



**COLLEGE CATALOG**  
**2018-2019**

# Associate of Science

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. 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. MTH178 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) or HPR176 Lifestyle Management (2)
- 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, ACCUPLACER, ACCUPLACER, or COMPASS prerequisites apply. Students may need developmental course work prior to enrollment in this class.

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.

**Effective: Fall 2018**

## Associate of Arts

At Pratt Community College 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 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. MTH178 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) ) or HPR176 Lifestyle Management (2)

- 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, ACCUPLACER, or COMPASS prerequisites apply. Students may need developmental course work prior to enrollment in this class.

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.

**Effective: Fall 2018**

## Associate of General Studies

The Associate Degree of General Studies (A.G.S.) is a degree option for a variety of students. While the Associate of Arts (A.A.) and Associate of 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 of 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**

- 1) HPR101 Concepts of Physical Health or HPR177 Personal & Community Health or HPR176 Lifestyle Management

(2) Physical activity course from approved list **OR**

- (3) HPR161 Nutrition (3), BIO101 Basic Nutrition (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 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**

Note: no more than 8 total credit hours in co-curricular and/or activity related courses may be applied to the Associate of General Studies Degree.

\*ACT, ACCUPLACER, ACCUPLACER, 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.

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.

**Effective: Fall 2018**

# Areas of Concentration

## Associate of General Studies Degree

(Minimum of 18 Credit Hours)

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

No more than 8 credit hours of co-curricular studies may be used for this degree's specific Area of Concentration requirements and/or electives.

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

Any ACC class	Any Science class
Any AGR class	Any CSC class
Any BUS class	

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

Any ACC classes	Any BUS class
Any CSC class	

### **COMMUNICATIONS CONCENTRATION**

BUS236 Business Communication	ENG classes
COM276 Public Speaking	MLN classes
COM classes	LIT classes

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

HOC100 Cardiopulmonary Resuscitation	HOC103 Home Health Aide
HOC101 Nurse Aide I	HOC106 Terminology for Health Care Workers
HOC102 Medication Aide	HPR231 First Aid & Safety
HOC105 Intro to Health Occupations Technology	EDU100 Career Planning & Development

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

HPR133 Introduction to Physical Education	Any Science class
HOC100 Cardiopulmonary Resuscitation	HOC classes
EDU139 Children's Play & Games	HPR classes (except Athletic Conditioning & Varsity Athletics)
HPR176 Lifestyle Management	SOC classes
HPR177 Personal & Community Health	PSY classes
HPR292 Care & Prevention of Sports Injuries	

### **HUMANITIES CONCENTRATION**

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.

**Effective: Fall 2018**

ART classes  
DRM classes  
HST classes  
HUM classes

LIT classes  
MLN classes  
MUS classes  
PHL classes

**LAW ENFORCEMENT/CORRECTIONS**

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

POS classes  
PSY classes  
MLN classes  
SOC classes

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.

**Effective: Fall 2018**

### **MATHEMATICS AND SCIENCE CONCENTRATION**

AGR131 Plant Science	CHM classes
AGR132 Animal Science	MTH classes
AGR136 Soils	PSC classes
BIO classes	PHS classes

### **SOCIAL SCIENCES CONCENTRATION**

BUS276 Macroeconomics	HST classes
BUS277 Microeconomics	MLN classes
HST176 American History to 1865	PHL classes
HST177 American History to Present	POS classes
PSY176 General Psychology	PSY classes
SSC176 World Regional Geography	SOC classes
SOC176 Introduction to Sociology	SSC classes
SSC235 Introduction to Social Work	

### **SPORTS ADMINISTRATION CONCENTRATION**

ACC111 Introduction to Accounting or ACC177 Accounting I	
BUS177/SOC178 Human Relations	BUS classes
BUS178 Introduction to Business	HPR classes except Athletic Conditioning and Varsity Athletics
BUS244 Human Resource Management	
HPR122 Recreational Leadership	
HPR125 Psychology of Sport	
HPR130 Introduction to Sports Administration	

### **TECHNICAL STUDIES CONCENTRATION**

AMC classes	BUS178 Introduction to Business
APT classes	INT Classes
EPT classes	AGR Classes
WLD classes	Any science class
BUS176 Personal Finance	Other technical classes as approved by advisor
BUS177/SOC178 Human Relations	

### **WILDLIFE OUTFITTING & OPERATIONS CONCENTRATION**

AGR136 Soils (4)	WOO282 Deer Hunting Management Techniques
AGR142 Ag in Our Society	WOO283 Freshwater Fishing Management Techniques
AGR241 Range Management	BUS176 Personal Finance
WOO270 Wildlife Business Basics	HPR112 Shooting Sports I

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.

**Effective: Fall 2018**

WOO271 Hunter Education Instructor Training	HPR129 Shooting Sports II
WOO272 Firearms Handling	
WOO273 Bow Hunting Equipment	
WOO274 Habitat & Food Plot Installation	ACC classes
WOO275 Wildlife & Outdoor Media Production	AGR class
WOO276 Guiding in the Outdoors	APT classes
WOO280 Waterfowl Management Techniques	BIO classes
BIO123 Environmental Science	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.

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.

**Effective: Fall 2018**

# Associate of Applied Science Degree

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, 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 of Applied Science Degree must major in an occupational program of study. Most candidates for the Associate of 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 ) or HPR176 Lifestyle Management (2) 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, ACCUPLACER, 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.

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.

**Effective: Fall 2018**

# Associate of 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) ) or HPR176 Lifestyle Management (2)

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, ACCUPLACER, 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.

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.

**Effective: Fall 2018**

# 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 credit hour) or HPR101 Concepts of Physical Health (2 credit hours) or HPR177 Personal & Community Health (3 credit hours) or HPR176 Lifestyle Management (2 credit hours). 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** = 8 cr. hrs.

**Courses from Major Department (excluding courses used to meet General Education requirements)** = 24 credit hour.

**Total Required Credit Hours**= 32 hrs.

\*ACT, ACCUPLACER, 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.

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.

**Effective: Fall 2018**

## **Approved Courses**

### **Social & Behavioral Science Electives**

Any course from the following disciplines may be taken as a social and behavioral 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: 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**

HPR101 Concepts of Physical Health  
HPR177 Personal & Community Health  
HPR176 Lifestyle Management

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.

**Effective: Fall 2018**

The following courses have been approved to fulfill the general education physical activity requirement:

AGR151-158 Applied Ag Tech I-VIII	HPR137/HRR237 Beginning/Advanced Weightlifting
HPR104 Yoga	HPR141/241 Beginning/Advanced Body Conditioning
HPR110 Geocaching	HPR144 Basketball, R&F
HPR112,129 Shooting Sports & Firearm Safety I-II	HPR155-158 Athl. Conditioning I-IV
HPR127 Disc Golf	HPR165-168 Varsity Athletics I-IV
HPR126 Casting & Angling	HPR259-260 Athl Conditioning V-VI
HPR128 Beginning Archery	HPR279-280 Varsity Athletics V-VI
HPR132 Pistol Safety	HPR283 Advanced Shooting Skills
INT165-168 Varsity eSports I-IV	

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

- Show Choir I-IV
- Band I-IV
- Choir I-IV
- Technical Production
- Theatre Production
- Weightlifting
- Body Conditioning
- Applied Ag Techniques I-VIII
- Athletic Conditioning I-VI
- Varsity Athletics I-VI
- Varsity eSports 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. **An exception exists in the Associate of General Studies Degree. No more than 8 credit hours of co-curricular studies may be used for this degree's specific Area of Concentration requirements and/or electives.** 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.

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.

**Effective: Fall 2018**

## ACCOUNTING – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC177	Accounting I	3
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC178	Accounting II	3
ACC231	Computerized Accounting	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Natural Science Elective with Lab	5
	Social & Behavioral Science Elective	3
	Open Elective	3
<b>Spring Semester – 14 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS236	Business Communications	3
	Physical Science Elective w Lab	4
	Social & Behavioral Science Elective	3
	ACC/BUS Elective	3
	Open Elective	1
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ADVANCED COMPUTING TECHNOLOGY –Certificate B

<b>Fall Semester – 18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG176	English Composition I	3
INT107	CompTIA A+ Essentials	3
INT109	Introduction to Network Technology	3
INT240	CompTIA Security +	3
	Any INT, ART135 or ART235 or BUS201 or BUS202	6
<b>Spring Semester – 18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
CSC177	Microcomputer Applications I	3
INT206	CompTIA A+ Practical Applications	3
INT209	Network Systems Technology	3
MTH178	College Algebra or higher	3
	Any INT, ART135 or ART235 or BUS201 or BUS202	6
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>36</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## AGRIBUSINESS & ECONOMICS –Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR142	Agriculture in Our Society	1
	AGR Elective	3
AGR185	Computers in Ag	3 <b>or</b>
BUS235	Microcomputer Office Apps I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or higher	3
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS276	Principles of Macroeconomics	3 <b>or</b>
BUS277	Principles of Microeconomics	3
ENG177	English Composition II	3
	AGR Elective	3
	Humanities Elective	3
	Natural Science with Lab	5
<b>Fall Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR131	Plant Science	4 <b>or</b>
AGR136	Soils	4 <b>or</b>
AGR241	Range Management	3
	AGR Elective	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	ACC or BUS Elective	3
	AGR Elective	3
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## AGRICULTURAL EDUCATION –Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR132	Animal Science	3
AGR142	Agriculture in Our Society	1
AGR185	Computers in Agriculture	3 <b>or</b>
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or higher	3
	Physical Activity Elective	1
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
	Major Department Elective*	2
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR131	Plant Science	4 <b>or</b>
AGR133	Crop Production	3 <b>or</b>
AGR136	Soils	4 <b>or</b>
AGR241	Range Management	3
COM130	Communications for the Workplace	3 <b>or</b>
COM276	Public Speaking	3 <b>or</b>
COM106	Interpersonal Communication	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Major Department Elective*	4
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Major Department Elective*	6
<b>*MAJOR DEPARTMENT ELECTIVES</b>		
	Any ACC course	<b>or</b>
	Any AGR course	<b>or</b>
APT101	Welding I	2 <b>or</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

APT127	Tractor & Auto Air Conditioning Repair	3 or
BUS150	Advertising	3 or
<b>CONTINUED NEXT PAGE</b>		
BUS178	Introduction to Business	3 or
BUS179	Web 2.0 Concepts & Applications	1 or
BUS201	Web Page Design	3 or
BUS221	Human Resource Management	3 or
BUS233	Business Law	3 or
BUS234	Marketing	3 or
BUS237	Business Management	3 or
BUS247	Small Business Management	3 or
BUS254	Medical Office Procedures	3 or
BUS264	Administrative Procedures	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# AGRICULTURE POWER TECHNOLOGY – Associate of Applied Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
APT123	Occupational Work Experience I	3
APT125	Outdoor Power Equipment	3
APT129	Applied Electricity/Electronics	3
APT137	Agricultural Seminar	1
APT246	Ag Machinery Operations	3
COM130	Communications for the Workplace	3 <b>or</b>
COM276	Public Speaking	3 <b>or</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communications	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
APT124	Occupational Work Experience II	3
APT127	Tractor/Auto Air Conditioning	3
APT138	Hydraulics/Pneumatics	3
APT141	Fundamentals of Engines	3
APT236	Agricultural Seminar	1
MTH126	Technical Math or higher*	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
APT101	Welding I	2
APT146	Diesel Electrical Systems	1
APT223	Occupational Work Experience III	3
APT226	Tractor Maintenance & Repair	2
APT247	Elec Acc Diag and Repair	3
ENG135	Writing for the Workplace or higher*	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
APT224	Occupational Work Experience IV	3
APT244	Power Trains	3
APT245	Shop Practice I	3
APT248	Diesel Fuel Systems	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
BUS162	Intro to Word Processing	1 <b>or</b>
BUS235	Microcomputer Office Applications I	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## AGRONOMY –Associate of Science

<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR131	Plant Science	4
AGR142	Agriculture in Our Society	1
AGR185	Computers in Agriculture	3 <b>or</b>
BUS235	Microcomputer Office Apps I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or higher	3
	Physical Activity Elective	1
<b>Spring Semester – 18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR136	Soils	4
ENG177	English Composition II	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
<b>Fall Semester – 14 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Physical Science with Lab Elective	5
	Social & Behavioral Science Elective	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	AGR Elective	4
	Humanities Elective	3
	Physical Science with Lab Elective (#2)	5
	Social & Behavioral Science Elective	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ANIMAL SCIENCE –Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR132	Animal Science	3
AGR142	Agriculture in Our Society	1
AGR185	Computers in Agriculture	3 <b>or</b>
BUS235	Microcomputer Office Apps I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or higher	3
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
	Major Department Elective*	3
<b>Fall Semester – 15-16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR131	Plant Science	4 <b>or</b>
AGR136	Soils	4 <b>or</b>
AGR133	Crop Production	3
	Major Department Elective*	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Major Department Elective*	5
	Humanities Elective	3
	Physical Science with Lab Elective	5
	Social & Behavioral Science Elective	3
	<b>*MAJOR DEPARTMENT ELECTIVES</b>	
	Any ACC course	<b>or</b>
	Any AGR course	<b>or</b>
APT101	Welding I	2 <b>or</b>
APT127	Tractor & Auto Air Conditioning Repair	3 <b>or</b>
BUS150	Advertising	3 <b>or</b>
BUS178	Introduction to Business	3 <b>or</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

BUS179	Web 2.0 Concepts & Applications	1 or
BUS201	Web Page Design	3 or
BUS221	Human Resource Management	3 or
BUS233	Business Law	3 or
BUS234	Marketing	3 or
BUS237	Business Management	3 or
BUS247	Small Business Management	3 or
BUS254	Medical Office Procedures	3 or
BUS264	Administrative Procedures	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ART/GRAPHIC DESIGN – Associate of Arts

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ART139	Art Appreciation	3
ART134	2D Design	3
CSC177	Microcomputer Applications	3
ENG176	English Composition I	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ART131	Drawing	3 <b>or</b>
ART135	Graphic Design I	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
MTH176	College Mathematics or higher*	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ART141	Ceramics I	3 <b>or</b>
ART235	Graphic Design II	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
<b>Spring Semester – 14 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Major Department or Open Elective*	7
	Physical Science with Lab Elective	4-5
	Multicultural Experience Elective	3
<b>*Major Department Electives</b>		
ART119	Pottery I	3 <b>or</b>
ART128	Digital Photography	3 <b>or</b>
ART133	Elementary School Art	3 <b>or</b>
ART135	Graphic Design I	3 <b>or</b>
ART141	Ceramics I	3 <b>or</b>
ART176	Survey of Art History I	3 <b>or</b>
ART177	Survey of Art History II	3 <b>or</b>
ART180	Adobe Photoshop Technology	1 <b>or</b>
ART182	Adobe Illustrator	1 <b>or</b>
ART191	Projects in Art	1 <b>or</b>
ART219	Pottery II	3 <b>or</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ART243	Ceramics II	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

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## ART/GRAPHIC DESIGN – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ART139	Art Appreciation	3
ART134	2D Design	3
CSC177	Microcomputer Applications	3
ENG176	English Composition I	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ART131	Drawing	3 or
ART135	Graphic Design I	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
	Humanities Elective	3
MTH178	College Algebra or higher	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ART141	Ceramics I	3 or
ART235	Graphic Design II	3
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
<b>Spring Semester – 14 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Major Department or Open Electives*	10
	Physical Science with Lab Elective	4-5
<b>*Major Department Electives</b>		
ART119	Pottery I	3 or
ART128	Digital Photography	3 or
ART133	Elementary School Art	3 or
ART135	Graphic Design I	3 or
ART141	Ceramics I	3 or
ART176	Survey of Art History I	3 or
ART177	Survey of Art History II	3 or
ART180	Adobe Photoshop Technology	1 or
ART182	Adobe Illustrator	1 or
ART191	Projects in Art	1 or
ART219	Pottery II	3 or

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ART243	Ceramics II	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ATHLETIC TRAINING - Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
HPR170	Practicum I: Fundamentals of Athletic Training	2
HPR292	Care & Prevention of Sports Injuries	3
	Choose from following: HPR125 Psychology of Sport <b>or</b> HPR231 First Aid & Safety <b>or</b> HPR161 Nutrition <b>or</b> Open Electives	2
MTH178	College Algebra or higher	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO278	Anatomy & Physiology	5
ENG177	English Composition II	3
HPR171	Practicum II: Taping Techniques	2
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Physical Activity Elective	1
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
HPR270	Practicum III: Orthopedic Anatomy	2
	Choose from following: HPR125 Psychology of Sport <b>or</b> HPR231 First Aid & Safety <b>or</b> HPR161 Nutrition <b>or</b> Open Electives	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HPR271	Practicum IV: Orthopedic Injury Evaluation	2
	Choose from following: HPR125 Psychology of Sport <b>or</b> HPR231 First Aid & Safety <b>or</b> HPR161 Nutrition <b>or</b> Open Electives	3
	Humanities Elective	3
	Physical Science with Lab Elective	4-5
	Social & Behavioral Science Elective	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# AUTOMOTIVE TECHNOLOGY – Associate of Applied Science

<b>Fall Semester – 17 -19 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AMC111	Engine Repair I	3
AMC112	Engine Repair II	3
AMC132	Steering & Suspension I	3
AMC238	Steering & Suspension II	2
ENG135	Writing for the Workplace or higher*	3
BUS162	Intro to Word Processing	1 or
BUS235	Microcomputer Office Apps I	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
<b>Spring Semester – 18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AMC108	Engine Performance I	3
AMC109	Engine Performance II	3
AMC129	Electrical I	3
AMC134	Electrical II	3
MTH126	Technical Math or higher*	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 14 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AMC208	Engine Performance III	3
AMC235	Electrical III	3
AMC236	Manual Transmission	5
COM130	Communications for the Workplace	3 or
COM276	Public Speaking	3 or
COM106	Interpersonal Communication	3 or
COM131	Speech Communications	3
<b>Spring Semester – 18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AMC209	Engine Performance IV	3
AMC225	Automatic Transmission	5
AMC254	Brakes I	3
AMC255	Brakes II	2
AMC260	Automotive Heating & A/C	5
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>67</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## BIOLOGY – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or higher	3
	Social & Behavioral Science Elective	3
<b>Spring Semester 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG177	English Composition II	3
	Humanities Elective	3
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Open Electives	4
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
	Physical Science with Lab Elective	4-5
	Humanities Elective	3
	Open Electives	5
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## Business Administration –Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC177	Accounting I	3
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC178	Accounting II	3
BUS178	Introduction to Business	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
	Open Elective	3
<b>Spring Semester – 14-15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS236	Business Communication	3
	ACC/BUS Elective	3
	Open Elective	1
	Physical Science with Lab Elective	4-5
	Social & Behavioral Science Elective	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## BUSINESS ADMINISTRATIVE TECHNOLOGY – Associate of Applied Science

<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	ACC Elective	3
BUS158	Office Procedures	3
BUS160	Document Processing	2
BUS235	Microcomputer Office Applications I	3
ENG135	Writing for the Workplace or higher*	3
MTH126	Technical Math or higher*	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	ACC Elective	3
BUS218	Business Ethics	3
BUS255	Microcomputer Office Apps II	3
BUS264	Administrative Procedures	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	BUS177 or SOC178 or PSY176	3
<b>Fall Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS157	Records Management	3
BUS172	Database Management	3
BUS201	Web Page Design	3
BUS233	Business Law	3
	ACC Elective	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	ACC/OWE Elective	3
BUS178	Introduction to Business	3
BUS202	Advanced Web Page Design	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3 <b>or</b>
COM130	Communications for the Workplace	3
	BUS Elective	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## BUSINESS ADMINISTRATIVE TECHNOLOGY – Certificate

<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC177	Accounting I	3
BUS157	Records Management	3
BUS158	Office Procedures	3
BUS160	Document Processing	2
BUS201	Web Page Design	3
BUS235	Microcomputer Office Applications I	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	ACC Elective	3
	ACC/BUS Elective	2
BUS264	Administrative Procedures	3
ENG135	Writing for the Workplace or higher*	3
	Physical Activity Elective	1 <b>or</b>
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH126	Technical Math or higher*	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>32</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. \*Students transferring to a university should check transfer requirements.

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## CHEMISTRY– Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Natural Science with Lab Elective	4
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
CHM186	General Chemistry I	5
ENG177	English Composition II	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Major Department Electives*	10
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Major Department Electives*	9
	<b>*Major Department Electives</b>	
CHM187	Chemistry II	5 <b>or</b>
PHS251	General Physics I	5 <b>or</b>
PHS252	General Physics II	5 <b>or</b>
MTH183	Trigonometry	3 <b>or</b>
MTH191	Analytical Geometry & Calculus I	5 <b>or</b>
MTH193	Analytical Geometry & Calculus II	5 <b>or</b>
	Open Electives	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## COMMUNICATIONS – Associate of Arts

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Natural Science with Lab Elective	5
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
MTH176	College Mathematics or higher	3
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Major Department Elective*	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Major Department Elective*	6
<b>Spring Semester –16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Multicultural Experience Elective	3
	Social & Behavioral Science Elective	3
	Major Department Elective*	7
	*Major Department Electives	
COM106	Interpersonal Communications	3 <b>or</b>
COM131	Speech Communications	3 <b>or</b>
COM276	Public Speaking	3 <b>or</b>
DRM131	Theatre Appreciation	3 <b>or</b>
EDU120	Sign Language I	2 <b>or</b>
EDU121	Sign Language II	2 <b>or</b>
EDU177	Foundation of Modern Education	3 <b>or</b>
BUS177/SOC178	Human Relations	3 <b>or</b>
	Any ART course or Open Elective	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## COMMUNICATIONS – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
	Natural Science with Lab Elective	5
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Major Department Elective*	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Major Department Elective*	6
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Major Department Elective*	10
	<b>*Major Department Electives</b>	
COM106	Interpersonal Communications	3 or
COM131	Speech Communications	3 or
COM276	Public Speaking	3 or
DRM131	Theatre Appreciation	3 or
EDU120	Sign Language I	2 or
EDU121	Sign Language II	2 or
EDU177	Foundation of Modern Education	3 or
BUS177/SOC178	Human	
Relations	3 or	
	Any ART course or Open Elective	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## COMPUTER SUPPORT TECHNOLOGIES – Certificate A

<b>Fall Semester – 9 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
INT107	CompTIA A+ Essentials	3
INT109	Introduction to Network Technology	3
INT240	CompTIA Security +	3
<b>Spring Semester – 9 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
CSC177	Microcomputer Applications I	3
INT206	CompTIA A+ Practical Applications	3
INT209	Network Systems Technology	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>18</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# ELECTRICAL POWERLINE TECHNOLOGY – Associate of Applied Science

<b>Fall Semester – 21-23 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EPD124	Electrical Theory	3
EPD131	System Design, Construction & Maint.	3
EPD141	Lab & Field Training I	8
EPD236	Industrial Safety & Relations	3
ENG135	Writing for the Workplace or higher*	3
BUS162	Intro to Word Processing	1 <b>or</b>
BUS235	Microcomputer Office Apps I	3
<b>Spring Semester – 22-23 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EPD126	Underground Systems	3
EPD142	Lab & Field Training II	8
EPD150	Electrical Essentials	3
EPD251	Transformers & Metering	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH126	Technical Math or higher*	3
<b>Summer Semester – 4 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EPD221	Occupational Work Experience	4
<b>Fall Semester – 9 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EPD143	Lab & Field Training III	6
COM130	Communications for the Workplace	3 <b>or</b>
COM276	Public Speaking	3 <b>or</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3
<b>Spring Semester – 9 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EPD144	Lab & Field Training IV	6
	Social & Behavioral Science Elective	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>65</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ELECTRICAL POWERLINE TECHNOLOGY– Certificate

<b>Fall Semester – 21-23 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EPD124	Electrical Theory	3
EPD131	System Design, Construction & Maintenance	3
EPD141	Lab & Field Training I	8
EPD236	Industrial Safety & Relations	3
ENG135	Writing for the Workplace or higher*	3
BUS162	Intro to Word Processing	1 <b>or</b>
BUS235	Microcomputer Office Apps I	3
<b>Spring Semester – 21-23 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EPD126	Underground Systems	3
EPD142	Lab & Field Training II	8
EPD150	Electrical Essentials	3
EPD251	Transformers & Metering	3
	Physical Activity Course from Approved List	1 <b>or</b>
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH126	Technical Math or higher*	3
<b>Summer Semester – 4 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EPD221	Occupational Work Experience	4
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>46</b>

***Due to program rigor, it is strongly suggested that students complete the general education requirements prior to entering the Electrical Powerline Technology Program.***

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ELEMENTARY EDUCATION –Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
EDU177	Foundations of Modern Education	3
ENG176	English Composition I	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Physical Activity Elective	1
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EDU235	Observation and Participation	1
EDU277	Children's Literature	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
PSY132	Developmental Psychology	3
	Humanities Elective	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Apps I	3
EDU139	Child Play and Games	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Open Electives	9
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ELEMENTARY EDUCATION – Associate of Arts

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG176	English Composition I	3
EDU177	Foundations of Modern Education	3
	Humanities Elective	3
	Physical Activity Elective	1
MTH176	College Mathematics or higher*	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EDU235	Observation & Participation	1
EDU277	Children's Literature	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
PSY132	Developmental Psychology	3
	Humanities Elective	3
<b>Fall Semester – 16-17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office App I	3
EDU139	Child Play and Games	3
	Humanities Elective	3
	Natural Science with Lab Elective	4-5
	Social & Behavioral Science Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Multicultural Experience Elective	3
	Social Behavioral Science Elective	3
	Physical Science with Lab Elective	5
	Open Electives	6
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ENGLISH – Associate of Arts

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG176	English Composition I	3
	Humanities Elective	3
	Physical Education Elective	1
	Any LIT prefix	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH76	College Mathematics or higher	3
	Natural Science with Lab Elective	5
	Any LIT prefix	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Multicultural Experience Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Any LIT prefix	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Social & Behavioral Science Elective	6
	Open Electives	7
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ENGLISH EDUCATION – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
ENG176	English Composition I	3
	Humanities Elective	3
	Physical Education Elective	1
	Major Department Elective*	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
MTH78	College Algebra	3
	Natural Science with Lab Elective	5
	Major Department Elective*	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Major Department Electives*	3
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	6
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Major Department Electives*	6
	Social & Behavioral Science Elective	3
	Open Electives	4
<b>*MAJOR DEPARTMENT ELECTIVES</b>		
EDU177	Foundations of Modern Education	3
EDU235	Observation & Participation	1
EDU277	Children's Literature	3
	Any LIT course	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# FARM & RANCH MANAGEMENT –Associate of Applied Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR132	Animal Science	3
AGR142	Agriculture in Our Society	1
AGR185	Computers in Agriculture	3 <b>or</b>
BUS235	Microcomputer Office Applications I	3
ENG135	Writing for the Workplace or higher*	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management <b>or</b>	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH126	Technical Mathematics or higher*	3
	Physical Activity Elective	1
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR231	Intro to Agribusiness	3 <b>or</b>
AGR232	Marketing Agricultural Products	3 <b>or</b>
AGR236	Farm Management	3
COM130	Communications for the Workplace	3 <b>or</b>
COM276	Public Speaking	3 <b>or</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communications	3
	Social & Behavioral Science Elective	3
	Major Department Electives*	6
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR131	Plant Science	4 <b>or</b>
AGR136	Soils	4 <b>or</b>
AGR133	Crop Production	3 <b>or</b>
AGR241	Range Management	3
	Major Department Electives*	13
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Major Department Electives*	16
<b>*MAJOR DEPARTMENT ELECTIVES</b>		
	Any ACC course	<b>or</b>
	Any AGR course	<b>or</b>
APT101	Welding I	2 <b>or</b>
APT127	Tractor & Auto Air Conditioning Repair	3 <b>or</b>
BUS150	Advertising	3 <b>or</b>
BUS178	Introduction to Business	3 <b>or</b>
BUS179	Web 2.0 Concepts & Applications	1 <b>or</b>
BUS201	Web Page Design	3 <b>or</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

BUS221	Human Resource Management	3 or
BUS233	Business Law	3 or
BUS234	Marketing	3 or
<b>CONTINUED ON NEXT PAGE</b>		
BUS237	Business Management	3 or
BUS247	Small Business Management	3 or
BUS254	Medical Office Procedures	3 or
BUS264	Administrative Procedures	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# FARM & RANCH MANAGEMENT–Certificate

## *Skyland Grain Crop Applicator Program*

<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR128	Plant & Seed Identification	1
AGR131	Plant Science	4
APT246	Agriculture Machinery Operation	3
AGR185	Computers in Ag	<b>3 or</b>
BUS235	Microcomputer Office Applications I	3
ENG135	Writing for the Workplace or higher*	3
MTH126	Technical Mathematics or higher*	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR109	Crop Pest Control	2
AGR129	Crop Scout Training	3
AGR133	Crop Production	3
AGR136	Soils	4
AGR221	Occupational Work Experience I	<b>4 or</b>
AGR225	Occupational Work Experience I	<b>2 or</b>
AGR226	Occupational Work Experience II	2
AGR232	Marketing Agricultural Products	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>34</b>

Note: the Lifetime Fitness & Health Requirement has been waived for this program due to the amount of physical activity required in some of the courses.

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## HEALTH OCCUPATIONS TECHNOLOGY –Certification

<b>Fall Semester – 12.5 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EDU100	Career Planning & Development	2
HOC100	Cardiopulmonary Resuscitation	.5
HOC101	Nurse Aide I	5
HOC105	Introduction to Health Occupations Technology	2
HOC106	Intro to Health Occupations Technology	2
HPR231	First Aid & Safety	1
<b>Spring Semester – 7 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HOC102	Medication Aide	5
HOC103	Home Health Aide	2
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>19.5</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## HISTORY – Associate of Arts

<b>Fall Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
	Multicultural Experience Elective	3
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG177	English Composition I	3
MTH176	College Mathematics or higher	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Major Department Electives*	6 <b>or</b>
	Open Elective	
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Social & Behavioral Science Elective	6
	Major Department Elective*	10 <b>or</b>
	Open Elective	
<b>*Major Department Electives</b>		
HST131	Survey of Civilization I	3 <b>or</b>
HST131	Survey of Civilization II	3 <b>or</b>
HST134	Current History	3 <b>or</b>
HST176	American History to 1865	3 <b>or</b>
HST177	American History 1865 to Present	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# Information Network Technology - Associate of 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 (2) or HPR177 Personal & Community Health (3 ) or HPR176 Lifestyle Management (2)	
<b>COMPUTER SKILLS</b>	
BUS235 Microcomputer Office Applications	3
<b>MAJOR DEPARTMENT RECOMMENDED ELECTIVES</b>	48
BUS201 Web Page Design (3)	
CSC177 Microcomputer Applications (3)	
INT106 Information Technology Fundamentals (3)	
INT109 Introduction to Network Technology (3)	
INT160/INT161 Occupational Work Experience I -II(3)	
INT206 PC Repair & Support (A+) (6)	
INT209 Network System Technology (3)	
INT218 Introduction to Computer Programming (3)	
INT230 Linux Operating System (3)	
INT238 Advanced Visual Basic Programming (3)	
INT240 COMPTIA Security+ (3)	

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

INT250 COMPTIA Cloud+ (3)	
INT155 Server Administration I (3)	
INT255 Server Administration II (3)	
TOTAL HOURS	65

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## Information Network Technology - Associate of Science

	Credit Hours
General Education Requirements	
<b>COMMUNICATIONS</b>	9
ENG176 English Composition I	
ENG177 English Composition II	
COM106 Interpersonal Communication --or-- COM131 Speech Communications --or-- COM276 Public Speaking	
<b>MATHEMATICS</b>	3
MTH178 College Algebra or higher	
<b>NATURAL &amp; PHYSICAL SCIENCES (1 of each)</b>	9-10
<b>HUMANITIES (from 2 disciplines)</b>	9
<b>SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)</b>	9
<b>LIFETIME FITNESS AND HEALTH</b>	3
HPR101 Concepts of Physical Health (2) or HPR177 Personal & Community Health (3) or HPR176 Lifestyle Management (2)	
Physical Activity Course from approved list	
<b>COMPUTER SKILLS</b>	3
BUS235 Microcomputer Office Applications	
<b>MAJOR DEPARTMENT RECOMMENDED ELECTIVES</b>	19
ART135 Graphic Design I (3)	
ART235 Graphic Design II (3)	
BUS201 Web Page Design (3)	
CSC177 Microcomputer Applications (3)	
INT105 Introduction to Game Theory (3)	
INT107 CompTIA A+ Essentials (3)	
INT109 Introduction to Network Technology (3)	

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

INT155 Server Administration I (3)	
INT160/IN161 Occupational Work Experience I-II(1) <b>CONTINUED NEXT PAGE</b>	
INT206 PC Repair & Support (A+) (3)	
INT209 Network System Technology (3)	
INT218 Introduction to Computer Programming (3)	
INT230 Linux Operating System (3)	
INT235 CompTIA Mobility + (3)	
INT238 Advanced Visual Basic Programming (3)	
INT240 COMPTIA Security+ (3)	
INT250 COMPTIA Cloud+ (3)	
INT255 Server Administration II (3)	
INT270 CompTIA Project+ (3)	
Or Open Electives	
TOTAL HOURS	64

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## LIBERAL ARTS –Associate of Arts

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG176	English Composition I	3
MTH176	College Math or higher	3
	Humanities Elective	3
	Multicultural Experience	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Apps I	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Open Elective	2
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
	Open Elective	5
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Physical Science with Lab Elective	4-5
	Open Elective	9
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## LIBERAL ARTS –Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG176	English Composition I	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Physical Activity Elective	1
	Open Elective	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Apps I	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Open Elective	2
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
	Open Elective	5
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Physical Science with Lab Elective	4-5
	Open Elective	9
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## 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

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# MATHEMATICS – Associate of Science

<b>Fall Semester –17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
ENG176	English Composition I	3
MTH191	Analytical Geometry & Calculus I	5
	Humanities Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Major Department Elective*	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Major Department Elective*	6
<b>Spring Semester –16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Major Department Elective*	10
<b>*MAJOR DEPARTMENT ELECTIVES</b>		
MTH181	Elementary Statistics	3 or
MTH183	Trigonometry	3 or
MTH193	Analytical Geometry & Calculus II	5 or
CHM187	General Chemistry II & Qual. Analysis	5 or
PHS251	General Physics I	5 or
PHS252	General Physics II	5 or
	Open Electives	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# MATHEMATICS EDUCATION– Associate of Science

<b>Fall Semester –17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
ENG176	English Composition I	3
MTH191	Analytical Geometry & Calculus I	5
	Humanities Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Major Department Elective*	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Major Department Elective*	6
<b>Spring Semester –16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Major Department Elective*	10
	<b>*MAJOR DEPARTMENT ELECTIVES</b>	
EDU177	Foundation of Modern Education	3 or
MTH181	Elementary Statistics	3 or
MTH183	Trigonometry	3 or
MTH193	Analytical Geometry & Calculus II	5 or
CHM187	General Chemistry II & Quan. Analysis	5 or
PHS251	General Physics I	5 or
PHS252	General Physics II	5 or
	Open Electives	
	<b>TOTAL REQUIRED CREDIT HOURS</b>	<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## MEDICAL OFFICE ASSISTANT (Business Administrative Technology) – Associate of Applied Science

<b>Fall Semester –17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC111	Introduction to Accounting	3 or
ACC177	Accounting I	3 or
ACC178	Accounting II	3 or
ACC231	Computerized Accounting	3 or
ACC232	Managerial Accounting	3
BUS158	Office Procedures	3
BUS160	Document Processing	2
BUS235	Microcomputer Office Applications I	3
ENG135	Writing for the Workplace or higher	3
MTH126	Technical Mathematics or higher	3
<b>Spring Semester –17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC111	Introduction to Accounting	3 or
ACC177	Accounting I	3 or
ACC178	Accounting II	3 or
ACC231	Computerized Accounting	3 or
ACC232	Managerial Accounting	3
BUS164	Advanced Document Processing	3
BUS155	Microcomputer Office Applications II	3
BUS264	Administrative Procedures	3
BUS177	Human Relations	3 or
SOC178	Human Relations	3 or
PSY176	General Psychology	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
<b>Fall Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS157	Records Management	3
BUS172	Database Management	3
BUS201	Web Page Design	3
BUS233	Business Law	3
BUS249	Medical Terminology	3 or
BUS250	Medical Transcription I	3 or
BUS254	Medical Office Procedures	3 or
	Any BUS elective	3
<b>Spring Semester –15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC111	Introduction to Accounting	3 or
ACC177	Accounting I	3 or

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ACC178	Accounting II	3 or
ACC231	Computerized Accounting	3 or
ACC232	Managerial Accounting	3
BUS178	Introduction to Business	3
<b>Continued on next page</b>		
BUS202	Advanced Web Page Design	3
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3 or
COM130	Communication for the Workplace	3
ACC111	Introduction to Accounting	3 or
ACC177	Accounting I	3 or
ACC178	Accounting II	3 or
ACC231	Computerized Accounting	3 or
ACC232	Managerial Accounting	3 or
BUS243	Occupational Work Experience I	1 or
BUS244	Occupational Work Experience II	1 or
BUS245	Occupational Work Experience III	1 or
BUS246	Occupational Work Experience IV	1
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# MEDICAL OFFICE ASSISTANT (Business Administrative Technology) – Certificate

<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC177	Accounting I	3
BUS158	Office Procedures	3
BUS160	Document Processing	2
BUS201	Web Page Design	3
BUS235	Microcomputer Office Applications I	3
ENG135	Writing for the Workplace or higher	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC178	Accounting II	3 <b>or</b>
ACC231	Computerized Accounting	3 <b>or</b>
ACC232	Managerial Accounting	3
BUS157	Records Management	3
BUS249	Medical Terminology	3 <b>or</b>
BUS254	Medical Office Procedures	3 <b>or</b>
	Any BUS Elective	2
BUS264	Administrative Procedures	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3 <b>or</b>
	Physical Activity Elective	1
MTH126	Technical Mathematics or higher	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>32</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# MODERN DISTRIBUTION SALES & MANAGEMENT - Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
DSM100	Introduction to Industrial Distribution	3
DSM101	Industrial Branch Operations	3
ENG176	English Composition I	3
MTH178	College Algebra or higher	3
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
DSM102	Principles of Sales & Marketing	3
DSM103	Manufacturer Distributor Relations	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
	Social & Behavioral Science Elective	3
	Humanities Elective	3
<b>Fall Semester – 15-17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
	Open Electives	1-3
<b>Spring Semester – 16-17 credit hours</b>		<b>Hrs</b>
	Humanities Elective	3
	Physical Science with Lab Elective	4-5
	Social & Behavioral Science Elective	3
	Open Electives	6
<b>Suggested Electives</b>		
DSM200 Materials Management & Procurement (3)		
DSM201 Industrial Leadership & Management (3)		
DSM202 Enterprise Resource Planning and Data Driven Decisions (3)		
DSM203 Safety & Health Management (3)		
BUS218 Business Ethics (3)	DSM204 Occup Work Exper (3)	
ACC111 Introduction to Accounting (3)	BUS233 Business Law (3)	
ACC177 Accounting I (3)	BUS234 Marketing (3)	
ACC231 Computerized Accounting (3)	BUS236 Business Communication (3)	
BUS178 Introduction to Business (3)	BUS237 Business Management (3)	

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

# MODERN DISTRIBUTION SALES & MANAGEMENT – Associate of Applied Science

<b>Fall Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
DSM100	Introduction to Industrial Distribution	3
DSM101	Industrial Branch Operations	3
ENG135	Writing for the Workplace or higher	3
MTH126	Technical Mathematics or higher	3
ACC or BUS	Course from block shown below	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
DSM102	Principles of Sales & Marketing	3
DSM103	Manufacturer Distributor Relations	3
	Social & Behavioral Science Elective	3
ACC or BUS	Course from block shown below	3
<b>Summer – 3 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
DSM204	Occupational Work Experience	3
<b>Fall Semester – 18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3 or
COM130	Communication for the Workplace	3
DSM200	Materials Management & Procurement	3
DSM201	Industrial Leadership & Management	3
ACC or BUS	Courses from block shown below	9
<b>Spring Semester – 14-15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
DSM202	Enterprise Resource Planning & Data Driven Decisions	3
DSM203	Safety & Health Management	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3 or
HPR231	First Aid & Safety	3
ACC or BUS	Courses from block shown below	6
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>65</b>
<b>ACC/BUS Block</b>		

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

ACC111	Introduction to Accounting	3
ACC177	Accounting I	3
CONTINUED ON NEXT PAGE		
ACC231	Computerized Accounting	3
BUS178	Introduction to Business	3
BUS233	Business Law	3
BUS234	Marketing	3
BUS236	Business Communication	3
BUS237	Business Management	3

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## MODERN DISTRIBUTION SALES & MANAGEMENT – Certificate

<b>Fall Semester – 18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ACC111	Introduction to Accounting	3 <b>or</b>
ACC177	Accounting I	3
BUS235	Microcomputer Office Applications I	3
DSM100	Introduction to Industrial Distribution	3
DSM101	Industrial Branch Operations	3
DSM103	Manufacturer Distributor Relations	3
ENG135	Writing for the Workplace or higher	3
<b>Spring Semester – 16-18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS178	Introduction to Business	3
DSM102	Principles of Sales & Marketing	3
DSM200	Materials Management & Procurement	3
DSM202	Enterprise Resource Planning & Data Driven Decisions	3
	Physical Activity Elective	1 <b>or</b>
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3 <b>or</b>
HPR231	First Aid & Safety	3
MTH126	Technical Mathematics or higher	3
<b>TOTAL REQUIRED HOURS</b>		<b>34</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## ADN Nursing Program – Associate of Applied Science in Nursing

<b>Prerequisites – 19 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG176	English Composition I	3
BIO278	Anatomy & Physiology	5
PSY176	General Psychology	3
PSY132	Developmental Psychology	3
BIO165	Microbiology	5
<b>All nursing courses require program admission</b>		
<b>Fall Semester – 13 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
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
<b>Spring Semester – 14 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
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
<b>Fall Semester – 12 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
NUR230	Transition to Professional Nursing Practice	1
NUR231	Health Assessment & Skills Development	3
NUR232	Medical-Surgical Nursing III	4
NUR233	Collaborative Clinical I	2
NUR234	Maternal Child Nursing	2
<b>Spring Semester – 12 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
NUR236	Medical-Surgical Nursing IV	4
NUR237	Collaborative Clinical II	3
NUR238	Mental Health Nursing II	1
NUR239	Capstone Clinical	1
NUR240	Leadership & Management for Nursing	2
NUR242	NCLEX Review	1
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>70</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PN NURSING PROGRAM –Practical Nurse Certificate

Students must be formally admitted to the nursing program. No student will be admitted 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 Admission's staff, located in the Pratt Campus Admission's Department at PCC or by calling 620.450.2224 or 2257, or by emailing [nursinginfo@prattcc.edu](mailto:nursinginfo@prattcc.edu).

Program application prerequisites: must have an active Nurse Aide Certificate. **General education courses are prerequisites.**

<b>Prerequisites – 11 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG176	English Composition I	3
BIO278	Anatomy & Physiology	5
PSY176	General Psychology	3
<b>All nursing courses require program admission</b>		
<b>Fall Semester – 13 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
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
<b>Spring Semester – 14 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
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
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>38</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PERSONAL TRAINING/SPORTS PERFORMANCE–Associate in Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO278	Anatomy & Physiology	5
BUS235	Microcomputer Office Apps I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
HPR125	Psychology of Sport	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
HPR231	First Aid & Safety	3
HPR292	Care & Prevention of Sports Injuries	3
MTH178	College Algebra or Higher	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HPR161	Nutrition	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Physical Science with Lab Elective	4-5
	Social & Behavioral Science Elective	3
<b>Spring Semester –16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HPR105	Fundamentals of Coaching	3
HPR224	Exercise Techniques	3
	Humanities Electives	6
	Open Elective	1
	Social & Behavioral Science Elective	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PHYSICAL EDUCATION AND COACHING–Associate of Science

<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Apps I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
HPR231	First Aid & Safety	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
HPR135	Intro to Health, PE, Recreation	3
MTH178	College Algebra or Higher	3
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HPR125	Psychology of Sport	3
HPR292	Care & Prevent of Sports Injuries	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Natural Science with Lab Elective	5
<b>Spring Semester –14-15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
HPR105	Fundamentals of Coaching	3
	Physical Science with Lab Elective	4-5
	Open Electives	4
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-CHIROPRACTIC – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or Higher	3
	Social & Behavioral Science Elective	3
<b>Spring Semester 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG177	English Composition II	3
	Humanities Elective	3
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Open Electives	4
<b>Spring Semester – 15-16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
	Physical Science with Lab Elective	4-5
	Humanities Elective	3
	Open Electives	5
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-DENTISTRY – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or Higher	3
	Social & Behavioral Science Elective	3
<b>Spring Semester 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG177	English Composition II	3
	Humanities Elective	3
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Open Electives	4
<b>Spring Semester – 15-16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
	Physical Science with Lab Elective	4-5
	Humanities Elective	3
	Open Electives	5
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-ENGINEERING– Associate of Science Degree

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
CHM186	General Chemistry I with Lab	5
ENG176	English Composition I	3
MTH191	Analytic Geometry & Calculus I	5
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
CHM187	General Chemistry II	5
ENG177	English Composition II	3
MTH193	Analytic Geometry & Calculus II	5
	Humanities Elective	3
<b>Fall Semester – 18 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO123	Environmental Science with Lab	4
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
PHS251	General Physics I	5
	Humanities Elective	3
	Social & Behavioral Science	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Apps I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
PHS252	General Physics II	5
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>67</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-FORESTRY – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Physical Activity	1
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Major Department Electives*	10
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Social & Behavioral Science Elective	3
	Major Department Electives*	9
<b>*Major Department Electives</b>		
BIO123	Environmental Science	4 <b>or</b>
BIO145	General Zoology	5 <b>or</b>
BIO155	General Botany	5 <b>or</b>
CHM186	General Chemistry I	5 <b>or</b>
CHM187	General Chemistry II and Qual. Analysis	5 <b>or</b>
PHS251	General Physics I	5 <b>or</b>
PHS252	General Physics II	5 <b>or</b>
	Open Electives	
<b>TOTAL REQUIRED CREDITS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-LAW – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
ENG176	English Composition I	3
HST134	Current History	3 or
HST176	American History to 1865	3 or
	Humanities Elective	3
	Physical Activity Elective	1
SOC233	Social Problems	3 or
PSY176	General Psychology	3 or
	Social Science Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
HST134	Current History	3 or
HST176	American History to 1865	3 or
	Humanities Elective	3
MTH178	College Algebra or higher	3
	Natural Science with Lab Elective	5
SOC182	Sociology of Families	3 or
SOC132	Multicultural Studies	3 or
SSC176	World & Regional Geography	3 or
HST177	American History 1865 to Present	3 or
	Open Electives	
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HST134	Current History	3 or
HST176	American History to 1865	3 or
	Humanities Elective	3
SOC233	Social Problems	3 or
PSY176	General Psychology	3 or
	Social Science Elective	3
SOC182	Sociology of Families	3 or
SOC132	Multicultural Studies	3 or
SSC176	World & Regional Geography	3 or
HST177	American History 1865 to Present	3 or
	Open Electives	
	Physical Science with Lab Elective	4
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>

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HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
<b>CONTINUED ON NEXT PAGE</b>		
SOC233	Social Problems	3 <b>or</b>
PSY176	General Psychology	3 <b>or</b>
	Social Science Elective	3
<u>Ten (10) credits from the following:</u>		
SOC182	Sociology of Families	3 <b>or</b>
SOC132	Multicultural Studies	3 <b>or</b>
SSC176	World & Regional Geography	3 <b>or</b>
HST177	American History 1865 to Present	3 <b>or</b>
	Open Electives	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-MEDICINE – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or Higher	3
	Social & Behavioral Science Elective	3
<b>Spring Semester 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG177	English Composition II	3
	Humanities Elective	3
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Open Electives	4
<b>Spring Semester – 15-16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
	Physical Science with Lab Elective	4-5
	Humanities Elective	3
	Open Electives	5
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## Pre-Nursing – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
PSY176	General Psychology	3
ENG176	English Composition I	3
BIO278	Anatomy & Physiology w/lab	5
HOC101	Nurse Aide I	5
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO165	Microbiology w/lab	5
PSY132	Developmental Psychology	3
HPR161	Nutrition	3
COM106	Interpersonal Communication	3
COM131 or COM276	Speech Communication Public Speaking	
MTH178	College Algebra/Intermediate Algebra (PN/ADN track)	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
CHM176	Fundamental of Chemistry w/ lab (or higher)	5
MTH181	Statistics	3
BIO290	Pathophysiology	3
SOC176	Introduction to Sociology	3
--	Humanities Elective	3
<b>Spring Semester – 14 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS249	Medical Terminology	3
BUS235	Microcomputer Office Applications I	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health or	2 or
HPR176	Lifestyle Management or	2 or
HPR177	Personal & Community Health	3
--	Humanities Elective	3
<b>Total Credit Hours</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-OPTOMETRY – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or Higher	3
	Social & Behavioral Science Elective	3
<b>Spring Semester 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG177	English Composition II	3
	Humanities Elective	3
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Open Electives	4
<b>Spring Semester – 15-16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
	Physical Science with Lab Elective	4-5
	Humanities Elective	3
	Open Electives	5
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-PHARMACY – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
MTH178	College Algebra or Higher	3
	Social & Behavioral Science Elective	3
<b>Spring Semester 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG177	English Composition II	3
	Humanities Elective	3
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Any BIO,CHM,PHS,PSC,MTH183 or higher	5
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Open Electives	4
<b>Spring Semester – 15-16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
	Physical Science with Lab Elective	4-5
	Humanities Elective	3
	Open Electives	5
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-VETERINARY – Associate of Science

<b>Fall Semester –17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
	Major Department Electives*	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Major Department Elective*	3
<b>Fall Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
	Major Department Elective*	5
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Major Department Elective*	8
	<b>*MAJOR DEPARTMENT ELECTIVES</b>	
AGR132	Animal Science	3 <b>or</b>
AGR138	Livestock Selection	2 <b>or</b>
AGR142	Agriculture in Our Society	1 <b>or</b>
AGR239	Fundamentals of Animal Nutrition	3 <b>or</b>
BIO165	Microbiology	5 <b>or</b>
CHM186	General Chemistry I	5 <b>or</b>
CHM187	General Chemistry II & Qual Analysis	5 <b>or</b>
PHS251	General Physics I	5 <b>or</b>
PHS252	General Physics II	5 <b>or</b>
	Open Elective	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PRE-WILDLIFE BIOLOGY – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BIO125	General Biology	5
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition I	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Physical Activity Elective	1
	Major Department Electives*	9
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Major Department Electives*	10
	<b>*MAJOR DEPARTMENT ELECTIVES</b>	
BIO123	Environmental Science	4 <b>or</b>
BIO145	General Zoology	5 <b>or</b>
BIO155	General Botany	5 <b>or</b>
CHM186	General Chemistry I	5 <b>or</b>
CHM187	General Chemistry II & Qual Analysis	5 <b>or</b>
MTH181	Elementary Statistics	3 <b>or</b>
MTH183	Trigonometry	3 <b>or</b>
PHS251	General Physics I	5 <b>or</b>
PHS252	General Physics II	5 <b>or</b>
	Open Electives	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## PSYCHOLOGY – Associate of Science

<b>Fall Semester –16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
ENG176	English Composition I	3
MTH178	College Algebra or higher	3
BUS177	Human Relations	3 or
SOC178	Human Relations	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Applications I	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
PSY132	Developmental Psychology	3
SOC132	Multicultural Study	3
	Humanities Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
	Open Elective	5
<b>Spring Semester –15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Physical Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Open Electives	5
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## RANGE MANAGEMENT – Associate of Science

<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR142	Agriculture in Our Society	1
AGR185	Computers in Agriculture	3 <b>or</b>
BUS235	Microcomputer Office Applications I	3
ENG176	English Composition I	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities	3
	Natural Science with Lab Elective	5
<b>Spring Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR136	Soils	4
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
ENG177	English Composition II	3
MTH178	College Algebra	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
AGR131	Plant Science	4
CHM186	General Chemistry I	5
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Humanities Elective	3
	Major Department Elective*	4
	Physical Science with Lab Elective	5
	Social & Behavioral Science Elective	3
<b>*MAJOR DEPARTMENT ELECTIVES</b>		
	Any ACC course	<b>or</b>
	Any AGR course	<b>or</b>
APT101	Welding I	2 <b>or</b>
APT127	Tractor & Auto Air Conditioning Repair	3 <b>or</b>
BUS150	Advertising	3 <b>or</b>
BUS178	Introduction to Business	3 <b>or</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

BUS179	Web 2.0 Concepts & Applications	1 or
BUS201	Web Page Design	3 or
BUS221	Human Resource Management	3 or
<b>CONTINUED NEXT PAGE</b>		
BUS233	Business Law	3 or
BUS234	Marketing	3 or
BUS237	Business Management	3 or
BUS247	Small Business Management	3 or
BUS254	Medical Office Procedures	3 or
BUS264	Administrative Procedures	3 or
	Open Elective	
<b>TOTAL REQUIRED CREDIT HOURS</b>		

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## SECONDARY EDUCATION – Associate of Arts

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Apps I	3
EDU177	Foundations of Modern Education	3
ENG176	English Composition I	3
MTH178	College Algebra or higher	3
PSY132	Developmental Psychology	3
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
	Natural Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Major Department Electives*	2
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Physical Science with Lab Elective	5
	Major Department Preferred Electives*	5
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EDU277	Children's Literature	3
EDU235	Observation & Participation	1 <b>or</b>
EDU236	Observation & Participation II	1
	Humanities Elective	3
	Multicultural Experience Elective	3
	Major Department Preferred Electives*3-5	
	Social & Behavioral Science	3
<b>*Major Department Preferred Electives</b>		
Any ACC, AGR, ART, BIO, BUS, COM, EDU, ENG, HST, MTH181 or higher, PSY, SOC, or Open Electives		
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## SECONDARY EDUCATION – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Apps I	3
EDU177	Foundations of Modern Education	3
ENG176	English Composition I	3
MTH178	College Algebra or higher	3
PSY132	Developmental Psychology	3
	Physical Activity Elective	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3
	Humanities Elective	3
	Natural Science with Lab Elective	4
	Social & Behavioral Science Elective	3
	Major Department Electives*	2
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Physical Science with Lab Elective	5
	Major Department Preferred Electives*	5
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
EDU277	Children's Literature	3
EDU235	Observation & Participation	1 <b>or</b>
EDU236	Observation & Participation II	1
	Humanities Elective	3
	Major Department Preferred Electives* 6-8	
	Social & Behavioral Science	3
<b>*Major Department Preferred Electives</b>		
Any ACC, AGR, ART, BIO, BUS, COM, EDU, ENG, HST, MTH181 or higher, PSY, SOC, or Open Electives		
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## SOCIAL WORK – Associate of Science

<b>Fall Semester –15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
BUS235	Microcomputer Office Apps I	3
ENG176	English Composition I	3
	Major Department Electives*	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
MTH178	College Algebra or Higher	3
	Humanities Elective	3
	Major Department Electives*	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
	Major Department Electives*	6
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
<b>Spring Semester –15-16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
	Major Department Requirements*	3
	Humanities Elective	3
	Physical Activity Elective	1
	Physical Science with Lab Elective	4-5
	Open Elective	4
<b>*MAJOR DEPARTMENT ELECTIVES: A TOTAL OF 15 CREDIT HOURS REQUIRED FROM THE FOLLOWING COURSES:</b>		
BUS177/SOC178	Human Relations	3 or
SOC132	Multicultural Studies	3 or
SOC233	Social Problems	3 or
HST177	American History 1865 to Present	3 or
	or any BUS course	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

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## SPORTS ADMINISTRATION – Associate of Science

Fall Semester –16 credit hours		
Number	Course Title	Hrs
ENG176	English Composition I	3
MTH178	College Algebra or Higher	3
	Major Department Electives*	3
	Humanities Elective	3
	Physical Activity Elective	1
	Social & Behavioral Science Elective	3
Spring Semester – 16 credit hours		
Number	Course Title	Hrs
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 or
HPR176	Lifestyle Management	2 or
HPR177	Personal & Community Health	3
	Major Department Electives*	5
	Humanities Elective	3
	Social & Behavioral Science Elective	3
Fall Semester – 16 credit hours		
Number	Course Title	Hrs
COM106	Interpersonal Communication	3 or
COM131	Speech Communication	3 or
COM276	Public Speaking	3
	Major Department Electives*	2
	Humanities Elective	3
	Natural Science with Lab Elective	5
	Social & Behavioral Science Elective	3
Spring Semester –16-17 credit hours		
Number	Course Title	Hrs
BUS235	Microcomputer Office Applications I	3
	Major Department Electives*	9
	Physical Science with Lab Elective	4-5
<b>*MAJOR DEPARTMENT ELECTIVES – TOTAL OF 19 CREDIT HOURS REQUIRED FROM:</b>		
HPR125	Psychology of Sport	3 or
HPR130	Intro to Sports Administration	3 or
HPR135	Introduction to Health, PE, Recreation	3 or
HPR231	First Aid & Safety	3 or
HPR292	Care & Prevention of Sports Injuries	3 or
ACC177	Accounting I	3 or
ACC178	Accounting II	3 or
ACC232	Managerial Accounting	3 or
BUS233	Business Law	3 or
	Open Electives	
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

## WILDLIFE OUTFITTING & OPERATIONS – Associate of Science

<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
WOO280	Waterfowl Management Techniques	3
AGR185	Computers in Agriculture	3 <b>or</b>
BUS235	Microcomputer Office Applications I	3
BIO125	General Biology	5
ENG176	English Composition I	3
	Physical Activity Elective	1
	Major Department or Open Electives*	1
<b>Spring Semester – 17 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
WOO281	Upland Game & Turkey Management Tech.	3
ENG177	English Composition II	3
HPR101	Concepts of Physical Health	2 <b>or</b>
HPR176	Lifestyle Management	2 <b>or</b>
HPR177	Personal & Community Health	3 <b>or</b>
HPR231	First Aid & Safety	3
MTH178	College Algebra or higher	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
<b>Fall Semester – 16 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
WOO282	Deer Management Techniques	3
COM106	Interpersonal Communication	3 <b>or</b>
COM131	Speech Communication	3 <b>or</b>
COM276	Public Speaking	3
	Humanities Elective	3
	Physical Science with Lab Elective	4-5
	Social & Behavioral Science Elective	3
<b>Spring Semester – 15 credit hours</b>		
<b>Number</b>	<b>Course Title</b>	<b>Hrs</b>
WOO283	Freshwater Fishing Management Tech.	3
	Humanities Elective	3
	Social & Behavioral Science Elective	3
	Major Department or Open Electives*	6
<b>*MAJOR DEPARTMENT PREFERRED ELECTIVES (Minimum of 6 credits from following)</b>		
AGR36	Soils	4
AGR142	Ag in Our Society	1
AGR241	Range Management	3
WOO270	Wildlife Business Basics	1
WOO271	Hunter Education Instructor Training	1
WOO272	Firearms Handling & Range Safety Cert.	1
WOO273	Bow Hunting Equipment	1
WOO274	Habitat & Food Plot Installation	2
WOO275	Wildlife & Outdoor Media Production	3
WOO276	Guiding in the Outdoors	3
<b>TOTAL REQUIRED CREDIT HOURS</b>		<b>64</b>

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

This is a suggested sequence of classes based on the average student load and course prerequisites. Not all courses are offered every semester. For specific discipline electives, please refer to the page labeled "Approved Courses" which follows the degree requirements in the course catalog. Consult with your advisor for more information. Students transferring to a university should check transfer requirements.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
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 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

<b>ACC111</b>	<b>Intro to Accounting</b>	<b>3 cr. hr.</b>
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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

<b>ACC177</b> 	<b>Accounting I</b>	<b>3 cr. hr.</b>
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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.

<b>ACC178</b> 	<b>Accounting II</b>	<b>3 cr. hr.</b>
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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.

<b>ACC231</b>	<b>Computerized Accounting</b>	<b>3 cr. hr.</b>
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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.

<b>ACC232</b> 	<b>Managerial Accounting</b>	<b>3 cr. hr.</b>
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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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
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**AGRICULTURE**

<b>AGR109</b>	<b>Crop Pest Control</b>	<b>2 cr. hr.</b>
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This course discusses various means of controlling crop pests. An integrated pest management approach is used to identify the pest, determine economic thresholds for control, and choose appropriate means of controlling crop pests, from biological controls to cultural controls to selective use of pesticides.

<b>AGR117</b>	<b>Horticulture</b>	<b>1 cr. hr.</b>
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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.

<b>AGR128</b>	<b>Plant and Seed Identification</b>	<b>1 cr. hr.</b>
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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.

<b>AGR129</b>	<b>Crop Scout Training</b>	<b>3 cr. hr.</b>
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This course involves practical hands-on training in the techniques of scouting crops in the field. Appropriate sampling techniques will be discussed and demonstrated, as well as identification of insects and diseases commonly found in agronomic crop fields in this part of the Midwest and High Plains.

<b>AGR131</b>	<b>Plant Science</b>	<b>4 cr. hr.</b>
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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.

<b>AGR132</b>	<b>Animal Science</b>	<b>3 cr. hr.</b>
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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.

<b>AGR133</b>	<b>Crop Production</b>	<b>3 cr. hr.</b>
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This course is an in-depth study of basic crop production and management of corn, wheat, milo, and other major crops. Field preparation, fertility, seed selection, planting and in season management of specific crops will be covered.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>AGR134</b>	<b>Livestock Production</b>	<b>3 cr. hr.</b>

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.

<b>AGR136</b>	<b>Soils</b>	<b>4 cr. hr.</b>
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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. (Ag majors intending to transfer to Kansas State University should take this course.)

<b>AGR137</b>	<b>Agricultural Seminar</b>	<b>1 cr. hr</b>
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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.

<b>AGR138</b>	<b>Livestock Selection</b>	<b>2 cr. hr.</b>
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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.

<b>AGR142</b>	<b>Agriculture in Our Society</b>	<b>1 cr. hr.</b>
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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.

<b>AGR151-AGR158</b>	<b>Applied Agriculture Techniques I-VIII</b>	<b>2 cr. hr.</b>
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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.

<b>AGR176</b>	<b>Horse Production</b>	<b>3 cr. hr.</b>
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This course is an in-depth study of horse production. Topics include breeding, feeding, management, marketing, and training.

<b>AGR185</b>	<b>Computers in Agriculture</b>	<b>3 cr. hr.</b>
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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

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

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.

**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 [forty five \(45\)](#) work hours per credit hour, supervision by the employer / the instructor, and [an employee evaluation including verification of hours worked](#). This class may also be taken for two credit hours. Prerequisite: Consent of the instructor.

**AGR225****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 [forty five \(45\)](#) work hours per credit hour, supervision by the employer / the instructor, and [an employee evaluation including verification of hours worked](#). Prerequisite: Consent of the instructor.

**AGR226****Occupational Work Experience II****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 [forty five \(45\)](#) work hours per credit hour, supervision by the employer / the instructor, and an employee evaluation including verification of hours worked.

**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)

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>AGR232</b>	<b>Marketing Agriculture Products</b>	<b>3 cr. hr.</b>

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.

<b>AGR236</b>	<b>Farm Management</b>	<b>3 cr. hr.</b>
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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.

<b>AGR239</b>	<b>Fundamentals of Animal Nutrition</b>	<b>3 cr. hr.</b>
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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.

<b>AGR241</b>	<b>Range Management</b>	<b>3 cr. hr.</b>
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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.

<b>AGR242</b>	<b>Beef Cattle Production</b>	<b>3 cr. hr.</b>
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This course is an in-depth study of beef cattle production. Topics include breeding, feeding, marketing, and management.

<b>AGR245</b>	<b>Elements of Meats</b>	<b>2 cr. hr.</b>
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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.

<b>AGR247</b>	<b>Artificial Insemination</b>	<b>1 cr. hr.</b>
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This course is designed to teach students the theory and practice of artificial insemination. Practice in artificial insemination of beef cattle is included.

<b>AGR250</b>	<b>Companion Animal Management</b>	<b>3 cr. hr.</b>
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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.

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**COURSE NUMBER**  
**AGR252**

**COURSE TITLE**  
**Feedlot Management**

**CREDIT HOURS**  
**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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
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## AUTOMOTIVE

<b>AMC108</b>	<b>Engine Performance I</b>	<b>3 cr. hr.</b>
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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)

<b>AMC109</b>	<b>Engine Performance II</b>	<b>3 cr. hr.</b>
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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 Carburation)

<b>AMC111</b>	<b>Engine Repair I</b>	<b>3 cr. hr.</b>
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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)

<b>AMC112</b>	<b>Engine Repair II</b>	<b>3 cr. hr.</b>
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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)

<b>AMC121</b>	<b>Automobile Mechanics Seminar</b>	<b>3 cr. hr.</b>
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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.

<b>AMC129</b>	<b>Electrical I</b>	<b>3 cr. hr.</b>
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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)

<b>AMC132</b>	<b>Suspension &amp; Steering I</b>	<b>3 cr. hr.</b>
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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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>AMC134</b>	<b>Electrical II</b>	<b>3 cr. hr.</b>

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)

<b>AMC140</b>	<b>Auto Service &amp; Maintenance</b>	<b>3 cr. hr.</b>
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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.

<b>AMC150</b>	<b>Engine Analysis</b>	<b>3 cr. hr</b>
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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.

<b>AMC152</b>	<b>Service Techniques</b>	<b>3 cr. hr.</b>
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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.

<b>AMC208</b>	<b>Engine Performance III</b>	<b>3 cr. hr.</b>
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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)

<b>AMC209</b>	<b>Engine Performance IV</b>	<b>3 cr. hr.</b>
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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)

<b>AMC225</b>	<b>Automatic Transmission</b>	<b>5 cr. hr.</b>
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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)

<b>AMC235</b>	<b>Electrical III</b>	<b>3 cr. hr.</b>
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This course is designed for advanced study in automotive electronics. Diagnosis, repair, and troubleshooting techniques will be emphasized. Lighting, circuits, windshield wipers, defogger,

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
	electric windows, locks, and seats are examples of topic areas covered. (Previously Electrical Accessories Diagnosis)	

<b>AMC236</b>	<b>Manual Drive Transmission</b>	<b>5 cr. hr.</b>
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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)

<b>AMC238</b>	<b>Suspension &amp; Steering II</b>	<b>2 cr. hr.</b>
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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.

<b>AMC254</b>	<b>Brakes I</b>	<b>3cr. hr.</b>
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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)

<b>AMC255</b>	<b>Brakes II</b>	<b>2 cr. hr.</b>
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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

<b>AMC260</b>	<b>Automotive Heating and Air Conditioning</b>	<b>5 cr. hr.</b>
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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**

<b>APT100</b>	<b>Applied Welding</b>	<b>3 cr. hr.</b>
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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.

<b>APT101</b>	<b>Welding I</b>	<b>2 cr. hr.</b>
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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.

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<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>APT102</b>	<b>Welding II</b>	<b>3 cr. hr</b>

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.

<b>APT123-124</b>	<b>Occupational Work Experience I-II</b>	<b>3 c. hr.</b>
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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.

<b>APT125</b>	<b>Outdoor Power Equipment</b>	<b>3 cr. hr.</b>
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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.

<b>APT127</b>	<b>Tractor &amp; Auto Air Conditioning Repair</b>	<b>3 cr. hr.</b>
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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.

<b>APT129</b>	<b>Applied Electricity/Electronics</b>	<b>3 cr. hr.</b>
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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.

<b>APT137</b>	<b>Agricultural Seminar</b>	<b>1 cr. hr.</b>
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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.

<b>APT138</b>	<b>Applied Hydraulics &amp; Pneumatics</b>	<b>3 cr. hr</b>
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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.

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<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>APT141</b>	<b>Fundamentals of Engines</b>	<b>3 cr. hr.</b>

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.

<b>APT146</b>	<b>Diesel Electrical Systems</b>	<b>1 cr. hr.</b>
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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.

<b>APT215</b>	<b>Material Handling &amp; Plant Layout</b>	<b>1 cr. hr.</b>
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Material Handling and Plant Layout is a course designed to teach students proper safety and operation of material handling equipment.

<b>APT223-224</b>	<b>Occupational Work Experience III-IV</b>	<b>3 cr. hr.</b>
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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.

<b>APT226</b>	<b>Tractor Maintenance &amp; Repair</b>	<b>2 cr. hr.</b>
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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.

<b>APT236</b>	<b>Agricultural Seminar</b>	<b>1 cr. hr.</b>
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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.

<b>APT244</b>	<b>Agriculture Power Transmissions</b>	<b>3 cr. hr.</b>
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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.

<b>APT245</b>	<b>Shop Practice I</b>	<b>3 cr. hr.</b>
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<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>ART133</b>	<b>Elementary School Art</b>	<b>3 cr. hr.</b>

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.

<b>ART134</b>	<b>2D Design</b>	<b>3 cr. hr.</b>
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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.

<b>ART135</b>	<b>Graphic Design I</b>	<b>3 cr. hr.</b>
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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.

<b>ART139</b> ▶	<b>Art Appreciation</b>	<b>3 cr. hr.</b>
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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.

<b>ART141</b>	<b>Ceramics I</b>	<b>3 cr. hr.</b>
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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.

<b>ART176</b> ▶	<b>Survey of Art History I</b>	<b>3 cr. hr.</b>
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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.

<b>ART177</b> ▶	<b>Survey of Art History II</b>	<b>3 cr. hr.</b>
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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)

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<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>ART180</b>	<b>Adobe Photoshop Techniques</b>	<b>1 cr. hr.</b>

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.

<b>ART182</b>	<b>Adobe Illustrator Techniques</b>	<b>1 cr. hr.</b>
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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.

<b>ART191</b>	<b>Projects in Art</b>	<b>1 cr. hr</b>
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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.

<b>ART219</b>	<b>Pottery II</b>	<b>3 cr. hr.</b>
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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).

<b>ART228</b>	<b>Advanced Digital Photography</b>	<b>3 cr. hr.</b>
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This course will build on the topics covered in ART128 Digital Photography. The students will spend additional time on task taking photographs, manipulating those photos, and printing them while using Adobe Photoshop. The course will explore photo manipulation and printing in depth to prepare the student to publish their work electronically or by print.

<b>ART235</b>	<b>Graphic Design II</b>	<b>3 cr. hr.</b>
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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.

<b>ART243</b>	<b>Ceramics II</b>	<b>3 cr. hr.</b>
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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.

**COURSE NUMBER**                      **COURSE TITLE**                      **CREDIT HOURS**

## **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 biology course for majors and non-majors, this course is designed to acquaint the student with modern concepts in biology. Topics included are molecular and cellular biology, basic biochemistry, organismic taxonomy, cellular and organismic reproduction, genetics, ecology and evolution. Laboratories are designed to be student oriented and complement the lecture topics. Prerequisite: None.

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**COURSE NUMBER**  
**BIO145**

**COURSE TITLE**  
**General Zoology**

**CREDIT HOURS**  
**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.

**BIO160** ▶

**Biology II**

**5 cr. hr.**

This class is designed for biology majors. An emphasis is placed on the survey of selected plant and animal phyla. Consideration is given to morphology, physiology, classification, ecology, evolution, and the life history of plants and animals. Prerequisite: BIO125. Concurrent enrollment in BIO160 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. Note: For guaranteed transfer to a Kansas public university, community college, or technical college, student must take both BIO276 & BIO277.

**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

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

daily basis. Students will complete laboratory exercises as part of the course requirements. Prerequisite: Anatomy & Physiology I with grade C or better, or permission of instructor. Note: For guaranteed transfer to a Kansas public university, community college, or technical college, student must take both BIO276 & BIO277

**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.

**BIO290****Pathophysiology****4 cr. hr.**

This course consists of a review of pathophysiological mechanisms with emphasis upon mechanical, infectious, and neoplastic stressors. Stressor induced responses are discussed with emphasis upon inflammation, immunity, and the generalized stress response. Stressor-stress induced response mechanisms are applied to diseases of each of the body systems. Prerequisites: Anatomy & Physiology with a "C" or better.

**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.

**BUSINESS****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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>BUS157</b>	<b>Records Management</b>	<b>3 cr. hr.</b>

This course focuses on sound principles of records and information management that include the entire range of records including physical, image records, and electronic media used in computerized systems. It will provide thorough coverage of alphabetic, subject numeric, and geographic storage, filing, and retrieving rules based on ARMA guidelines. Students will look at the use of magnetic, optical, and solid state media through the phases of the records management life cycle, and will study the records and information management (RIM) program components and guidelines.

<b>BUS158</b>	<b>Office Procedures</b>	<b>3 cr. hr</b>
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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)

<b>BUS160</b>	<b>Document Processing</b>	<b>2 cr. hr.</b>
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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)

<b>BUS162</b>	<b>Introduction to Word Processing</b>	<b>1 cr. hr.</b>
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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.

<b>BUS164</b>	<b>Advanced Document Processing</b>	<b>3 cr. hr.</b>
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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)

<b>BUS165</b>	<b>Integrated Computer Applications</b>	<b>3 cr. hr.</b>
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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)

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>BUS172</b>	<b>Database Management</b>	<b>3 cr. hr.</b>

This course will cover designing, modifying, and enhancing basic and advanced database skills in the form of tables, queries, forms, and reports. Students will also learn how to create and use macros, export, and restructure the database as well as analyzing and managing the data.

<b>BUS176</b>	<b>Personal Finance</b>	<b>3 cr. hr.</b>
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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.

<b>BUS177</b>	<b>Human Relations</b>	<b>3 cr. hr.</b>
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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.

<b>BUS178</b>	<b>Introduction to Business</b>	<b>3 cr. hr.</b>
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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.

<b>BUS179</b>	<b>Web 2.0 Concepts and Applications</b>	<b>1 cr. hr.</b>
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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").

<b>BUS201</b>	<b>Web Page Design</b>	<b>3 cr. hr.</b>
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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

**COURSE NUMBER**  
**BUS218****COURSE TITLE**  
**Business Ethics****CREDIT HOURS**  
**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**

This course is an introduction to marketing and provides a broad overview of the many aspects of marketing. This includes strategy, organization, management, pricing, research, and utilizing new media.

**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.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**                      **COURSE TITLE**                      **CREDIT HOURS**

**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.

**BUS247**                                      **Small Business Management**                                      **3 cr. hr.**

This course will provide the student with an introduction to a variety of topics necessary to successfully manage a small business enterprise. The course will provide a basic knowledge of accounting, making capital investment decisions, raising capital, dealing with financial institutions, and developing/maintaining a business plan for the small business.

**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.**

Students will transcribe medical reports using correct punctuation, grammar, and spelling. Prerequisite: BUS249 Medical Terminology and BUS162 or BUS164.

**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 softwares 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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>BUS264</b>	<b>Administrative Procedures</b>	<b>3 cr. hr.</b>

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).

<b>BUS276</b> ▶	<b>Principles of Macroeconomics</b>	<b>3 cr. hr.</b>
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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.

<b>BUS277</b> ▶	<b>Principles of Microeconomics</b>	<b>3 cr. hr.</b>
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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.

<b>BUS278</b>	<b>Business &amp; Economic Statistics</b>	<b>3 cr. hr.</b>
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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

<b>CHM176</b> ▶	<b>Fundamentals of Chemistry</b>	<b>5 cr. hr.</b>
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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).

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**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**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: MTH178 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.

**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,

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

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.

**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.

**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.

**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.

**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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
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**COMPUTER SCIENCE**

<b>CSC151</b>	<b>Microcomputer Applications I</b>	<b>3 cr. hr.</b>
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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.

<b>CSC176</b> 	<b>Introduction to Computers</b>	<b>3 cr. hr.</b>
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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.

<b>CSC177</b>	<b>Microcomputer Applications</b>	<b>3 cr. hr.</b>
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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.

<b>CSC201</b>	<b>Web Page Design</b>	<b>3 cr. hr.</b>
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Students will learn the fundamentals of proper web page design and the maintenance of web pages.

**DRAMA AND THEATRE**

<b>DRM122</b> 	<b>Theatre Production</b>	<b>3 cr. hr.</b>
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This is a laboratory course that provides supervised in practical aspects of theater production. Students must complete specific projects for college or studio productions.

<b>DRM125</b> 	<b>Technical Production</b>	<b>3 cr. hr.</b>
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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.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**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.

**DRM222**

**The American Musical Experience**

**2 cr. hr.**

Students will become acquainted with and gain an appreciation for the American Musical Experience on Broadway with guidance by qualified instructors. Students will also develop the skills and acquire the background information that will enable them to effectively participate in an educational trip to New York City. Prerequisite: permission of the instructor.

**MODERN DISTRIBUTION SALES & MANAGEMENT**

**DSM100**

**Introduction to Industrial Distribution**

**3 cr. hr.**

This course will introduce students to the industrial distribution industry. This course will discuss industrial distribution careers, channels of distribution, supply chain management, role of wholesalers & distributors in the supply chain, logistics, inventory control & management, sales and marketing, & the importance of pricing & markup.

**DSM101**

**Industrial Branch Operations**

**3 cr. hr.**

This course discusses the inner workings of a branch operation in the wholesale distribution market and the fundamental business and leadership skills that a branch manager needs to win in the industrial distribution market. Students will shadow and work with industry partners on-site at various branch locations as part of course requirements.

**DSM102**

**Principles of Sales & Marketing**

**3 cr. hr.**

Half of this course is designed to introduce to the student basic concepts of personal selling. The focus will be on strategic selling & the four components of selling strategy: developing a relationship strategy, product strategy, customer strategy, & presentation strategy. An emphasis will be placed on relationship selling, presentation, prospecting, handling objectives, closing techniques, customer service & service recovery strategies. Half of this course provides comprehensive coverage of marketing concepts & strategies, which includes: marketing environment forces, ethics, social responsibility, research, consumer & industrial

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

buying behavior, target market analysis, product development & management, distribution, promotion & pricing.

**DSM103****Manufacturer Distributor Relations****3 cr. hr.**

This course will explore what really drives distributor-supplier relationships, how often they go bad, & why. Students will learn means to predict future problems in relationships with a distributor's key suppliers & how to correct emerging problems before they become critical.

**DSM200****Materials Management & Procurement****3 cr. hr**

This course will teach students the role of supply chain management and how it is concerned with cost containment, profitability, & relationship building. Discussions include purchasing decisions & business strategy, the legal aspects of purchasing, materials management, inventory management, just-in-time (lean) purchasing, purchasing procedures, e-purchasing, systems contracting, supplier selection & evaluation, strategic outsourcing, global sourcing, purchasing supply partnership, supply chain power, total quality management (TQM) & purchasing, price determination, bargaining & negotiations, purchasing transportation services, equipment acquisition & disposal, health care purchasing, & purchasing professional services.

**DSM201****Industrial Leadership & Management****3 cr. hr.**

This course teaches concepts, terminology, principles, theories, & issues in the field of supervision. This course gives an understanding of supervision & how to work in teams. Students will practice/roleplay how to perform managerial & leadership functions within the distribution industry.

**DSM202****Enterprise Recourse Planning & Data Driven Decisions****3 cr. hr.**

This course focuses on information, business, technology, & the integrated set of activities used to run organizations, such as supply chain management, customer relationship management (CRM), enterprise resource planning (ERP), outsourcing, integration, & e-business. This course will answer questions that increase sales, optimize inventory, reduce costs, & determine the best & worst customers.

**DSM203****Safety & Health Management****3 cr. hr.**

This course examines the safety & health administration, accident prevention, & the control of health hazards as related to occupations. This course includes a study of current safety & health requirements & how to create & manage a safe & healthy industrial work environment.

**DSM204****Occupational Work Experience****3 cr. hr.**

This course is designed to provide students with direct industry-related DSM experience that will apply the skills & knowledge gained in the classroom. This course is intended to aid in future employment. Minimum requirements for the course include: at least forty five (45) work hours per credit hour, supervision by the employer, & a report of job experiences & hours worked. Prerequisite: Consent of the instructor.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**  
**EDUCATION**

**COURSE TITLE**

**CREDIT HOURS**

**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.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**EDU177** ▶

**Foundations of Modern Education 3 cr. hr.**

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.

**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.

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS****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****2 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

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

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.

**ENG238** **Introduction to Creative Writing** **3 cr. hr.**

ENG 238 supports the notion that the best way to "learn" how to write excellent stories and poems is to write a lot of them while reading exemplary works from each genre. So that is what we will do: write and read many stories and poems, with a special focus on examining outstanding works by Kansas writers alongside those by writers outside the U.S. We will write and read bearing in mind how each story "works"—structurally, stylistically, and thematically. We will ask ourselves (over and over) while writing and reading: So what? The goal is simple: you will leave this class better able to say things in your writing that have not been said before. This course is open to PCC students as well as community members.

**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.**

Underground Systems will prepare the student in the field of underground construction. Students learn the tools of the trade as well as how to use the applications.

**EPD131** **System Design, Construction and Maintenance** **3 cr. hr.**

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
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Tools and applications for constructing overhead lines are taught in this course, including redesigning, staking, setting, framing poles, string, sagging, and clipping wire are the major projects for apprentice linemen. Maintenance of overhead lines also includes troubleshooting, fusing, grounding, and sectionalizing procedures, hot line maintenance, hot stick, rubber and polyethylene protective equipment. Students study theory of single and polyphase metering, meter maintenance, etc.

<b>EPD136</b>	<b>Lab and Field Training IA</b>	<b>4 cr. hr.</b>
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Setting poles is the first experience students receive in the field. Students learn the basic skill of setting a pole by hand digging, and then learn to climb and work the poles. Skills learned in the classroom are applied to lab and field exercises.

<b>EPD137</b>	<b>Lab and Field Training IB</b>	<b>4 cr. hr</b>
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Setting poles is the first experience students receive in the field. Students learn the basic skill of setting a pole by hand digging, and then learn to climb and work the poles. Skills learned in the classroom are applied to lab and field exercises.

<b>EPD138</b>	<b>Lab and Field Training IIA</b>	<b>4 cr. hr.</b>
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This class covers the first half of EPD142 Lab and Field Training II. When submitted to the Office of Instruction along with EPD139 Lab and Field Training IIB, their combination may be considered equivalent to EPD142 Lab and Field Training II.

<b>EPD139</b>	<b>Lab and Field Training IIB</b>	<b>4 cr. hr.</b>
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This class covers the second half of EPD142 Lab and Field Training II. When submitted to the Office of Instruction along with EPD137 Lab and Field Training IIA, their combination may be considered equivalent to EPD142 Lab and Field Training II.

<b>EPD141</b>	<b>Laboratory and Field Training I</b>	<b>8 cr. hr.</b>
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Climbing is the first experience students receive in the field. Students learn the basic skill of climbing by repeating the technique as they certify at 15 feet and 25 feet. Skills learned in the classroom are applied to lab and field exercises.

<b>EPD142</b>	<b>Laboratory and Field Training II</b>	<b>8 cr. hr.</b>
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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

<b>EPD143</b>	<b>Laboratory and Field Training III</b>	<b>6 cr. hr.</b>
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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

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

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.

**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.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>HOC125</b>	<b>Leadership and Management for Health Careers</b>	<b>2 cr. hr.</b>

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.

<b>HOC183</b>	<b>Intravenous Fluid Therapy</b>	<b>3 cr. hrs.</b>
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This course is 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 settings that requires intravenous skills.

## **HEALTH, PHYSICAL ACTIVITY & RECREATION**

<b>HPR101</b>	<b>Concepts of Physical Health</b>	<b>2 cr. hr.</b>
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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.

<b>HPR104</b>	<b>Yoga</b>	<b>1 cr. hr.</b>
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For the beginning student, this course will introduce Hatha yoga (Yoga of exercise) for improved wellness, increased flexibility, relaxation, and reduced stress in daily living. Advanced students will be provided opportunities to improve his/her yoga knowledge. Prerequisites: none

<b>HPR105</b>	<b>Fundamentals of Coaching</b>	<b>3 cr. hr.</b>
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This is an introduction to the theory and practice of coaching sports at all ages and skill levels-from kindergarten to college age.

<b>HPR110</b>	<b>Geocaching</b>	<b>1 cr. hr.</b>
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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.

<b>HPR112</b>	<b>Shooting Sports &amp; Firearms Safety I</b>	<b>2 cr. hr.</b>
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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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>HPR113</b>	<b>Music Theatre Dance I</b>	<b>1 cr. hr.</b>

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.

<b>HPR118</b>	<b>Billiards, R &amp; F</b>	<b>1 cr. hr.</b>
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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.

<b>HPR120</b>	<b>Rules &amp; Officiating I</b>	<b>3 cr. hr.</b>
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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.

<b>HPR121</b>	<b>Rules &amp; Officiating II</b>	<b>3 cr. hr.</b>
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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.

<b>HPR122</b>	<b>Recreational Leadership</b>	<b>3 cr. hr.</b>
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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.

<b>HPR125</b>	<b>Psychology of Sport</b>	<b>3 cr. hr.</b>
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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.

<b>HPR126</b>	<b>Casting &amp; Angling</b>	<b>1 cr. hr.</b>
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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.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CREDIT HOURS</u></b>
<b>HPR127</b>	<b>Disc Golf, Rules &amp; Fundamentals</b>	<b>1 cr. hr.</b>

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.

<b>HPR128</b>	<b>Beginning Archery</b>	<b>1 cr. hr.</b>
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Archery is designed to promote and develop the basic skills and knowledge surrounding field shooting, competitive shooting, clout and flight shooting.

<b>HPR129</b>	<b>Shooting Sports &amp; Firearms Safety II</b>	<b>2 cr. hr</b>
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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.

<b>HPR130</b>	<b>Introduction to Sports Administration</b>	<b>3 cr. hr.</b>
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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.

<b>HPR132</b>	<b>Pistol Safety &amp; Shooting</b>	<b>1 cr. hr.</b>
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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 Ninescah Valley Gun Club to be allowed to shoot at the NVGC range.

<b>HPR134</b>	<b>Intro to Exercise Science</b>	<b>3 cr. hr.</b>
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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.

<b>HPR135</b>	<b>Intro to Health PE, Recreation</b>	<b>3 cr. hr.</b>
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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.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**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.

**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.

**HPR144**

**Rules & Fundamentals of Basketball I**

**1 cr. hr.**

This course will teach the fundamentals involved in coaching and playing the sport of basketball with special emphasis given to rules and policies.

**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**

**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. (Previously BIO137)

**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

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

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****2 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.

**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.

**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.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**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.

**HPR233**

**Music Theatre Dance III**

**1 cr. hr.**

This is a continuation of Music Theatre Dance I & II. 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. Prerequisites: Music Theatre Dance I & II.

**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**

**1 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.

**MUS243**

**Music Theatre Dance IV**

**1 cr. hr.**

This is a continuation of Music Theatre Dance I, II & III. 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. Prerequisites: Music Theatre Dance I, II & III.

**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).

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>HPR270</b>	<b>Practicum III: Orthopedic Anatomy</b>	<b>2 cr. hr.</b>

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.

<b>HPR271</b>	<b>Practicum IV: Orthopedic Injury &amp; Evaluation</b>	<b>2 cr. hr.</b>
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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.

<b>HPR279-280</b>	<b>Varsity Athletics V-VI</b>	<b>1 cr. hr.</b>
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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.)

<b>HPR283</b>	<b>Advanced Shooting Skills</b>	<b>2 cr. hr</b>
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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.

<b>HPR285</b>	<b>Fitness Evaluation, Education, and Individualized Exercise Prescription</b>	<b>2 cr. hr.</b>
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This course is designed to educate the student in how to maintain an individualized exercise and wellness program that will be developed individually for each student according to their wants and needs. 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 wellness topics will be maintained by the student based on the specific exercise prescription designed for the student.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>HPR292</b>	<b>Care and Prevention of Sports Injuries</b>	<b>3 cr. hr.</b>

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.

## HISTORY

<b>HST131</b> ▶	<b>Survey of Civilization I</b>	<b>3 cr. hr.</b>
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The history of the world is a complex process in which many branches of the human community have played an active part, and the dominance of any one area of world has been, then, a temporary rather than a permanent phenomenon. This course's purpose is to present a balance in World history, including the rich diversity of many cultures prior to 1500 with special emphasis on the rise of the West.

<b>HST132</b> ▶	<b>Survey of Civilization II</b>	<b>3 cr. hr.</b>
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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.

<b>HST134</b>	<b>Current History</b>	<b>3 cr. hr.</b>
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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.

<b>HST138</b>	<b>History of Great Plains</b>	<b>3 cr. hr.</b>
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This course surveys the history of the Great Plains, its 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.

<b>HST176</b> ▶	<b>American History to 1865</b>	<b>3 cr. hr.</b>
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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.

<b>HST177</b> ▶	<b>American History 1865 to Present</b>	<b>3 cr. hr.</b>
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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

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

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****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.

**INFORMATION NETWORK TECHNOLOGY****INT105****Introduction to Game Theory****3 cr. hrs.**

This course is designed to introduce the student to the concepts of video/computer game development. This course will introduce the student to the history of video games, game development concepts, and current technology used for video game presentation. The course will also discuss simulation software used in a variety of fields for training.

**INT106****A+ Essentials****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+).

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS****INT107****CompTIA A+ Essentials****3 cr. hr.**

CompTIA A+ Essentials focuses on the knowledge needed to identify and explain PC components, put together 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 the INT206 CompTIA A+ Practical Applications course.

**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.

**INT155****Server Administration I****3 cr. hr.**

Server Administration I focuses on the knowledge needed to install and secure servers, as well as perform server maintenance and backups. This course is designed for students with little knowledge of networking or servers and is a prerequisite to the INT255 Server Administration II course.

**INT160-161****Occupational Work Experience I-II****1 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.

**INT165-168****Varsity eSports I – IV****2 cr. hr.**

Varsity eSports I-IV provides an introduction to the world of competitive gaming through practices, live events, networking, and wellness. Each level is taken in progressive sequence.

**INT206****CompTIA A+ Practical Applications****3 cr. hr.**

Students will have an extensive overview of the fundamentals of computer technology, networking, and security and develop the skills necessary to identify hardware, peripheral, networking, and security components. Students will understand the basic functionality of the operating systems and basic troubleshooting methodology, practice proper safety procedures, and how to effectively interact with customers.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>INT209</b>	<b>Network System Technology</b>	<b>3 cr. hr.</b>

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.

<b>INT218</b>	<b>Introduction to Computer Programming</b>	<b>3 cr. hr.</b>
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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.

<b>INT220</b>	<b>Switch and Router Technology</b>	<b>3 cr. hr.</b>
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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.

<b>INT230</b>	<b>Linux Operating System</b>	<b>3 cr. hr.</b>
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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.

<b>INT235</b>	<b>CompTIA Mobility +</b>	<b>3 cr. hr.</b>
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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.

<b>INT238</b>	<b>Advanced Visual Basic Programming</b>	<b>3 cr. hr.</b>
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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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>INT240</b>	<b>CompTIA Security +</b>	<b>3 cr. hr.</b>

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).

<b>INT250</b>	<b>CompTIA Cloud+</b>	<b>3 cr. hr.</b>
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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.

<b>INT255</b>	<b>Server Administration II</b>	<b>3 cr. hr.</b>
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Server Administration II focuses on the knowledge needed to integrate your server with the rest of your network, including domain setup, security, and management. Prerequisite: INT155 Server Administration I.

<b>INT260-261</b>	<b>Occupational Work Experience III-IV</b>	<b>1 cr. hr.</b>
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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.

<b>INT270</b>	<b>CompTIA Project+</b>	<b>3 cr. hr.</b>
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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**

<b>LIT176</b>	<b>World Literature</b>	<b>3 cr. hr.</b>
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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.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**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.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
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

<b>MLN153</b>	<b>German I</b>	<b>5 cr. hr.</b>
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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.

<b>MLN154</b>	<b>German II</b>	<b>5 cr. hr.</b>
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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.

<b>MLN176</b> ▶	<b>Elementary Spanish I</b>	<b>5 cr. hr.</b>
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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.

<b>MLN177</b> ▶	<b>Elementary Spanish II</b>	<b>5 cr. hr.</b>
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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

<b>MTH075</b>	<b>Basic Applied Mathematics</b>	<b>3 cr. hr.</b>
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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 an ACT Math score of 18 or lower, a COMPASS Pre-Algebra score of 48 or lower, or an ACCUPLACER Arithmetic score of 49 or lower must enroll in this course to satisfy prerequisites for Beginning Algebra.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CREDIT HOURS</u></b>
<b>MTH076</b>	<b>Beginning Algebra</b>	<b>3 cr. hr.</b>

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) an ACCUPLACER Arithmetic Test of 50 or higher or Elementary Algebra Test of 40 to 59 or (b) a grade of "C" or above in MTH 075, Basic Applied Math, (c) ACT score of 19 or above, (d) COMPASS Pre-Algebra score of 49-53 or € COMPASS Algebra score of 0-49.

<b>MTH126</b>	<b>Technical Mathematics</b>	<b>3 cr. hr.</b>
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This course is designed for students enrolled in Technical Education programs. Prerequisites: (a) ACCUPLACER Arithmetic Test of 50 or higher or Elementary Algebra Test of 40 to 59, (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, (e) COMPASS Algebra score of 0 to 49.

<b>MTH130</b>	<b>Intermediate Algebra</b>	<b>3 cr. hr.</b>
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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) ACCUPLACER Elementary Algebra Score of 60 to 80, (b) grade of "C" or above in MTH 076, Beginning Algebra, (c) ACT score of 20 or above, or (d) COMPASS Algebra score of 42 or above.

<b>MTH131</b>	<b>Intermediate Algebra with Review</b>	<b>3 cr. hr.</b>
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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.

<b>MTH176</b> 	<b>College Mathematics</b>	<b>3 cr. hr.</b>
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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) ACCUPLACER Elementary 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.

<b>MTH178</b> 	<b>College Algebra</b>	<b>3 cr. hr.</b>
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College Algebra is a minimum requirement course for many AS, AA, BS, and BA degree programs. 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) ACCUPLACER Elementary Algebra test of 81 or higher, (b) a grade of "C" or above in MTH 130, Intermediate Algebra (c) ACT score of 23 or higher (d) COMPASS 61 or higher on the Algebra scale.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>MTH181</b> ▶	<b>Elementary Statistics</b>	<b>3 cr. hr.</b>

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 178, 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) ACCUPLACER College Level Math Test of 46 or higher, (d) ACT score of 24 or above, (d) COMPASS College Algebra score of 0-58 or higher. (Elementary Statistics was previously called Statistics.)

<b>MTH183</b> ▶	<b>Trigonometry</b>	<b>3 cr. hr.</b>
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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) MTH178, College Algebra, with a grade of "C" or better, (b) ACCUPLACER College Level Math Test of 46 or higher, (c) ACT score of 24 or above,

<b>MTH187</b> ▶	<b>Calculus Methods</b>	<b>4 cr. hr.</b>
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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) MTH178, College Algebra, with a grade of "C" or better, (b) (b) ACT Math Score of 24 or higher, (c) College Algebra Compass score of 0-58 , or (d) ACCUPLACER College Level Math Test of 46 or higher.

<b>MTH191</b> ▶	<b>Analytic Geometry and Calculus I</b>	<b>5 cr. hr.</b>
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This course includes some basic analytic geometry of lines, a study of limits, and the derivatives and antiderivatives of algebraic functions. Business, Engineering and mathematical majors should enroll in Calculus I. Prerequisites: any one of the following: (a) MTH178, College Algebra with a grade of "C" or better (b) ACCUPLACER College Level Math Test of 46 or higher, or (c) a minimum ACT score of 26, or d) College Algebra COMPASS score of 59 or higher.

<b>MTH193</b>	<b>Analytic Geometry and Calculus II</b>	<b>5 cr. hr.</b>
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This is a continuation of MTH191 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.

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS****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****1 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****1 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****1 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****1 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.

**COURSE NUMBER**  
**MUS211--214**

**COURSE TITLE**  
**Band III-VI**

**CREDIT HOURS**  
**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)

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**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**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)

**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 course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client. (Prerequisites: KSPN118))

**KSPN182**

**Pharmacology**

**3 cr. hr.**

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan. (Prerequisites: KSPN118, & KSPN120)

**NUR108**

**Beginning Dosage Calculations**

**1 cr. hr.**

The Beginning Dosage Calculations course includes instruction on calculating oral, parenteral, and intravenous medication dosages. This course is a hybrid course with mostly on-line instruction but some face-to-face time.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>NUR109</b>	<b>Advanced Dosage Calculations</b>	<b>1 cr. hr.</b>

The Advanced Dosage Calculations course includes instruction on calculating oral, parenteral, and intravenous medication dosages for both adult and pediatric clients. The course will also include instruction on titration of intravenous medications and heparin infusions. This course is a hybrid course with mostly on-line instruction but some face-to-face time.

<b>NUR230</b>	<b>Transition to Professional Nursing Practice</b>	<b>1 cr. hr.</b>
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This course facilitates the transition of the student from Licensed Practical Nurse (LPN) or Certified Paramedic to the role of the professional registered nurse. Emphasis is placed on developing clinical decision making and assuming primary responsibility for the client in a variety of healthcare settings. Concepts related to teamwork and collaboration, evidence-based practice, professionalism, leadership, and nursing judgment are expanded upon. *(Prerequisites: Acceptance into ADN program, LPN and/or Paramedic Certification)*

<b>NUR231</b>	<b>Health Assessment and Skills Development</b>	<b>3 cr. hr.</b>
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This course provides the framework for preparing students to perform comprehensive health assessments on patients across the lifespan. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments, as well as identification of stressors and health risks. Concepts of relationship-centered care, safety within the healthcare environment, and use of evidence-based practice in the provision of professional nursing practice will be integrated throughout this course. Laboratory experiences provide an opportunity to apply knowledge and skills on patients across the lifespan. *(Prerequisites: Acceptance into ADN program, LPN and/or Paramedic Certification)*

<b>NUR232</b>	<b>Medical/Surgical Nursing III</b>	<b>4 cr. hr.</b>
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This course focuses on the care of adults experiencing complex health conditions. Emphasis is placed on the care of clients with alterations in selected body systems to include endocrine, genitourinary, gastrointestinal, cardiovascular, and respiratory. Concepts related to teamwork and collaboration, evidence-based practice, professionalism, safety, and nursing judgment are expanded upon within the context of the care of adults. *(Prerequisites: NUR230 – Transition to Professional Nursing Practice)*

<b>NUR233</b>	<b>Collaborative Clinical I</b>	<b>2 cr. hr.</b>
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Clinical and/or simulation experiences provide the student an opportunity to apply theoretical concepts and implement safe care to clients in a variety of healthcare settings. Concepts related to professionalism, relationship-centered care, teamwork and collaboration, evidence-based practice, informatics, safety, and nursing judgment are expanded upon. *(Prerequisites: NUR231 Health Assessment & Skills Development)*

<b>NUR234</b>	<b>Maternal-Child Nursing II</b>	<b>2 cr. hr.</b>
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This course refines and builds on an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on high-risk pregnancies, family dynamics, pediatric disorders, and the promotion of healthy behaviors in patients. Concepts related to teamwork and collaboration, evidence-based practice, professionalism, safety, and nursing

**COURSE NUMBER**                      **COURSE TITLE**                      **CREDIT HOURS**  
 judgment are expanded upon within the context of the care of the family. *(Prerequisites: NUR232 Medical/Surgical Nursing III)*

**NUR236**                                      **Medical/Surgical Nursing IV**                                      **4 cr. hr.**

This course focuses on the care of adults experiencing complex health conditions. Emphasis is placed on the care of clients with alterations in selected body systems to include neurosensory, oncology/hematology/immunology, musculoskeletal, integument and trauma/disaster planning, and community health nursing. Concepts related to leadership, teamwork and collaboration, evidence-based practice, professionalism, safety, and nursing judgment are expanded upon within the context of the care of adults. *(Prerequisites: NUR232 Medical/Surgical Nursing III)*

**NUR237**                                      **Collaborative Clinical II**                                      **3 cr. hr.**

Clinical experiences provide the student an opportunity to apply theoretical concepts, perform complex clinical skills, and prioritize safe care to two or more clients in a variety of healthcare settings. Concepts related to professionalism, leadership, teamwork and collaboration, relationship-centered care, evidence-based practice, safety, informatics, systems-based practice, and nursing judgment are expanded upon. *(Prerequisites: NUR233 Collaborative Clinical I)*

**NUR238**                                      **Mental Health Nursing**                                      **1 cr. hr.**

This course focuses on the care of clients across the lifespan experiencing cognitive and mental health disorders. Emphasis is placed on management of clients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts related to teamwork and collaboration, evidence-based practice, professionalism, safety, and nursing judgment are expanded upon within the context of the care of the client experiencing a mental health disorder. *(Prerequisites: NUR236-Medical/Surgical Nursing IV)*

**NUR239**                                      **Capstone Clinical**                                      **1 cr. hr.**

Clinical preceptorship experiences provide the student an opportunity to practice working as a team member in a setting of interest. Concepts related to teamwork and collaboration, professionalism, relationship-centered care, evidence-based practice, safety, quality improvement, systems-based practice, and nursing judgment are expanded upon. *(Prerequisites: NUR236 Medical/Surgical Nursing IV)*

**NUR 240**                                      **Leadership & Management in Nursing**                                      **2 cr. hr.**

This course assists the student in developing the knowledge and skills needed to lead and manage healthcare delivery within the current healthcare system. Emphasis is placed on contemporary issues and management concepts, as well as developing the skills of delegation, conflict management, and prioritization. Concepts related to leadership, professionalism, relationship-centered care, evidence-based practice, safety, quality improvement, systems-based practice, and nursing judgment are expanded upon from a leadership perspective. *(Prerequisites: NUR238 Mental Health Nursing)*

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>NUR242</b>	<b>NCLEX Review</b>	<b>1 cr. hr.</b>

This course assists the student in preparing for the NCLEX-RN® Exam. Emphasis is placed on the use of clinical decision making processes and priority setting skills to inform nursing judgments that support success on standardized exams. (*Prerequisites: NUR240 Leadership & Management in Nursing; NUR239 Capstone Clinical*).

## **PHILOSOPHY**

<b>PHL105</b>	<b>Introduction to the Old Testament</b>	<b>3 cr. hr.</b>
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Introduction to the Old Testament (OT) is a general education course which equips students with the tools to analyze Old Testament/Hebrew Bible characters, major historical and literary themes, as well as apply their interpretations in the context of popular culture.

<b>PHL106</b>	<b>Introduction to the New Testament</b>	<b>3 cr. hr.</b>
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Introduction to the New Testament will provide an overview of the New Testament through an exploration of the four gospels. The gospels will be used to analyze the cultural, historical, and purpose reflected through the writings. A paper on a selected passage will be used to drive critical engagement and practice critical thinking. Students who successfully complete this course will have a working knowledge of the gospels, will have viewed the early Christian community through multiple perspectives, and will have applied critical thinking within a theological and literary setting.

<b>PHL123</b> ▶	<b>Comparative Religions</b>	<b>3 cr. hr.</b>
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This course will enable the student to develop a historical understanding of five of the world's major, living religions. The course is designed to create a knowledge of, understanding of, and appreciation for the world's five prominent religions. The student will learn the known religion's features, customs, beliefs, and practices of each presented religion. The student's exploration will include Christianity, Buddhism, Islam, Judaism and Hinduism through historical exploration and analysis of the principal and distinguishing features of these religions. The student will develop an understanding of the impact of religion in today's world events. (Previously World Religion)

<b>PHL130</b> ▶	<b>Introduction to Philosophy</b>	<b>3 cr. hr.</b>
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This is an introductory course in which major world philosophies, past and present, are studied and analyzed. Students will learn philosophical terms, will develop an understanding of various major philosophies and learn to apply philosophical principles to events in their own lives.

<b>PHL276</b> ▶	<b>Introduction to Ethics</b>	<b>3 cr. hr.</b>
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This is a survey of the nature and history of ethical theory including Greco/Roman, Judeo/Christian and modern theories with emphasis on how ethical principles are applied to practical issues. (Previously PHL 231 Ethics)

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS****PHYSICS****PHS251** ▶**General Physics I****5 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 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)

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS****PSC176** ▶**Physical Science****5 cr. hr.**

Physical Science is an introductory survey course for those students who are not science majors and whose backgrounds are not strong in the physical sciences. Studies include most of the areas of science that are not directly related to living organisms. Some knowledge of mathematics related to each area will be explained as the area is introduced. Much emphasis is placed on the principles and processes of the physical to the various disciplines and everyday life. Beginning Algebra, Math076 or a higher level of math course is a required prerequisite.

**PSC177** ▶**Introduction to Geology****5cr. hr.**

This five credit hour online course in Introduction to Geology is a one semester survey course that will introduce students to the study of the earth, its processes and materials. It is designed to be for non-science majors as well as students that need an introductory course before starting a program of study requiring several semesters of science. (Previously listed as the five credit hour course of PSC232.)

**PSC178** ▶**Introduction to Astronomy****3 cr. hr.**

This is a general astronomy course designed to acquaint the student with the heavenly bodies and their seasonal migration throughout the sky. Emphasis will be placed on the methods and tools used in exploring the solar system and the local galaxy. Theories about the rest of the universe will be included. Students will spend time observing the night sky as an important part of the course.

**PSYCHOLOGY****PSY132** ▶**Developmental Psychology****3 cr. hr.**

A study of human development from conception to death. Special emphasis is given to physical, emotional, social, intellectual, and linguistic development. This course is designed to provide the student with an understanding of development within the context of the social and physical environments.

**PSY176** ▶**General Psychology****3 cr. hr.**

This course is designed to provide an introduction to the problems and methods of studying behavior, to present the basic principles underlying human behavior, and to give the student a rational basis for understanding much of what s/he and others do.

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**

**COURSE TITLE**

**CREDIT HOURS**

**PSY290**

**Psychology of Luv & Dichotomy of Hate**

**3 cr. hr.**

In this course we will study the psychology of luv and dichotomy of hate in relation to how these opposing forces impact your current personal and future professional life. Additionally an in-depth analysis of a variety of learning, cognitive, moral, ethical, and personality theories will be included. This course involves: (a) exploration of self as it pertains to fostering and maintaining relationships; (b) market media medium literacy acquisition; (c) redefining the multicultural and diversity narrative; and (d) examination of our globalized societal climate. Individual and small group assessments will play an integral part of the overall learning experience. PSY 290 will be run as a quasi-constructivist seminar where many of the readings, market media mediums, assignments, and issues will be based on emergent themes. Your ability to: (a) critically think, analyze, and interpret; (b) adapt to novel and new situations; and (c) become actively engaged in the learning process is vital. Based on the constructivist theory quizzes, observations, and other assignments will be disseminated in class.

**SOCIOLOGY**

**SOC123**



**Criminology**

**3 cr. hr.**

This online course is an introduction to the history, philosophy, and theory of crime and deviance. This course will explore the complexities and causation of crime and deviance. Students will focus on the sociological factors that influence deviance and popular approaches to understanding and responding to these behaviors. The course will explain the different types of crime: violent crime, 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)

**COURSE NUMBER**  
**SOC177****COURSE TITLE**  
**Juvenile Delinquency****CREDIT HOURS**  
**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****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)

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PRATT COMMUNITY COLLEGE COURSE DESCRIPTIONS

**COURSE NUMBER**

**COURSE TITLE**

**CREDIT 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.

**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.

**VESI PROFESSIONAL DEVELOPMENT (for Professional Educators)**

**VES 200**

**Advanced Classroom Management: Children as Change Agents**

**2 cr. hr.**

*Advanced Classroom Management* is primarily for professionals (e.g., regular or special educators, instructional assistants, school psychologist, counselors) serving children and youths presenting behavior problems the school or community. Focuses on cognitive- and cognitive-behavioral interventions (often lumped together under the rubric "social skills") with an emphasis on teaching students how to change and manage their own behavior. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**COURSE NUMBER**  
**VES201****COURSE TITLE**  
**ATTENTION DEFICIT DISORDER****CREDIT HOURS****2 cr. hr.**

Attention Deficit/Hyperactivity Disorder: Information & Interventions for Effective Teaching is an interactive distance learning course designed to help you achieve a better understanding of ADHD and provide intervention strategies to facilitate positive student change. *Attention Deficit/Hyperactivity Disorder* provides information on the history of the disorder, accepted methods to assess and identify students with the disorder, and various treatment methods that are currently being used to treat the disorder. The course helps you through the referral process when you feel a student needs services beyond what you are capable of or comfortable providing in your classroom environment. This course also lists resources for both teachers and parents who would like more help or information about ADHD. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES202****AUTISM & ASPERGER'S DISORDER****2 cr. hr.**

*Autism & Asperger's Disorder* is designed to help you achieve a better understanding of Autism and Asperger's Disorder, intervention strategies to enhance communication and learning and to teach more conventional behaviors. The course provides information on the characteristics of the disorder, learning styles associated with the disorder, communication weaknesses, and various intervention strategies that have proven to be successful when working with students with Autism spectrum disorders. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES203****BEHAVIOR IS LANGUAGE****3 cr. hr.**

*Behavior is Language* is designed to give you a new perspective on student behavior and effective tools for facilitating positive student change. The course provides a developmental framework for understanding what students are trying to tell you through the "language" of their behavior. The course teaches techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control, and reduce your workloads and burnout. This program helps you, as well as students, find creative, effective solutions to problems. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES204****CHILD ABUSE****2 cr. hr.**

*Child Abuse* is designed to help you identify and effectively teach students affected by child abuse and/or neglect. This course teaches you to recognize the signs of physical abuse, emotional abuse, sexual abuse, physical neglect, and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of the abused or neglected child and how to meet those needs in the regular classroom. Working with parents and community agencies is also emphasized. This course is a professional development course for educators offered through VESi

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

(Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES205****DRUGS & ALCOHOL IN SCHOOLS****2 cr. hr.**

*Drugs & Alcohol in Schools* is designed to give you a more comprehensive understanding of alcohol, drugs, and their influences in your classroom. This course provides a contextual framework for understanding what students may be experiencing through their own substance use or the impact of substance use around them. The course provides a basic historical perspective of substance use along with descriptions of biological, psychological, and social factors that comprise the disease of addiction. This program will help you better understand a multitude of complex dynamics that contribute to this biological and social phenomenon. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES206****EARLY CHILDHOOD: FAMILY-CENTERED SERVICES****2 cr. hr.**

*Early Childhood: Family-Centered Services* is a course that seeks to promote the development of thoughtful, knowledgeable, effective educators for a diverse society. The course provides conceptual frameworks for working with families of children from a variety of backgrounds. Course content places an emphasis on family-centered practices designed to help early childhood professionals involve and support families in the care and education of children. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES207****EARLY CHILDHOOD: OBSERVATION & ASSESSMENT****3 cr. hr.**

*Early Childhood: Observation & Assessment* is an interactive distance learning course which explores observation and assessment instruments, as well as recommended practices and available resources for infants, toddlers, and preschoolers. Content includes an emphasis on observing young children and assessing their early childhood learning environments. . This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES208****EARLY CHILDHOOD: PROGRAM PLANNING****3 cr. hr.**

*Early Childhood: Program Planning* is an interactive distance learning course designed to give you a new perspective on planning and implementing developmentally appropriate programs for young children from birth through age eight. In this course you will learn what is meant by curriculum, assessment, evaluation, and program planning as these terms apply to early childhood education. We will discuss several historical perspectives and theories on child development and examine best

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

practice for early childhood education. We will also examine key concepts and specific activities for teaching various curricular content areas, including language and literacy, mathematics and science, and the expressive arts. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES209****EARLY CHILDHOOD: TYPICAL & ATYPICAL DEVELOPMENT****3 cr. hr.**

*Early Childhood: Typical & Atypical Development* is an interactive distance learning course which explores contemporary best practice and perspectives on early childhood development. Content includes patterns and sequences of typical development for children from birth to six years. Emphasis is on individual differences, cultural influences, and the impact of developmental delay and disability during infancy, toddlerhood, and the preschool years. Discussion will also include instructional technology (IT) and assistive technology (AT) applications for this population. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES210****EDUCATIONAL ASSESSMENT****2 cr. hr.**

*Educational Assessment* is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals and implement meaningful instructional strategies for effective learning by students with special needs. The focus of this course will therefore be on assessment for instructional programming. The course will outline procedures for designing or selecting, administering and interpreting, a variety of informal assessment measures typically used in schools. The use of a range of informal assessment measures in the academic and social skills areas will form the core of the content to be covered. The presentation of assessment information in an acceptable format to parents and teachers will also be addressed. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES211****HARASSMENT, BULLYING, CYBER-INTIMIDATION IN SCHOOLS****2 cr. hr.**

*Harassment, Bullying & Cyber-Intimidation in Schools* will discuss definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyber-intimidation. The course will address what we know about these troubling areas. We will then explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>VES212</b>	<b>INCLUSION: WORKING WITH STUDENTS WITH SPECIAL NEEDS</b>	<b>2 cr. hr.</b>

*Inclusion: Working with Students with Special Needs in General Education Classrooms* was written to help teachers understand concepts and terms related to educating students in inclusive classrooms. The course also helps teachers learn about the continuum of placements school systems can use in providing special education services to students with disabilities. The course helps you understand the federal definition of students entitled to special education services, as well as procedures you can use in determining whether these students can be educated in the regular classroom. The course also identifies and describes the roles and responsibilities of special and general educators in providing special education services to students educated in inclusive classrooms. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

<b>VES213</b>	<b>INFANT &amp; TODDLER MENTAL HEALTH (EARLY CHILDHOOD)</b>	<b>2 cr. hr.</b>
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*Infant & Toddler Mental Health: Issues & Information for Educators* is an interactive computer-based instruction course designed to help you achieve a better understanding of infant and toddler mental health, child development, and strategies you can use to promote positive relationships with children and their families. This course provides information that will help you to understand and identify your role as a child care provider, educator, and early childhood professional. *Infant & Toddler Mental Health* will provide you with research-based information on child development, attachment, temperament, and curriculum. This course also lists resources for both teachers and parents who would like more help or information about infant and toddler mental health. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

<b>VES214</b>	<b>LEARNING DISABILITIES</b>	<b>3 cr. hr.</b>
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*Learning Disabilities* is designed to provide an introduction to the field of Learning Disabilities for special teachers, general classroom teachers, integration teachers and related professionals, especially those working in the areas of language, psychology and counseling. This course will cover diverse theoretical approaches, lay the foundations for sensitive and appropriate assessment and evaluation of students, provide directions for program planning and implementation, indicate the importance of and the need for a close and positive partnership with parents (or alternative caregivers) and consider ways for ensuring that the home-school axis is effective and meaningful. This program will also consider some major trends and unresolved issues in the field of Learning Disabilities. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

<b><u>COURSE NUMBER</u></b>	<b><u>COURSE TITLE</u></b>	<b><u>CREDIT HOURS</u></b>
<b>VES215</b>	<b>READING &amp; WRITING IN CONTENT AREA</b>	<b>2 cr. hr.</b>

*Reading & Writing in Content Area* offers instruction in teaching reading and writing in various subject matter fields at the secondary level. The material stresses the skills of vocabulary building, comprehension, and writing, as well as methods for motivating adolescents to read and write. The course also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading strategies within a content area. The strategies taught are aligned with the Praxis Reading Across the Curriculum test guide and the Reading in the Content Area national standards. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

<b>VES216</b>	<b>READING FUNDAMENTALS #1</b>	<b>2 cr. hr.</b>
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*An Introduction to Scientifically-based Research*, the first in the three-course Reading Fundamentals series on effective reading instruction, was designed to give background on scientifically-based instruction as it applies to the federal legislation of 2001. The course discusses the research that supports scientifically-based research as it applies to phonetically-based instruction, assessment, and evaluation. The course explores myths and misconceptions concerning reading instruction and remediation. It also presents an evaluation checklist designed to assess the effectiveness of your current reading program. The goal of the course is to present you with research, trustworthy evidence, and background information that support the need for a reading program that is based on scientific research and proven methods. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

<b>VES217</b>	<b>READING FUNDAMENTALS #2</b>	<b>2 cr. hr.</b>
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The purpose of this second course in this three-course series is to lay the foundation for effective reading instruction. As part of this course, you will learn about the elements of effective instruction. It is important that all teachers have a firm understanding of effective instructional procedures. Teachers benefit, and more importantly, students benefit, both in terms of their behavior and their academic performance. Further, you will learn about the importance of reading instruction and read some sobering statistics on reading performance in this country and what happens when individuals are not proficient in reading. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS****VES218****READING FUNDAMENTALS #3****3 cr. hr.**

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in phonemic awareness, phonics, fluency, vocabulary, and text comprehension. Further, we discuss information on teacher preparation in learning about comprehension strategy instruction and reading instruction, as well as how to integrate computer technology into the classroom. Additionally, the course will provide information on important assessment terms and definitions and will explore how reading assessment fits within federal mandated programs, including the Common Core State Standards in English Language Arts. This analysis includes specific recommendations for understanding student reading needs using screening, diagnostic, and progress-monitoring assessments. Finally, the course describes how teachers can conduct and use pivotal curriculum-based measurement procedures in their classrooms. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES219****TALENTED & GIFTED****2 cr. hr.**

*Talented & Gifted* is designed to help you achieve a better understanding of the talented and gifted student, methods used in identification, and strategies for instruction of these students in an inclusive classroom. The course provides information on the history of the exceptional in relation to education, current law, and accepted methods for referral, assessment, and identification of these students. The course also covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students identified. The course gives you an understanding of ways to meet the affective needs of the gifted and talented student in the regular classroom. This course also lists resources for teachers and parents who would like more information about the talented and gifted. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES220****TEACHING ELEMENTARY MATH CONCEPTUALLY****2 cr. hr.**

*Teaching Elementary Math Conceptually* is an interactive computer-based instruction course designed to expand your methodology for teaching Mathematics. The course will explore an innovative teaching model that incorporates strategies for teaching concepts constructively and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and to explore the principles of teaching those concepts to learners. The course will also explore the teaching methodology that supports learning the Common Core State Standards (CCSS). This course will focus on the topics of number sense, basic operations, and fractions. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**COURSE NUMBER**  
**VES221****COURSE TITLE**  
**TEACHING DIVERSITY****CREDIT HOURS**  
**2 cr. hr.**

*Teaching Diversity* is designed to give you the knowledge, tools and dispositions to effectively facilitate a diverse classroom. The course will help you understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course will be on understanding how students' learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. You will be challenged to apply knowledge of the richness of contributions from our diverse society to your teaching field. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES222****TRAUMATIZED CHILD****2 cr. hr.**

*Traumatized Child* is designed to help you identify and effectively teach students affected by stress, trauma, and/or violence. The course teaches you to recognize the signs of stress, trauma, or violence in students. It also discusses the specific factors that exist in families and communities where stress and violence are common. A major emphasis in this course is on helping the participant understand the special learning needs of the student who is experiencing stress, trauma, or violence in his/her life and how to meet his/her needs in the regular classroom. Working with parents and community agencies is also emphasized. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES223****WHY DI: AN INTRODUCTION TO DIFFERENTIATED INSTRUCTION****3 cr. hr.**

*Why DI?: An Introduction to Differentiated Instruction*, is an interactive computer-based instruction course, designed to give you an understanding of the framework of and need for creating supportive learning environments for diverse learning populations. In this course you will learn what is meant by Differentiated Instruction (DI) and the common myths associated with creating the differentiated classroom. We will discuss the legal, theoretical, and pedagogical foundations in the field of education that support the utilization of differentiated instructional practices and principles. We will reflect on best practices and national trends in the design of the educational setting to meet the needs of a diverse learning population. *Why DI?: An Introduction to Differentiated Instruction* will also provide connections to a variety of concepts, variables, and resources that will assist practitioners in aligning their own professional practices with those found in the differentiated classroom. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES224****UNDERSTANDING AGGRESSION****3 cr. hr.**

*Understanding Aggression* is about violence in America. This course is about the aggression in our schools, classrooms, streets, homes, and elsewhere. The course speaks to the hate, the fights, the

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

anger, the crimes committed and the victims in our schools and society. It is a course about students, children, teenagers, adults, and neighbors, all of us. The course will consider the many forms of aggression, both criminal and otherwise; its costs and motivation; its perpetrators and targets; its likely and unlikely locations; its impact on our schools, the children; and, most especially, its several causes and promising solutions. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES225                      UNDERSTANDING & IMPLEMENTING COMMON CORE STANDARDS                      3 cr. hr.**

*Understanding & Implementing Common Core Standards*, has been divided into four chapters. The organization of the course covers the rationale for and design of the Common Core State Standards, the "Common Core Mindset" practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES226                                      VIOLENCE IN SCHOOLS                                      2 cr. hr.**

*Violence in the Schools* is designed to give you a better understanding of school violence and increase your interventions strategies. The course provides a foundational understanding of violence and motivational purposes behind aggression. The correlation and impact of the media, community and family upon violence will be investigated. The course teaches identification and intervention approaches to working with out-of-control behaviors. In addition, each student will receive information on national resources available for both parents and teachers. This course will help each person to increase his or her understanding of violence, the motivations behind the use of violence and specific strategies to minimize the occurrence of violence in a school and community. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES227                                      TRY DI! PLANNING & PREPARING                                      3 cr. hr.**

Try DI! is designed to provide you an opportunity to learn about an instructional framework, Differentiated Instruction (DI), aimed at creating supportive learning environments for diverse learning populations. Students will be presented a method for self-assessment of the extent to which their current instructional approach reflects the perspective, principles, and practices of the DI approach. The course reflects an approach that aligns the principles of DI with the practices of DI. The concept of a "theory of action" will also be provided within a DI context. The course has also been designed to introduce students to a range of strategies associated with a DI approach. Strategies included in this course have been selected on the basis that they are effective in the widest possible range of educational K-12 settings. This course follows *Why DI?: An Introduction to Differentiated Instruction*,

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

which addressed the **What, Why, and Who** of a classroom that reflects a DI approach. The focus of *Try DI!: Planning & Preparing a Differentiated Instruction Program* is on the **When, Where, and How** of the DI approach. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES228****Six Traits of Writing Model: Teaching & Assessing****2 cr. hr.**

This course, *Six Traits of Writing Model: Teaching & Assessing*, will discuss why writing is important and why teachers should include writing as often as possible in all content areas. The course will also include practical applications for assessing and teaching writing, including teaching students how to self-assess their own writing. The first chapter of this course will discuss why teaching writing is important and give you an introduction to the Six Traits of Writing Model. Through chapters 2, 3, and 4 we will discuss the elements of the Six Traits of Writing Model. Throughout those elements we will look at practical ways to use this model in your classroom. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**VES229****Teaching Secondary Math Conceptually****3 cr. hr.**

The course *Teaching Secondary Math Conceptually: Meeting Mathematics Standards* is designed to explain and connect the major concepts, procedures, and reasoning processes of mathematics. Current standards and practices in math education will be discussed to outline a teaching methodology that is conceptual, contextual, and constructive. Activities are presented to explain underlying concepts, and illustrate constructive teaching. The course has been divided into four chapters covering four math topics, i.e. integers, fractions, factoring, and functions. Emphasis is on exploring how to develop mathematical understanding in learners. This course is a professional development course for educators offered through VESi (Virtual Education Software Incorporated). Enrollment must be done through VESi at [www.virtualeduc.com](http://www.virtualeduc.com). We recommend that you check with your school district and/or state licensing agency to verify this course offering will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b><u>MANUFACTURING TECHNOLOGY</u></b>		

<b>WLD101</b>	<b>Welding I</b>	<b>3 cr. hr.</b>
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This is a course in the fundamentals of arc welding and an introduction to oxyacetylene welding.  
Prerequisite: None.

<b>WLD102</b>	<b>Welding II</b>	<b>3 cr. hr.</b>
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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.

<b>WLD107</b>	<b>Computer Aided Drafting I</b>	<b>3 cr. hr.</b>
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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.

<b>WLD115</b>	<b>Tungsten Inert Gas Welding</b>	<b>3 cr. hr.</b>
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Theory and practice of TIG welding, and a study of ferrous and non-ferrous metals.

<b>WLD130</b>	<b>Machine Tool Proc</b>	<b>3 cr. hr.</b>
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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.

<b>WLD132</b>	<b>Machine Tool Operations</b>	<b>3 cr. hr.</b>
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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.

<b>WLD207</b>	<b>Computer Aided Drafting II</b>	<b>3 cr. hr.</b>
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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

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<b>WLD241</b>	<b>Special Projects Welding</b>	<b>3 cr. hr.</b>

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.

<b>WLD242</b>	<b>Special Projects in Welding II</b>	<b>3 cr. hr.</b>
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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.

## **WILDLIFE OUTFITTING & OPERATIONS**

<b>WOO270</b>	<b>Wildlife Business Basics</b>	<b>1 cr. hr.</b>
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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.

<b>WOO271</b>	<b>Hunter Education Instructor Training</b>	<b>1 cr. hr</b>
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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.

<b>WOO272</b>	<b>Firearms Handling &amp; Range Safety Certification</b>	<b>1 cr. hr</b>
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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.

<b>WOO273</b>	<b>Bowhunting Equipment</b>	<b>1 cr. hr.</b>
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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 with supervisors. This course will help the student develop an understanding of hunting safety and hunting techniques using archery equipment.

<b>WOO274</b>	<b>Wildlife Habitat &amp; Food Plot Installation</b>	<b>2 cr. hr.</b>
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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

**COURSE NUMBER****COURSE TITLE****CREDIT HOURS**

practices and regulations will be strictly adhered to. Students are expected to handle equipment safely and courteously around other students, instructors, and landowners.

**WOO275****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.

**WOO276****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.

**WOO280****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 courteously around other students and instructors. All hunting trips and outings will follow all legal requirements.

**WOO281****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 courteously around other students and instructors. All hunting trips and outings will follow all legal requirements.

**WOO282****Deer Management Techniques****3 cr. hr.**

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.

**WOO283****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.



**Pratt Community College**  
2018-2019 Student Handbook



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<http://prattcc.edu/notice>

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### **Christy Wright**

Controller  
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## FALL 2018

August 1	Late Processing Fee of \$100 Assessed
August 13-17	Faculty In-Service and preparation.
August 13	State of the College Address
August 19	Residence Halls open at 9:00a.m.
August 20 & 21	Registration Days (9:00am-5:00pm).
August 21	New Student Information Session (Orientation) 1:00 p.m.
August 22	Fall Semester Classes begin (day and evening--all locations)
<b>Sept. 3</b>	<b>Labor Day (no day or evening classes--all locations).</b>
Sept. 19	Certification Date for full-semester classes.
October 8-12	Mid-Term Week
October 15	Fall Break – no classes (faculty work day)
October 16	Early enrollment begins.
November 9	Last day to initiate withdrawal from classes (full-semester).
<b>November 21-25</b>	<b>Thanksgiving Vacation</b> (No classes)
December 11,12,13	Final Exams (all day and evening classes--all locations).
December 14, 17	Faculty Work days

## SPRING 2019

January 3,4	All Faculty Return – Faculty Preparation Day 8am-5pm
January 7	Residence Halls open at 9:00a.m. Registration Pratt Campus for New Students (9:00am-5pm). PASS meeting (all athletes) 3p-5p
January 8	Classes begin (day and evening--all locations).
<b>January 21</b>	<b>Dr. Martin Luther King, Jr. Day (no classes)</b>
February 5	Certification Day for full-semester classes
February 25	Academic Olympics (no day classes Pratt campus--all other classes, including Pratt evening classes, meet as scheduled).
March 4-8	Mid-Term Week.
March 11	Mid-term Grade entry on Self-Service is due by 5:00 pm
March 16-24	Spring Break
March 25	Early enrollment begins
April 5	Last day to initiate withdrawal from full-semester classes.
April 10	Beaver Building Day
<b>April 19</b>	<b>Good Friday, No classes</b>
<b>April 22</b>	<b>Faculty Workday – No classes</b>
April 24	Beaver Building Day
April 30	Academic Awards Ceremony 7:00pm
May 7,8,9	Final Exams (all day and evening classes--all locations).
May 10	Commencement & Nursing Pinning Ceremony 2:00pm
May 13	Faculty Work Day

## 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. Engage the community by ensuring public access to information and providing social and cultural programs and services that address responsible citizenship, diversity, and improve the quality of life.
9. Collaborate with state and private higher education institutions to provide additional, lower division, upper division and graduate instruction.
10. Foster 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: 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.

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.

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. 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.

## **INSTITUTIONAL 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 the highest quality of customer service by delivering personal, individualized attention, and anticipating and responding to all customers' needs in a professional, polite and prompt manner.

### **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 maintain financial responsibility with all resources entrusted to Pratt Community College.

### **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.

## **Enrollment**

Enrollment stability is fundamental to Pratt Community College remaining a dynamic, student-centered institution. Enrollment stability will occur when Pratt defines in measurable terms the value it wants to create for its students and other stakeholders, including the intended outcomes. Setting and achieving enrollment goals will drive student success and support fiscal viability as well.

## **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:

- A high school or home school graduate.
- A holder of a G.E.D. Certificate of high school equivalency.
- A student in good standing who is transferring from another college.
- 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:

A high school student, who is of sophomore, junior or senior status, has demonstrated an ability to benefit from college study and has received written permission from his/her high school principal.

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 Associate Director of Special Programs.

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:

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

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:

- Application for Admission
- A copy of current passport

- Academic Records (Transcripts)
  - 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.
- Financial Letter of Support
  - Documentation showing financial support for the school year is required. This should be dated within six months of your anticipated arrival.
- Pre-payment based upon estimated cost statement provided by the Associate Director of Special Programs.
- Telephone Interview conducted by Associate Director of Special Programs.
- Housing Information (each of the following must be submitted)
  - Immunization Records (Meningitis shot is required)
  - Personal Information Sheet
  - Housing Contract for 19 meals in North Hall
  - Health Card
  - Proof of Medical Insurance
  - Negative Tuberculosis Test - skin test or chest X-ray

**English Proficiency:**

Students whose first language is not English must document their English proficiency in *one of the following* ways:

- 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.
- Completion of the ELS 109
- Successful completion of the ESL (English as a Second Language) level 9 at the Hays Language Institute.
- Academic Credit of 12 hours or more from a U.S. Post-Secondary Institution.
- One year at a U.S. high school with a 2.5 grade point average.
- Transcript which shows that all instruction was taught in English with a 2.0 grade point average on a 4.0 scale.

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

- Proof of Medical Insurance is required before enrollment.
- Student copy of PCC I-20
- Copy of I-20 from transferring school (if applicable)
- 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:

- All fees have been paid or arrangements have been made with the Business Office.
- Official transcripts are on file in the Student Services Office.
- 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. The form must be returned to Student Services before adding the class will be official.

To add a class the student has one 5 business days to add after the first class period with the Instructors signature and Advisor's signature. Students will not be able to enroll in a class after that week. 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:

Student obtains an Add/Drop form from the Student Services Office (51) or from their Advisor. Then the student fills out all the requested information and collects the required signatures.

To drop a class on or after the start date of the class the student needs the Instructor signature and 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.

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. The form must be returned to Student Services before the drop/withdrawal will be official. 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

Student picks up the Complete Withdraw form from the Student Services Office. Then the student fills out all the requested information.

The student must get all the required signatures:

- Academic advisor
- Student Success Center representative
- Vice President of Instruction or the Vice President of Instruction's Administrative Assistant will sign for instructors
- Coordinator of Residence Life (if applicable)
- Financial Aid
- Bookstore (If they received a Book Scholarship)

Return the form to the Registrar's Office to be processed. Student goes to the Business Office to address any changes of their account.

#### Adding / Dropping EduKan Classes

EduKan online courses may be dropped through the students edukan.org account.

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

Please contact your advisor to add, drop, withdraw, or process a complete withdrawal or contact the Coordinator of Enrollment Services, 620-450-2171.

### **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 login 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

### ACCUPLACER/ACT Testing

Students come from a variety of educational backgrounds and possess varying degrees of readiness for college level academic work. To help ensure 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 or ACCUPLACER test prior to advising/enrollment at Pratt Community College:

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

The requirement to take the ACCUPLACER test may be waived for the following categories of students:

- Non-degree or non-certificate seeking students who are taking courses deemed "self-improvement" or "recreational."
- 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.
- Students who have completed an associate degree or higher from PCC or another accredited college or university.
- Full-time students at another college or university who are taking non-English or non-math courses at PCC.
- Students who have taken the complete ACT/ACCUPLACER at another college and whose official scores are on file at PCC.
- 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 ACT/ACCUPLACER scores and/or transcripts should be on file prior to advising/enrollment.

### Writing, Reading and Numerical Skills

Students who score below the institutionally defined minimum score on the adopted placement instruments must:

- Complete the required developmental course(s) with a grade of "C" or better as early as possible in the student's program of study or,
- May retake the placement test and achieve the minimal score required for college level courses.

***A reading deficiency should be addressed by enrollment during the first semester and continuous enrollment is needed 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.

### **Declaring a Major and 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 required to declare a major. The Student Success Center assigns the student an academic 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. 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.

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 approved by the Vice President of Instruction.

### **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 at no additional cost to the student pending initial PCC 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 (see chart below). 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. It is important to note, upon transferring to another two-year college and/or four-year institution, a P grade for Advance Placement courses may be converted to the letter grade of C, which would potentially have a negative impact on the cumulative GPA. Students are encouraged to review Transfer Policies to determine how P grades will be transcribed upon transfer.

The following Advanced Placement Exams have been approved by Instructional Council for the equivalent credit lists:

<b>AP SUBJECT EXAMINATION</b>	<b>MINIMUM SCORE REQUIRED FOR TRANSFER CREDIT</b>	<b>PCC COURSE EQUIVALENCY</b>	<b>CREDIT HRS</b>	<b>GRADE</b>
Art-General	3	ART139 Art Appreciation	3	P
Art-Drawing	3	ART131 Drawing	3	P
Art-History	3	ART176 Survey of Art History I <b>and</b> ART177 Survey of Art History II	4 4	P
Art-2D Design		ART134 2D Design	3	P
Biology	3	BIO125 General Biology	5	P
Calculus AB	3	MTH191 Anal Geom & Calc I	5	P
Calculus BC	3	MTH193 Anal Geom & Calc II	5	P
Chemistry	3	CHM181 General Chemistry	5	P
English Language & Composition	3	ENG176 English Composition I	3	P
English Literature & Composition	3	LIT232 English Literature 1800-Present	3	P
Environmental Science	3	BIO123 Environmental Science <b>or</b> BIO121 Environmental Science <b>and</b> BIO122 Environmental Science Lab	4 3 2	P
German Language & Culture	3	MLN153 German I <b>and</b> MLN154 German II	5 5	P
Government & Politics – U.S.	3	POS176 American Government	3	P
History – U.S.	3	HST176 American History to 1865 <b>and</b> HST177 American History 1865 to Present	3	P
History - World	3	HST131 Survey of Civilization I <b>and</b> HST132 Survey of Civilization II	3 3	P
Macroeconomics	3	BUS276 Principles of Macroeconomics	3	P
Microeconomics	3	BUS277 Principles of Microeconomics	3	P
Music Theory	3	MUS176 Introduction to Music	3	P
Physics I: Algebra Based	3	PHS251 General Physics I	4	P
Physics II: Algebra Based	3	PHS252 General Physics II	4	P
Psychology	3	PSY176 General Psychology	3	P
Spanish Language	3	MLN176 Elementary Spanish I	5	P
Statistics	3	MTH181 Elementary Statistics	3	P

### **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. Learners 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 billed a \$250 processing/transcribing fee (this may be waived by administration).
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 Vice President of Instruction (also in writing) on the denial of credit. The learner will be informed in writing of the Vice President of Instruction'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. Learners 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) he/she 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 includes:
  - 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.
7. This list is not exhaustive and other supporting documents may be presented.

### **Vocational, Technical and Professional Training Submission Credit Guidelines**

As noted above, 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(s). 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 ACE. Comparisons between 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, or the Joint Services Transcript.

### **Departmental Life Learning Paper Submission Credit Guidelines**

In lieu of the portfolio, departments may request 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 Vice President 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**

Students seeking CPL will be charged a \$250 processing/transcribing fee and are required to enroll in 6 credit hours with Pratt Community College (these may be waived by administration). This is in accordance with CAEL guidelines. The rationale is to help ensure academic integrity and that students are not "buying credit." Payment must be received in full and processed prior to issuing/releasing transcripts.

CLEP Scores online cannot charge for credit, but assessment services can be charge

### **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 \$62 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's Required Minimum Score. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by 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 list below of approved subjects.

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
Principles 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

### **Credit for Military Training**

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.

It is important to note, upon transferring to another two-year college and/or four-year institution, a P grade for CLEP may be converted to the letter grade of C, which would potentially have a negative impact on the cumulative GPA. Students are encouraged to review Transfer Policies to determine how P grades will be transcribed upon transfer.

### **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](#).

### **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 through satisfactory participation in the coursework in the following; Show Choirs, Band, Choir, Weightlifting, Body Conditioning, Applied Ag Techniques I-IV Athletic Conditioning I-IV, Technical Production, Theater Production and 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 these credits 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 is 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. Following the examination, students will be notified of the results. The student's signature on the petition form verifies whether or not they want the College credit on their transcript. Students will be charged the current tuition rate (no fees).

### **Class Load:**

Full-time students normally carry between 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 the Vice President of Instruction 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 to the Overload Petition).
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**

Although 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, eBooks, audiobooks, VHS & DVDs and periodicals. Through the Pratt Community College web-page 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. 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.

### **ETS Proficiency Profile, WorkKeysExam**

All Associate in Science, Associate in Arts, and Associate in General Studies degree graduates are required to take the ETS Proficiency Profile 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 ETS Proficiency Profile test is used as one measure to assess students' competency levels in the foundational skills: reading, writing, mathematics, and critical thinking. The ETS Proficiency Profile 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 WorkKeys exam. The WorkKeys 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 ETS Proficiency Profile exam and a portion of the WorkKeys test. These scores will become a part of the students' permanent records.

## College Wide Attendance Policy

*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 any absence. 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. Students missing three or more unexcused class periods from the first day of class may be withdrawn from the course by the instructor.*

*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.*

Both the College-Wide Attendance Policy and any instructor attendance policy shall be included in each class syllabus for regular session classes.

## 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. Typically 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 of 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 Pratt Community College's 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, will be dropped from classes that have not been certified and the administrative dismissal will be notated on the official transcript. 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 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 of Instruction for dismissal/action. A student who is suspended **will not** be readmitted without written permission from the Vice President of 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 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.

### Repeating a Course

Students may repeat a course. Each grade is recorded on the student's transcript. Repeated course(s) 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.

### 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 division chair. Instructors are to ensure 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 are not to make any arrangements (including travel) that conflict with the final exam schedule.** 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:

Graduation requirements for all students enrolled in PCC associate degree and certificate programs are 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.

A post assessment examination such as ETS Proficiency Profile or WorkKeys is required of every graduating student.

Candidates for graduation must have earned at least 15 credit hours from PCC. 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 institution where they plan to earn 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. However, it is 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 institution 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 ensure 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 institution and to take the appropriate courses toward those requirements.

## **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 digital file.

## **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. Academic/Attendance alerts are generated 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 key stakeholders 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**

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.

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:

Each receiving institution has the right to determine admission standards to the various majors in their institutions.

Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.

General education is defined as follows:

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.

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.

A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 will be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s).

12 hours of Basic Skills courses, including:

- 6 hours of English Composition
- 3 hours of Speech Communication
- 3 hours of college level Mathematics (statistics will be required of transfer students where university curriculum requires it)
- 9 hours of Humanities courses from at least three of the following disciplines: Art, Theater, Philosophy, Music, History, Literature, Performance courses are excluded.
- 9 hours of Social and Behavioral Science courses from at least three of the following disciplines: Sociology, Psychology, Political Science, Economics, Geography, Anthropology
- 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).
- 3 hours of Lifetime Fitness and Health, which includes one lecture course and one physical activity course.
- 3 hours of Computer Skills

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

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. 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.

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. Each institution will define its own graduation requirements. Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.

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.

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.

The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

### **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 of 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 AAS in Technical Studies will develop an individualized course of study through a structured advising process with faculty and college counselors.

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 or ACCUPLACER 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**

On-campus PN Program is 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**

Pratt Community College and CCC cooperatively deliver the Electrical Power Technician (EPT) program at Coffeyville.

## **Wichita Area Technical College**

The EPT Program is 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 four 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).

## **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

## **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 \$200,000 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.

## **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/cost](http://www.prattcc.edu/cost).

## **Tuition and Fee Payment Policy**

All students are required to pay in full all charges for tuition, fees, room and board or set up a payment plan 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 all required documents for financial aid 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 returned and/or completed required documents, including 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 financial aid paperwork is not completed by August 1.

Students without financial aid in place will be required to set up an online payment plan or pay in full to be able to move into residence halls or attend classes.

## **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% is due at the time you sign up. The Payment plan options available are dependent upon when the payment plan is established. More information is available at [prattcc.edu/financialaid](http://prattcc.edu/financialaid).

### **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.

Full-time students (Enrollments of 12 hours or more):

- One full week after first class period = 100% refund of tuition and fees on classes
- After first week = No tuition and fee refund.
- Classes of less than seventeen weeks: No refund will be given after attending a class session and a drop fee applies.

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 by the 60th day of classes. Students have the option to receive financial aid refunds by automatic deposit or a check by filing paperwork with the Financial Aid Office.

### **Scholarships & Grants**

#### **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. Full tuition and books plus \$500 stipend per semester.

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:

- Must have an ACT composite score of 25 or higher
- Must have a minimum high school GPA of 3.6 or higher
- Must rank in the top 10% of his/her high school class

#### **Board of Trustees Scholarship – Tuition Remission**

Full tuition (in-state)

Awarded to employees, their spouses and their unmarried children living at home. Contact the Personnel Office for more information.

#### **Departmental Scholarships**

Award varies

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

The Pratt County High School Senior Grant has been established by the Pratt Community College Board of Trustees to provide tuition assistance for all graduating high school seniors who are residents of Pratt County or from a Pratt County high school, for the academic term (summer, fall, or spring) within three years of high school graduation. The grant will be given for an academic, technical, or health related program or for participation in an extracurricular activity or athletics.

There are two levels of grants available. The first level of the Pratt County High School Senior Grant entitles the student to a maximum of \$350 per semester, not to exceed a total award of \$1,400. Students must maintain a

GPA of 2.0 or higher. Recipients are expected to demonstrate leadership in community service/college service and must document a minimum of 20 hours annually.

The second level of the Pratt County High School Senior Grant entitles the student to a full-tuition scholarship. Students must maintain a GPA of 2.5 or higher. Recipients are expected to demonstrate leadership in community/college service and must document a minimum of 50 hours annually.

Community service may be performed at a Pratt County non-profit organization, K-12 schools, service club and/or religious institution. Service may not be for an immediate family member. Students are expected to track service hours, which will be reported monthly through a "Community Service Tracking Form".

The student is responsible for the remainder of tuition (if applicable), fees, and book costs. Students may apply for other scholarships offered by the college. If the total scholarship award, i.e., the Pratt County High School Senior Grant plus other scholarships, is \$800 or more per year (which includes the Level 2 scholarship above), the student must enroll in and maintain a minimum course load of 16 credit hours per semester or 32 credit hours per year. Application deadline for the Pratt County High School Senior Grant is August 1 of each year.

### **Transfer Scholarships**

#### Laura E. Porter Transfer Scholarship

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: 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. 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.

#### The Miss America/Waterford Crystal/Tara Holland, Miss America 1997 Scholarship

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.

#### Linda Hunt Memorial Scholarship

This scholarship was established to aid young male graduating from PCC in continuing their education at a college or university. A committee will select female graduate(s) each year. Scholarships obtained, participation in activities, and general contributions to the life of the college are taken into consideration in awarding this scholarship.

#### Irene Krueger Transfer Scholarship

This scholarship was established to aid a student graduating from PCC in continuing their education at a college or university. A committee will select one recipient each year. Scholarships obtained, participation in activities, and general contributions to the life of the college are taken into consideration in awarding this scholarship.

#### Dr. Pamela Dietz Family Scholarship

This scholarship was established to aid young women graduating from PCC in continuing their education at a college or university. A committee will select female graduate(s) each year. Scholarships obtained, participation in activities, general contributions to the life of the college, must have a 3.0 GPA, and non-traditional are taken into consideration in awarding this scholarship.

## **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 2.0 cumulative GPA or higher to ensure continuance of the scholarship unless otherwise determined by the college. Students in the Nursing Program must maintain at least 12 credit hours.

## **How to Apply for Scholarships**

Applicants for an academic scholarship must submit a scholarship application online at <http://prattcc.edu/financial-information/scholarship-application>. 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, performing arts, and rodeo which cover up to 21 credit hours (if they are enrolled in the PASS program). Full tuition and books scholarships do not cover fees or room/board and must be paid by the student.

Nursing students will need to complete a separate scholarship application which is available at <http://prattcc.edu/financial-information-nursing/nursing-scholarship>.

## **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 the reasonable expectation of what the student and parents can contribute. The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The federal school code for PCC is 001938. The FAFSA application opens October 1 for the following academic year.

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

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

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Provide official high school transcripts and official transcripts from any and all prior colleges.
- Check with the financial aid office or your student portal as more documents could 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 complete the financial aid 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 or have a payment plan in place, see page 33 for more information. If the student has additional funds after all authorized 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 by the 60th day of class when financial aid is distributed. 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 Office for categories of eligible non-citizen.
- Make satisfactory academic progress.

## **Federal Pell Grant**

The Federal Pell Grant program awards money to eligible undergraduate students. Unlike other Federal financial aid, the Federal Pell Grant Program does not need to be repaid. Pell Grants are needs-based grants that are intended to provide low-income students access to post-secondary education. Grant amounts are determined by the students' expected family contribution (EFC), the cost of attendance, whether the student is full- or part-time and whether or not the students attends a full academic year.

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

The Federal Supplemental Education Opportunity Grant (FSEOG) program provides funds for undergraduate students who demonstrate exceptional financial need. FSEOG is similar to the Federal Pell Grant Program, in that funds awarded do not need to be repaid. Grant amounts are issued between for \$100-4,000 per year for eligible students, based on financial need and funding provided by the Department of Education at the student's school.

## **The William D. Ford Federal Direct Loan Program**

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the lender. Federal Direct Loans usually have lower interest rates and have more flexible repayment options than loans from banks or other private sources.

Students must be enrolled and attending at least 6 credit hours per semester to be eligible for Federal Direct Loans. Before students borrow a federal student loan, it is important to understand that a loan is a legal obligation that the student will be responsible for repaying with interest. The student may not have to begin repaying their federal student loans right away, but the student does not have to wait to understand the student's responsibilities as a borrower. Please visit the Federal Student Loan website at [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for additional loan information. For repayment calculator please visit [www.studentloans.gov](http://www.studentloans.gov).

Pratt Community College requires the student to complete a FAFSA before certifying all loans. Entrance Counseling and a signed Master Promissory Note (MPN) are a requirement under the federal default-reduction regulations before disbursing the loan funds. Please complete at [www.studentloans.gov](http://www.studentloans.gov).

Exit Counseling is required shortly before the student borrower ceases at least half-time study at Pratt Community College. This includes graduates and transfer students. Please complete at [www.studentloans.gov](http://www.studentloans.gov).

## **Direct Subsidized Loans**

For undergraduate students who have financial need; US Department of Education pays the interest while the borrower is in school and during grace and deferment periods; the institution determines the amount the student can borrow, and the amount may not exceed the student's financial need; first time borrowers may not receive this type of loan for more than 150% of the length of their program of study; US Department of

Education may stop paying interest if a student who received Direct Subsidized Loans for maximum period continues with enrollment.

**Direct Unsubsidized Loans**

For undergraduate, graduate, and professional students; financial need is not required; borrower is responsible for all interest.

**Direct PLUS Loans**

For parents of dependent undergraduate students and for graduate and professional students; borrower is responsible for all interest; financial need is not required.

For additional information please visit the [Studentaid.gov/plus](http://Studentaid.gov/plus) website.

**Preparatory Coursework**

Preparatory coursework loans allows a student to attend Pratt Community College and receive a Direct Loan for a maximum of one consecutive 12-month period to take pre-arranged program coursework required for admission to another college or university. Federal provisions limit the amount of Direct Subsidized & Unsubsidized loans students may borrow each academic year.

**The limits outlined below do not apply to Direct PLUS loans for parents.**

	Maximum Annual Loan Amount	
	Dependent Student	Independent Student
<b>Grade Level 1 (less than 32 completed hours) - FRESHMAN</b>		
Base Direct Loan Eligibility (subsidized & unsubsidized)	\$3,500	\$3,500
Additional unsubsidized Direct Loan eligibility	\$2,000	\$2,000
Unsubsidized Direct Loan eligibility for independent student or dependent student due to parent ineligibility for PLUS loan		\$4,000
Maximum Grade Level 1 Total	\$5,500	\$9,500

	Maximum Annual Loan Amount	
	Dependent Student	Independent Student
<b>Grade Level 2 (32+ completed hours) - SOPHOMORE</b>		
Base Direct Loan Eligibility (subsidized & unsubsidized)	\$4,500	\$4,500
Additional unsubsidized Direct Loan eligibility	\$2,000	\$2,000
Unsubsidized Direct Loan eligibility for independent student or dependent student due to parent ineligibility for PLUS loan		\$4,000
Maximum Grade Level 2 Total	\$6,500	\$10,500

Aggregate Loan Limits		
Student Type	Total Aggregate Limit	Maximum Subsidized Limit Within the Aggregate
Dependent Student	\$31,000	\$23,000
Dependent Student whose parent is ineligible for PLUS	\$57,500	\$23,000
Independent Undergraduate Student	\$57,500	\$23,000

These amounts are based on full time enrollment status and all federal aid may not exceed the school's budget or cost of attendance. The interest rate for a William D. Ford Direct Loan is variable, and is adjusted every July 1, and will be set by Congress. Loan funds are to be used towards education related expenses.

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement the borrower receives. This means the money the student receives will be less than the amount actually borrow. The student is responsible for repayment of the entire amount borrowed. Please borrow responsibility.

### **Federal Work-Study Program**

The Federal Work-Study Program is considered self-help and provides jobs for students who wish to earn a portion of their college expenses, while gaining practical work experience. At Pratt Community College, a student will normally be employed for one academic year (August through May) and summer employment (June and July) may also be available. The Work-Study positions may be located on or off campus, and the pay rate is at least the current Federal Minimum Wage. The scheduled hours may vary according to the job position. The student and their supervisor are expected to cooperate in ensuring that the student does not work

more than the contracted hours. Failure to stay within the contracted hours may bring about a department without assistance of a Work-Study student.

### **Satisfactory Academic Progress**

To establish and maintain eligibility for federal student financial aid at Pratt Community College, the student must meet satisfactory academic progress (SAP) standards. Federal regulations require that a student make satisfactory academic progress toward an eligible degree, certificate, or transfer program leading to a bachelor's degree. To comply with this regulation, the following SAP standards have been established.

SAP evaluation will occur prior to being awarded and at the end of each enrolled semester, including summer. All prior institution transcripts must be on file before financial aid can be awarded. Evaluation is based on **cumulative Pratt Community College and transfer credit course work** as appearing on the student's official academic transcript from accredited institutions. (Note: Clock hour programs are computed as credit hours for SAP purposes.)

**The three SAP standards are evaluated by the following criteria:**

#### **1. Cumulative Grade Point Average (GPA)**

Students must attain a minimum cumulative GPA of 2.0. (Pratt Community College and transfer hours are considered.)

#### **2. Pace (Percentage of Completion)**

Students must successfully complete 67% of all credit hours attempted as appearing on their official academic transcripts. This includes all enrollment periods whether or not financial aid was requested or received. **The following grades do not affect the cumulative GPA, but will be counted as attempted (but not completed) credit hours: "I" (incomplete) or "W" (withdrawn).** Self-paced courses that are not completed by the end of the semester in which the student enrolled will be recorded with a grade of "I" until the course is completed. An incomplete course may delay future federal financial aid disbursements until a final letter grade is posted. (Students who have not completed 67% or more credit hours for which aid was paid may become ineligible for financial aid.)

Attempted Credit Hours	Required Credit Hours Complete
12	9
15	11
18	13
24	17
30	21

#### **3. Maximum Time Frame**

The maximum time frame for students to complete their academic program may not exceed 150% of the published length of the program. For example, if the published length of the program is 64 credit hours, the maximum number of attempted credit hours may not exceed 96. After 83% of the published length of the program has been attempted (including Pratt Community College and all transfer credit hours from accredited institutions), students are no longer eligible for federal financial aid.

### **Financial Aid Warning Status**

New Students entering into Pratt Community College for the first time will automatically be placed on "Warning" status for the first term. Students may continue to receive financial aid during the warning period.

However, students not making SAP at the end of the warning period will be ineligible for financial aid and placed on Suspension status. To attempt to regain eligibility, students will need to submit an SAP appeal.

### **Financial Aid Suspension and Appeals**

Students may appeal their Suspension status by completing and submitting an [SAP appeal](#) to the Financial Aid Office. Forms are available online or in the Financial Aid Office and must be submitted with appropriate documentation. The student must meet with their Academic Advisor and outline all required courses that will be taken during the following semester. **Students are only allowed to appeal financial aid eligibility one time.** Once an appeal is reviewed by the SAP appeal committee, the decision or recommendation is final and the student will be notified via mail.

**If the appeal is denied**, the student must pay for educational costs until SAP standards are met. This denial takes precedence over any previous award notification the student may have received.

**If the appeal is approved**, the student's federal financial aid eligibility will be reinstated and placed on a Probation status. To maintain eligibility, the Financial Aid Academic Plan conditions listed below must be met, but might also include additional conditions such as reducing the number of enrolled credit hours or working with a Student Success Advisor throughout the semester. If the conditions of the student's appeal and Financial Aid Academic Plan requirements are not met during the following term, then the appeal becomes void and the student is placed on federal financial aid denial and may not submit another appeal.

### **Financial Aid Academic Plan Status**

Financial Aid Academic Plan status is granted after students have had an SAP appeal or Educational Plan approved. Students on Financial Aid Academic Plan status are eligible and may continue to receive financial aid funding, as long as the following requirements are met:

1. Successfully follow the academic program plan created with the Academic Advisor up through the final semester listed in the student's appeal and/or meet other conditions, if required, as stated in the approval letter.
2. Receive a minimum of a 2.0 (C) GPA average for all classes taken in each subsequent term.
3. Successfully complete at least 67% of all courses attempted during each subsequent term.
4. Do not drop all courses without a "W" and receive financial aid.

If a student does not satisfactorily complete the above criteria, the student will be placed on financial aid denial and will not receive any federal financial aid until SAP standards are attained. Students denied aid must take credit courses at their own expense until SAP standards are met. To remove Financial Aid Academic Plan status after an appeal is approved, the student must meet minimum GPA AND Pace standards AND have attempted less than 150% of the published length of his or her program.

### **Educational Plan**

Students who are close to reaching their maximum time frame and are meeting all other SAP requirements may be notified by the Financial Aid Office to submit an **Academic Plan**. The Academic Plan is an option to avoid financial aid ineligibility due to the maximum time frame requirement. The Academic Plan will be reviewed by a committee, just like the SAP appeal.

### **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:

<u>A-</u>	4 grade points per semester hour
<u>B</u>	3 grade points per semester hour
<u>C</u>	2 grade points per semester hour
<u>D</u>	1 grade points per semester hour
<u>F</u>	0 grade points per semester hour
<u>I-Incomplete</u>	0 grade points per semester hour

<u>W-Withdrawal</u>	<u>0 grade points per semester hour</u>
<u>P-Passing work</u>	<u>0 grade points per semester hour</u>
<u>NC-No credit</u>	<u>0 grade points per semester hour</u>

### **Repeating a Course**

If the student needs to repeat any course, financial aid can count these courses towards enrollment and award Title IV funds to a student who is repeating, for the first time only (i.e., one repetition per class) a previously passed course. For this purpose, passed means any grade higher than an "F", regardless of any school policy requiring a higher qualitative grade or measure to have been considered to have passed the course.

### **Notification of Awards**

Notification of awards will be in the form of a tentative award letter mailed to the student as soon as awards are packaged by the Financial Aid Office. Contained in the letter will be further instructions and paperwork needed to finalize their aid for the year. Disbursement Notification letters will be mailed to students before their scheduled disbursement. For those students who have been awarded aid. Disbursement of financial aid will be made by the 60<sup>th</sup> day of the semester start. Aid is awarded for one academic year (summer, fall, spring). Students are able to fill out the FAFSA in October for the following school year.

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

# 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 Lounge**

The Beaver Lounge Student Recreation Center is located next to Beaver Bites in Area 53. Students can play pool and ping pong. A television and gaming system 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, 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. In addition to the Dennis Lesh Sports Arena which seats 2,500. 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.

### **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 and 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.

### **Residence Hall Association**

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.

### **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.

### **Leadership in Technology**

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.

### **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 Services**

The goal of Pratt Community College is to provide the best opportunity for student academic success. Therefore, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, special needs services are provided to achieve this goal.

A full array of services to students with disabilities may be provided, including but not limited to: materials in alternate formats; texts in audio format; test readers; computer assisted accommodations, altered examination schedules; digital voice recorders; note-takers; scribes and alternative testing procedures. Tutoring is available to all PCC students at no charge. Sign language interpreters are available on a pre-arranged basis. Please refer to policy # [600-50, Special Needs Policy](#), for additional information. For information regarding service animals, please refer to policy # [500-11 Pets, Animals and College Facilities](#).

### **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. Three meal plans are available, including 10, 14 and 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).

- Graduation/Completion and Transfer-out Rates
- Graduation/Completion Rates of Athletes
- Campus Crime Rates/Annual Security Report
- Athletic Participation and Financial Aid (EADA)
- Family Educational Right and Privacy Act (FERPA)
- Financial Assistance Availability and Eligibility
- Institutional Information
- Withdraw Process
- Cost of Attendance
- Refund Policy
- Current Academic Programs
- Institution Accreditation
- Facilities and services for the disabled
- Study Abroad Programs - PCC does not offer study abroad programs
- 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 2011, 2012, 2013, 2014 is 34%.

### **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

## **FROM THE DIRECTOR**

Welcome to Pratt Community College and living on campus! I am confident you have made a great decision in choosing to live on-campus. The goal of the residence life program is for you to succeed not only academically, but socially. We offer numerous opportunities for involvement and provide a variety of activities for you to feel at home and make friendships. I would encourage you to look into the Pratt CC Residence Hall Association and apply for an open leadership position.

Please take the time to meet your resident assistant and develop a good relationship with them. These student leaders are traditionally upperclassman and are there to help you succeed on campus. In addition, they will provide opportunities for you to get involved in your residence hall and community throughout the semester. I would also encourage you to meet your Residential Supervisor. This professional staff member is living in your community to provide safety and security of the building and community. Each day there is a supervisor on duty which is on-call 24 hours a day to assist you. You will find a calendar and phone number of this person on your Residential Supervisor's door.

This portion of the Student Handbook will help you make the most of your residence hall experience. I would encourage you to review the contents of this manual. Should you have any questions or concerns regarding a specific policy, rule, or regulation please contact a member of our staff. I believe it is important to be available to students so please feel welcome to stop by the Residence Life and Student Activities office (RM 77) in the basement of the Benson Education Center. I always enjoy talking with students about their experiences here at Pratt Community College!

Welcome to campus and have a wonderful year!

**Charles Keefer**  
**Director of Students & Residence Life**

## **WELCOME TO LIVING ON CAMPUS**

### **Pratt Community College Mission Statement**

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

### **Residence Life Department Mission Statement**

The mission of Residence Life is to provide residence hall students with important learning and living experiences which allows for positive growth intellectually, culturally, and socially within a safe environment.

### **Statement of Responsibility for Policy**

As a resident, you are responsible to review and know the following policies, rules, and regulations found in this manual as well as the remaining student code of conduct. To find the full Student Handbook please visit: <http://prattcc.edu/student-services/student-handbook>. Please read the contents thoroughly.

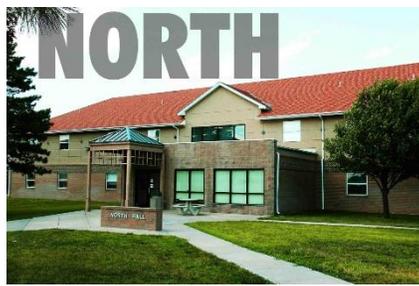
If you have any questions please ask a staff member. Failure to abide by these policies may result in unintended behaviors and consequences. Please take your responsibility as a member of this community seriously.

### **Residence Life Commitment to Diversity Statement**

The Pratt Community College's Department of Residence Life is committed to creating an open and diverse living environment that is physically and psychologically safe, respectful, and civil; where individual and human differences and diversity of thought are understood, accepted, and celebrated.

## Pratt Community College Residence Halls

**Beck Hall:** was built in 1986 and houses 36 women. It is a pod-style facility with two people per room and one large bathroom per hall. The lobby area features a kitchenette, vending machines, couches, big screen TV, computers and study areas. The building has a private laundry facility. This facility received new furniture in the summer of 2007.



**North Hall:** was built in 1998. This co-ed facility houses 64 people. This suite-style facility pairs two rooms with a bathroom, and there are eight single rooms in this building as well. North Hall also has handicap accessible rooms. The lobby features computers, a large TV, and study area. The second floor lounge has a study area as well. The building has a private laundry facility.

**Novotny Hall:** recently received a renovation that included new furniture, a refurbished lounge area, as well as kitchenette. Novotny Hall houses 96 men and is the largest residence hall on campus. Novotny is a pod-style building with several rooms sharing bathrooms that connect the east and west wings. A recreation room in the basement serves as a study area, with a television. The building has a private laundry facility.



**Porter Hall:** was built in 1983 and houses 16 students. This facility is designed much like Beck Hall with a pod-style layout. The lobby area features a recreation and study area with a TV and computers. Private laundry facilities are available.

**Scholarship Hall:** was completed in 2002 and houses 72 students. This facility is also co-ed with the suite-style layout. Much like North Hall, the lobby features computers, a TV and a study area. The second floor lobby is home to an additional recreation and study area. This facility has a private laundry facility.



**Dr. William Wojciechowski Hall:** is PCC's newest residence hall and was completed in 2010 and houses 72 students. This facility is co-ed and offers apartment-style living amenities. Each apartment provides two bedrooms, a bathroom, living room and kitchen with four students occupying an apartment. The main lobby provides students computers and a television, while a smaller second-floor lounge allows for studying and socializing with friends. The building also has a private laundry facility.



## DEPARTMENT OF RESIDENCE LIFE

### Residence Life Staff

The Residence Life team consists of the Director of Students & Residence Life, Assistant Director of Residence Life, Residential Supervisor, and Resident Assistants. These individuals are readily available to assist you in your personal and academic development as well as provide you a clean, safe, and comfortable home.

### Residence Life Office

The Residence Life department is located in the basement of the Benson Education Center in area 77. The office is open 8:00 am to 5:00 pm, Monday through Friday, and is there to serve you. Feel free to stop by and see us, or call us at 620.450.2120

**Resident Life Supervisors**



**Charles Kefer**  
Director of Students  
& Residence Life

Wojciechowski Hall  
Supervisor

**Email**  
[charlesk@prattcc.edu](mailto:charlesk@prattcc.edu)  
**Phone**  
620.770.0925



**Brad Luthe**  
Assistant Director of  
Residence Life

Novotny Hall  
Supervisor

**Email**  
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**Phone**  
620.450.7435



**Jamaal Barnes**  
North Hall  
Supervisor

**Email**  
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620.770.1006



**Andy Hurd**  
Wojciechowski Hall

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620-770-2766



**Brian Koller**  
Porter Hall  
Supervisor

**Email**  
[briank@prattcc.edu](mailto:briank@prattcc.edu)  
**Phone**  
620.770.5174



**Kevin Kewley**  
Scholarship Hall  
Supervisor

**Email**  
[kevink@prattcc.edu](mailto:kevink@prattcc.edu)  
**Phone**  
620.388.1512

## **Resident Assistants**

Resident Assistants (RA) are peer leaders who live in your residence hall. They help create an environment that is conducive to academic, personal, and social growth. RAs plan social, academic, and cultural programs for residents that help enhance community development and personal growth. Your RA will get to know you on a personal basis and is aware of resources on campus that may help you succeed.

## **Custodial and Maintenance Staff**

Take time to get to know your custodian and the maintenance staff as they are important to your community. Work order forms can be found next to your Residential Supervisor's door. Repairs to plumbing, heating, and other maintenance concerns outside regular business hours (8:00 am- 5:00 pm) needs should be brought to the attention of the Residential Supervisor on duty and they will pass requests on to the maintenance department. Use of residence life facilities is a privilege and you, not the custodian, are responsible for cleaning up after yourself.

## **Pratt CC Security Department**

During the academic year there is one or more security officers' on-duty each evening. During that time officers make rounds to ensure the safety of the students and help students who have concerns, or complaints. The security department is located in the Benson Education Center office area 37. Students can contact the following security officers:

- Joseph Rawson: 620.388.1970
- Mario Tursini: 620.770.2461
- Scott Jackman: 620.672.1463

## **CONTRACTUAL CONDITIONS**

### **Residence Requirement & Waiver Requirements**

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 a college residence hall. 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 a college residence hall 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 an handicap that cannot be accommodated
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- US 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 and Enrollment Management office. The form is required prior to an I-20 form being issued.

To apply for a waiver to the on campus housing requirement, students must complete a form declaring his/her intention to be released from the residence hall. The form can be found in the Vice President of Students and Enrollment Management office.

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. Waivers will be granted when the residence halls are full on a first come, first serve basis to those who have completed the correct paperwork.

### **Live-on Requirements**

Students living in a residence hall must be enrolled as a student at Pratt Community College and must be at least, or will become 18 years of age during the current academic year. Residents that fall below a full-time course load (12 credit hours) must schedule a meeting with Director of Students & Residence Life to discuss their course schedule. Failure to do so may result in termination of your housing contract.

### **Contractual Obligations**

Students may visit <http://prattcc.edu/HousingContract> to fill out a housing contract. The residence life contract is an annual agreement for that academic year which includes both the fall and spring semester.

A \$200 deposit 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 residence life contract, 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 clean at check-out
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**

A student may cancel the residence hall contract by giving written notice to the Director of Students & Residence Life. A penalty may be assessed as indicated below. Pratt CC 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.

Students who notify the Director of Students & Residence Life in writing, postmarked on or before July 13<sup>th</sup> (December 1<sup>st</sup> for new spring contracts) of their intention to cancel their contract will receive a 100% housing refund on the room deposit.

Students who cancel their contract after July 13<sup>th</sup> (December 1<sup>st</sup> for new spring contracts) prior to check-in will receive a 50% refund. Students who cancel their contract after move-in day will forfeit their \$200 deposit.

Students who are dismissed from a residence hall for disciplinary reasons will forfeit their \$200 deposit. Pratt CC may terminate this contract, if in the opinion of the Director of Students & Residence Life, the room or the residence hall 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.

Pratt CC will waive the breaking fee if a student is graduating at the end of the fall semester. 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. This situation will be taken into consideration and a determination will be made. The breaking fee will not be assessed for loss of residence due to natural causes (fire, flood, and windstorm).

### **Room Change Policy**

Every attempt is made to honor requests for room and roommates from all applicants and assignments will be made by the Director of Students & Residence Life.

A resident will have the opportunity to request a room change three times in the fall (Week 3, Week 8, Finals Week), and twice in the spring semester (Week 3, Week 8). To request a room change residents will need to fill out a request form found in the residence life office. The request form will be due the Friday before room changes take place by 5:00 pm. Email reminders and flyers will be posted when the request form is available.

Students who request room changes will be notified by email with instructions on completing the room change. Any move without approval is subject to judicial action and possible financial sanctions. The resident will also be asked to move back to his/her original room if approval was not granted.

All efforts will be made to mediate roommate conflicts before room changes occur. Residents must approach a member of the residence life team when conflicts arise.

### **Single Room and Room Consolidations**

The Director of Students & Residence Life 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 staff.

### **Vacations and Hall Closures**

With those exceptions involving mandatory participation in regularly scheduled school activities, or circumstances approved by the Director of Students & Residence Life, no one will be allowed to reside in the residence halls during the holiday break (December 15<sup>th</sup>-January 7<sup>th</sup>). The halls will be open during Thanksgiving and Spring Break. Those remaining on campus of these breaks will be asked to fill out a request form in the residence life office. This will assist the residence life and security staff to keep buildings secure and students safe.

During finals week of both semesters students need to check out within 24 hours of their last final or the time/date designated by the Director of Students & Residence Life. Spring semester, all students must be out by 5:00 pm on Friday unless they are graduating or assisting with graduation.

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

Any student moving out of the residence halls must use the following checkout procedures. You must sign-up for a check-out time with a resident assistant in your building. Sign-up sheets can be found on each of their doors.

When a resident assistant shows up to check you out your room must be clean which includes:

1. Dusting desk, dresser, and shelves
2. Taking out any trash in the room
3. Removing tape or other foreign substances from wall
4. Vacuuming or sweeping floor (including under the bed)
5. Wiping down the bathroom, cabinets, and sink
6. Clean out fridge, wipe down countertops and cabinets- Woj only
7. Remove all personal items from room and hall

The resident assistant will review the room condition report with you, get your signature on the form, and collect your key and key card.

Failing to check-out properly will result in an automatic \$50 charge on your student account.

### **Summer Housing**

The cost for summer housing is available on the Pratt CC website, or from the Director of Students & Residence Life. A \$200 deposit is required with this contract, unless a current housing contract & deposit is on file.

1. Information on short-term housing can be found at: <http://prattcc.edu/student-services/short-term-housing-contract>.

### **Room Entry by Staff**

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

Inspections are conducted regularly to protect and maintain the property of college, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the college regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry.

## **LIVING IN A COMMUNITY**

### **Getting to Know your Roommate**

Having a roommate can be one of your best experiences of college life. 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.

The following is the Roommate Bill of Rights:

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 conflict 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

### **Knowing what you Need**

Working through these questions will help create a positive roommate relationship.

Cleaning:

1. How neat and clean are you used to keeping your room?
2. How will housekeeping duties be shared?
3. How would you like the room arranged and decorated?

Borrowing:

1. Will you share food and drink costs?
2. Do you mind if guests use items in the room?
3. Do you prefer to be asked before someone borrows something?
4. What items are you comfortable sharing and would you prefer that they not be borrowed or used?

Study Time:

1. What time do you typically study?
2. Can you study with the TV or radio on? With visitors in the room?

Sleeping:

1. What time do you typically go to bed and get up in the morning?
2. Are you a heavy or light sleeper?
3. Can you sleep with the TV or radio on? With visitors in the room?

Guests:

1. When can guests be in the room?
2. Can guests spend the night?

### **Roommate Agreement**

Use the answers to the above questions to help you create a roommate agreement. Roommate agreements can be picked up from the residence life office, or your RA. This agreement will help you set ground rules and start you on the right path to have an enjoyable roommate experience.

When creating the agreement:

1. Take time to address all of the areas of the agreement
2. Make sure there is nothing you are missing or nothing you do not agree with
3. Talk with your RA about your agreement

If problems arise you will be able to renegotiate your roommate agreement. When renegotiating your agreement try to avoid blame and accusations. If a solution cannot be reached, the next step is to ask an RA for help.

### **Getting Involved**

Each month the Student Life department will provide several activities for you to attend and get involved with. At the beginning of each month a student activities calendar will be put under your residence hall room door. This will notify you of all activities, student organization events, and athletic games taking place for the month.

Be sure to download the Beaver Nation app! You can find an updated schedule of all student activities and win prizes for attending! More information can be found in the student life office.

Pratt CC is proud to offer many diverse involvement opportunities in several student organizations. For a full list of student organization and contact information visit: <http://prattcc.edu/student-life/clubs-and-organizations>.

Each month your resident assistant will put on a program geared to your community and their interests. This is a great way to get out and meet those who live around you. If you have a program idea please let your RA know.

The Pratt CC Residence Hall Association (RHA) is a great way to get involved in the residence life department. RHA is tasked with putting on large-scale events for the residence life community. They also provide feedback to staff and take on projects to improve the residence hall facilities. Information about executive officer positions and building representatives will be available in the residence life office. Nomination and elections for positions take place in the fall semester.

## **RESIDENCE LIFE SERVICES**

### **Cable Box & Remote**

Each room comes with one Cox cable box and one remote. In order to utilize the cable box residents should bring an HDMI, or coaxial cable to plug into the box and their TV.

### **Cleaning Supplies**

Each residence hall has cleaning caddies and vacuums that residents can access to clean and vacuum their rooms. Residents are asked that they return the supplies back to the original location after use so others can utilize them. Supplies can be found here:

1. Beck Hall- laundry room
2. North Hall- 2<sup>nd</sup> floor lobby
3. Novotny Hall- basement
4. Porter Hall- lobby area
5. Scholarship Hall- 2<sup>nd</sup> floor lobby
6. Wojciechowski Hall- laundry room

### **Dining Services and Hours**

Several food options exist for students in the cafeteria located in the Riney Student Center. If you cannot make a meal time please contact Great Western Dining, or a member of the dining staff regarding take-out meals. Great Western Dining works with students to provide dining options to fit their individual needs including take-out meals, gluten free, dairy free, etc.

#### Daily Offerings (Monday-Thursday):

Hot Breakfast: 7:15 to 8:30 am

Continental Breakfast: 8:30-9:00 am

Lunch: 11:00 am to 1:30 pm

Dinner: 5:30 to 7:15 pm

#### Daily Offerings (Friday):

Hot Breakfast: 7:15 to 8:30 am

Continental Breakfast: 8:30-9:00 am

Lunch: 11:00 am to 1:30 pm

Dinner 5:30 to 6:30 pm

Daily Offerings (Saturday-Sunday):

Brunch: 11:30 am to 12:30 pm

Dinner: 5:30 to 6:30 pm

### **Ice Machine**

An ice machine is located in the lobby of Porter Hall for residents to use. Residents should have key card access for the lobby area of Porter Hall if they do not reside there.

### **Internet**

Each residence hall room includes an Ethernet cable hook-up for Internet. You must fill out a device registration form found in the residence life office when utilizing the Ethernet hook-up. Residents will have access to Wi-Fi by connecting to the PCC Student network and logging in with their self-service login information.

### **Laundry Facilities**

Laundry room facilities are available and are to be kept clean at all times. Avoid leaving soiled clothes in your room. Laundry 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 Students & Residence Life. Misuse of laundry facilities, and leaving unattended laundry could lead to a disciplinary sanctions (see sanctions and fines). 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.

### **Living Facilities**

All living facilities are air conditioned. Each room is equipped with twin beds, chest of drawers, and study desks with chairs, closets, and mirrors. 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 your RA or Resident Supervisor. Furniture removed from the room must be returned immediately or a \$50 fine will be assessed.

### **Lounges**

The lounges are public, multi-purpose rooms for residents and visitors to use. Both can be used as a social/study area and for student activities.

### **Mail Service/Mailing Address**

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 11:00 am. 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 Residential Supervisor's apartment 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 area of 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 name "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 the campus security. Vehicles must be properly licensed and insured to be located or driven on campus.

## **Telephone**

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 imprisonment.

## **Vending**

Vending machines are located in each residence hall. The residence life department is not responsible for lost money in the machines.

## **RESIDENCE HALL RULES AND REGULATIONS**

### **Abandon Property**

Pratt Community College, the Residence Life Department and/or its staff are not responsible for any student property left in the residence hall rooms or public areas. In the event that student property is left in the residence halls during the housing contract period, the property will be stored for 60 days and then removed at the owner's expense. In the event that student property is left in the residence halls after the housing contract period is complete, the property will be removed at the owner's expense.

### **Alcohol, Drugs & Paraphernalia**

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/drugs 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 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 or 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.

#### **Bikes, Hover boards, Scooters, Skateboards, etc.**

Bikes, hover boards, scooters, skateboards, etc. are not allowed to be ridden throughout the residence halls. Bikes are to be stored outside in bike racks around campus.

Electrical hover boards are not allowed to be stored in the residence halls (unless UL 2272 certified) due to safety concerns. You must present documentation of UL 2272 certification to the residence life office in order to store, and charge your hover board in the residence halls.

#### **Bulletin Board/Posters**

All materials posted in the residence halls must be approved by the Residence Life office.

Any sign, poster, picture, or message visible outside your room that is found to be offensive, objectionable, or questionable to another person must be removed. This includes the outside of the room door, items visible through the window, and items visible to passerby when your door is open.

#### **Candles/Incense**

Burning incense or candles, lanterns, or similar "open flame" receptacles in student rooms are not permitted. Use of incense spray is not permitted.

## **Common Area Furniture**

All common area furniture must stay in the common area. Removal of common area furniture will be considered theft. Those found responsible could face disciplinary action.

## **Cooking & Appliances**

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

## **Courtesy towards Staff**

Interference with a staff member engaged in the performance of assigned duties and/or failure to comply with a reasonable request from a staff member is strictly prohibited.

## **Extension Cords**

Please keep use of extension cords to a minimum. Regular household extension cords are prohibited due to fire safety. If needed, you may use a power strip. Only multiple outlet strips with built-in circuit breakers are allowed. Extension cords may not run from inside a student's room into the hallway.

## **Felony Convictions**

If a student 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.

## **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 the incident, will be 10 hours of college service, no visitation for the remainder of the semester, and/or dismissal.

## **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.

## **Fire Alarm System & Extinguishers**

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 actions.

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 be sanctioned (see sanctions and fines) through the conduct process. (This is a Class A misdemeanor which is punishable by a \$2,500.00 fine and/or 1 year in jail.)

## **Gambling**

Gambling is prohibited on college premises or by using college equipment or services. The Pratt CC student activity office, residence hall association, or RAs may sponsor casino-themed programming, which involves no monetary component.

## **Hall Sports**

There are to be 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
4. Using a real, or plastic bat to hit a ball
5. Bouncing a basketball

## **Hazing**

Hazing is defined as acts committed for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization, or as part of any activity of a recognized student organization.

Hazing is prohibited. Prohibited behavior includes any act that endangers the mental or physical health or safety of a student, the deconstruction or removal of public or private property, and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment, and/or engaging in conduct which tends to bring the reputation or the organization, group, or college into disrepute.

## **Intentional Reckless and Negligent Damage**

Residents are expected to keep their room/unit in a neat, clean and sanitary condition. This includes clearing all garbage or debris in, on or about their residence. Room checks will be made regularly and may be conducted at ANY time. Failure to clean room with 24 hours of room check and warning may result in maintenance clean up and billing of student.

Two consecutive room checks with unsatisfactory results could result in dismissal from the residence halls and/or prescribed maintenance duties as determined by the Director of Students & Residence Life. 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.

Residents will be responsible for the full cost of the repair of damages to their room which results from intentional, reckless, gross negligent or negligent acts. All residents within the same community shall be jointly liable and responsible for all common areas within their community, as well as the full cost of repair of damages to any common area within the residence or community unless the individual at fault is identified. Malicious and deliberate damage to residence hall property will result in automatic dismissal from the residence halls. Students who do not report accidental damage will be fined \$25.

## **Keys & Key Card Misuse**

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 while you are away. If you should lose your key, or key card, report the loss to the Director of Students & Residence Life. 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. Using another student's key card/ID for visitation is not allowed.

## **Lockouts**

Excessive or repetitive lockouts may result in disciplinary action (see sanctions and fines). This is defined as 3 or more lockouts a semester. If you lock yourself out of your room, either contact the residence supervisor or RA. Be prepared to show your student ID. Only students registered to a room will be let in. Only residents registered to a room will be admitted to a room. We will not let any person into someone else's room for any reason.

## **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 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 halls 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 and be sanctioned (see sanctions and fines) through the conduct process.

## **Overnight Guest Policy & Cohabitation**

Overnight guests of the same sex may be authorized to stay, but only with prior permission of the Director of Students & Residence Life. A residence hall resident must also receive their roommate's permission to have a guest.

Cohabitation is strictly prohibited; an overnight guest may stay for no longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Director of Students & Residence Life. Personal belongings of guests amounting to more than one overnight bag may be cause to discuss cohabitation

## **Pets**

Students are not allowed to have pets (unless they meet the qualifications of the policy below) on campus both indoors and outdoors with the exception of fish in tanks no larger than five gallons. Students violating this policy will be sanctioned (see sanctions and fines) through the conduct process

### **Pets/Animal and College Facilities**

This procedure addresses the guidelines and responsibilities for individuals requesting a pet/animal in college facilities. Pets/animals are prohibited from all college facilities except for:

1. Animals used for teaching, or competition with prior approval of Vice President of Instruction, or Athletic Director.
2. Service animals assisting an individual with a disability.
3. Residential Supervisors are permitted to have a pet in their respective apartments

The purpose of this procedure is to provide guidelines for students requesting permission to have a pet/animal in college facilities. Employees requesting a disability accommodation of a service animal must contact the Director of Personnel.

#### *Definitions:*

Federal regulations define a “*service animal*” as “dogs that are individually trained to do work or perform tasks for people with disabilities.” A service animal is permitted to be in a college facility, unless the animal's behavior necessitates removal. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA).

#### *Procedure:*

Pratt Community College is committed to comply with state and federal laws regarding individuals with disabilities. A special accommodation request is made through the Student Success Center (SSC) and the required documentation must be provided. A Student Success Team (SST) will review each student's documentation and request for special accommodations. The SST will approve or deny accommodations for each student requesting services and notify the student in writing.

A service animal may be permitted in a college housing facility as a reasonable accommodation only if approved by the Student Success Team and based on the following:

- The student has a documented disability;
- Required documentation is provided, as requested by the Student Success Center;
- The animal is a service animal;
- A signed letter on professional letterhead from a licensed physician, psychiatrist, social worker or mental health professional that states:
  - The nature of the disabling condition or impairment.

Upon approval of special accommodations by the SST, a student who desires to have a service animal in college housing must submit the appropriate residence hall application paperwork and \$200 deposit required of all students. Availability of campus housing is not guaranteed as campus housing is available on a

first-come, first serve basis to all students upon submission of the required application paperwork and \$200 deposit.

A service animal will not be permitted in a college facility if the animal:

- Poses a direct threat to the health and safety of others;
- Causes substantial physical damage to the property of others;
- Poses an undue financial or administrative burden; or
- Fundamentally alters the nature of college operations.

A service animal that is disruptive, or that is not housebroken, will not be permitted in college facilities. Disruptive behavior includes, but is not limited to, barking, jumping on individuals, growling at individuals, or the owner's failure to have the animal on a leash when in common/shared areas of the college campus.

A student who is permitted to have a service animal in a college facility is financially responsible for any property damage caused by the animal. The student is responsible for the care of a service animal, and for cleaning up any waste created by the animal.

### **Propping of Doors**

The outside residence hall doors must not be propped open at any time to ensure the safety and security of the residence hall. If you see a door propped open please close it immediately.

### **Quiet Hours**

Quiet hours are enforced from 10:00 pm to 8:00 am Sunday through Thursday. Quiet hours run Midnight to 8:00 am Friday and Saturday. During quiet hours, residents' exterior room doors should be closed. The volume of any noisemaking device or instrument should be kept at a low level. There are also 24-hour courtesy quiet hours in the residence halls. This means stereos, radios, TVs, musical instruments, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. During finals week, quiet hours will be 24 hours a day, beginning 6:00 pm the Friday before finals.

### **Restrooms**

Restroom use is only for the specified gender of the unit occupants. Guests of the same gender may use the bathroom in a unit. Public restrooms are available in Scholarship Hall, Wojciechowski Hall, and the Benson Education Center.

### **Room Personalization**

Residents are encouraged to customize their rooms in a manner that makes them feel at home. It is recommended that residents use removable mounting tape, painters tape, or command stripes. Any damages that occur to the room because of room personalization will be charged upon checking out of the residence hall.

### **Solicitation**

Door-to-door solicitation is not allowed in the residence halls. This includes the solicitation of goods, services, and ideas. Students should immediately contact Residence Life staff if solicitors are in the residence halls.

## **Suspicious Person**

Residents should ask unescorted nonresidents or suspicious persons to leave the building if doing so does not endanger residents. Residents should contact a Residence Life staff member to notify them of the person's presence.

## **Tattooing and Hair Cutting**

Tattooing and hair cutting is not allowed in the residence halls. Students violating this policy will be sanctioned (see sanctions and fines) through the conduct process

## **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 campus. For your protection, doors are to be locked when you are not in your room. Any losses are to be reported to the Residential Supervisor, or the Director of Students & Residence Life. Students found guilty of theft, or knowingly in possession of stolen property will be disciplined and could be dismissed from the residence halls.

## **Tobacco**

In accordance with KSA 72-53,107 and in the interest of the public health, the use of all tobacco products, including vaping devices and smokeless tobacco, is prohibited on the Pratt Community College campus both inside and outside of buildings and all campus properties. Using devices and/or products, as well as actions that give the appearance of tobacco use is prohibited.

## **Visitation/Escort Policy**

Visitation is allowed 24 hours a day/7 days a week; however, the right of a resident to live in reasonable privacy takes precedence over the right to entertain guests within the residential facilities (*This policy will be piloted for 2018-2019 academic year. If at any time during the year there are incidents or actions which jeopardizes the safety, security or well-being of the residents and/or interfere negatively with operations because of the new policy hours you will be notified of a policy change and we will return to visitation hours*). Overnight guests may stay for no longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Director of Students & Residence Life

Any resident of the room has the right to ask a visitor or guest to leave. If the request is not granted it is the right of the resident to contact the residence supervisor. In addition any resident has the right to file an official complaint detailing their roommates' abuse of the visitation or cohabitation policy. Each complaint will be dealt with by the Director of Students & Residence Life. After two complaints the resident in question may have their guest privileges restricted.

A resident must accompany all guests at all times in public space and are required to be in possession of a form of identification at all times while in the residential facilities. Unescorted guests will be required to leave the hall.

Residents are responsible for the actions of their guests and staff may ask a visitor to leave if the guest is violating policies or creating a disturbance. The resident will be held responsible for any violations or disturbances that his/her guest(s) cause. Guest privileges, of the host resident or guest, may be restricted or revoked for failure to abide by expectations.

## **Weapons**

### *Introduction:*

Pratt Community College prohibits the possession and use of firearms, explosives, and other weapons on any of its campus, with certain limited exceptions, which include use of weapons as part of approved Pratt Community College Programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns, as provided below. This policy is in accordance with state law, K.S.A 75-7c01, *et seq.*

### *Definitions:*

For purposes of this policy: The term "weapons" includes:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, short or shell by the action of an explosive or other propellant;
2. any handgun, pistol, revolver, rifle, shotgun, other firearm of any nature, including those that are concealed or openly carried;
3. any BB gun, pellet gun, air/C'02 gun, blow gun, or any Taser or similar electrical weapon that discharges a projectile, which is possessed with the intent to use the same unlawfully against another;
4. any explosive, incendiary, or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
5. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick, or other detonating device, which is possessed with the intent to use the same unlawfully against another;
6. any tear gas bomb or smoke bomb, which is possessed with the intent to use the same unlawfully against another; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife or any knife having a blade that opens or falls or is ejected into positions by the force of gravity or by an outward, downward or centrifugal thrust or movement, which is possessed with the intent to use the same unlawfully against another;
8. any straight-blade knife or four inches or more such as a dagger, dirk, dangerous knife or stiletto, which is possessed with the intent to use the same unlawfully against another; except that an ordinary pocket knife or culinary knife designed for an used solely in the preparation or service of food shall not be constructed to be a weapon for the purposes of this policy;
9. any martial arts weapon such as nun chucks or throwing stars;
10. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person, which is possessed with the intent to use the same unlawfully against another; or
11. any other dangerous or deadly weapon or instrument of like character.

The term "handgun" means:

1. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
2. any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A 75-7c20.

The term "campus" means any building or grounds owned by Pratt Community College (PCC) or the PCC Board of Trustees (Board) and any building or grounds leased by Pratt Community College (PCC) or the PCC Board of Trustees (Board) for Pratt Community College use.

*Policy:*

#### General Rules on Open Carry and Concealed Carry on Campus

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited inside buildings on campus, while concealed carry of handguns is permitted inside buildings on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus PCC sponsored or supervised activities, except that, as required by law, PCC does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of PCC's place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or PCC-approved activities or practices with the advance written approval of the PCC president, or by PCC security personnel while acting within the scope of their employment.

It shall be a violation of Board and PCC policy to openly display any lawfully possessed concealed carry handgun while inside buildings on campus, except as provided herein.

There are no PCC locations that have been designated as prohibiting concealed carry with permanent adequate security measures. PCC may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made, including notice to the Board and appropriate signage.

In addition, areas of buildings that have no public access entrances and are limited to restricted access entrances only may be off-limits to concealed carry, as determined by the PCC. "Restricted access entrance" means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. "Authorized personnel" mean employees of PCC and any person granted authorization pursuant to K.S.A 75-7c20(d)(2), who are authorized to enter a PCC building through a restricted access entrance. Appropriate signage will be provided in these areas.

#### Prohibitions Based on State Law

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in PCC buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

1. An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
2. a firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm [K.S.A. 21-6332];
3. a firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
4. a firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
5. a firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. a firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6301];
7. an automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)]
8. a cartridge when can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)]
9. suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
10. firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

#### Carrying and Storing Handguns

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law, Board policy and PCC policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either:

1. carry it concealed on or about their person in a manner that complies with this policy, or;
2. keep it stored in any secure storage location provided PCC specifically for that purpose, at their residence, or their privately-owned or leased vehicle.

Individuals who carry a handgun inside buildings on campus must carry it concealed on or about their person at all times. With respect to this policy, "concealed" mean completely hidden from view and does not reveal the weapon in any way, shape, or form. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items.

Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual. Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in this policy, it shall be a violation of Board and PCC policy to openly display any lawfully possessed concealed carry handgun while on campus.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other mean of retention.

The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty chamber.

Handguns shall not be stored:

1. in any PCC classroom, lab, office, or facility;
2. in an on-campus residential unit, except in the on-campus residential unit of the individual who is at least 21 years of age, who legally owns the handgun, and when the handgun is secured in a holster in an approved storage device<sup>1</sup>
3. in any non-privately owned or leased motor vehicle; or,
4. in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:

1. in an individual's privately-owned or leased motor vehicle when the vehicle is locked (if unattended) and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
2. in the on-campus residential unit of the individual who is at least 21 years of age, who approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

PCC does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
2. it is constructed of sturdy materials that are non-flammable;
3. it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
4. the device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

## **Windows/Screens**

Any resident who removes the screen from a window for any reason will be assessed a removal charge and could face disciplinary action. Anyone found in violation of throwing items from a window could face disciplinary action.

## **RESIDENCE LIFE CONDUCT PROCESS**

### **Discipline Hearing**

When a resident assistant hands you a policy violation ticket you will have 48 hours (2 business days) to schedule a discipline hearing with the Director of Students & Residence Life. A policy violation ticket is given when an RA or Resident Supervisor believes a policy has been violated. During the hearing students will be able to provide insight to what happened during the incident and share their side of the story. If disciplinary action

against a Pratt CC student is initiated, a speedy and fair hearing before the appropriate college official, committee, or both is guaranteed.

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.

### **Residence Hall Due Process Procedure**

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 Students & 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 Students & 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 Students & 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 Students & Residence Life.
2. Student appeals in writing to the Vice President of Students and 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. President makes decision and informs student in writing. Decision of the President is final.

For more information about the student disciplinary & due process procedures please review the student handbook.

### **Fines**

Fines assessed for violations of rules are imposed by the Director of Students & Residence Life. 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 Students & 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 the semester.

## Sanctions and Fines

Please see the chart of sanctions and fines in the appendix.

## EMERGENCY PROCEDURES

### Fire Alarm

Each residence hall is equipped with a complete smoke and fire alarm system. These devices exist for the safety of all residents and any tampering with or misuse of these systems is considered a serious offense. Offenders found in violation are subject to disciplinary action up to and including criminal prosecution.

### In case of Fire Evacuation

If your door is hot or if the corridor is full of smoke:

- 1) REMAIN IN YOUR ROOM
- 2) Put towels around your door and seal all cracks
- 3) Hang a sheet or towel from your window, and signal for help
- 4) If you have a phone in your room call 911

If it is safe to leave:

- 1) Open the blinds
- 2) Close the windows
- 3) Turn off your lights
- 4) Wear hard-soled shoes and a coat
- 5) Close the door as you leave
- 6) Follow the evacuation exit routes
- 7) Wait for the signal to re-enter the building

### Evacuation Site

All residents must be across the street from their residence hall.

1. Beck Hall to Chandler Hall Parking Lot
2. North Hall to Benson Education Center Parking Lot
3. Novotny Hall to Benson Education Center Parking Lot
4. Porter Hall to Benson Education Center Parking Lot
5. Scholarship Hall to Chandler Hall Parking Lot
6. Wojciechowski Hall to Learning Center Parking Lot
7. **Missing Person**

On-campus students should contact your Resident Assistant, Resident Supervisor, or Security if they suspect another student is missing.

### Severe Weather and Shelter Sites

Radio and television weather services typically issue tornado warnings in reference to city and county. Pratt Community College is located in the City of Pratt in Pratt County. In the event a tornado warning for Pratt or Pratt County is broadcast by the radio and television services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

1. Beck Hall: move to inside halls away from windows and doors or shelter in Wojciechowski Hall stairwells

2. North Hall: residents on the top floor should move to lowest floor to inside halls away from windows and doors; first floor residents should move into their bathrooms
3. Novotny Hall: move to laundry room and television lounge in basement area, inside halls, and away from windows and doors
4. Porter Hall: move to inside halls away from windows and doors or shelter in Wojciechowski Hall stairwells
5. Scholarship Hall: residents on the top floor should move to lowest floor to inside halls away from windows and doors; first floor residents should move into their bathrooms Wojciechowski Hall: move to designate shelter area in the stairwells

### **Weather Terminology**

Tornado/Severe Weather Watch: means that present weather conditions could produce a tornado, thunderstorm, or severe weather. When a watch occurs, individuals should take precautions to protect themselves, such as tuning into a radio or television.

Tornado/Severe Weather Warning: means there is severe weather or a tornado that has been sighted in the area. Individuals should take shelter immediately.

### **Sexual Assault Incidents**

If you are a victim or know a victim of an assault the following individuals and groups will provide assistance:

1. Residence Life Staff Member include Resident Life Supervisors and Resident Assistants
2. Options (Domestic and Sexual Violence Services): 800.794.4624
3. Amy Jackson, Student Services: 620.450.2135
4. Security: 620.770.2461
5. College Health: 620.450.2150
6. Vice President of Students and Enrollment Management Office: 620.450.2184

### **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.

**Be sure you understand and are aware of the contents of this handbook. If at any time you have questions or concerns, please contact the Residence Life Office.**

## RESIDENCE HALL CHARGES

<b><u>Doors</u></b>			
Damage	\$20 - \$50		
Replacement	\$450		
Door Hinges	\$40 / set		
Door Hinge Pin	\$10		
Lock- Complete ( <i>depending</i> )	\$350		
Lock Repair	\$75		
Lock - Key Change	\$50		
Key Card	\$10		
<b><u>Door Closer</u></b>			
Repair	\$20-\$50		
Replace	\$125		
<b><u>Cushions Lobby Furniture</u></b>			
Damage	\$180		
Mirror	\$50		
<b><u>Chairs</u></b>			
Folding	\$30		
Stack	\$80		
Wood	\$150		
<b><u>Electrical Repairs</u></b>			
Student Abuse or by	\$10 - \$50		
Moving Furniture			
Electrical Switch Plates	\$4		
Fixture Lens	\$25		
Thermostats	\$90		
Smoke Detector	\$160		
<b><u>Room Window</u></b>			
Stationary	\$160		
Slider	\$140		
Screen	\$75		
Porter - window	\$140		
Screen	\$75		
Beck - window	\$180		
Screen	\$75		
(Woj Hall) Bar Stools	\$75		
		<b><u>Chest of Drawers</u></b>	
		Damage - Repair	\$25-\$50
		Drawer Front Piece	\$50
		Drawer Complete	\$75
		<b><u>Desk</u></b>	
		Damage - Repair	\$25-\$50
		Replace	\$300
		Towel Rack	\$25
		Mattress	\$130
		<b><u>Fire Extinguishers</u></b>	
		Refill	\$20
		Replacement	\$100
		<b><u>Bed</u></b>	
		Damage or repair	\$125
		<b><u>Venetian Blinds</u></b>	
		Damage	\$15-\$40
		Replacement	\$145
		<b><u>Pull Shades</u></b>	
		Damage	\$20-\$75
		Replacement	\$145
		<b><u>Flooring</u></b>	
		Carpet/Tile Damage	\$50-\$100
		<b><u>Walls/Ceiling</u></b>	
		Wall/Ceiling Repair/Damage	\$200
		Hard Ceiling Tile	\$10
		White Board Replacement	\$75
		Bulletin Board	\$75
		Wardrobe	\$150
		Wardrobe Replacement	\$400
		Rooms are required to be free of trash and personal items when checking out or a <b>\$60</b> Not clean clean-up charge will be assessed. <b>\$60</b>	
		<b><u>As of August 1<sup>st</sup>, 2018</u></b>	

## **SANCTIONS AND FINES**

### **Alcohol Sanctions**

1. 1<sup>st</sup> Offense: \$200 fine and the completion of the e-chug assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
  - a. You must submit your paper via email to [charlesk@prattcc.edu](mailto:charlesk@prattcc.edu) approximately seven days after completing e-chug. Failure to do either assignment will result in placing a disciplinary hold on your account.
2. 2<sup>nd</sup> Offense: \$250 fine and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
  - a. You must submit your paper via email to [charlesk@prattcc.edu](mailto:charlesk@prattcc.edu) approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
3. 3<sup>rd</sup> Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, 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: individual present, but passing a breathalyzer test and not in possession of alcohol will be assessed:**

1. 1<sup>st</sup> Offense: \$100 fine and the completion of the e-chug assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
  - a. You must submit your paper via email to [charlesk@prattcc.edu](mailto:charlesk@prattcc.edu) approximately seven days after completing e-chug. Failure to do either assignment will result in placing a disciplinary hold on your account.
2. 2<sup>nd</sup> Offense: and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
  - a. You must submit your paper via email to [charlesk@prattcc.edu](mailto:charlesk@prattcc.edu) approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
3. 3<sup>rd</sup> Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, 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

### **Disciplinary Sanctions for Inappropriate Conduct/Behavior by a Student**

Conduct/behavior which:

- Is disruptive or disrespectful towards a college official or student
- Disrupts, impedes, interferes with operation, causes disturbance
- Infringes or invades the rights of others
- Use of profanity, cursing, vulgarity

**Sanctions:**

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 (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, and athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

**Conduct/behavior which:**

- Is fighting, abusive, and/or threatening actions

**Sanctions:**

1st offense: \$200 fine, and consultation with EMPAC Counselor (arranged through Director, Student Success Center) \*

2nd offense: Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

\*EMPAC session is to determine if student is capable of being on campus and/or residing in campus housing and not be a threat to himself or other students. Continuing enrollment and/or residence hall occupancy is based on outcome.

**Offense which leads to arrest by law enforcement, regardless of charges or actions by the County Attorney:**

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

**Alcohol Empty Bottle/Container Sanctions**

1st Offense: \$100 fine

2nd Offense: \$150 fine

3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, 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.

**Drug & 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.

1<sup>st</sup>: Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, 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

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

1<sup>st</sup> Offense: \$200 fine and 10 hours of college service

2<sup>nd</sup> Offense: \$250 fine 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 classes, 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.

**Hall Sports**

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: \$50 fine plus the cost of cleaning and maintenance

3<sup>rd</sup> Offense: \$100 fine plus the cost of cleaning and maintenance

**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 \$50 improper check out fee.

**Laundry Left Unattended**

All laundry left unattended is the responsibility of the owner and not Pratt CC. There will a \$15 fine assessed every time you are found leaving laundry unattended.

**Lockouts**

3-4 Lockouts: \$10 per lockout

5-7 Lockouts: \$20 per lockout

7+ Lockouts: \$30 per lockout

**Malicious Damage**

Malicious and deliberate damage of or to residence hall property will result in automatic dismissal from residence hall. Students not reporting accidental damage will be fined \$25.

**Misuse of Key Card**

1<sup>st</sup> Offense: Loss of visitation for two weeks

2<sup>nd</sup> Offense: Dismissal from residence hall

**Tampering with Network Infrastructure**

1<sup>st</sup> & 2<sup>nd</sup> Offense: Loss of network privileges for one week and cost of cleaning and maintenance

3<sup>rd</sup> Offense: Loss of network privileges permanently

**Noise & Disturbing Residents**

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: \$100 fine plus loss of visitation for one month

3<sup>rd</sup> Offense: \$200 fine plus loss of visitation for semester

**Pets**

\$100 fine plus the cost of cleaning and maintenance

**Propping Doors**

1<sup>st</sup> Offense: \$15 fine and loss of visitation for one month

2<sup>nd</sup> Offense: \$25 fine and loss of visitation for semester

**Removal/Damage of Furniture**

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

**Room Cleanliness, Trash and Damage**

1<sup>st</sup> Offense: \$20 fine

2<sup>nd</sup> Offense: \$20 fine plus campus trash pickup

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

### **Tampering with College Equipment**

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: \$100 fine

3<sup>rd</sup> Offense: Dismissal from residence hall

### **Tattooing and Hair Cutting**

1<sup>st</sup> Offense: \$50 fine

2<sup>nd</sup> Offense: \$100 fine

3<sup>rd</sup> Offense: Dismissal from residence hall

### **Tobacco Sanctions**

1<sup>st</sup> Offense: \$200 fine and removal of tobacco products

2<sup>nd</sup> Offense: \$250 fine and removal of tobacco products

3<sup>rd</sup> Offense: In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

### **Weapons**

Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any employee or student of PCC who violates one or more provisions of this policy shall be subject to discipline in accordance with applicable PCC disciplinary policy. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

# Policies and Procedures

### **Notice of Non-Discrimination**

Pratt Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Personnel, Pratt Community College, 348 NE SR 61, Pratt, Kansas 67124, 620.672.5641.

### **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.

PCC reserves the right to contact emergency contact or parent in the case of an emergency and/or incident which impedes operations. PCC also reserves the right to contact law enforcement and/or emergency services when a student is violating the law and/or if their healthy safety is in jeopardy.

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 the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **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.

### **Harassment and Discrimination 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:

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- 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:

- The complaint must be in writing with sufficient specificity.
- A person bringing a complaint founded in good faith will suffer no retaliation.
- 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:

- Maintaining a caring and helpful attitude among all security personnel as they address the needs of the students, visitors and faculty.
- Continuous patrol coverage to spot any suspicious activity or suspicious person on campus.
- Enforcing all college rules and regulations and keeping all campus thoroughfares and parking lots unobstructed.
- 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, Nursing 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 72-53,107 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. Using devices and/or products, as well as actions that give the appearance of tobacco use is prohibited.

### **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.

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in PCC buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

More information about the PCC Weapons policy can be found at [prattcc.edu/about-pcc/weapons](http://prattcc.edu/about-pcc/weapons).

**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, or distribution of illicit drugs and alcohol by students or employees on the property of Pratt Community College is strictly prohibited. Alcohol may be served at selected events in accordance with the provisions of Board Policy 3-10 dealing with policy exemptions. In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, 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:

- A copy of this policy;
- 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;
- A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
- 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 biannually 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:

- To observe all regulations of the college.
- To provide the necessary documents for the admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
- 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.

- To meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
- 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.
- To be an active participant in the class and prepare for each class meeting as instructed.
- To fulfill all graduation requirements if educational objective is applicable.
- To respond promptly to all written and online notices from faculty, advisers, deans, and other college officials.
- To file an online application for degree or certificate completion with the Registrar's Office.
- 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.
- 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.
- To use the appropriate channels in appealing any academic actions which the students believe are unfair.
- 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:

- Willful violation of any published regulation for conduct as approved by the PCC Board of Trustees/administration.
- Conduct which substantially disrupts, impedes, or interferes with the operation of PCC.
- Conduct which substantially infringes on or invades the rights of others.
- 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.
- Disobedience of a directive or order 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.

- Endangering or threatening the life or physical safety of others or self.
- Failure to meet just financial obligations to the College.
- Failure to maintain minimum academic requirements established by the Board of Trustees or Administration of PCC.

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:

- Fighting
- Intimidation, not limited to, but including social media.
- Using obscenities and profanities, not limited to, but including social media.
- Open defiance or threats, not limited to, but including social media.
- 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
- Possession, use, or sale of narcotics or drugs
- Theft
- Excessive or repeated tardiness or unauthorized absences
- Vandalism
- Possession, use of a weapon, or object considered a weapon
- Alcohol and Drugs & Paraphernalia
- Harassment/Intimidation
- Use of a Weapon as a Threat

Students shall be responsible for the knowledge of the college rules and regulations as set forth in the college student handbook. Students accepted for residence in college residence halls are responsible for the maintenance of good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures. Residence hall regulations are set forth in further detail in the Residence Hall Regulations and Rules as published in the Student Handbook.

#### Responsibility

Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Students attending PCC have the following responsibilities:

To observe all regulations of the college.

- To provide the necessary documents for the admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
- To 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.
- To meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
- To be aware of and to comply with each instructor's attendance policy as stated in the course syllabus, and to attend all meetings of each class in which they are enrolled from the first class meeting.
- To be an active participant in the class and to prepare for each class meeting as instructed.
- To fulfill all graduation requirements if educational objective is applicable.
- To respond promptly to all written notices from faculty, advisors, deans, and other college officials.
- To file an application for degree or certificate completion with the Office of the Registrar.
- To enroll in only those courses for which the stated prerequisite(s) (if there are any) have been satisfactorily met. Failure to comply with prerequisite may result in administrative withdrawal.
- To be aware of and to comply with withdrawal policy and procedures of the college, including current withdrawal dates and processing an official withdrawal form for schedule changes.

- To use the appropriate channels in appealing any academic actions which the students believe are unfair.
- To observe all college regulations as specified in the College Catalog, the Student Handbook, and other informational publications. These publications are official sources of information on academic, discipline, and due process matters.

**VIOLATIONS 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:

- Athletics
- Academics
- Residence hall infractions
- 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 / Director of Athletics 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:  
To appeal a final course grade, the student must do so within 120 days of the end of the semester.  
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.  
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.  
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.

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. 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:  
Notification of infraction and sanction to student in writing by the Director of Residence Life.  
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.  
Vice President makes decision and informs student in writing.  
Student appeals the Vice President's decision to the President in writing within 24 hours.  
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:

Notification of infraction and sanction to student in writing by the Vice President of Students/Enrollment Management.

Student appeals the Vice President's decision to the President in writing within 24 hours.

President makes decision and informs student in writing.

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.

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.

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.

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.

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:

- the name of the affected student and
- the nature of the alleged misconduct

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](#).

## 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 of 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

4. 1<sup>st</sup> Offense: \$200 fine and the completion of the e-chug assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
  - a. You must submit your paper via email to [charlesk@prattcc.edu](mailto:charlesk@prattcc.edu) approximately seven days after completing e-chug. Failure to do either assignment will result in placing a disciplinary hold on your account.
5. 2<sup>nd</sup> Offense: \$250 fine and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
  - a. You must submit your paper via email to [charlesk@prattcc.edu](mailto:charlesk@prattcc.edu) approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
6. 3<sup>rd</sup> Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, 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: individual present, but passing a breathalyzer test and not in possession of alcohol will be assessed:**

4. 1<sup>st</sup> Offense: \$100 fine and the completion of the e-chug assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
  - a. You must submit your paper via email to [charlesk@prattcc.edu](mailto:charlesk@prattcc.edu) approximately seven days after completing e-chug. Failure to do either assignment will result in placing a disciplinary hold on your account.
5. 2<sup>nd</sup> Offense: and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
  - a. You must submit your paper via email to [charlesk@prattcc.edu](mailto:charlesk@prattcc.edu) approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.

6. 3<sup>rd</sup> Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, 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

## **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\*

**2nd offense:** \$250 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.

### Non-residence hall student:

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

**2nd offense:** \$250 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.

*\*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**

1<sup>st</sup> Offense: \$200 fine and removal of tobacco products

2<sup>nd</sup> Offense: \$250 fine and removal of tobacco products

3<sup>rd</sup> Offense: In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

## **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 Doors**

1<sup>st</sup> Offense: \$15 fine and loss of visitation for one month

2<sup>nd</sup> Offense: \$25 fine and loss of visitation for semester

## **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:

1<sup>st</sup> Offense: \$50 fine

2<sup>nd</sup> Offense: \$100 fine

3<sup>rd</sup> 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):

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: \$100 fine plus loss of visitation for one month

3<sup>rd</sup> Offense: \$200 fine plus loss of visitation for semester

#### **Removal/Damage of Furniture**

Cost of replacement or repair of furnishings, or fine of \$25 per item. If the responsible party cannot be identified, damages to communal area 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 \$50 improper check out fee.