrees)        |           |
| AGR142 Agriculture in Our Society   |           |
| AGR136 Soils (4)  |           |
| AGR131 Plant Science (4)  |           |
| <b>MAJOR DEPARTMENT ELECTIVES</b>   | 4         |
| AGR electives (any course with an AGR prefix)                                       |           |
| <b>Total Required Credit Hours</b>  | <b>64</b> |

## Animal Science - Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--COM276 Public Speaking |              |
| <b>NATURAL SCIENCE ELECTIVES</b>  | 5            |
| <b>PHYSICAL SCIENCE ELECTIVES</b>   | 5            |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                         |              |



|  |     |
|--|-----|
| Physical Activity Course from Approved List  |     |
| <b>COMPUTER SKILLS</b>   | 3   |
| BUS235 Microcomputer Office Applications I<br>--or-- AGR185 Computers in Agriculture                                   |     |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   | 7-8 |
| AGR132 Animal Science  |     |
| AGR142 Agriculture in Our Society  |     |
| AGR131 Plant Science (4) --or-- AGR136 Soils (4) --or AGR133 Crop<br>Production (3) --or-- AGR241 Range Management (3) |     |
| <b>MAJOR DEPARTMENT ELECTIVES</b>  | 10  |
| Any course with an AGR prefix  |     |
| Total Required Credit Hours  | 64  |

# Art/ Graphic Design - Associate in Arts

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM131 Speech Communication --or-- COM276 Public Speaking                                    |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10         |
| <b>MATHEMATICS</b>   | 3            |
| MTH176 College Math or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE<br/>(from 2 disciplines)</b>                                | 9            |
| <b>HUMANITIES (from 2 disciplines)</b><br>ART139 Art Appreciation required as one Humanities | 9            |
| <b>MULTICULTURAL EXPERIENCE</b>  | 3            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or— HPR177 Personal & Community Health                   |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |

|   |           |
|---|-----------|
| BUS235 Microcomputer Office Applications I    |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>16</b> |
| ART128 Digital Photography                    |           |
| ART131 Drawing                                |           |
| ART134 2D Design                              |           |
| ART135 Graphic Design I                       |           |
| ART141 Ceramics I                             |           |
| ART243 Ceramics II                            |           |
| CSC177 Microcomputer Apps                     |           |
| Total Required Credit Hours                   | <b>64</b> |

# Athletic Training - Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or– COM131 Speech Communication--or--COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b><br>BIO278 Anatomy & Physiology (5) required     | 9            |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>                                       | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                       |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I  |              |

|   |           |
|---|-----------|
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>         | <b>19</b> |
| HPR125 Psychology of Sport                            |           |
| HPR170 Practicum I: Fundamentals of Athletic Training |           |
| HPR171 Practicum II: Taping Techniques                |           |
| HPR231 First Aid and Safety                           |           |
| HPR270 Practicum III: Orthopedic Anatomy              |           |
| HPR271 Practicum IV: Orthopedic Injury Evaluation     |           |
| BIO137 Nutrition                                      |           |
| HPR Elective (3)                                      |           |
| <b>Total Required Credit Hours</b>                    | <b>64</b> |

# Automotive Technology – Associate in Applied Science

| General Education Requirements  | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b>   | 6            |
| ENG135 Writing for the Workplace* or higher   |              |
| COM106 Interpersonal Communication—or--COM130 Communications for the Workplace* --or-- COM131 Speech Communications --or-- COM276 Public Speaking |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH126 Technical Mathematics* or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>  | 3            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 2            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health   |              |
| <b>COMPUTER SKILLS</b>  |              |
| BUS162 Intro to Word Processing --or--BUS235 Microcomp. Office Apps I   | 1            |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>  | 52           |
| AMC108 Engine Performance I   |              |
| AMC111 Engine Repair I  |              |
| AMC129 Electrical I   |              |
| AMC109 Engine Performance II  |              |
| AMC112 Engine Repair II   |              |

|  |    |
|--|----|
| AMC134 Electrical II                         |    |
| AMC132 Suspension & Steering I               |    |
| AMC208 Engine Performance III                |    |
| AMC235 Electrical III                        |    |
| AMC236 Manual Transmission                   |    |
| AMC238 Suspension & Steering II              |    |
| AMC260 Automotive Heating & Air Conditioning |    |
| AMC209 Engine Performance IV                 |    |
| AMC225 Automatic Transmission                |    |
| AMC254 Brakes I                              |    |
| AMC255 Brakes II                             |    |
| Total Required Credit Hours                  | 67 |

Computer skills: BUS162 Intro to Word Processing or BUS235 Microcomputer Office Applications I plus integrated departmental computer requirements.

\*Students transferring to a university should check transfer requirements.



# Automotive Technology – Certificate

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 3            |
| ENG135 Writing for the Workplace* or higher  |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH126 Technical Mathematics* or higher  |              |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 1            |
| Physical Activity course from approved list or HPR101 Concepts of Physical Health —<br>or—HPR177 Personal & Community Health |              |
| <b>COMPUTER SKILLS</b>   |              |
| BUS162 Intro to Word Processing --or--BUS235 Microcomp. Office Apps I  | 1            |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   | 33           |
| AMC108 Engine Performance I  |              |
| AMC109 Engine Performance II   |              |
| AMC111 Engine Repair I   |              |
| AMC112 Engine Repair II  |              |
| AMC129 Electrical I  |              |
| AMC132 Suspension & Steering I   |              |

|  |           |
|--|-----------|
| AMC134 Electrical II                         |           |
| AMC238 Suspension & Steering II              |           |
| AMC254 Brakes I                              |           |
| AMC255 Brakes II                             |           |
| AMC260 Automotive Heating & Air Conditioning |           |
| <b>Total Required Credit Hours</b>           | <b>41</b> |

## Biology - Associate in Science

|  | <b>Credit Hours</b> |
|--|---------------------|
| General Education Requirements   |                     |
| <b>COMMUNICATIONS</b>  | 9                   |
| ENG176 English Composition I   |                     |
| ENG177 English Composition II  |                     |
| COM106 Interpersonal Communication --or-- COM131 Speech Communication --or--COM276 Public Speaking |                     |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10                |
| BIO125 General Biology (5)   |                     |
| CHM186 General Chemistry and Lab I (5)   |                     |
| <b>MATHEMATICS</b>   | 3                   |
| MTH177 College Algebra or higher   |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3                   |
| HPR101 Concepts of Physical Health --or--HPR177 Personal & Community Health                        |                     |
| Physical Activity Course from Approved List  |                     |
| <b>COMPUTER SKILLS</b>   | 3                   |

|   |           |
|---|-----------|
| BUS235 Microcomputer Office Applications I    |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>19</b> |
| BIO145 General Zoology                        |           |
| BIO155 General Botany                         |           |
| CHM187 General Chemistry II                   |           |
| PHS251 General Physics I                      |           |
| PHS252 General Physics II                     |           |
| Total Required Credit Hours                   | <b>64</b> |

# Business Administration- Associate in General Studies

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 6            |
| ENG176 English Composition I  |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or-- COM276 Public Speaking –or BUS236 Business Communications |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH126 Technical Math or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>  | 3            |
| <b>HUMANITIES</b>   | 3            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health   |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I  |              |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>   | 43           |
| ACC177 Accounting I   |              |
| BUS178 Intro to Business  |              |

|  |    |
|--|----|
| BUS236 Business Communications   |    |
| BUS276 Principles of Macroeconomics                                    |    |
| ACC111 Intro to Accounting   |    |
| ACC178 Accounting II   |    |
| ACC231 Computerized Accounting   |    |
| ACC232 Managerial Accounting   |    |
| BUS176 Personal Finance  |    |
| BUS201 Web Page Design   |    |
| BUS255 Microcomputer Office Applications II                            |    |
| BUS277 Principles of Microeconomics                                    |    |
| BUS243, 244, 245 or 246 Occupational Work Experience I, II, III, or IV |    |
| Total Required Credit Hours  | 64 |

# Business Administration - Associate in Science

|  | Credit Hours |
|--|--------------|
| GENERAL EDUCATION REQUIREMENTS   |              |
| <b>COMMUNICATIONS</b>  | 9            |
| COM106 Interpersonal Communication –or– COM131 Speech Communication -<br>-or--COM276 Public Speaking |              |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| Physical Activity Course from Approved List  |              |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                            |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)*</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)*</b>  | 9            |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>NATURAL &amp; PHYSICAL SCIENCES (1 OF EACH)</b>   | 9-10         |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I   |              |

|  |            |
|--|------------|
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   | <b>12</b>  |
| ACC111 Intro to Accounting - or- ACC177 Accounting I – or- ACC 178 Accounting II – or – ACC232 Managerial Accounting |            |
| BUS276 Principles of Macroeconomics  |            |
| BUS277 Principles of Microeconomics  |            |
| One other BUS prefix course  |            |
| <b>RECOMMENDED ELECTIVES</b>   | <b>6-7</b> |
| BUS178 Intro to Business   |            |
| BUS236 Business Communications   |            |
| BUS255 Microcomputer Office Applications II  |            |
| MTH181 Elementary Statistics   |            |
| MTH191 Anal. Geometry & Calculus I (5)   |            |
| Total Required Credit Hours  | <b>64</b>  |

\*Refer to Degree Requirements for the electives that fulfill this requirement.



# Business Administration & Management- Certificate

|   | Credit Hours |
|---|--------------|
| <b>GENERAL EDUCATION REQUIREMENTS</b>   |              |
| <b>COMMUNICATIONS</b>   | <b>3</b>     |
| ENG135 Writing for the Workplace or higher  |              |
| <b>LIFETIME FITNESS AND HEALTH</b>  | <b>1</b>     |
| Physical Activity Course from Approved List—or-- HPR101 Concepts of Physical Health—or—HPR177 Personal & Community Health |              |
| <b>MATHEMATICS</b>  | <b>3</b>     |
| MTH126 Technical Mathematics or higher  |              |
| <b>COMPUTER SKILLS</b>  | <b>3</b>     |
| BUS235 Microcomputer Office Applications I  |              |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>  |              |
| ACC111 Introduction to Accounting –or—ACC177 Accounting I - or<br>ACC178 Accounting II—or ACC231 Computerized Accounting  | <b>3</b>     |
| BUS178 Introduction to Business   | <b>3</b>     |
| BUS201 Web Page Design  | <b>3</b>     |
| BUS233 Business Law   | <b>3</b>     |
| BUS236 Business Communications  | <b>3</b>     |
| BUS255 Microcomputer Office Applications II   | <b>3</b>     |
| <b>MAJOR DEPARTMENT ELECTIVES</b>   | <b>6</b>     |
| ACC111 Introduction to Accounting   |              |
| ACC177 Accounting I   |              |
| ACC178 Accounting II  |              |
| ACC231 Computerized Accounting  |              |
| ACC231 Managerial Accounting  |              |

|   |           |
|---|-----------|
| BUS150 Advertising  |           |
| BUS152 Salesmanship   |           |
| BUS177/SC178 Human Relations  |           |
| BUS202 Advanced Web Design  |           |
| BUS218 Business Ethics  |           |
| BUS234 Marketing  |           |
| BUS237 Business Management  |           |
| BUS243 Occupational Work Experience I                                       |           |
| BUS244 Occupational Work Experience II                                      |           |
| BUS245 Occupational Work Experience III                                     |           |
| BUS246 Occupational Work Experience IV                                      |           |
| BUS276 Principles of Macroeconomics –or—BUS277 Principles of Microeconomics |           |
| <b>Total Required Credit Hours</b>  | <b>34</b> |

# Business Administrative Technology – Associate in Applied Science

| General Education Requirements   | Credit Hours |
|--|--------------|
| <b>COMMUNICATIONS</b>  | 6            |
| ENG135 Writing for the Workplace or higher*  |              |
| COM106 Interpersonal Communication—or--COM130 Communications for the Workplace* --or-- COM131 Speech Communications --or-- COM276 Public Speaking    |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH126 Technical Mathematics* or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>   | 3            |
| BUS177/SOC178 Human Relations -or- PSY176 General Psychology   |              |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 2            |
| HPR101 Concepts of Physical Health—or—HPR177 Personal & Community Health   |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I   |              |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   | 39           |
| ACC Requirements (9): ACC111 Introduction to Accounting --or-- ACC177 Accounting I --or-- ACC178 Accounting II --or-- ACC231 Computerized Accounting |              |
| BUS158 Office Procedures   |              |
| BUS160 Document Processing   |              |
| BUS164 Advanced Document Processing  |              |
| BUS165 Integrated Computer Applications  |              |
| BUS178 Introduction to Business  |              |
| BUS201 Web Page Design   |              |
| BUS218 Business Ethics   |              |
| BUS236 Business Communications   |              |
| BUS255 Microcomputer Office Applications II  |              |
| BUS264 Administrative Procedures   |              |
| BUS276 Microeconomics -or- BUS277 Macroeconomics   |              |
| <b>MAJOR DEPARTMENT ELECTIVES</b>  | 8            |
| BUS176 Personal Finance  |              |
| BUS202 Advanced Web Page Design  |              |
| ACC178 Accounting II   |              |
| BUS243, 244, 245, 246 Occupational Work Experience I, II, III, or IV   |              |
| BUS233 Business Law  |              |
| <b>Total Required Hours</b>  | <b>64</b>    |

\*Students transferring to a university should check transfer requirements

## Business Administrative Technology– Certificate

| General Education Requirements   | Credit Hours |
|--|--------------|
| <b>COMMUNICATIONS</b>  | 3            |
| ENG135 Writing for the Workplace or higher   |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH126 Technical Mathematics or higher   |              |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 1            |
| HPR101 Concepts of Physical Health -or- Physical Activity Course from Approved List —or—HPR177 Personal & Community Health   |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I   |              |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   | 17           |
| ACC111 Introduction to Accounting —or—ACC177 Accounting I - or<br>ACC178 Accounting II—or ACC231 Computerized Accounting (6) |              |
| BUS158 Office Procedures   |              |
| BUS160 Document Processing   |              |
| BUS164 Advanced Document Processing  |              |
| BUS264 Administrative Procedures   |              |
| <b>MAJOR DEPARTMENT ELECTIVES</b>  | 6            |
| ACC111 Introduction to Accounting  |              |
| ACC178 Accounting II   |              |

|  |    |
|--|----|
| ACC231 Computerized Accounting                               |    |
| BUS201 Web Page Design                                       |    |
| BUS236 Business Communications                               |    |
| BUS243, 244 or 245 Occupational Work Experience I, II or III |    |
| Total Required Hours   | 34 |

# Chemistry - Associate in Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>Communications</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication -<br>-or-- COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10         |
| Biological Science and Lab (4-5)   |              |
| CHM186 General Chemistry and Lab (5)   |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                              |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |

|   |    |
|---|----|
| BUS235 Microcomputer Office Applications I    |    |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | 19 |
| CHM187 General Chemistry II                   |    |
| PHS251 General Physics I                      |    |
| PHS252 General Physics II                     |    |
| MTH183 Trigonometry                           |    |
| MTH191 Analytical Geo and Calculus I          |    |
| MTH193 Analytic Geo and Calculus II           |    |
| Total Required Credit Hours                   | 64 |

# Communication - Associate in Arts

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication --or-- COM131 Speech Communication --or--<br>COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 from each)</b>  | 9-10         |
| <b>MATHEMATICS</b>   | 3            |
| MTH176 College Math or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health --or--HPR177 Personal & Community Health                            |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomp. Office Apps I --or--CSC177 Microcomp. Apps   |              |
| <b>MULTICULTURAL EXPERIENCE</b>  | 3            |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>  | 16           |



|  |    |
|--|----|
| COM121 Introduction to Mass Media      |    |
| COM133 Oral Interpretation             |    |
| COM276 Public Speaking                 |    |
| DRM123 Acting                          |    |
| DRM131 Theatre Appreciation            |    |
| EDU177 Foundations of Modern Education |    |
| EDU235 Observation and Participation   |    |
| Total Required Credit Hours            | 64 |

# Communication - Associate in Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication--or--COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10         |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                        |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomp Office Apps --or--CSC177 Microcomp Apps   |              |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>  | 19           |

|  |    |
|--|----|
| COM121 Introduction to Mass Media      |    |
| COM133 Oral Interpretation             |    |
| COM276 Public Speaking                 |    |
| DRM123 Acting                          |    |
| DRM131 Theatre Appreciation            |    |
| EDU177 Foundations of Modern Education |    |
| EDU235 Observation and Participation   |    |
| Total Required Credit Hours            | 64 |

# Electrical Powerline Technology – Associate in Applied Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 6            |
| ENG135 Writing for the Workplace or higher*   |              |
| COM106 Interpersonal Communication—or--COM130 Communications for the Workplace* --or--<br>COM131 Speech Communications –or-- COM276 Public Speaking |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH126 Technical Mathematics * or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>  | 3            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 2            |
| HPR 101 Concepts of Physical Health —or—HPR177 Personal & Community Health  |              |
| <b>COMPUTER SKILLS</b>  | 1            |
| BUS162 Intro to Word Processing--or--BUS235 Microcomp. Office Apps I  |              |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>  | 50           |
| EPD124 Electrical Theory  |              |
| EPD126 Underground Systems  |              |

|                                  |    |
|----------------------------------|----|
| EPD131 Sys Des, Constr, Maint    |    |
| EPD141 Lab & Field Training I    |    |
| EPD142 Lab & Field Training II   |    |
| EPD143 Lab & Field Training III  |    |
| EPD144 Lab & Field Training IV   |    |
| EPD150 Electrical Essentials     |    |
| EPD221 Occ Work Exp (4)          |    |
| EPD236 Industrial Safety and Rel |    |
| EPD251 Transformers & Metering   |    |
| Total Required Credit Hours      | 65 |

\* Students transferring to a university should check transfer requirements.

## Electrical Powerline Technology – Certificate

|   | Credit Hours |
|---|--------------|
| General Education Requirements are prerequisites  |              |
| <b>COMMUNICATIONS</b>   | 3            |
| ENG135 Writing for the Workplace or higher  |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH126 Technical Mathematics or higher  |              |
| <b>COMPUTER SKILLS</b>  | 1            |
| BUS162 Intro to Word Processing --or--BUS235 Microcomp. Office Apps I   |              |
| <b>LIFETIME FITNESS &amp; HEALTH</b>  | 1            |
| Physical Activity course from approved list --or-- HPR101 Concepts of Physical Health—<br>or—HPR177 Personal & Community Health |              |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>  | 38           |
| EPD124 Electrical Theory  |              |
| EPD126 Underground Systems  |              |
| EPD131 Sys Des, Constr, Maint   |              |
| EPD141 Lab & Field Training I   |              |
| EPD142 Lab & Field Training II  |              |
| EPD150 Electrical Essentials  |              |
| EPD221 Occ Work Exp (4)   |              |

|                                  |    |
|----------------------------------|----|
| EPD236 Industrial Safety and Rel |    |
| EPD251 Transformers & Metering   |    |
| Total Required Credit Hours      | 46 |

\* Students transferring to a university should check transfer requirements.

# Elementary Education – Associate in Arts

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication<br>--or-- COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10         |
| <b>MATHEMATICS</b>  | 3            |
| MTH176 College Math or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health—or—HPR177 Personal & Community Health                              |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I  |              |
| <b>MULTICULTURAL EXPERIENCE</b>   | 3-5          |



|   |           |
|---|-----------|
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>16</b> |
| EDU177 Foundations of Modern Education        |           |
| ART133/EDU133 Elementary School Art           |           |
| EDU277 Children's Literature                  |           |
| EDU235 Observation and Participation          |           |
| PSY132 Developmental Psychology               |           |
| EDU139 Child Play and Games                   |           |
| MTH181 Elementary Statistics                  |           |
| HPR231 First Aid and Safety                   |           |
| EDU120 Sign Language I                        |           |
| <b>Total Required Credit Hours</b>            | <b>64</b> |

# Elementary Education - Associate in Science

| General Education Requirements   | Credit Hours |
|--|--------------|
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication -<br>-or-- COM276 Public Speaking |              |
| <b>Natural and Physical Science (1 of each)</b>  | 9-10         |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community<br>Health                           |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I   |              |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>  | 19           |
| EDU177 Foundations of Modern Education   |              |

|                                      |    |
|--------------------------------------|----|
| EDU277 Children's Literature         |    |
| EDU235 Observation and Participation |    |
| EDU139 Child Play and Games          |    |
| PSY132 Developmental Psychology      |    |
| ART133/EDU133 Elementary School Art  |    |
| ART141 Ceramics I                    |    |
| HPR231 First Aid and Safety          |    |
| EDU120 Sign Language I               |    |
| MTH181 Elementary Statistics         |    |
| Total Required Credit Hours          | 64 |

# English - Associate in Arts

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication –or—COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10         |
| <b>MATHEMATICS</b>  | 3            |
| MTH176 College Math or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>                                       | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                       |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I  |              |
| <b>MULTICULTURAL EXPERIENCE</b>   | 3-5          |

|   |           |
|---|-----------|
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>16</b> |
| LIT177 Modern World Literature                |           |
| LIT237 Intro To Literature                    |           |
| LIT234 American Lit after 1860                |           |
| Other Electives (7)                           |           |
| Total Required Credit Hours                   | <b>64</b> |

## English Education - Associate in Science

|  | <b>Credit Hours</b> |
|--|---------------------|
| General Education Requirements   |                     |
| <b>COMMUNICATIONS</b>  | 9                   |
| ENG176 English Composition I   |                     |
| ENG177 English Composition II  |                     |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication -<br>-or-- COM276 Public Speaking |                     |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10                |
| <b>MATHEMATICS</b>   | 3                   |
| MTH177 College Algebra or higher   |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3                   |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                              |                     |
| Physical Activity Course from Approved List  |                     |
| <b>COMPUTER SKILLS</b>   | 3                   |
| BUS235 Microcomputer Office Applications I   |                     |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>  | 19                  |

|  |    |
|--|----|
| LIT237 Intro to Literature             |    |
| LIT234 American Lit after 1860         |    |
| LIT177 Modern World Literature         |    |
| EDU177 Foundations of Modern Education |    |
| EDU235 Observation and Participation   |    |
| Other Electives (4)                    |    |
| Total Required Credit Hours            | 64 |

# Farm and Ranch Management - Associate in Applied Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 6            |
| ENG135 Writing for the Workplace* or higher  |              |
| COM106 Interpersonal Communication—or--COM130 Communications for the Workplace* --or-- COM131 Speech Communications –or-- COM276 Public Speaking |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH126 Technical Mathematics* or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>   | 3            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR 101 Concepts of Physical Health  |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I<br>or AGR185 Computers in Agriculture   |              |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   | 11           |
| AGR132 Animal Science  |              |
| AGR131 Plant Science (4) --or-- AGR136 Soils (4)—or AGR133 Crop Production (3) –or—AGR241 Range Management (3)                                   |              |



|   |       |
|---|-------|
| AGR142 Agriculture in Our Society   |       |
| AGR232 Marketing Ag Products –or– AGR236 Farm Management (3) –or<br>AGR231 Intro to Agribusiness 3) |       |
| <b>MAJOR DEPARTMENT ELECTIVES</b>   |       |
| AGR, WLD, and/or APT prefix courses   | 29-32 |
| Business Electives (any course with an ACC or BUS prefix)   | 3-6   |
| Total Required Credit Hours   | 64    |

\*Students transferring to a university should check transfer requirements.

## Health Occupations Technology – Certificate

|  | <b>Credit Hours</b> |
|--|---------------------|
| HOC100 Cardiopulmonary Resuscitation                 | .5                  |
| HOC101 Nurse Aide I                                  | 5                   |
| HOC102 Medication Aide                               | 5                   |
| HOC105 Introduction to Health Occupations Technology | 2                   |
| HOC103 Home Health Aide                              | 2                   |
| HOC106 Terminology for Health Care Workers           | 2                   |
| EDU100 Career Planning and Development               | 2                   |
| HPR231 First Aid and Safety                          | 1                   |
| <b>TOTAL REQUIRED HOURS</b>                          | <b>19.5</b>         |

# History - Associate in Arts

| General Education Requirements   | Credit Hours |
|--|--------------|
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--<br>-COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10 hrs     |
| <b>MATHEMATICS</b>   | 3            |
| MTH176 College Math or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                              |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I   |              |
| <b>MULTICULTURAL EXPERIENCE</b>  | 3-5          |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>  | 16           |

|   |    |
|---|----|
| HST177 American History 1865 to Present |    |
| HST132 Survey of Civilization II        |    |
| HST138 History of the Great Plains      |    |
| HST134 Current History                  |    |
| Other Electives (4)                     |    |
| Total Required Credit Hours             | 64 |

## Liberal Arts - Associate in Arts

|   | <b>Credit Hours</b> |
|---|---------------------|
| General Education Requirements  |                     |
| <b>COMMUNICATIONS</b>   | 9                   |
| ENG176 English Composition I  |                     |
| ENG177 English Composition II   |                     |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--<br>COM276 Public Speaking |                     |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10                |
| <b>MATHEMATICS</b>  | 3                   |
| MTH176 College Math or higher   |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3                   |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                             |                     |
| Physical Activity Course from Approved List   |                     |
| <b>COMPUTER SKILLS</b>  | 3                   |
| BUS235 Microcomputer Office Applications I  |                     |
| <b>MULTICULTURAL EXPERIENCE</b>   | 3-5                 |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>   | 16                  |

|   |    |
|---|----|
| 12 hours from major department, 4 hours open electives. |    |
| Total Required Credit Hours                             | 64 |

## Liberal Arts - Associate in Science

|   | <b>Credit Hours</b> |
|---|---------------------|
| General Education Requirements  |                     |
| <b>COMMUNICATIONS</b>   | 9                   |
| ENG176 English Composition I  |                     |
| ENG177 English Composition II   |                     |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--COM276 Public Speaking |                     |
| <b>NATURAL AND PHYSICAL SCIENCE (1 from both)</b>   | 9-10                |
| <b>MATHEMATICS</b>  | 3                   |
| MTH177 College Algebra or higher  |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3                   |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                         |                     |
| Physical Activity Course from Approved List   |                     |
| <b>COMPUTER SKILLS</b>  | 3                   |
| BUS235 Microcomputer Office Applications I  |                     |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>   | 19                  |
| 15 hours from major department, 4 open electives.   |                     |

|                             |    |
|-----------------------------|----|
| Total Required Credit Hours | 64 |
|-----------------------------|----|



## Live Event Production - Certificate

|  | <b>Credit Hours</b> |
|--|---------------------|
| COM276 Public Speaking                               | 3                   |
| ENG176 English Composition I                         | 3                   |
| COM108 Sports/Live Event Production                  | 3                   |
| COM112 Studio & Field Production                     | 3                   |
| COM113 Video Editing & Post-Production I             | 3                   |
| COM220 Media Communication & Production Internship I | 2                   |
| Total Required Hours                                 | 17                  |

## ADN Nursing Program – Associate in Applied Science in Nursing

|  | Credit<br>Hours |
|--|-----------------|
| General Education Requirements*<br>(must be taken <b>prior</b> to MAJOR DEPARTMENT REQUIRES) |                 |
| <b>COMMUNICATIONS</b>  |                 |
| ENG176 English Composition I   | 3               |
| <b>SCIENCES</b>  |                 |
| BIO278 Anatomy and Physiology  | 5               |
| BIO165 Microbiology*   | 5               |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>   |                 |
| PSY176 General Psychology  | 3               |
| PSY132 Developmental Psychology*   | 3               |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   |                 |
| <u>All require nursing program admission</u>   |                 |
| KSPN110 Foundations of Nursing   | 4               |
| KSPN111 Foundations of Nursing: Clinical   | 1               |
| KSPN112 Medical Surgical Nursing I   | 4               |
| KSPN113 Medical Surgical Nursing I: Clinical   | 2               |
| KSPN114 Gerontology Nursing  | 2               |
| KSPN116 Medical Surgical Nursing II  | 4               |
| KSPN117 Medical Surgical Nursing II Clinical   | 2               |
| KSPN118 Maternal Child Nursing   | 2               |
| KSPN119 Maternal Child Nursing Clinical  | 1               |

|  |    |
|--|----|
| KSPN120 Foundations of Mental Health Nursing               | 2  |
| KSPN182 Pharmacology                                       | 3  |
| NUR202 ADN Bridge  | 2  |
| NUR204 Nursing III: Didactic                               | 6  |
| NUR207 Nursing III: Clinical                               | 4  |
| NUR218 Nursing IV: Didactic                                | 6  |
| NUR221 Nursing IV: Clinical                                | 4  |
| HOC125 Leadership & Management                             | 2  |
| IDS297 Directed Studies: Nursing (NCLEX-RN® Review Course) | 1  |
| Total Required Credit Hours                                | 71 |

Program application prerequisites: must have an active Nurse Aide Certificate.

\*BIO165 Microbiology & PSY132 Developmental Psychology may be taken concurrently with the KSPN courses. All other general education courses are prerequisites.

For additional nursing program requirements and legal qualifications for RN or PN licensure, refer to the Associate of Applied Science in Nursing degree requirements in the “Degrees” section of the PCC catalog.

# PN Nursing Program – Practical Nurse Certificate

|  | Credit<br>Hours |
|--|-----------------|
| General Education Requirements*<br>(must be taken <u>prior</u> to MAJOR DEPARTMENT REQUIREMENTS) |                 |
| <b>COMMUNICATIONS</b>  |                 |
| ENG176 English Composition I   | 3               |
| <b>SCIENCES</b>  |                 |
| BIO278 Anatomy and Physiology  | 5               |
| BIO165 Microbiology*   | 5               |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>   |                 |
| PSY176 General Psychology  | 3               |
| PSY132 Developmental Psychology*   | 3               |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b><br><u>All require nursing program admission</u>             |                 |
| KSPN110 Foundations of Nursing   | 4               |
| KSPN111 Foundations of Nursing Clinical  | 1               |
| KSPN112 Medical-Surgical Nursing I   | 4               |
| KSPN113 Medical-Surgical Nursing I Clinical  | 2               |
| KSPN114 Gerontology Nursing  | 2               |
| KSPN116 Medical-Surgical Nursing II  | 4               |
| KSPN117 Medical Surgical Nursing II Clinical   | 2               |
| KSPN118 Maternal Child Nursing   | 2               |
| KSPN119 Maternal Child Nursing Clinical  | 1               |

|  |    |
|--|----|
| KSPN120 Foundations of Mental Health Nursing | 2  |
| KSPN182 Pharmacology                         | 3  |
|  |    |
| Total Required Credit Hours                  | 46 |

Program application prerequisites: must have an active Nurse Aide Certificate.\*BIO165 Microbiology & PSY132 Developmental Psychology may be taken concurrently with the KSPN courses. All other general education courses are prerequisites.

For additional nursing program requirements and legal qualifications for RN or PN licensure, refer to the Associate of Applied Science in Nursing degree requirements in the “Degrees” section of the PCC catalog.

# Mathematics - Associate in Science

|   | <b>Credit Hours</b> |
|---|---------------------|
| General Education Requirements  |                     |
| <b>COMMUNICATIONS</b>   | 9                   |
| ENG176 English Composition I  |                     |
| ENG177 English Composition II   |                     |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --<br>or--COM276 Public Speaking |                     |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10                |
| Biological Science and Lab (4-5)  |                     |
| CHM186 General Chemistry I (5)  |                     |
| <b>MATHEMATICS</b>  | 3                   |
| MTH191 Analytical Geo and Calculus I (5)  |                     |
| <b>SOCIAL AND BEHAVIOR SCIENCE (from 2 disciplines)</b>   | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3                   |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community<br>Health                          |                     |
| Physical Activity Course from Approved List   |                     |

|   |           |
|---|-----------|
| <b>COMPUTER SKILLS</b>                        | 3         |
| BUS235 Microcomputer Office Applications I    |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | 19        |
| MTH193 Analytic Geo and Calculus II           |           |
| MTH183 Trigonometry                           |           |
| CHM187 General Chemistry II                   |           |
| EDU177 Foundations of Modern Education        |           |
| PHS251 General Physics I                      |           |
| PHS252 General Physics II                     |           |
| <b>Total Required Credit Hours</b>            | <b>64</b> |

# Mathematics Education - Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --<br>or--COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10         |
| Biological Science and Lab (4-5)  |              |
| CHM186 General Chemistry I (5)  |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH191 Analytical Geo and Calculus I (5)  |              |
| <b>SOCIAL AND BEHAVIOR SCIENCE (from 2 disciplines)</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community<br>Health                          |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |



|   |    |
|---|----|
| BUS235 Microcomputer Office Applications I    |    |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | 19 |
| MTH193 Analytic Geo and Calculus II           |    |
| MTH183 Trigonometry                           |    |
| CHM187 General Chemistry II                   |    |
| EDU177 Foundations of Modern Education        |    |
| PHS251 General Physics I                      |    |
| PHS252 General Physics II                     |    |
| Total Required Credit Hours                   | 64 |

# Medical Office Assistant (Business Administrative Technology Certificate)

| General Education Requirements  | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b>   | 3            |
| ENG135 Writing for the Workplace or higher  |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH126 Technical Mathematics or higher  |              |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 1            |
| HPR101 Concepts of Physical Health -or- Physical Activity Course from Approved List—or—HPR177 Personal & Community Health |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I  |              |
| <b>MAJOR DEPARTMENT REQUIREMENTS – choose from the following list:</b>  | 23           |
| ACC111 Introduction to Accounting –or—ACC177 Accounting I   |              |
| BUS158 Office Procedures  |              |
| BUS160 Document Processing  |              |
| BUS164 Advanced Document Processing   |              |
| BUS249 Medical Terminology  |              |
| BUS250 Medical Transcription  |              |
| BUS254 Medical Office Procedures  |              |

|  |    |
|--|----|
| BUS264 Administrative Procedures   |    |
| ACC 177 Accounting I – or ACC231 Computerized Accounting –or- BUS236 Business Communications |    |
| Total Required Hours   | 33 |

# Medical Office Assistant (Business Administrative Technology - Associate in Applied Science)

| General Education Requirements  | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b>   | 6            |
| ENG135 Writing for the Workplace or higher*   |              |
| COM106 Interpersonal Communication—or--COM130 Communications for the Workplace* --or-- COM131 Speech Communications --or-- COM276 Public Speaking |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH126 Technical Mathematics* or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE</b>  | 3            |
| BUS177/SOC178 Human Relations -or- PSY176 General Psychology  |              |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 2            |
| HPR101 Concepts of Physical Health—or—HPR177 Personal & Community Health  |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I  |              |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>  | 42           |
| ACC111 Introduction to Accounting --or--ACC177 Accounting I --or-- ACC178 Accounting II --or --ACC231 Computerized Accounting                     |              |
| BUS158 Office Procedures  |              |
| BUS160 Document Processing  |              |
| BUS164 Advanced Document Processing   |              |
| BUS165 Integrated Computer Applications   |              |
| BUS178 Introduction to Business   |              |
| BUS201 Web Page Design  |              |
| BUS218 Business Ethics  |              |
| BUS236 Business Communications  |              |
| BUS249 Medical Terminology  |              |
| BUS250 Medical Transcription  |              |
| BUS254 Medical Office Procedures  |              |
| BUS255 Microcomputer Office Applications II   |              |
| BUS264 Administrative Procedures  |              |
| BUS276 Microeconomics -or- BUS277 Macroeconomics  |              |
| <b>MAJOR DEPARTMENT ELECTIVES</b>   | 5            |
| ACC111 Introduction to Accounting   |              |
| ACC176 Accounting I   |              |
| ACC231 Computerized Accounting  |              |
| ACC178 Accounting II  |              |
| BUS176 Personal Finance   |              |
| BUS201 Web Page Design  |              |

|  |    |
|--|----|
| BUS202 Advanced Web Page Design                                      |    |
| BUS233 Business Law  |    |
| BUS243, 244, 245, 246 Occupational Work Experience I, II, III, or IV |    |
| Total Required Hours   | 64 |

\*Students transferring to a university should check transfer requirements.

# Personal Training/Strength & Conditioning- Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM276 Public Speaking  |              |
| <b>NATURAL &amp; PHYSICAL SCIENCE (1 of each)</b>                         | 9-10         |
| BIO 278 Anatomy & Physiology (5)  |              |
| Any CHM, PSC or PHS class with lab  |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL &amp; BEHAVIORAL SCIENCE (from 2 disciplines)</b>               | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>                                    | 9            |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I                                |              |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health |              |
| Physical Activity Course from Approved List                               |              |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>                             | 19           |
| HPR123 Concepts & Applications of the Exercise Sciences (3)               |              |
| HPR224 Exercise Techniques (3)  |              |
| BIO137 Nutrition (3)  |              |
| HPR125 Psychology of Sport (3)  |              |

|                               |    |
|-------------------------------|----|
| HPR231 First Aid & Safety (3) |    |
| Electives (4)                 |    |
| Total Required Credit Hours   | 64 |

# Physical Education/Coaching - Associate in Science

| General Education Requirements   | Credit Hours |
|--|--------------|
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication –or– COM131 Speech Communication --or--COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 from both)</b>  | 9-10         |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                        |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I   |              |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>  | 19           |



|   |    |
|---|----|
| EDU177 Foundations of Modern Education        |    |
| HPR105 Fundamentals of Coaching               |    |
| HPR120 Rules and Officiating                  |    |
| HPR122 Recreational Leadership                |    |
| HPR125 Psychology of Sport                    |    |
| HPR133 Elementary Physical Education          |    |
| HPR134 Introduction to Exercise Science       |    |
| HPR135 Introduction to Health, PE, Recreation |    |
| HPR138 Perspectives of Human Sexuality        |    |
| HPR139 Child Play and Games                   |    |
| HPR231 First Aid & Safety                     |    |
| HPR292 Care and Prevention                    |    |
| Total Required Credit Hours                   | 64 |

# Pre-Chiropractic - Associate in Science

| General Education Requirements   | Credit Hours |
|--|--------------|
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication –or– COM131 Speech Communication -<br>-or--COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 from both)</b>  | 9-10         |
| BIO125 General Biology (5)   |              |
| CHM186 General Chemistry and Lab I (5)   |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community<br>Health                         |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I   |              |

|   |           |
|---|-----------|
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>19</b> |
| BIO145 General Zoology                        |           |
| CHM187 General Chemistry II                   |           |
| PHS251 General Physics I                      |           |
| PHS252 General Physics II                     |           |
| BIO278 Anatomy and Physiology                 |           |
| BIO155 General Botany                         |           |
| BIO165 Microbiology                           |           |
| MTH181 Elementary Statistics                  |           |
| MTH183 Trigonometry                           |           |
| <b>Total Required Credit Hours</b>            | <b>64</b> |

# Pre-Dentistry - Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE</b>   | 9-10         |
| BIO125 General Biology (5)  |              |
| CHM186 General Chemistry and Lab I (5)  |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                         |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |

|   |           |
|---|-----------|
| BUS235 Microcomputer Office Applications I    |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>19</b> |
| CHM187 General Chemistry II                   |           |
| BIO145 General Zoology                        |           |
| BIO155 General Botany                         |           |
| PHS251 General Physics I                      |           |
| PHS252 General Physics II                     |           |
| ART141 Ceramics I                             |           |
| Total Required Credit Hours                   | <b>64</b> |

## Pre-Engineering - Associate in Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements                                     |              |
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I                                       |              |
| ENG177 English Composition II                                      |              |
| COM106 Interpersonal Communication –or-- COM131 Speech             |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 from both)</b>                  | 9-10         |
| BIO123 Environmental Science (4)                                   |              |
| CHM186 General Chemistry and Lab (5)                               |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH191 Analytical Geo and Calculus I (5)                           |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>          | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>                             | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>                                 | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community |              |
| Physical Activity Course from Approved List                        |              |
| <b>COMPUTER SKILLS</b>   | 3            |
| BUS235 Microcomputer Office Applications I                         |              |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>                      | 19           |
| MTH193 Analytic Geo and Calculus II                                |              |
| CHM187 General Chemistry II  |              |
| PHS251 General Physics I   |              |

|                             |    |
|-----------------------------|----|
| PHS252 General Physics II   |    |
| Total Required Credit Hours | 64 |

# Pre-Engineering - Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication--or-- COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 from both)</b>   | 9-10         |
| BIO123 Environmental Science (4)  |              |
| CHM186 General Chemistry and Lab (5)  |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH191 Analytical Geo and Calculus I (5)  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                         |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |



|   |           |
|---|-----------|
| BUS235 Microcomputer Office Applications I    |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>19</b> |
| MTH193 Analytic Geo and Calculus II           |           |
| CHM187 General Chemistry II                   |           |
| PHS251 General Physics I                      |           |
| PHS252 General Physics II                     |           |
| Total Required Credit Hours                   | <b>64</b> |

## Pre-Forestry - Associate in Science

|   | <b>Credit Hours</b> |
|---|---------------------|
| General Education Requirements  |                     |
| <b>COMMUNICATIONS</b>   | 9                   |
| ENG176 English Composition I  |                     |
| ENG177 English Composition II   |                     |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--COM276 Public Speaking |                     |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10                |
| BIO125 General Biology (5)  |                     |
| CHM186 General Chemistry and Lab I (5)  |                     |
| <b>MATHEMATICS</b>  | 3                   |
| MTH177 College Algebra or higher  |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3                   |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                         |                     |
| Physical Activity Course from Approved List   |                     |
| <b>COMPUTER SKILLS</b>  | 3                   |

|   |    |
|---|----|
| BUS235 Microcomputer Office Applications I    |    |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | 19 |
| CHM187 General Chemistry II                   |    |
| BIO123 Environmental Science                  |    |
| BIO145 General Zoology                        |    |
| BIO155 General Botany                         |    |
| PHS251 General Physics I                      |    |
| PHS252 General Physics II                     |    |
| MTH183 Trigonometry                           |    |
| Total Required Credit Hours                   | 64 |

## Pre-Law - Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10         |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIOR SCIENCE (from 2 disciplines)</b>   | 9            |
| <u>Recommended:</u><br>POS132 State and Local Government  |              |
| SOC233 Social Problems  |              |
| PSY176 General Psychology   |              |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <u>Recommended:</u><br>HST134 Current History   |              |
| HST176 American History to 1865   |              |

|   |    |
|---|----|
| Humanities Elective   |    |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3  |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health |    |
| Physical Activity Course from Approved List                               | 1  |
| <b>COMPUTER SKILLS</b>  | 3  |
| BUS235 Microcomputer Office Applications I                                |    |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>                             | 19 |
| SOC182 Sociology of Families  |    |
| SOC132 Multicultural Study  |    |
| SSC176 World Regional Geography   |    |
| HST177 American History 1865 to Present                                   |    |
| POS176 American Government  |    |
| Other Electives (4)   |    |
| Total Required Credit Hours   | 64 |

## Pre-Medicine - Associate in Science

|  |                     |
|--|---------------------|
|  | <b>Credit Hours</b> |
|--|---------------------|

|   |      |
|---|------|
| General Education Requirements  |      |
| <b>COMMUNICATIONS</b>   | 9    |
| ENG176 English Composition I  |      |
| ENG177 English Composition II   |      |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --<br>or--COM276 Public Speaking |      |
| <b>NATURAL AND PHYSICAL SCIENCE</b>   | 9-10 |
| BIO125 General Biology (5)  |      |
| CHM186 General Chemistry and Lab I (5)  |      |
| <b>MATHEMATICS</b>  | 3    |
| MTH191 Analytical Geo and Calculus I (5)  |      |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9    |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9    |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3    |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community<br>Health                          |      |
| Physical Activity Course from Approved List   |      |
| <b>COMPUTER SKILLS</b>  | 3    |
| BUS235 Microcomputer Office Applications I  |      |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>   | 19   |

|                             |    |
|-----------------------------|----|
| BIO145 General Zoology      |    |
| CHM187 General Chemistry II |    |
| PHS251 General Physics I    |    |
| PHS252 General Physics II   |    |
| BIO155 General Botany       |    |
| Total Required Credit Hours | 64 |

# Pre-Optometry - Associate in Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or-- COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (9-10 hrs)</b>   | 9-10         |
| BIO125 General Biology (5)   |              |
| CHM186 General Chemistry and Lab I (5)   |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>SOCIAL AND BEHAVIOR SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                          |              |
| Physical Activity Course from Approved List  |              |
| <b>COMPUTER SKILLS</b>   | 3            |



|   |           |
|---|-----------|
| BUS235 Microcomputer Office Applications I    |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>19</b> |
| MTH183 Trigonometry                           |           |
| CHM187 General Chemistry II                   |           |
| PHS251 General Physics I                      |           |
| PHS252 General Physics II                     |           |
| BIO145 General Zoology                        |           |
| BIO155 General Botany                         |           |
| Total Required Credit Hours                   | <b>64</b> |

## Pre-Pharmacy - Associate in Science

|  | <b>Credit Hours</b> |
|--|---------------------|
| General Education Requirements   |                     |
| <b>COMMUNICATIONS</b>  | 9                   |
| ENG176 English Composition I   |                     |
| ENG177 English Composition II  |                     |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--<br>-COM276 Public Speaking |                     |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10                |
| BIO125 General Biology (5)   |                     |
| CHM186 General Chemistry and Lab I (5)   |                     |
| <b>MATHEMATICS</b>   | 3                   |
| MTH191 Analytical Geo and Calculus I (5)   |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>   |                     |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                              |                     |
| Physical Activity Course from Approved List  |                     |
| <b>COMPUTER SKILLS</b>   | 3                   |
| BUS235 Microcomputer Office Applications I   |                     |

|   |           |
|---|-----------|
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>19</b> |
| CHM187 General Chemistry II                   |           |
| BIO165 Microbiology                           |           |
| BIO278 Anatomy and Physiology                 |           |
| Other Electives (4)                           |           |
| <b>Total Required Credit Hours</b>            | <b>64</b> |

## Pre-Veterinary - Associate in Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication –or– COM276 Public Speaking --or--<br>COM131 Speech Communication |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10         |
| BIO125 General Biology (5)   |              |
| CHM186 General Chemistry I (5)   |              |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                            |              |

|   |    |
|---|----|
| Physical Activity Course from Approved List   |    |
| <b>COMPUTER SKILLS</b>  | 3  |
| BUS235 Microcomputer Office Applications I<br>--or--AGR185 Computers in Agriculture |    |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>                                       | 19 |
| AGR132 Animal Science   |    |
| AGR 138 Livestock Selection   |    |
| AGR142 Agriculture in Our Society   |    |
| AGR239 Animal Nutrition   |    |
| BIO165 Microbiology   |    |
| CHM187 General Chemistry II   |    |
|   |    |
|   |    |
| Total Required Credit Hours   | 64 |

# Pre-Wildlife Biology - Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--<br>COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE</b>   | 9-10         |
| BIO125 General Biology (5)  |              |
| CHM186 General Chemistry and Lab I (5)  |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or— HPR177 Personal & Community Health                            |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I  |              |

|   |           |
|---|-----------|
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>19</b> |
| MTH183 Trigonometry                           |           |
| CHM187 General Chemistry II                   |           |
| BIO123 Environmental Science                  |           |
| BIO145 General Zoology                        |           |
| BIO155 General Botany                         |           |
| MTH181 Elementary Statistics                  |           |
| PHS251 General Physics I                      |           |
| PHS252 General Physics II                     |           |
| Total Required Credit Hours                   | <b>64</b> |

## Psychology - Associate in Science

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--<br>COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10         |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| <u>Recommended:</u><br>PSY176 General Psychology  |              |
| SOC176 Introduction to Sociology  |              |
| SOC233 Social Problems  |              |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <u>Recommended:</u><br>HUM131 Intro to Humanities   |              |
| Literature Elective   |              |
| PHL130 Intro to Philosophy  |              |



|   |           |
|---|-----------|
| <b>Lifetime Fitness and Health</b>  | <b>3</b>  |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health |           |
| Physical Activity Course from Approved List                               |           |
| <b>COMPUTER SKILLS</b>  | <b>3</b>  |
| BUS235 Microcomputer Office Applications I                                |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>                             | <b>19</b> |
| SOC132 Multicultural Study  |           |
| SOC138 Perspectives of Human Sexuality                                    |           |
| PSY132 Developmental Psychology   |           |
| HST177 American History1865 to Present                                    |           |
| HST131 Survey of Civilization I   |           |
| Other Electives (4)   |           |
| Total Required Credit Hours   | <b>64</b> |

## Range Management - Associate in Science

|  | <b>Credit Hours</b> |
|--|---------------------|
| General Education Requirements   |                     |
| <b>COMMUNICATIONS</b>  | 9                   |
| ENG176 English Composition I   |                     |
| ENG177 English Composition II  |                     |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --<br>or—COM276 Public Speaking |                     |
| <b>MATHEMATICS</b>   | 3                   |
| MTH177 College Algebra or higher   |                     |
| <b>NATURAL SCIENCE ELECTIVES</b>   | 5                   |
| <b>PHYSICAL SCIENCE ELECTIVES</b>  | 10                  |
| CHM186 General Chemistry and Lab I (5)   |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9                   |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9                   |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3                   |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                            |                     |
| Physical Activity Course from Approved List  |                     |
| <b>COMPUTER SKILLS</b>   | 3                   |
| BUS235 Microcomputer Office Applications I<br>or AGR185 Computers in Agriculture                     |                     |

|  |    |
|--|----|
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>         | 9  |
| AGR142 Agriculture in Our Society            |    |
| AGR136 Soils (4)                             |    |
| AGR131 Plant Science (4)                     |    |
| <b>MAJOR DEPARTMENT ELECTIVES</b>            | 4  |
| AG Electives (any course with an AGR prefix) |    |
| Total Required Credit Hours                  | 64 |

# Secondary Education - Associate in Arts

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --<br>or--COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>   | 9-10         |
| <b>MATHEMATICS</b>  | 3            |
| MTH176 College Math or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                             |              |
| Physical Activity Course from Approved List   |              |
| <b>COMPUTER SKILLS</b>  | 3            |
| BUS235 Microcomputer Office Applications I  |              |
| <b>MULTICULTURAL EXPERIENCE</b>   | 3-5          |

|   |           |
|---|-----------|
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | <b>16</b> |
| EDU177 Foundations of Modern Education        |           |
| EDU235 Observation and Participation          |           |
| Courses from Teaching Field (6)               |           |
| MTH181 Elementary Statistics                  |           |
| PSY132 Developmental Psychology               |           |
| <b>Total Required Credit Hours</b>            | <b>64</b> |

# Secondary Education - Associate in Science

| General Education Requirements  | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b>   | 9            |
| ENG176 English Composition I  |              |
| ENG177 English Composition II   |              |
| COM106 Interpersonal Communication –or– COM131 Speech Communication --or-- COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE</b>   | 9-10         |
| BIO125 General Biology (5)  |              |
| CHM186 General Chemistry I (5)  |              |
| <b>MATHEMATICS</b>  | 3            |
| MTH177 College Algebra or higher  |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9            |
| PSY176 General Psychology --or--PSY132 Developmental Psychology                                   |              |
| Social Science Electives (5)  |              |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                         |              |
| Physical Activity Course from Approved List   |              |

|   |           |
|---|-----------|
| <b>COMPUTER SKILLS</b>                        | 3         |
| BUS235 Microcomputer Office Applications I    |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | 19        |
| EDU177 Foundations of Modern Education        |           |
| EDU235 Observation and Participation          |           |
| MTH181 Elementary Statistics                  |           |
| PSY132 Developmental Psychology               |           |
| SOC132 Multicultural Study                    |           |
| Courses from Teaching Field                   |           |
| Other Electives                               |           |
| <b>Total Required Credit Hours</b>            | <b>64</b> |

## Social Work - Associate in Science

|  | Credit Hours |
|--|--------------|
| General Education Requirements   |              |
| <b>COMMUNICATIONS</b>  | 9            |
| ENG176 English Composition I   |              |
| ENG177 English Composition II  |              |
| COM106 Interpersonal Communication --or-- COM131 Speech Communication --or--<br>COM276 Public Speaking |              |
| <b>NATURAL AND PHYSICAL SCIENCE (1 of each)</b>  | 9-10         |
| <b>MATHEMATICS</b>   | 3            |
| MTH177 College Algebra or higher   |              |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>  | 9            |
| <u>Recommended:</u>  |              |
| PSY176 General Psychology  |              |
| PSY132 Developmental Psychology  |              |
| SOC176 Introduction to Sociology   |              |
| <b>HUMANITIES (from 2 disciplines)</b>   | 9            |
| <b>LIFETIME FITNESS AND HEALTH</b>   | 3            |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                              |              |
| Physical Activity Course from Approved List  |              |



|   |           |
|---|-----------|
| <b>COMPUTER SKILLS</b>                        | 3         |
| BUS235 Microcomputer Office Applications I    |           |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b> | 19        |
| SOC182 Sociology of Families                  |           |
| SOC132 Multicultural Study                    |           |
| SOC138 Perspectives in Human Sexuality        |           |
| SOC233 Social Problems                        |           |
| MTH181 Elementary Statistics                  |           |
| MLN Foreign Language electives                |           |
| Other Electives (4)                           |           |
| <b>Total Required Credit Hours</b>            | <b>64</b> |

## Sports Administration- Associate in Science

|  |              |
|--|--------------|
|  | Credit Hours |
|--|--------------|

|   |      |
|---|------|
| General Education Requirements  |      |
| <b>COMMUNICATIONS</b>   | 9    |
| ENG176 English Composition I  |      |
| ENG177 English Composition II   |      |
| COM106 Interpersonal Communication –or-- COM131 Speech Communication --or--<br>COM276 Public Speaking |      |
| <b>NATURAL &amp; PHYSICAL SCIENCE (1 of each)</b>   | 9-10 |
| <b>MATHEMATICS</b>  | 3    |
| MTH177 College Algebra or higher  |      |
| <b>SOCIAL &amp; BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9    |
| <b>HUMANITIES (from 2 disciplines)</b>  | 9    |
| <b>COMPUTER SKILLS</b>  | 3    |
| BUS235 Microcomputer Office Applications I  |      |
| <b>LIFETIME FITNESS AND HEALTH</b>  | 3    |
| HPR101 Concepts of Physical Health —or—HPR177 Personal & Community Health                             |      |
| Physical Activity Course from Approved List   |      |
| <b>MAJOR DEPARTMENT/RECOMMENDED ELECTIVES</b>   | 19   |
| HPR122 Recreational Leadership  |      |
| HPR125 Psychology of Sport  |      |
| HPR130 Intro to Sports Administration   |      |
| HPR133 Elementary Physical Education  |      |
| HPR134 Introduction to Exercise Science   |      |
| HPR135 Introduction to Health, PE, Recreation   |      |
| HPR231 First Aid & Safety   |      |

|                              |    |
|------------------------------|----|
| HPR292 Care and Prevention   |    |
| ACC177 Accounting I          |    |
| ACC178 Accounting II         |    |
| ACC232 Managerial Accounting |    |
| BUS233 Business Law          |    |
| Total Required Credit Hours  | 64 |

## Wildlife Outfitting & Operations - Associate in Science

|   | <b>Credit Hours</b> |
|---|---------------------|
| General Education Requirements  |                     |
| <b>COMMUNICATIONS</b>   | 9                   |
| ENG176 English Composition I (3)  |                     |
| ENG177 English Composition II (3)   |                     |
| COM106 Interpersonal Communications (3) --or--COM131 Speech Communication (3) --or-- COM276 Public Speaking (3) |                     |
| <b>HUMANITIES</b>   | 3                   |
| ART139 Art Appreciation (3) or other from approved list   |                     |
| <b>NATURAL SCIENCE ELECTIVES &amp; PHYSICAL SCIENCE (one of each)</b>   | 9-10                |
| BIO125 General Biology (5)  |                     |
| CHM176 Fundamentals of Chemistry (5) or PSC175 Intro to Geology (4)   |                     |
| <b>MATHEMATICS</b>  | 3                   |
| MTH177 College Algebra or higher (3)  |                     |
| <b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>   | 9                   |
| BUS276 Macroeconomics (3)   |                     |
| BUS277 Microeconomics (3)   |                     |

|  |           |
|--|-----------|
| SOC176 Introduction to Sociology (3) or others from approved list                        |           |
| <b>LIFETIME FITNESS AND HEALTH</b>   | <b>4</b>  |
| HPR112 Shooting Sports & Firearm Safety I (1)  |           |
| HPR129 Shooting Sports & Firearm Safety II (1)   |           |
| HPR212 Shooting Sports & Firearm Safety III (1)  |           |
| HPR242 Shooting Sports & Firearm Safety IV (1)   |           |
| <b>COMPUTER SKILLS</b>   | <b>3</b>  |
| BUS235 Microcomputer Office Applications I (3)<br>or AGR185 Computers in Agriculture (3) |           |
| <b>MAJOR DEPARTMENT REQUIREMENTS</b>   | <b>29</b> |
| AGR136 Soils (4)   |           |
| AGR142 Ag in our Society (1)   |           |
| AGR241 Range Management (3)  |           |
| AGR270 Wildlife Business Basics (1)  |           |
| AGR271 Hunter Education Instructor Training (1)  |           |
| AGR272 Firearms Handling & Range Safety Certification (1)                                |           |
| AGR273 Bow Hunting Equipment (1)   |           |
| AGR274 Habitat & Food Plot Installation (2)  |           |
| AGR275 Wildlife & Outdoor Media Production (3)   |           |

|  |           |
|--|-----------|
| AGR280 Waterfowl Management Techniques(3)            |           |
| AGR281 Upland Game & Turkey Management Techniques(3) |           |
| AGR282 Deer Management Techniques (3)                |           |
| AGR283 Freshwater Fishing Management Techniques (3)  |           |
| <b>Total Required Credit Hours</b>                   | <b>70</b> |

Note the following Associate of Science degree requirement exceptions approved for this program: three (3) credit hours in Humanities in lieu of nine (9). Four hours (4) of Shooting Sports classes accepted in place of HPR101 Concepts of Physical Health or Personal and Community Health for Lifetime Fitness and Health requirement.

# Wildlife Outfitting & Operations - Associate in General Studies

|   | Credit Hours |
|---|--------------|
| General Education Requirements  |              |
| <b>Communications</b>   | 6            |
| ENG135 Writing for the Workplace or higher (3)  |              |
| COM106 Interpersonal Communications (3) --or-- COM130 Communications for the Workplace (3) --or-- COM131 Speech Communication (3) --or-- COM276 Public Speaking (3) |              |
| <b>Mathematics</b>  | 3            |
| MTH126 Technical Math or higher (3)   |              |
| <b>Social &amp; Behavioral Sciences</b>   | 3            |
| BUS276 Principles of Macroeconomics or other from approved list   |              |
| <b>Lifetime Fitness &amp; Health</b>  | 3            |
| HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR231 First Aid & Safety (3)   |              |
| <b>Computer Skills</b>  | 3            |
| AGR185 Computers in Agriculture (3) or BUS235 Microcomputer Office Applications (3)   |              |
| <b>Humanities</b>   | 3            |
| ART139 Art Appreciation (3) or other from approved list   |              |
| <b>Department Electives</b>   | 43           |
| AGR136 Soils (4)  |              |
| AGR142 Ag in Our Society (1)  |              |
| AGR241 Range Management (3)   |              |
| AGR270 Wildlife Business Basics (1)   |              |
| AGR271 Hunter Education Instructor Training (1)   |              |

|   |    |
|---|----|
| AGR272 Firearms Handling (1)                          |    |
| AGR273 Bow Hunting Equipment (1)                      |    |
| AGR274 Habitat & Food Plot Installation (2)           |    |
| AGR275 Wildlife & Outdoor Media Production (3)        |    |
| AGR276 Guiding in the Outdoors (3)                    |    |
| AGR280 Waterfowl Management Techniques (3)            |    |
| AGR281 Upland Game & Turkey Management Techniques (3) |    |
| AGR282 Deer Hunting Management Techniques (3)         |    |
| AGR283 Freshwater Fishing Management Techniques (3)   |    |
| BIO123 Environmental Science (4)                      |    |
| BIO125 General Biology (5)                            |    |
| BUS176 Personal Finance (3)                           |    |
| BUS178 Intro to Business (3)                          |    |
| BUS277 Microeconomics (3)                             |    |
| HPR112 Shooting Sports I (1)                          |    |
| HPR129 Shooting Sports II (1)                         |    |
| HPR212 Shooting Sports III (1)                        |    |
| HPR242 Shooting Sports IV (1)                         |    |
| PSC175 Introduction to Geology (4)                    |    |
| Any ACC, AGR, APT, BIO, BUS, WLD                      |    |
| Total Required Hours                                  | 64 |

Note: the following Associate in General Studies Degree exception has been made for this program only:  
HPR231 accepted for Lifetime Fitness and Health requirement.



 This symbol indicates the course is approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. Additional courses may also be eligible for transfer. Please visit the Pratt Community College Registrar to learn more.

## ACCOUNTING

### **ACC111 Intro To Accounting 3 cr. hr.**

Introduction to Accounting is designed to meet the needs of students with no previous accounting background. The student will develop a basic knowledge of accounting terminology, concepts, and procedures to be proficient in basic accounting fundamentals. Prerequisite: None

### **ACC177 Accounting I 3 cr. hr.**

Accounting I is the first in a six-hour sequence, ACC177 and ACC178, required for accounting and business majors. It is a study of accounting as a means of communicating financial information about the activities of a business enterprise. The student will be able to understand and prepare financial statements for business organizations. Students with no previous accounting background should enroll in Introduction to Accounting. Prerequisite: High school accounting, ACC 111, Introduction to Accounting with a grade "C" or better, or permission of instructor.

### **ACC178 Accounting II 3 cr. hr.**

Accounting II is a continuation of Accounting I. It will include the study of partnerships, corporations, the cash flow statement, financial statement analysis, responsibility accounting, manufacturing operations, and budgeting and the decision-making tools necessary for businesses today. Prerequisite: ACC 177 with a grade "C" or better.

### **ACC231 Computerized Accounting 3 cr. hr.**

This course is designed for accounting and/or business majors and will provide them with the knowledge and skills needed to work in computerized accounting environments. The student will be able to use a computerized general ledger, accounts receivable, accounts payable, fixed assets, payroll, financial statement analysis, and inventory system. Prerequisite: ACC177 with grade C or better.

### **ACC232 Managerial Accounting 3 cr. hr.**

Managerial accounting relates to the internal operations of a company. The student will study the tools that are needed for making management decisions, planning, and controlling the activities of a firm. The student will develop an understanding of management accounting, cost accounting terms and applications, the budgetary control functions of an organization, and decision support analysis. Prerequisite: ACC178 with grade C or better.

## AGRICULTURE

### **AGR102 Horse Care & Training 2 cr. hr.**

This course is an introduction to all aspects of horsemanship for the beginner, including horse care, horse handling, and riding techniques.

### **AGR112 Equine Anatomy & Physiology 2 cr. hr.**

This course is designed to introduce the student to the basic structure and function of the horse. In-depth study of the skeletal, nervous, cardiovascular and muscular systems will take place. Special attention will be directed to the feet, legs and conformation.

### **AGR115 Horsemanship 2 cr. hr.**

This course is designed for students who understand the fundamentals of horse care and feeding and have some proficiency in Western riding. Major topics for the course include horse anatomy and conformation, health care, training, and advanced riding techniques.

**AGR116      Beginning Horseshoeing      1 cr. hr**

This course deals with the theory and application of hoof care and hoof trimming.

**AGR117      Horticulture      1 cr. hr.**

Introduction to the basic concept and practices of horticulture. Emphasis is on the establishment, management and use of horticulture plants in the garden and home. Students will have hands-on experience while learning about seedlings, cuttings, potting and planting.

**AGR118                      Farrier Science I                      3 cr. hr.**

This course is an introduction to shoeing. Students evaluate shoeing jobs, learn proper trimming, select factory shoes, and start the nailing process. It also reinforces the basic anatomy of the hoof and limb.

**AGR119                      Farrier Science II                      3 cr. hr.**

This course is geared towards developing a working knowledge of the craft. Emphasis of this class is on shoe shaping, leveling, and fitting a factory shoe. Forge work is started by modifying factory shoes.

**AGR128                      Plant and Seed Identification                      3 cr. hr.**

This course prepares students to identify and classify agronomically important crops, weed species, and range plants. Important concepts include identification of a plant from its seed, or as a plant in the seedling, vegetative, flowering or mature stage of growth. Students will also learn skills in grading important grains according to the official U.S. grain grading system.

**AGR130                      Horticulture Science                      3 cr. hr.**

This course examines the basic processes responsible for plant dormancy, growth, flowering, fruiting, and senescence of horticultural plants. Students will study best management practices and learn hands-on skills in the production, cultivation, utilization, and storage of garden, landscape, and fruit and vegetable plants.

**AGR131      Plant Science 4 cr. hr.**

This course is an introduction to the biological principles involved in the production of economically important agricultural plants. Attention is given to plant morphology, anatomy, physiology, classification, propagation, and genetics, as well as environmental factors affecting plant growth. Exercises in the laboratory support the instruction in the classroom.

**AGR132      Animal Science      3 cr. hr.**

The course is designed to introduce the student to the basic principles which apply to the broad field of animal science. Topics include a survey of the industry, types and products of livestock, and principles of breeding, nutrition, and reproduction.

**AGR133      Crop Production      3 cr. hr.**

This course is an in-depth study of production and management of corn, wheat, milo, and other major crops.

**AGR134      Livestock Production 3 cr. hr.**

This course continues the study of animal science, with an emphasis on livestock products, livestock behavior, livestock equipment, laws applicable to livestock, and current issues in the livestock industry. Prerequisite: AGR 132, Animal Science.

**AGR136      Soils      4 cr. hr.**

This course is an introduction to the principles of soil science, including the formation of soils; physical, chemical, and biological properties of soils; soil classification; and soil management. Laboratory exercises provide practical experiences in the nature and properties of soils. Prerequisite: CHM176 Fundamentals of Chemistry. (Ag majors intending to transfer to Kansas State University should take this course.)

**AGR137      Agricultural Seminar      1 cr. hr**

This course includes structured activities in the areas of animal science, aquaculture, horticulture, agronomy and soils. There will be lab activities as assigned by instructor. This course will explore all aspects of agriculture with an emphasis in the management & business functions of agricultural businesses.

**AGR138      Livestock Selection      2 cr. hr.**

The course is an introduction to visual appraisal and the use of offspring data in livestock selection. It is designed for the beginner in livestock evaluation.

**AGR142      Agriculture in Our Society      1 cr. hr.**

This course is an orientation to the world of agriculture and agribusiness. Career and vocational opportunities will be explored, as well as the objectives, development, and organization of the agricultural sector. This course is required for all freshman agriculture majors.

**AGR151-AGR158      Applied Agriculture Techniques I-VIII      2 cr. hr.**

Applied Ag Techniques includes various structured activities in the areas of animal science and husbandry, agronomy and soils, ag economics and business, natural resources management and agricultural technology/mechanics. Individual projects may be assigned at the discretion of the instructor including lab type activities. These courses explore all aspects of agriculture with added emphasis in the areas of personal/animal safety and welfare, policy and regulations, and personal responsibility. Use of leadership, communication, time management and decision making activities will be included. Applied Agriculture Techniques I –VIII must be taken in sequence.

**AGR176      Horse Production      3 cr. hr.**

This course is an in-depth study of horse production. Topics include breeding, feeding, management, marketing, and training.

**AGR185      Computers in Agriculture      3 cr. hr.**

The course is an introduction in the use of the personal computer for agriculture production and agribusiness. The student will learn the fundamentals of the personal computer operations and be exposed to word processing, spreadsheet functions, and Internet and Power Point applications. The student will learn how to apply these operations towards agriculture and agricultural related businesses.

**AGR191      Problems in Agriculture      3 cr. hr**

This course is designed to allow students to study a specific problem in the field of agriculture. The problem will be individualized to meet employment or personal needs in the student's program of study. The course may be repeated to a maximum of 5 credit hours. Prerequisite: Consent of the instructor.

**AGR217            Equine Behavior & Psychology            2 cr. hr.**

This course will cover the history, evaluation and development of the horse, including an in-depth study of the horse's psyche. Attention will be focused on imprinting, bonding, fright and flight, as well as restraint in herd and hand activities. Behavior of the horse, including the effects of the senses (hearing, smell, sight and touch) will be stressed. The behavior of the normal and abnormal horse will be studied from birth through elder age.

**AGR218            Farrier Science III            3 cr. hr.**

This course allows the student to begin working more independently with the objective of completing the tasks. Continued use of the forge to modify factory shoes and begin making plates is expected.

**AGR219            Farrier Science IV            3 cr. hr.**

This course allows the student to continue shoeing independently using factory and modified shoes. Students are exposed to case studies of lameness, disease and movement interference. Advanced forge work is expected.

**AGR220            Advanced Forging            2 cr hr.**

This course allows the student to continue shoeing by making shoes and altering shoes independently. Blacksmithing techniques are expected to be learned and perfected. Advanced forge work is expected. Making your certification board is expected.

**AGR221            Occupational Work Experience I    4 cr. hr.**

This course is designed to provide students with additional job-related agricultural skills while working at an approved work site. Minimum requirements for the course include: at least one hundred twenty (120) work hours per credit hour, supervision by the employer and the instructor, and a report of job experiences and hours worked. Prerequisite: Consent of the instructor.

**AGR2226          Occupational Work Experience I          2 cr. hr**

This course is designed to provide students with additional job-related agricultural skills while working at an approved work site. Minimum requirements for the course include: at least one hundred twenty (120) work hours per credit hour, supervision by the employer and the instructor, and a report of job experiences and hours worked. Prerequisite: Consent of the instructor.

**AGR229            Occupational Work Experience            3 cr. hr.**

This course is designed to provide students with additional job-related agricultural skills while working at an approved work site. Minimum requirements for the course include: at least one hundred twenty (120) work hours per credit hour, supervision by the employer and the instructor, and a report of job experiences and hours worked. Prerequisite: Consent of the instructor.

**AGR231            Introduction to Agribusiness 3 cr. hr.**

This course is designed as an introduction to the principles of agricultural economics. It is designed to help students apply basic economic concepts to agribusiness, and to understand the workings of the agriculture sector in relation to the U.S. and world economy. (Previously Ag Economics)

**AGR232      Marketing Agriculture Products      3 cr. hr.**

This course will examine the agricultural marketing system, from the producer to the ultimate consumer. Major topics include cash grain marketing, cash livestock marketing, and limiting risk in marketing through the use of hedging, forward contracting, and options. The course includes both marketing theory and practical applications.

**AGR235      Animal Management      3 cr. hr.**

This course is designed to study livestock management systems. Important topics include basic animal care and feeding, animal welfare, and best management practices as applied to modern livestock production.

**AGR236      Farm Management      3 cr. hr.**

This course applies economic principles to the organization and management of an agricultural firm. Major topics include management, planning/budgeting, business control, acquiring and managing resources, and managing risk and uncertainty.

**AGR237      Farrier Business Management      3 cr. hr.**

This course is designed to provide a basic understanding of the essential elements of management of a farrier business. The course provides an instruction to cash flow planning, financing, record keeping, budgets, and insurance.

**AGR239      Fundamentals of Animal Nutrition      3 cr. hr.**

This course is an introduction to the study of the nutrition of common farm animals. Topics include nutrients and digestion, balancing rations, evaluating feeds and additives, and specific ration requirements for common farm animals at different stages of production and/or reproduction.

**AGR241      Range Management      3 cr. hr.**

This course examines the principles and practices of range management from an ecological perspective. Emphasis is on both theoretical and the applied. Field trips will be utilized for grass identification and observation of management techniques.

**AGR242      Beef Cattle Production      3 cr. hr.**

This course is an in-depth study of beef cattle production. Topics include breeding, feeding, marketing, and management.

**AGR245      Elements Of Meats      2 cr. hr.**

This course is designed to introduce the student to the basic principles of meat science. This course is oriented toward the meat industry as it exists in the United States. Information on meat produced by cattle, swine, sheep and poultry will be covered.

**AGR247      Artificial Insemination      1 cr. hr.**

This course is designed to teach students the theory and practice of artificial insemination. Practice in artificial insemination of beef cattle is included.

**AGR250      Companion Animal Management      3 cr. hr.**

This course is designed to introduce the student to the principles of small animal care, management and career opportunities. The use of companion animals in society, their value and production systems will be explored. Topics include basic biology, breed identification, health, handling, and selection. Advanced topics of kennels, shelters, research facilities and zoos including regulatory issues will be covered. Interactive discussions, written skills, and experiential learning will be emphasized.

**AGR252 Feedlot Management 3 cr. hr.**

This course allows students to learn basic principles, which apply to the management of a feedlot. It will teach sound procedures in the management & marketing of beef cattle, the management of feed yard personnel & customers as well as the basic business procedures needed to ensure the success of the business organization.

**AGR253 Feedlot Operations 3 cr. hr.**

This course will cover the skills needed for caring for animals, the environment, working safely and equipment maintenance needed in daily feedlot operations. This course will require careful observation, experiential learning and the use of critical thinking skills. This class will build on information learned in AGR 132, Animal Science. This course will complement the information learned in AGR 242, Beef Production and AGR 252, Feedlot Management. Comprehension and synthesis of information will require proper writing and verbal skills.

**AGR254 Farm, Home, and Ranch Repair I 3 cr. hr.**

This course allows students to learn basic principles, which apply to the repair and maintenance of a farm, home or ranch. It will teach sound procedures in the areas of fencing, framing & foundations, welding & cutting of metal and concrete work while implementing safety skills & practices.

Prerequisites: none

**AGR255 Farm Welding & Repair 2 cr. hr.**

This course allows students to learn basic principles, which apply to the repair and maintenance of a farm, home or ranch. It will teach sound procedures in the areas of fencing, framing & foundations, welding & cutting of metal and concrete work while implementing safety skills & practices.

Prerequisites: none

**AGR264 Farm, Home & Ranch Repair II 3 cr. hr.**

This course allows students to learn basic principles, which apply to the repair and maintenance of a farm or ranch. It will teach sound procedures in the areas of electricity & wiring, electrical motors, spray & brush painting, and plumbing while implementing safety skills & practices.

**AGR270 Wildlife Business Basics 1 cr. hr.**

This course includes instruction and benefits of wildlife management. Students will be given a drug test and a background check. Common terminology will be covered throughout this course. Knowledge about careers in the outdoor industry will be discussed along with how this program will benefit a student's interest in the outdoors.

**AGR271 Hunter Education Instructor Training 1 cr. hr.**

This course will get the student certified to become an assistant Hunter Safety Course Instructor through Kansas Department of Wildlife, Parks, and Tourism. Students will participate in instructing a Hunter Safety Course.

**AGR272 Firearms Handling & Range Safety Certifications 1 cr. hr.**

This course includes structured hands-on activities in the areas of Kansas regulations and firearm safety with emphasis on use in the wildlife management industry. The student will be working with pistols, rifles, and shotguns on range and in field situations. Gun safety practices will be strictly adhered to. Students are expected to handle a firearm safely and courteously around other students and instructors on and off the shooting range.

**AGR273 Bowhunting Equipment 1 cr. hr.**

This course includes structured hands-on activities in the areas of archery and bowhunting equipment. Students will learn the proper way to handle and use archery equipment in a safe environment. This course will help the student develop an understanding of hunting safety and hunting techniques using archery equipment. All equipment will be furnished by the student.

**AGR274 Wildlife Habitat & Food Plot Installation 2 cr. hr.**

This course covers existing wildlife habitat management techniques plus the renovation of deteriorated habitats and the creation of new habitat areas/food plots to support wildlife species. The student will be working with agricultural equipment, hand tools, chemicals, and seeds. Safety practices and regulations will be strictly adhered to. Students are expected to handle equipment safely and courteously around other students, instructors, and landowners.

**AGR276 Guiding in the Outdoors 3 cr. hr.**

This course introduces the basic concepts needed to be an apprentice outdoor guide or outfitter. Learning will take place in the indoor classroom and in the great outdoors. Students are required to participate in all camping, hiking, backpacking and overnight excursions. Modern and traditional equipment will be used. Topics will include trip planning, safety, event preparedness, client relations, and campsite essentials. Emphasis will be placed on the basic principles of “leave no trace” and environmental awareness.

**AGR275 Wildlife & Outdoor Media Production 3 cr. hr.**

This course covers basic techniques used in wildlife, outdoor and nature based photography/videography. It will include hands-on experience constructing photo and video sets such as blinds, hides and stands. The student will be working with high quality cameras, audio devices and editing software while in a live ammunition situation. Safety practices and regulations will be strictly adhered to. Students are expected to handle equipment safely and courteously around other students, instructors, and landowners.

**AGR280 Waterfowl Management Techniques 3 cr. hr.**

This course includes structured hands-on activities in the areas of waterfowl hunting and guiding. The student will be working with shotguns, decoys, calls, and other field equipment for waterfowl hunting. Gun safety practices will be strictly adhered to. Students are expected to handle a shotgun safely and courteous around other students and instructors. All hunting trips and outings will follow all legal requirements.

**AGR281 Upland Game & Turkey Management Techniques 3 cr. hr.**

This course includes structured hands-on activities in the areas of upland game, turkey and guiding. The student will be working with shotguns, decoys, calls, and other field equipment for upland game and turkey. Gun safety practices will be strictly adhered to. Students are expected to handle a shotgun safely and courteous around other students and instructors. All hunting trips and outings will follow all legal requirements.



**AGR282 Deer Management Techniques 3 cr. hrs.**

This course includes structured hands-on activities in the areas of mule deer and white-tailed deer hunting and guiding. The student will be working with firearms, archery equipment, food plot equipment, and all other big game hunting and managing equipment. All hunting trips and outings will follow all legal requirements.

**AGR283 Freshwater Fishing Management Techniques 3 cr. hr.**

This course includes structured hands-on activities in the areas of freshwater fishing. Students will learn the proper way to manage fisheries as well as harvest and enjoy catching a variety of fish species. Each student is required to provide their own fishing equipment.

**AUTOMOTIVE**

**AMC108 Engine Performance I 3 cr. hr.**

This course deals primarily with distributor systems. Basic electrical principles are covered, along with many different styles of distributor type ignition. Basic ignition diagnostic practices and skills will be taught. (Previously Engine Performance Distributor Ign)

**AMC109 Engine Performance II 3 cr. hr.**

This course deals primarily with fuel delivery systems. Carburetion will be stressed heavily. Basic principles of fuel delivery will be studied and diagnostic skills will be developed. (Previously Engine Performance Carburetion)

**AMC111 Engine Repair I 3 cr. hr.**

This course deals primarily with short block repair. The course begins with basic engine diagnostics to establish a beginning point. The course progresses through engine removal, teardown, inspection, and short block repair. Correct engine rebuilding techniques will be taught. Prerequisite: None (Previously Engine Repair Block Assembly)

**AMC112 Engine Repair II 3 cr. hr.**

This course deals primarily with cylinder head repair. The course begins with basic engine diagnostics to establish a beginning point. The course progresses through cylinder head removal, disassembly, inspection, and repair. Correct engine rebuilding techniques will be taught. Prerequisite: None (Previously Engine Repair Cylinder Head Assembly)

**AMC121 Automobile Mechanics Seminar 3 cr. hr.**

Auto Mechanics Seminar is an entry level course designed for entry level students who are anticipating entering an Automotive Technology program. It will cover the basic theories of the automobile and the basic skills the students will need such as tune-up, carburetion, and brake systems, etc.

**AMC129 Electrical I 3 cr. hr.**

Students will learn the basic concepts of electricity, electrical quantities and components and Ohm's Law. The student will also learn basic circuit analysis of Series Circuits, Parallel Circuits and Series Parallel Circuits. The student will continue to learn about producing and measuring electrical quantities. This will include cells and batteries, magnetism and electromagnetism and DC measuring instruments. (Previously Electricity/Electronics)

**AMC132 Suspension & Steering I 3 cr. hr.**



This course is designed to give students an understanding of the theory and operating principles of chassis work. Wheel alignment, wheel balancing, suspension and steering systems will be discussed. Practical hands-on work in suspension will be used for experience.

**AMC134      Electrical II                      3 cr. hr.**

Review fundamentals of electricity and magnetism. The student covers the theory and operation of batteries, cranking motors, ignition aids such as glow plugs, A and B circuits, generators, alternators, solenoids, magnetic switches, relays and electrical circuits and wiring diagrams. The student will be required to use safety and demonstrate the service and repair procedures for all electrical components. (Previously Automotive Electrical Systems)

**AMC140      Auto Service & Maintenance 2 cr. hr.**

Automobile Service and Maintenance is an introductory automotive course for non-majors that explores the procedures of routine engine and systems maintenance, including lab exercises for all systems.

**AMC150      Engine Analysis                      3 cr. hr**

This is an auto course designed to study the many phases of internal combustion engines and application. This will include single cylinder engines from small airplanes to large oil field engines. The students will also have an opportunity to disassemble a multi-cylinder test engine for part identification and service procedures. Prerequisite: High school or similar experiences.

**AMC151      Engine Analysis                      5 cr. hr.**

This is an auto course designed to study many phases of internal combustion engines and application. This will include single cylinder engines from small airplanes to large oil field engines. The students will also have an opportunity to disassemble a multi-cylinder test engine for part identification and service procedures. Prerequisite: High school or similar experiences.

**AMC152      Service Techniques 3 cr. hr.**

This course is designed for the sophomore student who has completed most of his required automotive training. The class will simulate a live shop atmosphere. Work orders will be assigned; mechanics will diagnose and repair live or simulated automotive problems.

**AMC208      Engine Performance III                      3 cr. hr.**

This course deals primarily with fuel injection and distributorless ignition systems. Both systems will be covered in-depth. Instructors will use hands-on skill training to emphasize drivability diagnostics. Correct engine tuning techniques will be taught. Prerequisite: None. (Previously Performance Fuel Injection)

**AMC209      Engine Performance IV                      3 cr. hr.**

This course deals primarily with pollution control devices. Instructors will use hands-on skill training to emphasize drivability diagnostics. Correct emission control testing and repair will be taught. (Previously Engine Performance Emission Control)

**AMC225      Automatic Transmission                      5 cr. hr.**

Automatic Transmission is an in-depth study of torque delivery. Topic areas include service, repair, and diagnosis of automatic transmission and transaxle function. (Previously Automatic Transmission/Transaxles)

**AMC235      Electrical III      3 cr. hr.**

This course is designed for advanced study in automotive electronics. Diagnosis, repair, and troubleshooting techniques will be emphasized. Lighting, circuits, windshield wipers, defogger, electric windows, locks, and seats are examples of topic areas covered. (Previously Electrical Accessories Diagnosis)

**AMC238      Suspension & Steering II                      2 cr. hr.**

This course is designed to give practical hands-on experience in wheel alignment, suspension repair and steering systems. Proper diagnostic and repair procedures will be taught to ensure that students are work ready. Prerequisite: AMC132 Suspension & Steering I.

**AMC236      Manual Drive Transmission      5 cr. hr.**

Manual Transmission is an in-depth study of torque delivery. Topic areas include clutches, drive lines, drive axles, transfer cases, manual transmissions, and transaxles. Theory and skill development will be emphasized. (Previously Manual Drive Train/Transaxles)

**AMC252      Shop Practice III                                      5 cr. hr.**

Shop Practice III is an in-depth study of the automobile or it can be designed to meet the needs of the student in a particular system of the car. This course is also designed to give a student supervised instruction in systems that have been covered in another class through lecture but the student desires additional lab time to develop skills proficiency. Skill development will be emphasized. Shop Practice I-IV must be taken in sequence.

**AMC254      Brakes I                      3cr. hr.**

This course is designed to give students an understanding of the theory and operating principle of the brake system. Various brake systems will be discussed to provide as many different aspects of brake functions as possible. (Previously Brake/Brake Antilock Brake System)

**AMC255      Brakes II                      2 cr. hr.**

This course is designed to give practical hands-on experience in maintenance and repair of Base Brakes, Emergency Brakes, and Antilock Brake systems. Prerequisite: AMC254 Brakes I

**AMC260 Automotive Heating and Air Conditioning 5 cr. hr.**

This course is designed to give the student knowledge of basic air conditioning theory and operation as well as proper maintenance and service procedures. Each student will have the opportunity to diagnose and repair air conditioning components in the lab. A major emphasis will be on safety and the correct use of the air conditioning special tools. (Previously Mobile Heating & Air Conditioning)

**AGRICULTURAL MECHANICS & EQUIPMENT/MACHINE TECHNOLOGY**

**APT100 Applied Welding 3 cr. hr.**

This course is designed for the general population and students who may be interested in the technical programs. This course introduces the basic knowledge needed for various welding techniques.

**APT101 Welding I 2 cr. hr.**

Welding I is a course designed for the agricultural and agriculture-related students. This course will be a study of welding methods and electrodes used in maintenance welding. Oxygen acetylene brazing and cutting will be covered. Cast iron welding also will be learned. Threading operations, equipment maintenance, and soldering techniques will be taught. Prerequisite: None.

**APT102 Welding II 3 cr. hr**

Welding II is designed to give the Welding I students additional experience in out-of-position welding with both Shielded Metal-Arc Welding (SMAW) and Oxy-acetylene Welding (OAW) welding process, use of different types of gas and fuel are explored and practiced. Projects may be a part of this class. The course is designed for the welder who may be looking for a career in this field. **APT123-124**

**Occupational Work Experience I-II 3 c. hr.**

Occupational Work Experience is designed to provide students with additional job-related agricultural technician skills while working at an approved dealership. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of the work performed. Prerequisite: Instructor's permission. The OWE classes must be taken in sequence.

**APT125 Outdoor Power Equipment 3 cr. hr.**

This course is designed to acquaint the learner with the theory, operation, maintenance, and repair of outdoor power equipment. Emphasis will be on the power plant for this equipment. Light duty single cylinder, 4-cycle engines will be highlighted. Maintenance, repair, and overhaul procedures for these engines will be covered in-depth within the course. Prerequisite: None.

**APT127 Tractor & Auto Air Conditioning Repair 3 cr. hr.**

Tractor and Auto Air Conditioning is a course designed to give the student knowledge of the basic air conditioning theory and operation as well as the proper maintenance and service procedures. Each student will have the opportunity to diagnose and repair air conditioning components. A major emphasis will be on the job. Prerequisite: None.

**APT129 Applied Electricity/Electronics 3 cr. hr.**

Students will learn the basic concepts of electricity, electrical quantities and components and Ohm's Law. The student will also learn basic circuit analysis of Series Circuits, Parallel Circuits and Series Parallel Circuits. The student will continue to learn about producing and measuring electrical quantities. This will include cells and batteries, magnetism and electromagnetism and DC measuring instruments.

**APT137 Agricultural Seminar 1 cr. hr.**

Agricultural seminar is designed for those students wishing to improve their skills in Work Ethics, Customer Relations, and all other aspects of job related skills. Employee/employer relations are studied with the intent to use these skills on the job. Prerequisite: None.

**APT138      Applied Hydraulics & Pneumatics      3 cr. hr**

This course is designed for the students to study the physical laws and pneumatics. Considerable time will be spent on all types of hydraulics and pneumatics components and their applications in various systems. The students will perform general maintenance, repair, and testing of the individual components. Prerequisite: None.

**APT141      Fundamentals of Engines      3 cr. hr.**

Fundamentals of Engines is designed for those students wishing to increase their knowledge of the internal combustion engine; including principles of operation of two and four stroke engines, design, construction, repair, and maintenance. Prerequisite: None.

**APT146      Diesel Electrical Systems      1 cr. hr.**

Review of basic electrical theory and operational components for 6, 12, and 24 volt systems. Basic breaker point systems and troubleshooting will be covered. Batteries, cranking motors, charging systems, lighting and accessory systems will be covered, along with all switches, relays, electrical circuits, and wiring diagrams. The student will be required to demonstrate safe service and repair procedures for all electrical components. Prerequisite: APT129 Applied Electronics/Electricity.

**APT215      Material Handling & Plant Layout      1 cr. hr.**

Material Handling and Plant Layout is a course designed to teach students proper safety and operation of material handling equipment.

**APT223-224      Occupational Work Experience III-IV      3 cr. hr.**

Designed to provide students with additional job-related agricultural technician skills while working at an approved dealership. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of the work performed. Prerequisite: Instructor's permission. OWE courses must be taken in sequence.

**APT226      Tractor Maintenance & Repair      2 cr. hr.**

Tractor Maintenance and Repair is designed for those students wishing to increase their knowledge of maintaining and repairing tractors, i.e. performing maintenance checks at intervals as specified by the manufacturer, noting any minor repairs that need to be made, and performing those tasks which are minor in nature. Prerequisite: None.

**APT236      Agricultural Seminar    1 cr. hr.**

Agricultural Seminar is designed for second year APT students wishing to improve their skills in work ethics, customer relations, and all other aspects of job related skills needed to work effectively and efficiently with peers, managers, and customers. Prerequisite: APT137 and work experience or high school equivalent.

**APT244      Agriculture Power Transmissions    3 cr. hr.**

Theories of operation and design of agricultural drive trains, the clutch standard transmissions, hydraulic assist transmissions, hydrostatic drives, torque converters, differentials, final drivers, power take-offs, and special drivers are all covered in this course. The student will be required to apply what was learned by working on actual lab projects. Prerequisite: None.

**APT245      Shop Practice I            3 cr. hr.**

Shop Practice I is a course designed for the students who are pursuing an Associate of Applied Science degree in Ag Power Technology. Several phases of the ag shop operation will be used, such as shop planning, filling out work orders, organization, scheduling safety procedures, and the use of equipment safely. Prerequisite: Instructor's permission.

**APT246      Agriculture Machinery Operation    3 cr. hr.**

Ag Machinery Operation is designed for those students wishing to increase their knowledge of various ag machinery used in the local farming operation, such as set up and adjustment of tillage equipment, the set up and operation of tractors, combines, hay and forage equipment and planting systems. Prerequisites: None.

**APT247                    Electrical Accessories Diagnosis & Repair    3 cr. hr.**

This course is designed for advanced agricultural electronics. Diagnosis, repair, and troubleshooting techniques will be emphasized. Lighting circuits, electronic fuel injection, climate controls, and electronic over hydraulic controls are examples of topic areas covered. The student will develop skills through hands-on practice and lecture. Competency profiles are used to determine the progress of each student's skill development. Prerequisite: APT129 Applied Electricity/Electronics and APT146 Diesel Electrical Systems.

**APT248      Diesel Fuel Systems            3 cr. hr.**

Diesel Fuel Systems is a course designed to enable the students to perform basic diagnostics of the fuel systems used in the agricultural industry. It will cover such systems used on John Deere, Case IH, Ford, New Holland & AGCO. Service procedures will be on fuel system components such as fuel tanks, filters, lift pumps, injectors, lines, pipes, and fittings. Prerequisite: None.

**ART**

**ART027      Digital Photography            3 cr. hr.**

This is an entry level course in digital photography including digital camera operation and function, recording and filing images, manipulating images in Photoshop and printing the image. The student must provide a digital camera.

**ART119 Pottery I 3 cr. hr.**

This is an entry level course in ceramics utilizing both hand building and wheel throwing techniques. It will also cover fundamental properties of clay, basic 3D design in the creation of functional and sculptural ceramics, decoration, firing and glazing. This course is recommended for non-art majors.

**ART128 Digital Photography 3 cr. hr**

This course will expose the student to the process of shooting and digitally manipulating photos. The terminologies and techniques of basic photography will be reviewed and emphasis will be placed on basic training in Adobe Photoshop. Students will provide a digital camera. This course is an elective for all majors; however it is suggested for studio art, graphic design, and communication majors

**ART131 Drawing 3 cr. hr.**

This is an entry level course emphasizing skill development in a representational approach to drawing including gesture, contour, shading, perspective, figure and portrait, and media exploration in the production of drawings as works of art. This course is required of art and design majors.

**ART133 Elementary School Art 3 cr. hr.**

This course will concentrate on the basic principles, methods, material, and techniques in teaching art to elementary school age children. Students will be involved in creating art projects for the developmental stages of elementary students. This is a required course for students planning to teach at the elementary level.

**ART134 2D Design 3 cr. hr.**

This is an entry level course with emphasis on the concepts, elements of art, principles of design and appropriate art vocabulary providing a foundation for all art and design. This course will use current technology and computer assisted learning when possible. This course is required of all art and design majors.

**ART135 Graphic Design I 3 cr. hr.**

This entry level will expose students to the terminologies and techniques of basic graphic design. This course will also expose the student to the skills and technical processes used in preparing graphic art, including design, layout, typography and digital illustration techniques. This course will use current technology and computer assisted learning. This course is required for all design majors and is an elective for studio art majors.

**ART139  Art Appreciation 3 cr. hr.**

This is an art survey class designed to meet the humanities requirement for general education. This course includes a survey of art appreciation, art history, art elements, principles of design and a few basic hands-on projects.

**ART141 Ceramics I 3 cr. hr.**

This is an entry level course in ceramics utilizing both hand building and wheel throwing techniques. It will also covers fundamental properties of clay, basic 3D design in the creation of functional and sculptural ceramics, decoration, firing and glazing. This course is required of art majors and an elective for design majors.

**ART176**  **Survey of Art History I**      **3 cr. hr.**

Survey of Art History I will discuss general concepts and define terms and styles important to the understanding of the visual arts from Prehistoric through the Middle Ages.

**ART177**  **Survey of Art History II**      **3 cr. hr.**

Survey of Art History II is designed to fulfill one course of the general humanities requirements for the general education articulation. The course has been developed for the person with a general interest in the study of art and art history. Survey of Art History II will fulfill the general survey requirement for art majors. (Previously History & Criticism of Art II)

**ART180**      **Adobe Photoshop Techniques**      **1 cr. hr.**

This design course will introduce students to the Adobe Photoshop. Emphasis will be on photo manipulation and enhancements. This course provides an opportunity to explore and get a basic understanding of Photoshop. Students will be required to provide some individual supplies for this course. No prerequisites.

**ART182**      **Adobe Illustrator Techniques**      **1 cr. hr.**

This design course will introduce students to the Adobe Illustrator. Emphasis is on vector illustration. This course provides an opportunity to explore and get a basic understanding of Illustrator. Students will be required to provide some individual supplies for this course. No prerequisites.

**ART191**      **Projects in Art** **1 cr. hr**

This is a contractual course taken on an individual basis allowing the student specialized concentration in a specific studio area. Under supervision of the instructor, the student must accomplish stated objectives and criteria.

**ART219**      **Pottery II**      **3 cr. hr.**

Students will continue to build on skills and techniques learned in Applied Ceramics I. Skill improvement and technical knowledge is combined with the development of a personal and creative style. This course can be taken as an art elective or for personal enrichment. Prerequisite: ART41 Ceramics I or ART119 Pottery I (or equivalent).

**ART235**      **Graphic Design II**      **3 cr. hr.**

This course is an introduction to the use of the computer as a design tool. The student will be exposed to Photoshop and other appropriate software in completion of a variety of graphic and other design related projects. This is a required course for all design majors and an elective for art and journalism majors. Prerequisite: Art 135 Graphic Design I.

**ART243**      **Ceramics II**      **3 cr. hr.**

Students will continue to build on skills and techniques learned in Ceramics I. Skills improvement and technical knowledge is combined with the development of a personal and creative style. This course can be taken as an art elective or for personal enrichment. Prerequisite: ART 141 Ceramics I.



## **BIOLOGICAL SCIENCES**

### **BIO101** ▶ **Basic Nutrition** **3 cr. hr.**

This course introduces the student to the basic scientific principles of "normal" nutrition as well as the physiological processes related to digestion, absorption, and metabolism of nutrients. An emphasis will be placed upon practical applications for nutrition, including how to read and analyze food labels; how to analyze personal eating habits; how to distinguish between nutrition fact and fiction; and how to identify relationships between nutrition and disease. Additionally, this course will investigate the nutritional requirements of mothers, infants, children, teens, and geriatric populations. This course is intended for students entering health related fields and those with a general interest in nutrition.

### **BIO121 Environmental Science** **3 cr. hr**

This online course encompasses the study of current environmental conditions, issues, and problems. Students will study the different types of ecosystems, the use and availability of natural resources, population dynamics, and environmental risks. Students will also explore possible solutions to such environmental issues such as global warming, acid rain, extinction of species, and energy waste by examining current specific and political thought.

### **BIO122 Environmental Science Lab** **2 cr. hr.**

This is the optional lab component of BIO121 Environmental Science. This course will provide hands-on experiences as the student studies current environmental conditions, issues and problems.

### **BIO123 Environmental Science** **4 cr. hr.**

Ecological principles underlying environmental problems are considered. Man's interrelationships with the environment are studied. Attention is given to how technology, economics, sociology, and politics relate to environmental issues. Opportunities are provided for individual and group projects. Concurrent enrollment in BIO123 Laboratory is required.

### **BIO125** ▶ **General Biology** **5 cr. hr.**

An introductory course in biology, this class is designed to acquaint the student with modern concepts in biology. Topics included are: molecular and cellular biology, organismic taxonomy, basic biochemistry, cellular and organismic reproduction, genetics and evolution. Concurrent enrollment in BIO125 Laboratory is required.

### **BIO137** ▶ **Nutrition** **3 cr. hr**

This course introduces the basic scientific principles of nutrition with an emphasis on practical applications for nutrition. In addition to learning how the body handles food, students will learn to read and analyze food labels; analyze personal eating habits; design a personal fitness/health plan; design a personal weight control plan; distinguish between nutrition fact and fiction; identify relationships between nutrition and disease; and integrate nutrition information into their daily lives.

### **BIO145 General Zoology** **5 cr. hr.**

This class is designed for biology majors. Basic biochemical processes are discussed. Emphasis is placed on the survey of selected animal phyla. Consideration is given to the morphology, natural history, and life histories of animals. Prerequisite: BIO 125. Concurrent enrollment in BIO145 Laboratory is required.



**BIO155 General Botany 5 cr. hr.**

General Botany is a survey of the evolutionary development of the plant kingdom. Attention is given to the morphology, anatomy, classification and identification of major plant group representatives. Lecture and laboratory work include both vascular and nonvascular plants. Prerequisite: BIO125. Concurrent enrollment in BIO155 Laboratory is required.

**BIO165 Microbiology 5 cr. hr.**

Microbiology is an introduction to the study of microorganisms including their morphology, anatomy, physiology, and classification. The course stresses relationships of microorganisms to health and disease. Prerequisite: None. One semester of chemistry and one college biology course is preferred. Concurrent enrollment in BIO 165 Laboratory is required.

**BIO276 Anatomy & Physiology I 4 cr. hr.**

This course introduces the integration of structure and function within the human body. An emphasis is placed on the correlation of gross and microscopic structure with functional maintenance of the following human organ systems: Integumentary, skeletal, muscular, and nervous. A holistic approach is used to encourage the student to develop an integrated understanding of the human body. Students will complete laboratory exercises as part of the course requirements.

**BIO277  Anatomy & Physiology II 4 cr. hr.**

This course completes the second half of a two-semester sequence intended to provide the student with a basic understanding of anatomy and physiology by studying the structures and their functions and grasping the correlation between structure and function. The systems studied in this course are special senses, endocrine, circulatory, respiratory, digestive, urinary and reproductive. This course should improve the student's ability to use and understand the terms relating to the human body and encourage the development of a scientific attitude. This course is also designed to develop within the student a greater appreciation for the phenomena with which one comes in contact with on a daily basis. Students will complete laboratory exercises as part of the course requirements. Pre-requisite: Anatomy & Physiology I with grade C or better, or permission of instructor.

**BIO278  Anatomy & Physiology 5 cr. hr.**

This course is an introduction to the structure and the functions of the various systems of the body. Consideration is given to: chemistry, tissues, cellular components, metabolism, skeletal, muscular, nervous, digestive, respiratory, cardiovascular and reproductive systems. Concurrent enrollment in BIO278 Laboratory is required.

**BUILDING TRADES****BTR113 Cabinet Making I 3 cr. hr.**

Cabinet Making I is designed to expand basic woodworking knowledge and skills to enable the student to build a variety of wood projects. Emphasis will be placed on the safe and correct use of hand tools, power tools, and woodworking machines.

**BTR114 Cabinet Making II 3 cr. hr.**

Cabinet Making II is designed to expand on the knowledge and skills acquired in Cabinet Making I to enable the student to build a variety of advanced wood projects. Emphasis will be placed on the safe and correct use of hand tools, power tools, and woodworking machines.

**BTR115 Cabinet Making III 3 cr. hr.**

Cabinet Making III is designed to expand on the knowledge and skills acquired in Cabinet Making II to enable the student to build a variety of advanced wood projects. Emphasis will be placed on the safe and correct use of hand tools, power tools, and woodworking machines.

**BUSINESS**

**BUS145 Introduction to Internet 1 cr. hr.**

This course is an introduction to the primary uses and operation of the Internet including Powerful Search Tools, File and Software Transfer, E-mail, News and Research Sources, and various other utilities. Prerequisite: Working knowledge of Microsoft Windows or Macintosh operating system.

**BUS150 Advertising 3 cr. hr.**

This course is the study of the methods of creating demands and finding buyers. It deals with the various media, composition, purposes and mechanics of advertising. Emphasis is on practical application of techniques discussed; students follow in detail a complete advertising campaign.

**BUS152 Salesmanship 3 cr. hr.**

A study of the general principles, theory, practice and techniques of selling including analysis of customer personality, psychology of selling and development of sales personality.

**BUS158 Office Procedures 3 cr. hr.**

This course coordinates learning experiences in the classroom and on the job. The student will develop a firm career foundation for work entry. Students will develop career planning, job exploration and ten-key calculator skills and improve communication, keyboarding, telephone skills and other related office skills. Prerequisite: None. (Previously Office Education Seminar)

**BUS160 Document Processing 2 cr. hr.**

This course stresses mastery of the alphabetic, numeric, punctuation and symbol keys by utilizing touch keyboarding techniques. Development of speed and accuracy will also be emphasized. Students will use word processing skills to prepare correctly formatted memos, letters, manuscripts, tables, graphics, and reports. (Previously Keyboarding II)

**BUS162 Introduction to Word Processing 1 cr. hr.**

This course provides a hands-on approach to understanding basic word processing skills. Students will learn how to design, create, edit, and enhance word processing documents. Prerequisite: Ability to type 20 words per minute.

**BUS164      Advanced Document Processing      3 cr. hr.**

This course provides four areas of learning: continuing the development of keyboarding speed and accuracy; building production-level mastery on a wide variety of business documents; using word processing functions and features to streamline the creation of professional-looking documents; and developing decision-making skills by setting priorities on document production. Prerequisite: one year of high school keyboarding or Document Processing, or ability to type 40 words per minute. (Previously Document Formatting)

**BUS165      Integrated Computer Applications      3 cr. hr.**

This course is a performance-based experience with real-world projects which prepares the student for realistic workplace tasks. Students will be using advanced word processing, spreadsheet, database, web design, e-mail, and speech recognition skills to produce a variety of documents. Students will also be integrating these softwares to master the critical skills of knowledge management, communication, keyboarding, and Internet which are required in virtually every profession. Prerequisite: BUS235 with a grade of "C" or better or knowledge of Office Suite Software. (Previously Advanced Computer Applications)

**BUS175      eCommerce: Marketing on the Internet      3 cr. hr.**

This course is designed to provide competency-based instruction on the concepts of eCommerce and the promotion of a business on the Internet. Web page design and the techniques needed to create an effective web page will be emphasized. Internet marketing techniques such as blogging, newsgroups, and search engine optimization will be explored. Home based internet and e-bay businesses will be analyzed.

**BUS176      Personal Finance      3 cr. hr.**

This course explores the everyday financial problems common to individual and family units. Students will determine financial goals, develop and maintain a budget, prepare basic tax returns, and investigate various insurance plans and investments. Retirement and estate planning will also be studied. Prerequisite: None.

**BUS177      Human Relations      3 cr. hr.**

Included in this course are behavioral concepts and theories as they relate to: *Intrapersonal Skills*, *Interpersonal Skills*, *Leadership and Team Building Skills*, and *Organizational Structuring*. The optimal outcome upon completion will allow students to use practical applications of concepts and theories in both their personal and professional lives.

**BUS178      Introduction to Business      3 cr. hr.**

This course is an introduction to the ways in which businesses in the United States are organized and managed so as to earn a profit by satisfying the wants of the people. Included is a study of capitalism, ownership, organization and management, marketing, personnel, production, finance control and regulation. This course serves as a foundation for further business study. Business degree majors should take this course during their first semester. Recommended for others as a part of their core curriculum.

**BUS179      Web 2.0 Concepts and Applications    1 cr. hr.**

This latest version of the Web, called Web 2.0, is becoming an integral part of online life, from the board room to the classroom. It is an important part of how we work, play, and learn. This course will provide help with Web 2.0 navigation and mastering the tools that can move students forward in developing Web. 2.0 skills and understanding. Students will learn how to research a topic and uncover primary sources, how to find and post media and understand copyright; how to collaborate online to create group projects and presentations; and how to create an effective online persona that will help them to achieve in college, land their first job or establish a professional or creative presence through design and management. Interactive discussions, experiential learning, writing and design skills will be emphasized. (Previously "Design of Online Communities:").

**BUS201      Web Page Design      3 cr. hr.**

This course will cover skills necessary to create, design, and publish a web page. Students will do step-by-step activities to learn web design and will do projects to reinforce their learning to master the skills. Case studies that require critical thinking will be used to reinforce concepts and skills.

Prerequisite: BUS235

**BUS218      Business Ethics      3 cr. hr**

This course examines the ways in which people evaluate problems concerning human conduct and moral conflict. It explores the connection between personal conduct, work-related behavior, and the challenges of working relations in the marketplace and the business environment. Current business and ethical dilemmas will be presented.

**BUS221      Human Resource Management      3 cr. hr.**

This course emphasizes the performance of the personnel function in non-business organizations as well as business firms; it deals with the performance of employees. Emphasis is placed upon employment opportunities for women, minorities, and other workers. Employment and personnel laws and regulations are explored. Universal aspects of personnel administration are highlighted. (Previously BUS244)

**BUS233      Business Law      3 cr. hr.**

This course is a study of basic law in the areas of contracts, bailment, negotiable instruments, and property rights. It is the study of law applicable to business including court structure and procedure. This course is of particular interest to business and pre-law majors.

**BUS234      Marketing      3 cr. hr**

A study of the principles and practices of the marketing functions. Includes a study of consumer and industrial products, the channels through which they are distributed and the promotion and pricing procedures followed by modern business.

**BUS235       Microcomputer-Office Applications I      3 cr. hr.**

This course is an introduction to computing course that provides a college level overview of hardware, operating systems, systems software, Internet, word-processing, spreadsheet, database, presentation, integration of software, and ethical issues and concepts. Students will be expected to know basic concepts and terminology related to each of the above areas and will use basic and advanced application features of each of the software listed. Prerequisite: Computer Basics Class or demonstration of basic computer skills.

**BUS236 Business Communication 3 cr. hr.**

This course is a study of communication in business today. The main emphasis is placed on writing original business letters and memos. The use of technology as it applies to communicating in today's business environment is also included, as well as, writing and presenting business reports. Students will also create resumes, complete job applications, and prepare for job interviews. Sophomore standing is recommended. Keyboarding skill and a good foundation in grammar are helpful.

**BUS237 Business Management 3 cr. hr.**

This course is designed to provide a basic understanding of the essential elements of management. The course provides an introduction to organizations and how individuals relate to the basic management functions of planning, organizing, leading, and controlling. General subject areas include the background of modern management, the evolution of management theory, functions of the managerial process, and applications in operational activities of a business firm.

**BUS242 Entrepreneurship 3 cr. hr.**

This course is designed to acquaint the prospective business owner with the background of business, characteristics of being an entrepreneur, rewards, and penalties of owning a business. A business plan will be developed and attention will be given to business protection and community relations.

**BUS243-246 Occupational Work Experience I-IV 1 cr. hr.**

Work is done in selected areas of business and industry. A minimum of 100 hours of work is required per credit hour attempted in selected work stations under the supervision of the Office Education coordinator. Students are required to complete detailed reports of their work experiences and attend regular conferences with the coordinator. Instructor permission only.

**BUS249 Medical Terminology 3 cr. hr.**

This course will provide students entering the healthcare profession with skills to learn medical terminology easily and quickly. Students will identify, learn, and test their knowledge of the most relevant and important topics in medical terminology. Emphasis is placed on pronunciation, spelling, and memorization of definitions which are all essential to using and understanding medical terminology on the job.

**BUS250 Medical Transcription 3 cr. hr.**

The demand for well-trained and experienced medical administrative assistants exceeds the supply. In order to meet this demand the medical program has been designed to provide learning experiences that a worker in a medical office might encounter.

**BUS254 Medical Office Procedures 3 cr. hr.**

This course is designed for student interested in the medical or legal administrative areas. Students learn office procedures skills and knowledge through the use of simulation techniques. They learn to perform duties of the medical or legal administrative assistant under realistic conditions with input from a variety of sources. Prerequisite: BUS162 or BUS164 or consent of instructor. (Previously Specialized Administrative Training)

**BUS255      Microcomputer-Office Applications II      3 cr. hr.**

This course is designed for students desiring advanced information of the major programs within the software suites. Emphasis is placed on becoming proficient with the use of advanced techniques of the various software and learning to take advantage of the integration features of the suite. This course will cover advanced features of word processing, spreadsheet, presentation, and database software. Prerequisite: BUS235.

**BUS264      Administrative Procedures      3 cr. hr.**

This course coordinates learning experiences in the classroom and on the job. The student will develop a firm career foundation for work entry. Students will learn records management skills, job exploration skills, and improve keyboarding skills, telephone skills, and other general office skills. Prerequisite: BUS158 Office Procedures or permission of the instructor. (Previously BUS264 Office Procedures).

**BUS276      ▶ Principles of Macroeconomics      3 cr. hr.**

This is an introduction to important economic concepts and application of these concepts to current economic problems. Considerable emphasis is given to supply and demand, national income accounts analysis, and to the function of money in facilitating economic processes, with macro-emphasis. This course is required of all business degree majors, but is recommended for others as part of their core curriculum.

**BUS277      ▶ Principles of Microeconomics      3 cr. hr.**

This course covers the issues of the economy concerning consumer behavior and utility; as well as an introductory study on the theory of the firm. Issues of pricing and factors of production are examined from perfect competition to monopoly. Some specific issues of the microeconomy are covered including labor, agriculture, and health care. Prerequisite: None.

**BUS278      Business & Economic Statistics      3 cr. hr.**

This three credit hour course will introduce students to many of the important concepts and procedures needed to (1) evaluate such daily inputs as organizational reports, newspaper and magazine articles and radio and television commentaries, (2) improve their ability to make better decisions over a wide range of topics, and (3) improve their ability to measure and cope with changing conditions, both at home and on the job. The emphasis will be on explaining statistical procedures and interpreting the resulting conclusions. The course will be augmented with a computer lab where students will perform statistical analysis using Microsoft Excel.

**CHEMISTRY**

**CHM176      Fundamentals of Chemistry      5 cr. hr.**

This course is designed for non-chemistry majors. It involves a survey of the fundamental concepts of chemistry such as atomic and molecular structure, gas laws, equilibrium, reaction kinetics and acid base chemistry as well as organic and biochemistry. This course is recommended for students of nursing, health related sciences, home economics and some areas of agriculture. Concurrent enrollment in CHM 176 L – the laboratory is required. Prerequisite: Completion of MTH 076 or concurrent enrollment in MTH 130 Intermediate Algebra or higher level is a requirement. (Previously CHM151 Principles of Chemistry).

## CHM186 General Chemistry I 5 cr. hr.

General Chemistry I is the first course in a ten hour sequence to be followed by General Chemistry II; CHM 187. Enrollment is open to all beginning chemistry students, but it is designed primarily for those students whose majors require ten or more hours of chemistry. Topics covered include kinetic theory of gases, stoichiometry, atomic structure, chemical bonding and molecular architecture, solutions, equilibrium, reaction kinetics, and acid-base chemistry. Concurrent enrollment in CHM186 Laboratory is required. Prerequisite: MTH177 College Algebra or higher (may be taken concurrently).

## CHM187 General Chemistry II & Qualitative Analysis 5 cr. hr.

This course is a continuation of Chemistry 186, General Chemistry I, and is designed primarily for students of engineering, medicine, pharmacy, biology and other areas which require a broad background in chemistry. Emphasis is placed on the scientific method and a considerable portion of the course is related to laboratory work. The purpose of the laboratory work is to further develop and use principles and concepts of chemistry developed in the first course. The laboratory acquaints the students with the application of chemical equilibrium principles to the separation and identification of cations and anions. The laboratory also acquaints the student with many of the properties and reactions various classes of chemicals undergo. Chemical equilibria and dynamics are done in considerably greater depth than is done in the first course. In addition topics in chemical equilibrium, pH, buffers, chemical thermodynamics, electrochemistry, organic chemistry, and descriptive inorganic chemistry are covered. Concurrent enrollment in CHM187 Laboratory is required. Prerequisite: CHM186 with a "C" or better.

## COMMUNICATIONS

### COM106 Interpersonal Communications 3 cr. hr

Interpersonal communication forms the basis for all human relationships. Developing a better understanding of how people communicate with each other will allow the student to be more effective in all relationships from work to home and beyond. Specific work on self-concept, listening behavior, verbal and non-verbal communication and improving relationships through conflict management are covered in this course.

### COM108 Sports/Live Event Production 3 cr. hr

Hands-on application of the tools and skills necessary to produce and manage content in the contemporary sports communication environment. Operate in multiple roles of sports/live event media production using technical and professional interpersonal skills needed for planning scripting, shooting, and reporting on sports and other live events.

### COM110 Live Event Production I Lab 2 cr. hr.

This course is designed to develop knowledge, experience, practical skills, and professional conduct for professional broadcasting. Opportunities are provided for students to participate as active members of live event remote production crews. A final project will consist of a production entirely directed and produced by students to stream live over the Internet.

### COM111 Live Event Production II Lab 2 cr. hr.

This course is designed to further develop and expand the knowledge, experience, practical skills, and professional conduct for professional broadcasting gained in Live\_Event Production I Lab (COM 110). Opportunities are provided for students to participate as active members of live event remote



production crews. A final project will consist of a production entirely directed and produced by students to stream live over the Internet. Pre-requisite: COM 110 Live Event Production I Lab.

**COM112                      Studio & Field Production                      3 cr. hr**

In production techniques students will hold various roles including director, producer, and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.

**COM113                      Video Editing & Post-Production I                      3 cr. hr.**

Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of non-linear A/V editing; the use of digital formats and codecs; initiation and maintenance of a professional project portfolio required.

**COM121                      Introduction to Mass Media                      3 cr. hr.**

This course is designed to examine the media in its historical, societal and political environments. The impact of the media on both the individual and society will be examined. The student's development as an active participant in a media-saturated society will be emphasized. The course also surveys the basic factors affecting mass communication in the digital age, including theories and models of communication, the relationship between mass media and society and the impact of historical trends on newspapers, radio, television, film, books, the Internet, advertising, public relations, visual messages and media law and ethics.

**COM128                      Digital Photography                      3 cr. hr.**

This course will introduce the student to digital photography, the electronic image, and computer manipulation of the digital image, with Photoshop training.

**COM129                      Video Camera Technique                      3 cr. hrs.**

This course covers entry-level digital video camera use in business venues, professional photojournalism, information delivery, and cinematography. Individual and group projects will build skills in audio and lighting techniques as related to basic videography. Students will demonstrate all techniques from pre-production through production and basic post-production editing in a final project.

**COM130                      Communication for the Workplace                      3 cr. hr**

Communication for the Workplace covers the basic principles of oral communication skills required for success in a working environment including interpersonal, small group, and public communication.

**COM131                       Speech Communication                      3 cr. hr.**

Speech Communication covers the basic principles of communication theory and oral communication skills at the interpersonal, small group, and public levels. Students will learn how to prepare and present several speeches: special occasion, informative, demonstrative, persuasive, and impromptu speeches. Students will prepare a major project on interpersonal communication and work on small group projects. This course fulfills the PCC speech requirement. Students should consult their transfer catalogs to see if this will also meet the requirement of the transfer university.

**COM132                      Video Production & Lab                      4 cr. hr.**



This is a project-based course, studying the basic principles and techniques required to direct video productions. Techniques studied include shooting, writing, directing, editing, and producing digital video programs. Student projects are required for the 1 cr. hr. lab. Prerequisite: COM129 Video Camera Technique.

**COM133 Oral Interpretation 3 cr. hr.**

Included in this course is the introduction to oral interpretation of literature; preparation and reading of poetry, drama, and prose; story telling; choral speaking; individual projects; and reader's theatre.

**COM142 Multimedia Techniques 3 cr. hr.**

Through this course the multimedia production major is introduced to the technical and aesthetic aspects of digital photography and videography by integrating basic photographic skills with the fundamentals of professional lighting and composition techniques, media writing, and production methods.

**COM160 Digital Media Design 3 cr. hr.**

This course incorporates the basic techniques enabling the student to shoot, edit, and distribute video productions in the digital mode. Techniques studied and practiced will include lighting, scene composition, and audio methods. Editing will also be introduced using non-linear programs. Distribution concentrating on CDs, DVDs and web streaming will be included.

**COM220 Media Communication & Production Internship I 2 cr. hr**

Media Communication & Production Internship I is designed to provide students with actual on-the-job work experience in partnership with industry from the media communication and production office.

**COM234 Commercial Photography 3 cr. hr.**

Commercial Photography is designed to give students both technical exposure and business exposure and experience in commercial photography. Consideration is given to the unique aspects differentiating portrait photography from advertising photography. Consideration will be given to the role of both portrait and advertising photography in photojournalism. Field trips and demonstrations by working commercial photographers will be included. Prerequisite: ART128 or COM128 Digital Photography.

**COM236 News Photography 3 cr. hr.**

News Photography provides the student with practical experience and exposure to the role of both digital-still photography and videography in the news media. Attention is given to the supportive role of the still photograph in print and web-based journalism, as well as the role of the photojournalist in broadcast news productions. Both applications reinforce computer-based formatting techniques. Prerequisite: COM142 Multimedia Techniques.

**COM238 Multimedia Production and Editing 2 cr. hr.**

This course includes a comparative study of photojournalism in newspapers, magazines, commercial advertising, and television. Attention is given to the production and editing of the audio and video components of media productions, utilizing industry standard software and workplace techniques.

**COM245 Projects in Journalism 3 cr. hr.**

Work is done in the field of journalism. This course is designed to fit each student's needs while giving a student experience working in a real world environment. This course offers an in-depth look

at the technical aspects of journalism with activities centered round general and special assignment photography and news reporting. The course offers the student the opportunity to work on special projects and assignments related to the production and management of a newspaper through planning, execution, manipulation and evaluation of assignments. It will aid the student in developing responsible attitudes toward meeting deadlines and toward time management. The student will gain the opportunity to practice their journalistic skills. The course allows students the opportunity to work alongside members of the professional media.

**COM260 Photojournalism Portfolio Project 3 cr. hr.**

The student will collect and organize a variety of their individual works, incorporating both still, video and electronic productions into a complete, professional portfolio. This portfolio is to be of workplace quality and will enable students to introduce themselves to potential employers. Students will also learn to present their portfolio both visually and orally to business organizations in the profession.

**COM276  Public Speaking 3 cr. hr.**

This course presents theories of communication, audience analysis, speaker motivation, and techniques for planning, organizing, and delivering speeches for persuasive, special occasion, and impromptu types. At least four speeches and a group presentation will be given by the student. COM 276 fulfills the PCC speech requirement. However, students are advised to consider their majors and their transfer schools when choosing the appropriate speech course.

**COMPUTER SCIENCE**

**CSC151 Microcomputer Applications I 3 cr. hr.**

This course will make students aware of microcomputer applications specific to the software applications, and will enable students to become familiar with the use of software applications and tools for microcomputer applications.

**CSC176  Introduction to Computers 3 cr. hr.**

In the Introduction to Computers course, students will learn the most important topics of basic computers skills and the Microsoft Office software. No prior computer experience is assumed. Students are first presented with an overview of computer concepts and the computer system, which include hardware, software, computer ethics, and networking and telecommunications. An introduction to the Windows operating system is covered. Once you are comfortable with the basics of computing and operation systems, we will briefly cover Internet concepts and WWW browsing skills as well as webpage development. Next, you will learn the Office 2000 or XP programs, followed by sets of tutorials that teach the basics of Word, Excel, Access, and PowerPoint. Students will "learn by doing" as they complete realistic, step-by-step tutorials and Case problems, at the computer.

**CSC177 Microcomputer Applications 3 cr. hr.**

This course is designed to teach the application of specified computer software programs. Students will be expected to learn the basic concept and operations of the software and to apply the learned skills to the completion of assigned tasks and projects. The specific software used for each section of the course will be specified in the class syllabus.

**CSC201      Web Page Design      3 cr. hr.**

Students will learn the fundamentals of proper web page design and the maintenance of web pages.

**CSC251      Microcomputer Applications II      3 cr. hrs.**

This course will create for the students an awareness of the need for a shift in current curriculum delivery to an interactive, project-based curriculum delivery. Students will look at and discuss current research available on this topic. This course will continue to make students aware of available online teacher tools and allow them to explore those sites as well as discover others.

**DRAMA AND THEATRE**

**DRM122     Theatre Production      3 cr. hr.**

This is a laboratory course that provides supervised in practical aspects of theater production. Students must complete specific projects for college or studio productions.

**DRM123     Acting      3 cr. hr.**

This course covers the fundamentals of stage awareness, scene analysis, character development and experiments in styles and forms of acting. Included is the use of body and voice in creating character. Scene work is separate from departmental productions.

**DRM125     Technical Production 3 cr. hr.**

This course is designed to give the student experiential learning in aspects of technical theatre. A production course especially in tandem with theatre productions, it includes work in the following areas: lighting, sets, props, stage management, or sound.

**DRM131     Theatre Appreciation 3 cr. hr.**

This course includes the basic principles of drama, theatre, acting, and staging and design. It can also fulfill the humanities requirements. It is a comprehensive survey of theatre as an art form and as part of culture and society.

**DRM200      Introduction to Film      3 cr. hr.**

This course introduces the artistic elements of film through an analysis of production techniques, film styles, and critical analysis.

**EDUCATION**

**EDU005      Strategies for Success 3 cr. hr.**

This course is designed for students whose past academic performance indicates a need for improvement. The content of the course focuses on improvement in: basic academic skills, attendance, classroom behavior, career pathways, time management, use of academic support services, test-taking skills, etc.

**EDU110      PASS Orientation:      1 cr. hr.**

This course will teach study and time management skills, and career building. Students are informed on Financial Aid/planning, transfer guidelines, student expectations/responsibilities, and health issues in residential living.

**EDU111 Orientation: 1 cr. hr.**

This course is designed to assist new students in their transition to college study. Learning objectives for the course include: a general overview of college operations and expectations, institutional policies and procedure, study skills, time management, etc. Separate classes may be created that are tailored toward the learning needs of students in a particular program of study or of a particular sub-group of students.

**EDU112 Student Learning Improvement 1 cr. hr.**

This course is a continuation of EDU110. Study and time management skills as well as career building skills will be discussed. Students are informed on Financial Aid/planning, transfer guidelines, student expectations/responsibilities, and health issues in residential living.

**EDU120 Sign Language I 2 cr. hr.**

This course is offered in either the American Sign or the Exact English methods. This will provide an introduction to sign language for all students who have an interest in communicating with adults and children who are deaf or hearing impaired at home, in business, in health care or school situations. Students will demonstrate proficiency in basic conversation using the Exact English or the American Sign method. Within the course, the student will be introduced to the Deaf Culture.

**EDU121 Sign Language II 2 cr. hr.**

Students develop speed, fluency, and complex communication forms using either Exact English or American Sign Languages. Prerequisite: EDU 120 or instructor permission.

**EDU133 Elementary School Art 3 cr. hrs.**

This course will concentrate on the basic principles, methods, materials and techniques in teaching art to elementary age children. Students will also be involved in planning lessons, implementing and completing examples of projects designed for elementary children.

**EDU139 Children's Play & Games 3 cr. hr.**

This course will acquaint the elementary education, child care or physical education major in both traditional and modern notions of physical education with emphasis on a modern application. The course also provides actual participation in numerous games and activities, etc., suitable for the school age child.

**EDU177 Foundations of Modern Education 3 cr. hrs.**

This is a survey of the historical development of school organization and finance. It is designed to expose the student to multi-levels of instruction from which the student can apply educational theory to direct application. (Previously EDU130 Introduction to Education)

**EDU235 Observation & Participation 1 cr. hr.**

This course provides education majors with an intensive field experience in which they both observe and participate in key aspects of teaching/instruction with participation experience in an area of special interest. Students in elementary and secondary education will be placed in a school setting which will give them an opportunity to observe current teaching methods and prepare and participate in the presentation of learning activities. Students need to check the transferability of this class.

**EDU236 Observation & Participation II 1 cr. hr.**

This course provides education majors additional field experience in which they both observe and participate in key aspects of teaching/instruction with participation experience in an area of special interest. Students in elementary and secondary education will be placed in a school setting which

will give them an opportunity to observe current teaching methods and prepare and participate in the presentation of learning activities. Students need to check the transferability of this class.

**EDU274 Seminar: 1 cr. hr**

Each seminar focuses on identified topics relevant to the education system. The seminar format may include a variety of learning methodologies.

**EDU275 Seminar: 3 cr. hr.**

Each seminar focuses on identified topics relevant to the education system. The seminar format may include a variety of learning methodologies.

**EDU277 Children's Literature 3 cr. hr.**

This class is a study of both traditional and modern literature for children through the middle school grades. Emphasis will be placed on recognizing various genres of literature, traditional and modern aspects of the discipline, and use of children's literature across the curriculum. The course is recommended for Elementary Ed, and English Majors as well as professionals or parents who want to further their understanding of children and their unique literature.

**EDU290 Current Issues in Education 1 cr. hr.**

This course is a seminar which allows students to focus on educational issues. Visiting lecturers and student papers are presented. May be applied to continuing education credits in some cases.

**EDU299 Directed Studies: \_\_\_\_\_ 3 cr. hrs.**

Directed Studies is designed for further study of special topics in education or for those students with exceptional circumstances that are in need of an independent study in education.

## **ENGLISH**

**ENG005 Fundamentals of Writing 3 cr. hr.**

Students in Fundamentals of Writing learn basic grammar and mechanics related to the writing process. Sentence and paragraph structures will also be addressed. To successfully complete the course, students must write college level paragraphs. While this course does not meet graduation requirements, successful completion of the course should improve student success in other college classes. This class also prepares students for Basic Writing. Prerequisite: Appropriate placement scores. (Previously ENG077)

**ENG007 Fundamentals of Reading 3 cr. hr.**

Fundamentals of Reading is a self-contained reading course, focusing on basic vocabulary and reading skills. These skills include fundamental word analysis, context clues, identifying main ideas, and identifying supporting ideas. Students will apply these and other skills to increasingly complex

levels of readings and writings. In addition, students will review and practice study and test-taking skills. While this class does not count towards graduation, students who successfully complete this course are better prepared for future educational experiences and/or for entry into the workforce. Prerequisite: Appropriate placement scores.

**ENG096 Basic Reading 3 cr. hr.**

Student success in the college classroom, in the workplace, and in life depends heavily upon the ability to read. Basic Reading is a self-contained course, focusing on vocabulary and reading skills to improve student success in college level courses. Using readings of various lengths and difficulty, students develop their basic reading skills. Additionally, students practice strategic reading and study skills which can be applied in any college course. While this class does not count towards graduation, students who successfully complete this course are better prepared for future educational experiences and/or for entry into the workforce. Prerequisite: Appropriate placement scores or successful completion of Fundamentals of Reading with a 'C' or higher.

**ENG098 Basic Writing 3 cr. hr.**

Students enrolled in Basic Writing review grammar and mechanics related to the writing process. Paragraph skills will be reviewed and expanded into the production of college level essays. To successfully complete the course, students must write a college level essay. While this course does not meet graduation requirements, successful completion of the course should improve student success in other college classes. This class also prepares students for English Composition I. Students who qualify for this course must also enroll in a specific English Composition I course as listed in the current semester course schedule. Students who earn a course grade of C or higher will qualify for English Composition I. Prerequisite: Appropriate placement scores. (Previously Basic English I)

**ENG135 Writing for the Workplace 3 cr. hr.**

This course is designed to prepare students for the writing they may encounter in the workplace. Basic elements of business communication will be taught including emailing, memo and letter writing, and report writing. Students will also practice completing paper and electronic forms and applications and work orders as well as creating resumes and cover letters. Basic grammatical elements, such as spelling, punctuation, and sentence structure, will be reviewed. Writing for the Workplace is designed for students in technical programs.

**ENG176  English Composition I 3 cr. hr.**

Students in English Composition I develop the skills and concepts that enable a writer to control the mechanics and ideas of expository writing. Students also learn to organize their ideas and create structured essays. In addition, students learn basic research and essay test techniques. Readings in the class include a variety of materials. Prerequisite: Appropriate placement scores.

**ENG177  English Composition II 3 cr. hr.**

Students in English Composition II further develop their writing and thinking skills through short fiction and research. Readings in this class include short stories which describe the human condition. Students read and discuss the assigned work and then create essays reflecting an understanding of the story and the human condition. Students also review essay test format, study research techniques, and write a research paper. Because of the research paper component of the class, instructors suggest students have word processing skills. Prerequisite: English 176, English Composition I with a grade of "C" or higher.

**ELECTRICAL POWER TECHNOLOGY**

**EPD124 Electrical Theory 3 cr. hr**

This course is designed to familiarize the student with basic electricity and with circuits familiar to the utility industry. The student learns the origin as well as the sources of electricity. Electrical Theory is designed for any student wanting an introductory course in electricity. (Previously EPD129)

**EPD126 Underground Systems 3 cr. hr.**





**EPD142      Laboratory and Field Training II      8 cr. hr.**

Setting poles and working aloft are essential to a student's ability to do this as an occupation. Students learn the basic skill of setting a pole by digging and then learn to work with the poles. Framing and hanging of material and wire will be used to demonstrate a student's ability to work from the top of a distribution class pole.  
Prerequisite: EPD141

**EPD143      Laboratory and Field Training III      6 cr. hr.**

Grounding, the use of communication tools, and work order procedures are a crucial third step students receive in the field. Students learn the basic skill of grounding, communication through technological equipment and hand signals, and they learn proper work procedures to complete work in the field. Skills learned in the classroom are applied to lab and field exercises. Prerequisite: EPD142 Lab and Field Training II, Completion of EPD221 Occupational Work Experience, or Enrollment by Instructor Permission.

**EPD144      Laboratory and Field Training IV      6 cr. hr.**

In the final step of field training, students learn to safely operate a Class A vehicle, use proper rigging practices, and demonstrate a full understanding as well as practice OSHA rules and regulations. Students will prove competency in these areas by passing qualification demonstrations as set forth by industry standards. Prerequisite: EPD143.

**EPD150      Electrical Essentials      3 cr. hr.**

This course is designed to familiarize the student with electricity and with equipment familiar to the utility industry. The student learns how to apply the theory learned in the applied electricity course to the industrial electrical power systems.

**EPD151      Transmission and Distribution      3 cr. hr.**

The student's ability to recognize and construct powerlines is enhanced by applying theory to already designed systems. Each student will develop their own system by adding transformers, regulators, circuit breakers, etc., and will design and build metering devices for their powerline system.

**EPD188      Industrial Training I:      3 cr. hr.**

Students will be trained in the basic skill of pole climbing, pole top rescue, operation of digger and bucket trucks and trenchers, bucket rescue, pole setting, and transformer change-out. Students will demonstrate their direct knowledge of said items and learn sectionalizing techniques to assist them in their day to day duties.

**EPD189      Industrial Training II:      3 cr. hr.**

This course deals with the recognition of Occupational Hazard regulations related to business as well as management of employee safety. Proper working habits and practices related to the electric industry and each student's occupational interests will be emphasized.

**EPD190      Industrial Training I:      1-4 cr. hr.**

This course deals with the recognition of Occupational Hazard regulations related to business as well as management of employee safety. Proper working habits and practices related to the electric industry and each student's occupational interests will be emphasized.



**EPD221 Occupational Work Experience 4 cr. hr.**

Supervised work experience is required for certification. Students earn credit and must make regular reports while employed in a utility or a closely related business or industry.

**EPD236 Industrial Safety & Relations 3 cr. hr.**

This course deals with Occupational Safety and Health Administration (OSHA) rules and regulations related to business as well as management employee relationships. Safe working habits and practices related to each student's occupational interests will be emphasized.

**EPD251 Transformers & Metering 3 cr. hr.**

Designed to reinforce the Electrical powerline student's ability to recognize and work with powerlines and equipment. Students learn to apply theory to already designed systems as well as develop their own powerline system by adding transformers, regulators, and circuit breakers, etc.

**GRAPHICS**

**GRH131 Engineering Graphics I 3 cr. hr.**

Introduction to design, technical sketching, principles of geometry, intersection & developments, orthographic projection, dimensioning, reading and interpreting drawings using standard and computer drawing methods.

**GRH231 Architectural Graphics 3 cr. hr.**

Architectural Drawing/CAD is a course in which the student will design and prepare a set of house plans. The student will learn the fundamentals of traditional drawing along with computer applications of drawing technology.

**HOME ECONOMICS**

**HEC133 Textiles 3 cr. hr.**

Students will learn to choose and use textiles; rotary cutter tools, and machine piecing through the construction of a quilt top. Students will learn time efficient methods and the use of time efficient materials to shorten the process of quilt piecing. In addition, the student will have completed a quilt top or at least mastered the skills and techniques for completion by the end of the class, generally 5 to 6 weeks.

**HEC195 Parenting 2 cr. hr.**

This course is designed to explore and expand knowledge of development from conception to age six and parenting skills based on the knowledge of child growth and development. Understanding will be shown through language arts, mathematics, science, communication, and career skills.

**ALLIED HEALTH**

**HOC100 Cardiopulmonary Resuscitation .5 cr. hr.**

Needed for healthcare workers to maintain and obtain CPR skills. This course is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies.

**HOC101 Nurse Aide I 5 cr. hr.**

This is a nursing techniques course designed to develop the skills of nurses' aides in the hospital or long-term care facility. Provides opportunities to work in Nursing Homes; Hospitals; assisted living facilities; many other health care positions where patient assistance is needed. This course will provide 56 hours classroom, 40 hours clinical.

**HOC102 Medication Aide 5 cr. hr.**

Successful completion of this course will allow the Certified Nurse Aide to pass medication in the Long Term Care Settings (nursing homes, assisted living facilities, any facility that requires a Medication Aide license to pass medication.) The purpose of this course will be to provide the student with instruction in various areas of specializations, such as gerontology health care and medication procedures. Prerequisite: Certified Nurse Aide

**HOC103 Home Health Aide 2 cr. hr.**

The Home Health Aide course is designed to provide Certified Nurse Aides with the additional training and knowledge needed to provide safe, effective, supportive personal care assistance in the privacy and comfort of the individual client's home setting. Additionally, the course will inform CNAs of the function and structure of the Home Care Industry, and their role within the industry in providing high quality nursing care.

**HOC104 Medication Aide Update 1 cr. hr.**

This course will provide the necessary learning opportunity to satisfy the requirements of continuing education for certified medication aides in the state of Kansas. Prerequisite: current Certified Medication Aide License.

**HOC105 Introduction to Health Occupations Technology 2 cr. hr.**

This course will provide students with the skills they need to become competent and productive health care workers with a strong emphasis on employability skills such as teamwork, effective communication, professionalism, legalities and medical ethics.

**HOC106 Terminology for Allied Health Care Workers 2 cr. hr**

This course is designed to help students entering the allied health care field develop the skills to identify, understand, and use basic medical terminology within the parameters of their job. Emphasis is placed on pronunciation, spelling, decoding, definition, and memorization of medical terms essential to the use and understanding of medical terminology on the job.

**HOC122 CNA Refresher Course 1 cr. hr.**

This course is designed to update Certified Nurse Aides (CNAs) who have not met the work requirement of the State of Kansas for employment. The course includes both didactic and clinical components. Prerequisites: successful completion of a 90 hour CNA course and state certification as a nurse assistant.

**HOC125 Leadership and Management for Health Careers 2 cr. hr.**

Leadership & Management for Health Careers is designed to help students and beginning healthcare professionals develop the knowledge and skills to lead and manage healthcare delivery within the current healthcare system.

**HOC183 Intravenous Fluid Therapy Course 3 cr. hr.**

This is a course designed for the Licensed Practical Nurse under the supervision of a registered professional nurse to perform a limited scope of intravenous fluid therapy. This class will provide. 40

hours classroom; 16 hours clinical. Provides opportunities for a License Practical Nurse to work in Long Term Care or hospital setting that requires intravenous skills.

**HOC280      Advanced Cardiac Life Support (ACLS)      1 cr. hr.**

This course focuses on advanced cardiac life support, building on information and skills from the Basic Life Support (BLS) for Professionals core course. The guidelines are provided by the American Heart Association (AHA). The student will be able to demonstrate advanced life saving skills such as interpreting potentially lethal rhythms and performing skills such as intubation, as well as a good understanding of cardiac medications. This course also covers identifying strokes, their signs and symptoms, as well as interventions.

**HOC285      CPR Instructor Training      1 cr. hr**

The CPR Instructor Training will prepare and certify (through American Heart Association) the student to effectively instruct others in cardiac resuscitation techniques, rescue breathing techniques, foreign body airway obstruction removal for healthcare professionals and community responders, in addition to first aid techniques for community responders.

**HOC299      Topics in Health Education      3 cr. hr.**

The purpose of the class is to provide students the opportunity to study various special and current topics within the areas of personal and community health. The class will include human wholeness, drugs and human health, human sexuality and health, environmental health, and human disease, personal safety, health risk factors, health promotion and modifying health behaviors.

**HEALTH, PHYSICAL ACTIVITY & RECREATION**

**HPR101      Concepts of Physical Health      2 cr. hr.**

This course will stress the benefits of total health and wellness. Students will evaluate the health related components of fitness and wellness. The student will then apply their results to a personal wellness program they will design at the end of the class.

**HPR105      Fundamentals of Coaching      3 cr. hr.**

This is an introduction to the theory and practice of coaching sports at all ages and skill levels-from kindergarten to college age.

**HPR110      Geocaching      1 cr. hr.**

Considered a modern day treasure hunt, geocaching helps people experience the outdoors in a way that captures this historical desire for adventure while having fun with friends and family. This course includes structured hands-on activities in the areas of physical education, GPS/GIS technology and environmental science while using handheld GPS receivers & the internet.

**HPR112      Shooting Sports & Firearms Safety I      1 cr. hr.**

This course will teach the safe handling of firearms and provide the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

**HPR113      Music Theatre Dance I      1 cr. hr.**

This class will offer the basic concepts of dance advancing through choreography for music theatre. Students can anticipate learning a variety of styles of dance including, but not limited to jazz, modern, hip hop, historical and gymnastics. Students will gain an appreciation of various dance forms and

their connection to the music theatre genre. Styles of dance will change each semester based on the needs of the current musical production. Students will have the first two weeks of the course to decide whether they will choose the production or project based version of the course.

**HPR115      Horsemanship                      1 cr. hr.**

This course is designed for students who understand the fundamentals of horse care and feeding and have some proficiency in Western riding. Major topics for the course include horse anatomy and conformation, health care, training, and advanced riding techniques.

**HPR 117      Golf, R & F                              1 cr. hr.**

This course will teach the basic rules, strategy, and scoring for the game of golf. Each student will be given ample time to play and implement the techniques to be able to use this activity for a lifetime activity.

**HPR118      Billiards, R & F                              1 cr. hr.**

This course is an introduction to the sport of billiards, with emphasis on the rules of competition for common billiard games such as eight-ball, nine-ball, and 14.1 (championship billiards) and physical practice of the games. Structured practice for common shots will also be included.

**HPR119      Baseball, R & F                              1 cr. hr.**

This course will teach the fundamentals involved in coaching and playing baseball with special emphasis given to rules and policies.

**HPR120      Rules & Officiating I    3 cr. hr.**

The purpose of this class is to provide a setting for the students to practice supervising and officiating athletic activities. The class serves as a laboratory providing students with an opportunity to develop the ideas and skills they have been taught in class. This class also promotes the experiences which will strengthen the background for the physical education major. This course teaches the student rules and techniques for officiating at sporting events and games. Emphasis on seasonal sports during the semester the course is taken.

**HPR121      Rules & Officiating II    3 cr. hr.**

The purpose of this class is to provide a setting for the students to practice supervising and officiating athletic activities. The class serves as a laboratory providing students with an opportunity to develop the ideas and skills they have been taught in class. This class also promotes the experiences which will strengthen the background for the physical education major. This is the same as HPR120 except it is taken in alternate semesters to include current seasonal sports.

**HPR122      Recreational Leadership    3 cr. hr.**

An application of leadership principles to the unique problems encountered by physical education and recreational personnel. The course includes the methods and materials in recreation leadership.

**HPR123      Concepts & Applications of the Exercise Sciences    3 cr. hr.**

This course presents key topics and current research in exercise physiology, biochemistry, anatomy, biomechanics, endocrinology, sport nutrition, and sport psychology and discusses applications for the design of safe and effective strength and conditioning programs. Prerequisites: BIO278 Anatomy & Physiology and HPR134 Introduction to Exercise Science (“C” or better.)

**HPR124      Testing & Evaluation/Program Design      3 cr. hr.**

This course is required for the Personal Training/Strength and Conditioning Program. This class is a combination of lectures that are research-based and accurate of the essentials of strength and conditioning and extensive exercise techniques that will prepare the student for the CSCS, NSCA exams, and USAW Level 1 Sports Performance Coaching Course. Prerequisite: HPR123 Concepts & Applications of the Exercise Sciences (“C” or better).

**HPR125      Psychology of Sport      3 cr. hr.**

The course provides an opportunity to become acquainted with the many psychological aspects that coaches, athletes, and spectators face in their involvement with sports. Emphasis will be given on the psychological and social dimensions of coaching, practice and competitive preparation, and on the psychological traits common to specific sports and athlete personality.

**HPR126      Casting & Angling      1 cr. hr.**

This course will teach the basic rules, strategy, and scoring for the sport of casting & angling. Each student will be given ample time to play and implement the techniques to be able to use this activity for a lifetime activity.

**HPR127      Disc Golf, Rules & Fundamentals      1 cr. hr.**

This class will be an introduction to the practice, evaluation and application of disc golf. This class will also teach students the rules and etiquette of disc golf. Class emphasis will be on improving personal skills and understanding the skill elements involved in disc golf.

**HPR128      Beginning Archery      1 cr. hr.**

Archery is designed to promote and develop the basic skills and knowledge surrounding field shooting, competitive shooting, clout and flight shooting.

**HPR129      Shooting Sports & Firearms Safety II      2 cr. hr**

This course is the second in a series that teaches the safe handling of firearms and provides the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

**HPR130      Introduction to Sports Administration      3 cr. hr.**

There is definitely a need for managers who possess sound administrative skills in physical education, health, recreation, and athletics. Specifically, the sports administration curriculum is designed to focus on such concepts as business theory, business and finance, marketing and advertising, organizational behavior and corporate fitness programs.

**HPR132      Pistol Safety & Shooting      1 cr. hr.**

This course will teach the safe handling of pistols and provide the opportunity for students to improve their understanding of different types of handguns as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for shooting sports while enjoying the recreational and social benefits they have to offer. All students must be at least 18 years of age to enroll. Valid state issued identification will be required for presentation on or prior to start of the class. Students are responsible for providing their own firearms,

ammunition, and personal safety equipment. Each participant must purchase a membership to Ninnescah Valley Gun Club to be allowed to shoot at the NVGC range.

**HPR133 Elementary Physical Education 3 cr. hr.**

This course will introduce the teaching philosophies in the elementary education discipline of physical education. It presents the nature, the scope and basic philosophies of the past and present in physical education. Historical contributions and current trends which affect the educational processes today and in the past will be discussed.

**HPR134 Intro to Exercise Science 3 cr. hr.**

Intro to Exercise Science is a physical education course designed to provide the student with an understanding of the issues related in sports today. This course is recommended for future teachers, coaches, and anyone who will be involved with human performance.

**HPR135 Intro to Health PE, Recreation 3 cr. hr.**

This course will provide a general concept of Health, Physical Education, and Recreation for the student interested in going into this field as a profession. It will provide specific information about the three areas, the professional opportunities, personal rewards and satisfaction, and requirements of a sound professional program.

**HPR137 Beginning Weightlifting, Rules & Fundamentals 1 cr. hr.**

This course is designed to educate the student in the proper method of physical development through the use of weight lifting. Conditioning through these sound methods of muscular development will occur. The use of cardiovascular and flexibility activities will also be encouraged to produce better overall conditioning.

**HPR139 Children's Play & Games 3 cr. hr.**

This course will aid the elementary education, child care or physical education major in the organization and administration of a sound physical education curriculum. Topics covered: movement skills, curriculum development, lesson plans, handling special problems, assessing and improving physical fitness and instructional programs. The course also includes actual participation in numerous games and activities, etc. suitable for the School-aged child.

**HPR141 Beginning Body Conditioning 1 cr. hr.**

This course is a continuation of HPR137, Beginning Weight Lifting. The student will continue with the program established in the beginning class, emphasizing muscular development and encouraging cardiovascular and flexibility. More advanced levels of fitness and techniques will be emphasized and encouraged.

**HPR143 Beginning Tennis, Rules & Fundamentals 1 cr. hr.**

Students will learn the basic strokes using the standard method of instruction and group instruction. Each of the strokes (backhand, forehand, serve, volley, & overhead) will be taught in a group lesson with students having the opportunity to practice the strokes and to be evaluated. Upon the completion of the instruction, the students will learn the basics of singles play and doubles play and have the opportunity for competition.

**HPR155-158 Athletic Conditioning I: - IV: 1 cr. hr.**

Emphasis is on conditioning, exercise, and body mechanics and its relationship to competitive athletics. These conditioning classes must be taken in sequence.

**HPR161 Nutrition & Lifestyles 3 cr. hr.**

This course introduces the basic scientific principles of nutrition with an emphasis on practical applications for nutrition. In addition to learning how the body handles food, students will learn to read and analyze food labels; analyze personal eating habits; design a personal fitness/health plan; design a personal weight control plan; distinguish between nutrition fact and fiction; identify relationships between nutrition and disease; and integrate nutrition information into their daily lives.

**HPR165-168 Varsity Athletics I: - IV: 1 cr. hr.**

This course will introduce the student/athlete to the theories and practical experience of the game through team practice, intra-squad games, scrimmage games and games at the varsity level. The student/athlete will be exposed to all areas surrounding the game, including defensive skill development, offensive skill development, game strategy, game situational experience, mental approach to the game, field management, diet & nutrition and physical conditioning. Practice and other activity participation can be held on any day of the week and may have varying starting and ending times. These varsity athletic courses must be taken in sequence.

**HPR170 Practicum I: Fundamentals of Athletic Training 2 cr. hr.**

This course is designed to teach students the basics of athletic training. Students will be working in both the clinical setting of the training room and in the field with the athletic teams. Through this work setting, students will gain valuable experience in athletic training room procedures which include the following: practice and game set up, cryotherapy and thermotherapy, sanitary processes, restocking, biohazard use, dressing and behaving professionally, being responsible, and becoming familiar with athletic training products.

**HPR171 Practicum II: Taping Techniques 2 cr. hr.**

This course is designed to teach student athletic trainers taping, bracing, wrapping and padding techniques used in athletic training. Students will be working in both the clinical setting of the training room and in the field with the athletic teams. Through this work setting, students will gain valuable experience in how to apply toe, foot, ankle, shin, knee, hip, shoulder, elbow, hand, wrist, and finger taping techniques. (Prerequisite: HPR170)

**HPR176 Lifestyle Management 1 cr. hr.**

This class is an introductory college course in physical fitness and wellness. The focus will be on altering a person's present lifestyle to a healthier degree of wellness. Two major aspects of daily life affecting our wellness, exercise and diet, will be the focus. Although additional issues such as stress reduction, preventing and treating exercise-related injuries, environmental effects on exercise and modifying unhealthy behaviors will be addressed. The student will develop and complete an exercise program during the semester. Self-motivation will play an important role in completing the individual exercise program. It is recommended that the student participate in pre and post physical fitness testing to determine their current fitness status.

**HPR177 Personal & Community Health 3 cr. hr.**



This course is designed to teach the student the most important phases of healthful living and to give the student workable knowledge of the best methods of developing good health habits and attitudes, both in physical and mental health, from the viewpoint of the individual and the community.

**HPR212      Shooting Sports & Firearms Safety III      1 cr. hr**

This course is the third in a series that teaches the safe handling of firearms and provides the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

**HPR213      Music Theatre Dance II      1 cr. hr.**

This class will offer the basic concepts of dance advancing through choreography for music theatre. Students can anticipate learning a variety of styles of dance including, but not limited to jazz, modern, hip hop, historical and gymnastics. Students will gain an appreciation of various dance forms and their connection to the music theatre genre. Styles of dance will change each semester based on the needs of the current musical production. Students will have the first two weeks of the course to decide whether they will choose the production or project based version of the course. This course is for students who have previously taken Music Theatre Dance I.

**HPR223      Organization & Administration      3 cr. hr.**

This course addresses organization and administration concerns of the strength training and conditioning facility manager, including facility design, scheduling, policies and procedures, maintenance, and risk management. Prerequisites: HPR123 Concepts & Applications of the Exercise Sciences and HPR124 Testing & Evaluation/Program Design (with "C" or better).

**HPR224      Exercise Techniques      3 cr. hr**

This course addresses provides techniques for warm-up, stretching, and resistance training exercises. For each exercise, accompanying photos and instructions guide readers in the correct execution and teaching of stretching and resistance training exercises. This course also provides the understanding and preparation for weightlifting and learning the technique of weightlifting related movements. Prerequisites (all must be taken with a "C" or better): HPR123 Concepts & Applications of the Exercise Sciences, HPR124 Testing & Evaluation/Program Design and HPR223 Organization & Administration.

**HPR231      First Aid & Safety      3 cr. hr.**

The purpose of this course is to acquaint the student with the emergency treatment of injuries, wounds, poisoning, and burns that may occur in the home, school, or place of business. Safety education will be emphasized by presenting the historical development of safety and relating it to present day safety concepts. Safety concepts which apply to all aspects of daily living will be covered. Comprehensive coverage of cardiopulmonary resuscitation will be emphasized. Students can receive certification upon successfully completing the CPR unit.

**HPR237      Advanced Weightlifting, R&F 1 cr. hr.**

This course is a continuation of HPR137, Beginning Weight Lifting. The student will continue with the program established in the beginning class, emphasizing muscular development and encouraging cardiovascular and flexibility. More advanced levels of fitness and techniques will be emphasized and encouraged.



**HPR241            Advanced Body Conditioning I cr. hr.**

This course is a continuation of HPR 141, Beginning Body Conditioning. The student will continue with the workout program established in the beginning class, emphasizing flexibility, muscular development, and cardiovascular endurance. More advanced levels of fitness and techniques will be emphasized.

**HPR242                            Shooting Sports IV                            1 cr. hr**

This course is a continuation course that teaches the safe handling of firearms and provides the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

**HPR252                            Shooting Sports & Firearms Safety V   1 cr. hr**

This course teaches the safe handling of firearms and provides the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

**HPR259-260                    Athletic Conditioning V-VI                    1 cr. hr.**

Emphasis is on conditioning, exercise, and body mechanics and its relationship to competitive athletics. The Athletic Conditioning courses must be taken in sequence (I-VI).

**HPR262                            Shooting Sports VI                            1 cr. hr**

This course teaches the safe handling of firearms and provides the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

**HPR270            Practicum III: Orthopedic Anatomy 2 cr. hr.**

This course is designed to give student athletic trainers a sound foundation for medical evaluations by teaching in-depth orthopedic anatomy. Students will be taught to locate and palpate orthopedic landmarks, a critical aspect of medical evaluations. Students will utilize these skills on athletes while completing clinical hours. Prerequisite: HPR170 and Anatomy & Physiology.

**HPR271                            Practicum IV: Orthopedic Injury & Evaluation 2 cr. hr.**

This course is designed to teach student athletic trainers how to do orthopedic medical evaluations. Students will be taught how to take a thorough history, what to observe, and how to apply the palpation techniques taught in Practicum III. Students will also be taught how to write soap notes. Prerequisite: HPR270.

**HPR272                            Shooting Sports & Firearm Safety VII                    1 cr. hr.**

This course teaches the safe handling of firearms and provides the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

These courses introduce the student/athlete to the theories and practical experience of the game through team practice, intra-squad games, scrimmage games and games at the varsity level. The student/athlete will be exposed to all areas surrounding the game, including defensive skill development, offensive skill development, game strategy, game situational experience, mental approach to the game, field management, diet & nutrition and physical conditioning. Practice and other activity participation can be held on any day of the week and may have varying starting and ending times. Varsity Athletics must be taken in sequence (I-VI.)

**HPR282****Shooting Sports & Firearm Safety VIII****1 cr. hr**

This course teaches the safe handling of firearms and provides the opportunity for students to improve their understanding of different types of firearms as well as shooting competitions through a variety of training courses, physical manipulation of firearms, and muscle control. This will instill a lasting respect for the shooting sports while enjoying the recreational and social benefits they have to offer.

**HPR283****Advanced Shooting Skills****2 cr. hr**

This advanced skills course will teach the safe handling of firearms and provide the opportunity for students to build their shooting skills through a variety of tactical training simulations using realistic targets in shoot/no shoot scenarios and target engagement from arm' length to 15 yards under time pressure. Course also includes supplemental lectures on shotgun and rifle topics with single elimination soot-off, and distinguished graduate skills evaluation. Students 16-17 years of age may enroll and take the class with a parent or guardian onsite. A special fee of \$50, payable to Frontsight Firearms Training Institute, is required to complete a background check no less than 20 days prior to start of class. Students are responsible for providing their own firearms, ammunition, and personal safety equipment. Prerequisites include at least one prior Shooting Sports course or instructor permission.

**HPR285      Fitness Evaluation, Education, & Individualized Exercise Prescription      2 cr. hr.**

This course is designed to educate the student in how to maintain an individualized exercise program that has been specifically developed through the PCC-HIP Wellness program for that student. The student will participate in the exercise program through application of flexibility, muscular strength and cardiovascular training methods. Other methods of proper nutrition, stress reduction, weight control, smoking cessation, and other cardiovascular risk will be maintained by the student based on the specific exercise prescription designed for the student.

**HPR292      Care and Prevention of Sports Injuries      3 cr. hr.**

This course defines the role of the athletic trainer and the history and philosophy of the profession. Students are introduced to common sports and recreational injuries and methods of evaluation. Injury mechanism, prevention, rehabilitation, and taping techniques are also included.

**HPR299      Topics in Health Education      3 cr. hr.**

The purpose of the class is to provide students the opportunity to study various special and current topics within the areas of personal and community health. The class will include human wholeness, drugs and human health, human sexuality and health, environmental health, and human disease, personal safety, health risk factors, health promotion and modifying health behaviors.

## HISTORY

**HST132**  **Survey of Civilization II**      **3 cr. hr.**

Beginning in 1650 and ending with the present, this survey course traces the historical development of Western Europe, Russia, and Asia. It includes the political and social history of nations from the Age of Discovery, through the Enlightenment, the Age of Revolution and Industrialization, the two world wars and political ideologies of contemporary times.

**HST134**      **Current History**      **3 cr. hr.**

This is a contemporary history study from a historical background for current national and world affairs events. The course is specifically designed in a critical thinking format to assist the student in evaluating current historical events in light of historical analysis.

**HST138**      **History Of Great Plains**      **3 cr. hr.**

This course surveys the history of the Great Plains, it's geographical formation, the settlement of the Great Plains by prehistoric peoples, Native Americans, cultures of the Great Plains, impact of European Cultures, and the closing of the Great Plains in 1890.

**HST176**  **American History to 1865**      **3 cr. hr.**

This is a survey history course of the formative factors leading to colonization of the United States of America to the post-Civil War era. This includes colonial life, American Revolution, building a nation, expansion and conflict, the Civil War and Reconstruction. Political, social, and economic development of the United States will be emphasized.

**HST177**  **American History 1865 to Present**      **3 cr. hr.**

This is a survey history course from the time of Reconstruction to contemporary times. This will include reconstruction through populism and progressivism, becoming a world power through industrialization and militarization, the two World Wars and America's involvement with world affairs and wars. Political, social, and economic development of the United States will be emphasized.

## HUMANITIES

**HUM131**      **Introduction to Humanities**      **3 cr. hr.**

Students will become acquainted with various disciplines included in the field of humanities through exposure to performance, criticism, historians, artists of various kinds, selected reading, demonstrations, field trips, etc. This course is intended to help students develop an appreciation for civilization by exploring the humanizing efforts of individuals and societies throughout the world. This course can be used to meet humanities degree requirements.

**HUM140 Foundations of Western Culture 3 cr. hr.**

Students will become acquainted with and gain an appreciation for the places and events of major importance in the development of western civilization through a tour of Europe and the British Isles, with guidance by a qualified instructor. Prerequisite: Permission of the instructor.

**INTERDISCIPLINARY STUDIES**

**IDS296 Honors Seminar 1 cr. hr.**

Students, faculty, and guest lecturers explore multidisciplinary aspects of academic specialties. Critical and creative thinking and problem solving skills are emphasized. Prerequisite: Instructor's permission or honors program student

**IDS297 Directed Studies: 1 cr. hr**

Students must fulfill a formal contract for a specified topic. Working closely with the instructor, the student must accomplish stated objectives and will be graded on criteria outlined in the contract. This course should be used when the required work is not adequately described by an existing course title. Directed Studies are normally undertaken on an individual basis. Students must have the instructor's written consent on a contract before enrolling in Directed Studies.

**IDS298 Directed Studies: 2 cr. hr.**

Students must fulfill a formal contract for a specified topic. Working closely with the instructor, the student must accomplish stated objectives and will be graded on criteria outlined in the contract. This course should be used when the required work is not adequately described by an existing course title. Directed Studies are normally undertaken on an individual basis. Students must have the instructor's written consent on a contract before enrolling in Directed Studies.

**IDS299 Directed Studies: 3 cr. hr.**

Students must fulfill a formal contract for a specified topic. Working closely with the instructor, the student must accomplish stated objectives and will be graded on criteria outlined in the contract. This course should be used when the required work is not adequately described by an existing course title. Directed Studies are normally taken on an individual basis.. Students must have the instructor's written consent on a contract before enrolling in Directed Studies.

**INFORMATION NETWORK TECHNOLOGY**

**INT106 Information Technology Fundamentals 3 cr. hr.**

Information Technology Fundamentals focuses on the knowledge to identify and explain PC components, setup a basic PC workstation, conduct basic software installation, identify compatibility issues, preventive pc maintenance, and recognize/prevent basic security risks. This course is designed for students with little or no personal computer experience and is a prerequisite to INT206 PC Repair & Support (A+).

**INT109                      Introduction to Network Technology                      3 cr. hr.**

The demand for well-trained, qualified employees with knowledge of information networking and telecommunications is a growing field. In order to meet this demand, people must be trained so that their skills meet the requirements of the networking world. This course is designed to provide key skills for persons desiring to be computer networking professionals. This course is the first of a two course series, which will prepare the student to take the COMPTIA Network+ (NET+) Certification examination. This course covers basic network hardware, protocols, and the OSI model.

**INT120                      CompTIA CDIA+                      3 cr. hr.**

CompTIA CDIA+ (Certified Document Imaging Architect) will prepare the student to take the COMPTIA CDIA+ (CD0-001) certification exam. The course covers all major areas in the technologies and best practices used to plan, design, and specify a digital imaging and content management system. Skills and knowledge instructed in this course are consistent with those of a professional with at least 24 months of on-the-job experience in this growing field.

**INT140                      CompTIA Storage+                      3 cr. hr**

This course will prepare the student to take the COMPTIA Storage+ (SGO-001) certification exam. The CompTIA Storage+ course covers the knowledge and skills required to configure basic networks to include archive, backup, and restoration technologies. Additionally, the successful candidate will be

able to understand the fundamentals of business continuity, application workload, system integration, and storage/system administration, while performing basic troubleshooting on connectivity issues and referencing documentation.

**INT160-161                      Occupational Work Experience I-II                      3 cr. hr.**

The demand for well-trained, qualified employees with knowledge of and skills in current (leading edge) technology is always in demand. In order to meet this demand people must be trained so that their skills meet the requirements of the information technology world. This course is designed to provide students with additional job-related IT skills while working at an approved IT work environment. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of work performed.

**INT202                      Advanced Web Page Design                      3 cr. hr.**

This course builds on the concepts and structures defined in the BUS201 Web Page Design course. This course introduces advanced tools for WEB Page design, which includes, but is not limited to: CSS, DB Integration, visual tools, and web applications. WEB Page design and maintenance will help round out the student's understanding of information networking systems by introducing them to the design and maintenance of a WEB page.

**INT206                      PC Repair & Support (A+)                      6 cr. hr**

Students will have an extensive overview of the Microsoft Operating Systems used in the computer field. These systems will include DOS, Windows 2000, and Windows XP. Upon successful completion, the student will be ready to take the Comptia A+ Operating Systems exam, one of two exams needed to obtain Comptia A+ certification as a computer repair technician.

**INT209                      Network System Technology                      3 cr. hr.**

This course is designed to provide key skills for persons desiring to be computer networking professionals. This course is the first of a two course series which will prepare the student to take the CompTIA Network+ Certification examination.

**INT218                      Introduction to Computer Programming                      3 cr. hr.**

This course is designed to introduce the student to computer programming skills, using Microsoft's Visual Basic language. This is a graphical user interface language that is used extensively with the Windows environment. The student will learn the fundamentals of programming with this language along with procedures to successfully understand the routines of programming. Upon completion of this course the student should be able to perform various programming skills using the Visual BASIC programming language. These skills will cover the fundamentals of this language, the procedures, decisions, repetition and arrays.

**INT220                      Switch and Router Technology                      3 cr. hr.**

The demand for well-trained, qualified employees with knowledge of information networking and telecommunications is a growing field. In order to meet this demand, people must be trained so that their skills meet the requirements of the networking world. This course is designed to provide key skills for working with current network switch, hub, and router technology. This course concentrates

on Cisco switch and router technology, since Cisco is the leading provider and is at the forefront of technology.

**INT230                      Linux Operating System                      3 cr. hr**

The demand for well-trained, qualified employees with knowledge of and skills in, Linux system administration is critical. In order to meet this demand, people must be trained so that their skills meet the requirements of the information technology world. This course is designed to introduce the student to Linux and Unix operating systems. The course will prepare the student for CompTIA Linux+ certification.

**INT235                      CompTIA Mobility +                      3 cr. hr.**

This course will prepare the student to take the COMPTIA Mobility+ (MB0-001) certification exam. This course covers mobile device management, troubleshooting, security, and network infrastructure.

It identifies IT professionals who can deploy, integrate, support and manage a mobile environment while ensuring proper security measures are maintained for devices and platforms to mitigate risks and threats.

**INT238                      Advanced Visual Basic Programming                      3 cr. hr.**

This course is designed to build on the skills developed in INT218 Introduction to Programming. This course covers advanced topics in Visual Basic and the Visual Studio.Net program development environment. It covers advanced object-oriented programming concepts as well as three-tier application development, and deployment using Visual Basic.Net.

**INT240                      CompTIA Security +                      3 cr. hr.**

This course will prepare the student to take the COMPTIA Security+ (CompTIA SYO-401) certification exam. Successful students will be able to work with important security concepts such as network security, compliance and operational security, threats and vulnerabilities, application security, data security, host security, access control and identify management, and cryptography. (Previously Computer Security & Ethics).

**INT250                      CompTIA Cloud+                      3 cr. hr.**

This course will prepare the student to take the COMPTIA Cloud+ (CompTIA SV0-001) certification exam. The student will understand standard Cloud terminologies and methodologies, will implement, maintain, and deliver Cloud technologies and infrastructures (e.g. server, network, storage, and virtualization technologies), and understand aspects of IT security and use of industry best practices related to Cloud implementations and the application of virtualization.

**INT255                      CompTIA Server+                      3 cr. hr.**

This course will certify that the successful candidate has the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The successful candidate will be able to identify environmental issues, understand and comply with disaster recovery

and physical/software security procedures, be familiar with industry terminology and concepts; understand server roles/specializations and interaction within the overall computing environment.

**INT260-261                      Occupational Work Experience III-IV                      3 cr. hr**

The demand for well-trained, qualified employees with knowledge of and skills in current (leading edge) technology is always in demand. In order to meet this demand people must be trained so that their skills meet the requirements of the information technology world. These courses are designed to provide students with additional job-related IT skills while working at an approved IT work environment. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of work performed.

**INT270                      CompTIA Project+                      3 cr. hr.s**

The course is designed to introduce students to the business process involved with projects. Completion of the course will prepare the student by identifying important core knowledge of the project life cycle, roles and skills necessary to effectively initiate, plan, execute, monitor/control and close a project.



## LITERATURE

### **LIT176 World Literature      3 cr. hr.**

Students enrolled in this course explore literature from a variety of countries and time periods. The course is survey in nature and begins with writings from the Early Greek Period and concludes with modern classics.

### **LIT177 Modern World Literature      3 cr. hr.**

While emphasizing modern writers and their work (1900-present), this course explores literature from a variety of countries. The course is survey in nature and will include the four major literary genres of poetry, short story, drama, and novel. The multi-cultural aspects of literature and their connection to the human experience will be stressed.

### **LIT202                                      American Literature I                                      3 cr. hr.**

American Literature I is a survey of American writing from pre-colonial to 1865, with emphasis on the major writers and movements.

### **LIT231 English Literature Early Writings to 1800      3 cr. hr.**

Students in LIT 231 read and discuss selected works of early English literature. Modernized translations and extensive class discussion should make all material readily accessible to an undergraduate student. (Previously “English Literature-to 1800”)

### **LIT232                      English Literature 1800 to Present                      3 cr. hr.**

Students enrolled in this course read and discuss English writings from the Romantic Period (1800's) through today's work. Students will read and discuss specific works from the genres of poetry, drama, and short story in order to develop an appreciation and understanding of English literature. (Previously “English Literature-after 1800”)

### **LIT234 American Literature-after 1860                      3 cr. hr.**

Students in American Literature after 1860 read and discuss American writings from the Civil War to the present. The course begins with writings from the realistic movement and concludes with work from contemporary authors.

### **LIT237 Introduction To Literature      3 cr. hr.**

Students in this course read and discuss various forms of literature. The course is designed to develop student appreciation and understanding of drama, short stories, and poetry. Selections reflect different cultures and time periods throughout history with an emphasis on more modern writings.

### **LIT298 Special Topics in Literature      3 cr. hr.**



The Directed Studies in Literature class provides an opportunity for students to further connect their travel in Europe to their lives. Students enrolled in this class will use the literary genre of the personal essay to discover and discuss connections between the various European cultures they visit. As part of their essays, students will also discuss the connections between these European cultures and their own American culture.

**LIT299 Directed Studies: Literature 1 cr. hr.**

This course enhances the Introduction to Literature course. The course is designed to develop student appreciation of poetry, drama, novels, and short stories by using videos of different literary selections.

**MODERN LANGUAGES**

**MLN153 German I 5 cr. hr.**

Introduction to the German language. Emphasis is placed on auditory comprehension, basic speech production, reading comprehension, and composition. Grammar and vocabulary are taught through direct instruction, but the focus is on using German as a means of communication. Present, informal future, and preterit tenses will be introduced.

**MLN154 German II 5 cr. hr.**

This five credit hour course is designed to provide students the second level elements of German grammar, literature and culture. Student will be given the opportunity to combine theory with practice in language drill, conversation dialogue, readings and the virtual interaction in German speaking countries focusing on reading, writing and speaking skills, knowledge and dispositions.

**MLN176  Elementary Spanish I 5 cr. hr.**

This is an introduction to the Spanish language stressing four skills; listening, speaking, reading, and writing. Emphasis is on basic grammatical structures, pronunciations and conversational skills.

**MLN177  Elementary Spanish II 5 cr. hr.**

This is a continuation of Spanish I. The course is a complete study of basic Spanish grammar necessary for continued study. Emphasis is on reading and writing, practice of conversational skills and introduction of Hispanic cultural topics. Prerequisite: MLN 176 Spanish, two years of high school Spanish or consent of the instructor.

**MATHEMATICS**

**MTH075 Basic Applied Mathematics 3 cr. hr.**

This course is for the college student whose grasp of basic arithmetic skills is currently weak or marginal. Competency at the college level in addition, subtraction, multiplication and division of integers, decimals and fractions, as well as ratio, percent, and simple equations will be emphasized. This course does not meet requirements for a degree program. A student receiving a Numerical Skills

ASSET score of 43 or lower or an ACT Math score of 18 or lower or a COMPASS Pre-Algebra score of 48 or lower must enroll in this course to satisfy prerequisites for Beginning Algebra.

**MTH076      Beginning Algebra      3 cr. hr.**

Topics include basic mathematics, number operations, beginning algebraic notation, solving simple algebraic equations, geometric measures, and graphing. This course does not meet requirements for a degree program. Prerequisite: (a) Numerical Skills Asset score of 44 or above, or (b) a grade of "C" or above in MTH 075, Basic Applied Math, (c) concurrent enrollment in a paired Basic Applied Mathematics course, (d) ACT score of 19 or above, (f) COMPASS Pre-Algebra score of 49-53.

**MTH126      Technical Mathematics      3 cr. hr.**

This course is designed for students enrolled in Technical Education programs. Prerequisites: (a) Minimum Numerical Skills Asset score of 44, (b) grade of "C" or better in MTH 075, Basic Applied Mathematics or (c) ACT score of 19 or above, (d) COMPASS Pre-Algebra score of 49-53.

**MTH128      Business Mathematics      3 cr. hr.**

This course is designed to develop individual skills and knowledge of basic mathematic fundamentals as applied to business situations and problems. Prerequisites: Any one of the following: (a) Elementary Algebra Asset score of 44-55 or (b) MTH 076, Beginning Algebra, with a grade of "C" or better, (c) ACT Score of 19 or above, (D) COMPASS Pre-Algebra score of 49-53.

**MTH130      Intermediate Algebra 3 cr. hr.**

This course is for the college student whose grasp of algebra is currently weak or marginal. The usual topics contained in a first or second course in high school algebra are covered. Successful completion of this course should prepare the student for College Algebra. Prerequisites: (a) Elementary Algebra Asset Score of 44-55 or (b) grade of "C" or above in MTH 076, Beginning Algebra, (c) an ACT score of 20 or above, (d) COMPASS Algebra score of 42 or above.

**MTH131                      Intermediate Algebra with Review      3 cr. hr.**

This course is a combination of Intermediate Algebra and a review of introductory algebra concepts. It will include the study of systems of linear equations, functions, rational exponents and radicals, polynomial division, advanced factoring techniques, solving quadratic equations, rational expressions, and appropriate application problems.

**MTH176      College Mathematics 3 cr. hr.**

This is a basic course designed for the non-math related major. It may not be used as part of the mathematics needed by science majors or mathematics majors. Typical students will include those majoring in industrial education, physical education, humanities, or any curriculum not requiring more than just basic mathematics. Material covered will include properties of and operations with number systems, basic equation solving, consumer math, and applications of geometry. Prerequisite: Any one of the following: (a) Intermediate Algebra Asset score of 36-39 or College Algebra Asset score

of 41-55, (b) MTH 076 or MTH 126 with a grade of "C" or better, (c) ACT score of 20 or above, (d) COMPASS Algebra score of 42 or higher.

**MTH177**  **College Algebra** **5 cr. hr**

This is a basic mathematics course for those majoring in Biology, Chemistry, Pre-Med, Pre-Law, or related science curriculum. Pre-Engineering majors who feel inadequately prepared for the calculus could start with College Algebra. College Algebra may not transfer in an engineering or mathematics curriculum. This course is a study of algebraic functions and their graphs, set theory, complex numbers, systems of equations, etc. Prerequisites:

(a) Intermediate Algebra Asset score of 39-40 (b) a grade of "C" or above in MTH 130, Intermediate Algebra (c) ACT score of 22, (d) compass 55 -60.

**MTH178**  **College Algebra** **3 cr. hr.**

This is a basic mathematics course for those majoring in Biology, Chemistry, Pre-Med, Pre-Law, or related science curriculum. Pre-Engineering majors who feel inadequately prepared for the calculus could start with College Algebra. College Algebra may not transfer in an engineering or mathematics curriculum. This course is a study of algebraic functions and their graphs, set theory, complex numbers, systems of equations, etc. Prerequisites: (a) Intermediate Algebra Asset score of 41-55 or College Algebra Asset score of 41-55 or (b) a grade of "C" or above in MTH 130, Intermediate Algebra (c) ACT score of 23 or higher, (d) compass 61 or higher. Any student that meets the prerequisite for the 3 credit hour course is eligible to enroll in the 5 credit hour course.

**MTH181**  **Elementary Statistics** **3 cr. hr.**

The purpose of this course is to acquaint the beginning student in the biological, social, and physical sciences as well as those in business with the fundamentals of modern statistics. Topics covered are frequency distributions, measures of location, probability, standard deviation, regression, and correlation. Prerequisites: Any one of the following: (a) MTH 177 or MTH178, College Algebra with a grade of "C" or better, (b) MTH 191, Analytic Geometry and Calculus I with a grade of "C" or better. (c) College Algebra Asset score of 41 - 55, (d) ACT score of 24 or above, (d) COMPASS College Algebra score of 58 or higher. (Previously Statistics)

**MTH183** **Trigonometry** **3 cr. hr.**

Students should include those similar to the ones enrolled in algebra. It is necessary to have had a course in trigonometry before starting Calculus I or Physics. This course is a study of the trigonometric functions as related to triangles and real numbers, logarithms, complex numbers, etc. Prerequisite: Any of the following: (a) MTH 177 or MTH178, College Algebra, with a grade of "C" or better, (b) Intermediate Algebra Asset score of 40-55, (c) College Algebra Asset score 41-55, (d) ACT score of 24 or above, (d) COMPASS College Algebra score of 58 or higher.

**MTH187** **Calculus Methods** **4 cr hr.**

This course is a condensed study of calculus and its methods for the non-mathematics major. The focus of the course will be on the understanding and computation of limits, derivatives and integrals. This course will enable students to solve quantitative and applied problems in business, economics, social and behavioral sciences and other fields. Prerequisites: any one of the following: (a) MTH 177 or MTH178, College Algebra, with a grade of "C" or better, (b) College Algebra Asset scores of 41 or higher, (c) ACT Math Score of 24 or higher, (d) College Algebra Compass score of 58 or higher.

**MTH191**  **Analytic Geometry and Calculus I** 5 cr. hr.

This course includes some basic analytic geometry of lines, a study of limits, and the derivatives and ant derivatives of algebraic functions. Business, Engineering and mathematical majors should enroll in Calculus I. Prerequisites: any one of the following: (a) MTH177 or MTH178, College Algebra with a grade of "C" or better (b) College Algebra Asset score of 41-55, or (c) a minimum ACT score of 26.

**MTH193** **Analytic Geometry and Calculus II** 5 cr. hr.

This is a continuation of MTH 191 to include the study of exponentials, logarithms, and trigonometric functions. A study of formal integration and applications of calculus are also included. Prerequisites: MTH 191, Calculus I with a grade of "C" or better.

**MUSIC**

**MUS111-112** **Band I-II** 1 cr. hr.

Band provides a number of instrumental music experiences including performances at basketball games. Standard, original, and contemporary band works are rehearsed and performed. Band is open to all college students regardless of major. Prerequisite: Consent of instructor. Courses must be taken in sequence.

**MUS113-116** **Choir I-IV** 1 cr. hr.

Choir is open to all students interested in singing choral literature. Training in singing, choral techniques and concepts of group singing are taught. Choir members have the opportunity to perform four major concerts each year. Choir courses must be taken in sequence.

**MUS151** **Show Choir I** 3 cr. hr.

Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance. Audition required

**MUS152** **Show Choir II** 3 cr. hr.

Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, building on skills learned in previous semester. Pre-requisite: Show Choir I.

**MUS153** **Show Choir III** 3 cr. hr.

Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, building on skills learned in previous semester, as well as providing mentoring for new students. Pre-requisite: Show Choir I & II.

**MUS154**                                      **Show Choir IV**                                      **3 cr. hrs.**

Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, perfecting skills learned in previous semesters, as well as providing leadership in the ensemble. Pre-requisite: Show Choir I, II, and III .

**MUS176**  **Introduction to Music 3 cr. hr.**

This is a course designed to aid the student in achieving a better understanding of what music entails. Study includes the elements of music, the instruments and ensembles used to produce music, styles of music and contemporary forms. A portion of class time is devoted to ear training in listening to and commenting on recorded and live examples. This course can be used toward fulfillment of degree requirement in humanities.

**MUS211--214** **Band III-VI**                                      **1 cr. hr.**

A continuation of Band I-II. Band provides a number of instrumental experiences including performances at basketball games. Standard, original, and contemporary band works are rehearsed and performed. Band is open to all college students regardless of major. Courses must be taken in sequence (Band I-VI.)

## **NURSING**

**KSPN 110**                                      **Foundations of Nursing**                                      **4 cr. hr.**

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. Prerequisite: admission to the nursing program, BIO278, ENG176, PSY176).

**KSPN111**                                      **Foundations of Nursing: Clinical**                                      **1 cr. hr.**

This course explores the art and science of nursing in the skills, clinical, or simulation clinical setting. 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 (Prerequisites: admission to the program, PSY176, BIO278, ENG176)

**KSPN112**                                      **Medical Surgical Nursing I**                                      **4 cr. hr**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and

continuity of care are emphasized. The role of the practical nurse is incorporated throughout. (Prerequisite: KSPN110, KSPN111).

**KSPN113                                      Medical Surgical Nursing I: Clinical                                      2 cr. hr.**

This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and 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. (Prerequisite: KSPN110, KSPN111).

**KSPN114                                      Gerontology Nursing                                      2 cr. hr.**

This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients. (Prerequisite: KSPN112)

**KSPN116                                      Medical Surgical Nursing II                                      4 cr. hr.**

This course continues the focus on the effect of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. (Prerequisite: KSPN113, KSPN114, PSY132)

**KSPN117                                      Medical Surgical Nursing II Clinical                                      2 cr. hr.**

This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and 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. (Prerequisites: KSPN113, KSPN114)

**KSPN118                                      Maternal Child Nursing                                      2 cr. hr.**

This course focuses on pre- and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and child-rearing family. (Prerequisites: KSPN116, KSPN117)

**KSPN119                                      Maternal Child Nursing Clinical                                      1 cr. hr.**

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. 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. (Prerequisite: KSPN116, KSPN117).

**KSPN120                                      Foundations of Mental Health Nursing                                      2 cr. hr.**









This is a general course in physics which satisfies most physics requirements. The course includes the study of mechanics, physical properties of matter, heat, and thermodynamics for those students who have had trigonometry. Students must also enroll in General Physics I Laboratory. Prerequisite: Completion of MTH177 or MTH178, College Algebra, with a "C" or better and concurrent enrollment in MTH 183, Trigonometry.

**PHS252**  **General Physics II** 5 cr. hr.

This is a continuation of PHS 251. The study of magnetism, electricity, light, sound, and nuclear topics are included in this course. Students enrolling in General Physics II must also enroll in General Physics II Laboratory. Prerequisite: PHS 251.

**POLITICAL SCIENCE**

**POS132** **State and Local Government and Politics** 3cr. hr.

This is a survey of the structure and function of local governments in the U.S. with specific emphasis on the structure and function of Kansas government. Specific topics include an introduction to the variables affecting political behavior, organization and function of local political systems, and the relationship of the states to the national government. Prerequisite: None, although POS 176 is advised.

**POS176**  **American Government** 3 cr. hr.

This is a survey of the structure, function, and processes of American national government and the American political system. Specific topics include: the constitution and its interpretations; the branches of government, their functions and their development; and American political behavior as it affects national government. (Previously POS 131 American Government and Politics)

**PHYSICAL SCIENCE**

**PSC175** **Introduction to Geology** 4 cr. hr.

Introduction to Geology is an introductory survey course for those students who are not science majors and whose backgrounds are not strong in the physical sciences, as well as those majors that require a geology course. Studies include the rock and mineral structure of the earth, plate tectonics, weathering, erosion, mountain building, as well as other topics of modern geology. An understanding of geology can enhance one's enjoyment of the beauty of the natural world. Students must concurrently enroll in PSC175 Laboratory. (Previously listed as the four credit hour course of PSC232 )

**PSC176**  **Physical Science** 5 cr. hr.



property crime, white-collar crime, victimless crime, political crime, and organized crime. The course will also cover mass killers and terrorism.

**SOC132      Multicultural Study      3 cr. hr.**

This course is designed to provide students with an understanding and appreciation of the diverse ethnic groups in the United States, their contributions to American culture, and to facilitate the development of critical thinking skills. Issues related to dominant-minority group interaction will be explored.

**SOC138      Perspectives in Human Sexuality      3 cr. hr.**

This is a study of human sexuality based upon an interdisciplinary and comprehensive program planned to generate socially and ethically desirable attitudes and practices. The course content includes sociological, psychological, and biological aspects of human growth and development. Cultural values based upon historical evolution will be emphasized.

**SOC176       Introduction to Sociology      3 cr. hr.**

A survey of the primary elements of sociological analysis, the course is organized to allow the student to develop a sociological perspective, to enable the student to understand his/her social environment, and to appreciate his/her self-development at the group level. (Previously SOC 131 Elements of Sociology)

**SOC177      Juvenile Delinquency 3 cr. hr.**

Students will learn about such topics as teen suicide, gangs, school violence, bullies, child abuse, and how we deal with these problems in American society. The course will also deal with the Psychological, Sociological, and Biological causes of Juvenile Delinquency. The course will also cover the juvenile court, juvenile police, social service agencies, and juvenile detention facilities.

**SOC178      Human Relations      3 cr. hr.**

Included in this course are behavioral concepts and theories as they relate to: *Intrapersonal Skills*, *Interpersonal Skills*, *Leadership and Team Building Skills*, and *Organizational Structuring*. The optimal outcome upon completion will allow students to use practical applications of concepts and theories in both their personal and professional lives.

**SOC182                      Sociology of Families                      3 cr. hr.**

This course combines a functional and a sociological approach to the study of marriage and the family. It examines marriage and the family within the context of an intimate relationship as well as within the framework of sociological theory and research. It includes an examination and comparison of patterns of behavior surrounding these institutions historically and cross-culturally, with an emphasis on contemporary U.S. society. Students are encouraged to analyze the causes and probable consequences of current trends and social problems surrounding the family. Topics explored are building successful relationships, intimacy, marriage in America, gender convergence & role equity, communication, dating, sexual mores, changing attitudes, mate selection, expectations of marriage, legal aspects of marriage, human sexuality, family planning, parenthood, family finances, family life stages, family, crises, divorce, growth & fulfillment. (Previously SOC134 Marriage & The Family)

**SOC233**  **Social Problems**      **3 cr. hr.**

The study of Social Problems is rooted in the scientific discipline of Sociology. This Social Problems class will utilize fundamental sociological concepts to present a systematic analysis of contemporary social issues. Throughout the course, students will be asked to develop an understanding of these problems that is ground in empirical evidence instead of myth and misinterpretations. Students will also be asked to apply the principles of Critical Thinking in their analysis of these social issues and in considering the possible solutions to these problems.

**SOCIAL SCIENCE**

**SSC125**      **Leadership Management**      **3 cr. hr.**

This course is designed to provide emerging and existing leaders the opportunity to explore the concepts of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. The course is taught by "certified" Phi Theta Kappa Leadership Development studies instructors and is based upon the PTK Leadership development program.

**SSC161**                      **Introduction to Law Enforcement**      **3 cr. hr.**

An introduction to law enforcement operation and procedures including organization and administration. Emphasizes the police role in society and operational procedures including trial processes, human relations, career orientation, and research areas. (3 cr. hours)

**SSC176**  **World Regional Geography**      **3 cr. hr.**

A geographic survey course based on regional studies of world resources, economics, politics, environment, and lifestyles to provide a global perspective. (Previously SSC131)

**SSC177**  **Cultural Anthropology** **3 cr. hr.**

This course includes the study of the social and cultural systems of various people, especially primitive societies, including both those of the past and present times. A brief look at the evolution of man, kinship, religion, magic, science, economic systems, law, government, race, art, and the social institution. The American Indian is included.

**SSC212**                      **Introduction to Corrections**                      **3 cr. hr.**

This 3 credit hour course is an introduction to the philosophy and history of corrections, identifying multiple facets of the correctional system, including: Jails and Detention Facilities, Probation, Intermediate Sanctions, Imprisonment and Parole. This course focuses on how today's correctional subsystems function within a larger criminal justice system and covers correctional systems as they apply to the individual and to society.

**SSC235 Introduction to Social Work 3 cr. hr.**

This course is designed to introduce students to the field of social work. It offers an overview of the settings in which social workers practice, the populations they encounter, the social problems they address, and the interventions they utilize. Students will have the opportunity to develop an understanding of the historical underpinnings of the social work profession and the social welfare system in the United States. The course will examine the knowledge, values, ethics, and skills necessary for the effective practice of social work with diverse populations. Students will be able to gain an understanding of the profession that can aid them in assessing whether or not social work is the right profession for them.

**TRADE & INDUSTRIAL EDUCATION**

**TIN210 Principles of Technology I 5 cr. hr.**

Principles of Technology I is an applied physics course oriented toward modern technology for students enrolled in any technical area. It is a curriculum that covers seven units, and demonstrates how a concept can be analyzed and applied to equipment and devices in mechanical, fluid, electrical, and thermal energy systems.

**Manufacturing technology**

**WLD101 Welding I 3 cr. hr.**

This is a course in the fundamentals of arc welding and an introduction to oxyacetylene welding. Prerequisite: None.

**WLD102 Welding II 3 cr. hr.**

Welding II is designed to give the Welding I students additional experience in out-of-position welding with both Shielded Metal-Arc Welding (SMAW) and Oxy-acetylene Welding (OAW) welding process, use of different types of gas and fuel are explored and practiced. Projects may be a part of this class. The course is designed for the welder who may be looking for a career in this field.

**WLD107 Computer Aided Drafting I 3 cr. hr.**

The application and development of computer hardware and software to solve engineering problems. Two dimensional entities, text, dimensions, and other complex entities covering the use of the computer design, up to solid modeling.

**WLD130 Machine Tool Proc 3 cr. hr.**

Lecture and demonstration in the set-up operation. Safety and care of lathes, surface grinders, drill presses, vertical and horizontal mills, numerical control lathes and mills. Prerequisite: WLD 132 Machine Tool Operations recommended.

**WLD132 Machine Tool Operations 3 cr. hr.**

This course instructs students on precision measurement and layout blueprint reading, and work on the following machines: engine lathe, drill press, shaper, and milling machine. The following operations are performed: plain turning between centers, turning with collete chuck, knurling, tapering with taper attachment, tapering with offset tailstock, angular and keyway shaping, horizontal and vertical milling, cutting threads with tap and die, grinding plain cutter for lathe and shaper.

**WLD207      Computer Aided Drafting II                      3 cr. hr.**

Advanced computer application of three dimensional modeling, computer menu customization, and design layout. Application using ANSI standards and geometric dimensioning and tolerancing.  
Prerequisite: WLD107 CAD I

**WLD241      Special Projects Welding                      3 cr. hr.**

This course is designed for the student who is interested in designing and building a welding project. It will include project design, strength and selection of materials, computation of project costs, safe work habits, and completion of a welding project. Prerequisite: Special project welding has a prerequisite of one previous college welding course.

**WLD242      Special Projects in Welding II                      3 cr. hr.**

This course is a continuation of special projects in welding and is for the student who is interested in designing and building welding project. It will include project design, strength, and selection of materials, computation of project costs, safe work habits, and completion of a welding project. This course is a lab course.