

Colby Community College 2011-2012 Catalog



www.colbycc.edu

1255 South Range

Colby, KS 67701

Admissions 785-460-4690

Colby Community College

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2011 Fall Calendar

August 12	Faculty/Staff In-Service
August 13	Residence Halls Open
August 15	Student Orientation - Faculty Workday
August 16	Classes Begin
August 29	Last day to drop classes with full refund
September 5	Labor Day – No Classes/Offices Closed
September 13	Certification Day
October 4	Last day to withdraw from first 8-week classes
October 11	End of First Eight Weeks
October 12	Second Eight Weeks Begins
October 14	Last day to drop second 8-week classes with full refund
October 14	Graduation Applications Due for December 2011 graduates
October 18	Mid-Term grades due from faculty by 3:00 pm
November 16	Spring 2012 Enrollment - Student/Advisor Day – No Classes
November 23 – 25	Thanksgiving Break – No Classes/College Closed
November 30	Last day to withdraw from semester and second 8-week classes
December 2	Graduation Applications Due for May 2012 graduates
December 7 – 9	Final Exams (Students are expected to take the final during their scheduled times.)
December 12 – 15	Faculty In-Service/Assessment Workdays
December 14	Grades are due from faculty by 2:00 pm
December 12 – January 6	Students Winter Break
December 16 – January 6	Faculty Winter Break
December 19 – December 30	Offices Closed/Staff Winter Break

Spring 2012 Calendar

January 2	Offices Open
January 7	Residence Halls Open
January 9	Student Orientation - Faculty Workday
January 10	Classes Begin
January 23	Last day to drop classes with full refund
February 1	Summer 2012 Enrollment Begins
February 6	Certification Day
February 20	President's Day - No Classes/Offices Closed
February 29	Last day to withdraw from first 8-week classes
March 7	End of First Eight Weeks
March 7	Fall 2012 Enrollment Begins For Returning Students
	Student/Advisor Day – No Classes
March 8	Second Eight Weeks Begins
March 9	Mid-Term grades due from faculty by 3:00 pm
March 12	Last day to drop second 8-week classes with full refund
March 19 – 23	Spring Break – No Classes – Offices Open
April 6 - 9	Spring Holiday – No Classes - College Closed
April 30	Last day to withdraw from semester and second 8-week classes
May 9 – 11	Final Exams (Students are expected to take the final exams during their scheduled times)
May 12	Commencement
May 14-17	Faculty In-Service/Assessment Workdays
May 15	Grades are due from faculty by noon.

A Message from Dr. Stephen Vacik



Dr. Stephen Vacik
President
Colby Community College

Welcome to Colby Community College. We are so glad that you have chosen to further your education here--and I think that you will find what a wise choice you have made. You may have heard the expression "think locally and act globally," and that is exactly what you experience at CCC. We are THE Community College for northwest Kansas and the surrounding region, and we keep that in mind as we seek to serve the unique goals and expectations of our students. As faculty and staff, we are committed to helping you develop intellectually, physically, and spiritually as you pursue your educational and career objectives. Though we focus on you as an individual, we also have instructional programs based on curricula that are global in nature, preparing you to compete for jobs with others from around the world. Whether you plan to stay in the region or seek your future on the other side of the world, you can be confident that you will be prepared for whatever challenges arise. You can get there from here! Never hesitate to ask questions or seek assistance from our college personnel--we are here to serve you. My best wishes for your future success.

Board Of Trustees

Cindy Black
Arlen Leiker

Dale Herschberger
Bill Schields

Kenton Krehbiel
Nick Wells

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Catalog Information Disclaimer

This catalog is for information only and does not constitute a contract. The college reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete without notice any course offering or information contained in this catalog.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applications for admissions and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment, in its programs and activities. Any person having inquiries concerning Colby Community College's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 ADA (handicap) should be referred to:

Title IX Coordinator:

Vice President of Student Affairs: Dr. Keegan Nichols
Phone: 785-460-5490

Section 504 ADA:

Vice President of Student Affairs: Dr. Keegan Nichols
Phone: 785-460-5490

Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Commission on Civil Rights
Central Regional Office
400 State Avenue, Suite 908
Kansas City, KS 66101
913-551-1400

U.S. Equal Employment Opportunity Commission

Gateway Tower II
4th & State Avenue, 9th Floor
Kansas City, KS 66101
913-551-5655

College Legal Assurances

Colby Community College is committed to a policy of nondiscrimination on the basis of race, gender, national origin, religion, age, and disability in admissions, all as required by applicable law and regulations under the Title VI Civil Rights Act of 1964, Title IX regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and Americans With Disabilities Act (ADA) of 1990. Colby Community College supports the terms of the Americans With Disabilities Act of 1990, which ensures accessible facilities and fair employment practices. Colby Community College policies provide classrooms, the college environment, and the workplace free of sexual harassment, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature. Federal and state law, as well as Board of Trustees' policy, prohibit sexual harassment. If you have questions or believe that you have been subjected to sexual harassment, you should report it to the Vice President of Student Affairs (if unavailable, then the Dean of Academic Affairs).

In accordance with the **Family Education Rights and Privacy Act of 1974**, only directory information about students or former students will be disclosed to any person or agency without the written permission of the student except (1) CCC administrators and instructors, (2) certain federal officials specified in the act, (3) stated educational authorities, (4) accrediting agencies, (5) upon receipt of proper judicial orders, or (6) officials of other schools in which the student seeks to enroll or has enrolled. At the request of the student, directory information will be withheld. Upon written request the student may inspect information in his or her official file and will be given the opportunity to challenge information considered inaccurate. College practices concerning the confidentiality of student records are available on request from the Admissions Office.

College policy and the **Drug-Free Schools and Communities Act of 1989** states that the unlawful possession, use, or distribution of illegal drugs, alcohol, and cereal malt beverages by students or employees on the property of Colby Community College or during activities involving the College is strictly prohibited.

Colby Community College annually distributes the college security report, as required by the **Student-Right-To-Know and Campus Security Act of 1990**.

Mission

Institutional Mission

Colby Community College provides effective tools to advance learning opportunities that fulfill the educational goals of all students, while supporting lifelong learning experiences that meet the needs of the communities it serves.

Vision

Colby Community College will provide quality academic and technical education, work force retraining, and outreach opportunities while promoting a dedication to lifelong learning in a rapidly changing and culturally diverse society. It will combine entrepreneurial spirit with fiscal responsibility.

Philosophy

Colby Community College is dedicated to the belief that each individual in northwest Kansas should have the opportunity to develop and extend skills and knowledge for the attainment of personal objectives. Implicit in this belief is the idea that education is a lifelong process. The college encourages the people who live in this area to participate fully in its program of educational services. The college strives to meet the needs of its students regardless of age, sex, creed, race, aspiration or educational level.

Students attending Colby Community College are the most important people associated with the institution. All students deserve the opportunity to succeed regardless of their specific goals or aspirations. It is the intention of the college to encourage individual success. The individuality of students is respected and their potential is fostered through programs that include excellent classroom instruction, multiple opportunities for leadership, and an organized plan for counseling and advisement. Attending Colby Community College is designed to be a very personal experience for students. Education at Colby Community College is interesting, challenging and enjoyable.

Purposes

In order to adequately address its institutional mission, Colby Community College has adopted seven Purposes. They are intended to be dynamic and flexible to meet both student and community needs. The Purposes are as follows:

1. Offer two-year college transfer programs leading to an associate degree for students who wish to obtain a baccalaureate degree after transferring to a four-year college or university.
2. Offer both Associate in Applied Science degrees and certificate programs in vocational and technical education for students who wish to gain competence in specific skill areas or to upgrade skills.
3. Offer a developmental education program to serve all students who need improved academic skills, including adult basic education and preparation for the tests of General Educational Development.
4. Offer continuing education courses and community service activities and assist economic development by providing customized on-site training.
5. Offer students a full range of support services.
6. Offer facilities and human resources in support of educational, civic and cultural endeavors.
7. Offer state-of-the-art technology systems to enhance the quality of life.

Student Outcomes

For each degree offered there is a specifically defined core curriculum. The courses vary to some extent between degrees but are all designed to prepare students for success in their chosen fields, both in further academic endeavors as well as in the workplace. The college has identified the following expectations for all students who complete a degree at Colby Community College. They are expected to:

- Deliver effective oral presentations;
- Utilize grammatically correct and logically written English;
- Exhibit a higher level of critical thinking processes;
- Solve quantitative problems utilizing a variety of techniques and methods;
- Utilize technology relevant to disciplines of study;
- Evaluate their own intercultural sensitivity and global awareness.

Accreditation

Colby Community College is coordinated by the Kansas Board of Regents and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In addition, many of the special programs are accredited by their respective professional associations. The PTA program is accredited by the Commission of Accreditation on Physical Therapy Education. Nursing is accredited by the National League of Nursing and the Kansas State Board of Nursing. The Veterinary Technology program is accredited by the American Veterinary Medical Association. The program in dental hygiene is accredited by the Commission on Dental Accreditation. Other accreditation courses include EMT, CNA, and CMA. The Institutional Actions Council of the Higher Learning Commission voted to extend our accreditation to include distance delivery of the AGS, AA and the AS coordinated by the EduKan Online Consortium agreement. The Commission Board of Trustees validated that action through its validation process concluded on March 1, 2002.

Higher Learning Commission of the
North Central Association of Colleges and Schools
230 S. LaSalle St., Suite 7-500
Chicago, IL 60604-1413
(800) 621-7440
FAX (312) 263-7462
www.ncahigherlearningcommission.org

Commission on Dental Accreditation 211 East Chicago Avenue 19th Floor Chicago, IL 60611 (312) 440-4653	National League for Nursing Accrediting Commission 61 Broadway New York, NY 10006 (212) 812-0390
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American Physical Therapy Association 1111 North Fairfax Street Alexandria, VA 22314 (703) 706-3245	American Veterinary Medical Association 1931 North Meacham Road, Suite 100 Schaumburg, IL 60173 (847) 925-8070
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Kansas Board of Emergency Medical Services Landon State Office Building 900 Jackson Street Room 1031 Topeka, KS 66612 (785) 296-7296	Kansas Department of Health and Environment 1000 SW Jackson Suite 200 Topeka, KS 66612 (785) 296-3075
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Admissions Information

Standards

Colby Community College is dedicated to the educational development, social and economic progress and cultural enhancement of the northwest Kansas area and students served. The college serves over 2,000 students each semester with approximately 1,000 of those on campus. Students are in attendance from all areas of Kansas, other states and many other countries.

Admission to the college is the first step in a new, cooperative and exciting venture. Regardless of sex, cultural, racial or religious backgrounds, individuals can profit from their educational experiences at Colby Community College.

General standards for admission are any of the following:

- * A graduate of an accredited high school or home school.
- * A student transferring from another accredited collegiate institution.
- * A holder of the General Educational Development (GED) certificate.
- * High school or home schooled sophomores through seniors who wish to enroll in courses offered by Colby Community College either on campus or at a campus outreach center, must obtain approval from their high school principals prior to enrolling in the course. Students enrolling in classes must take the COMPASS test or meet ACT/SAT requirements. **All scores must be submitted to CCC prior to the class beginning.** These students are not eligible to take Developmental Courses.
- * A student who does not fall under any of the above categories may be considered for special admission to Colby Community College by the Director of Admissions and/or Vice President of Student Affairs.

Application for Admission

To be officially admitted as a full-time student, the applicant should complete an application for admission, return it to the Admissions Office and submit additional required materials specified in one of the following categories:

For Full-Time Students (U.S. Citizens)

Students applying for full-time admission to Colby Community College who are United States citizens are required to submit an official final high school transcript and a health form provided by CCC. Forwarding the results of the ACT assessment test to Colby is strongly recommended.

Those students entering under a GED certificate must submit an official copy of the High School Equivalency Certificate.

For Home Schooled Students

An individual who is a graduate of a private, parochial or other non-public high school which is not accredited by a recognized accrediting agency is eligible for admission if the student has participated in the American College Testing or Scholastic Aptitude Test program administered on a national test date. If the student is deemed to be curricular deficient, all curricular deficiencies must be remediated within the first twenty-four (24) college hours attempted. Each applicant shall provide the following: 1) completed application for admission, 2) official copy of high school transcript, and 3) national test scores (ACT or SAT) taken on a national test date.

For Re-Entering Students

Persons wishing to re-enter college after having been out of college for a period of time are encouraged to contact the Admissions Office. Admissions personnel or faculty advisors will assist in planning programs of study which will make re-entry into college as smooth as possible.

Before students are allowed to enroll in courses at Colby Community College, they must demonstrate readiness for coursework through their ACT or SAT scores and/or a test called COMPASS. All official high school transcripts must be on file with the Admissions Office within the first four (4) weeks at CCC.

Persons who do not fall into any of the above categories and wish to be considered for admission at Colby Community College should contact the Director of Admissions.

Additional Requirements For:

International Students

Applicants who are citizens of a foreign country must complete the Application for International Students and provide evidence of financial ability and English proficiency. TOEFL scores and other previous educational records are required and should be submitted with the completed application form and health form. Immunization dates must be included.

Transfer Students

Students are required to file an official copy of all previous college credits with the Registrar within their first four (4) weeks at CCC.

Part-Time Students

Part-time students not receiving financial aid are not required to file their high school transcripts or student health forms; however, part-time students transferring from other colleges must file previous college transcripts. A high school transcript is required once 32 hours have been completed or to receive financial assistance. Students enrolling in English Composition or math classes must take the COMPASS test or meet ACT/SAT requirements. **All scores must be submitted to CCC prior to the class beginning.**

Outreach Students

Those wishing to enroll in outreach classes (classes in off-campus centers) should contact their local coordinators for enrollment information or call the **Director of Outreach and Allied Health (785) 460-4611 or the Assistant Director of Outreach and Allied Health (785) 460-4612**

Those Wishing to Take Non-Credit Courses

Any citizen may take non-credit courses. Information on these classes may be obtained from the **Director of Outreach, 785-460-4611**, on the Colby campus.

Students Applying for Admission Who Have Not Completed a High School Education

The college operates an Adult Basic Education program which provides an opportunity to complete a high school education. (This program is explained in the Community Services section of this catalog.) To apply for this program, the student should contact the Adult Basic Education Center at Colby Community College. These students may not be full-time (a maximum of 6 hours) until their GED is completed. They can not take Developmental Courses and are not eligible for Financial Assistance.

Admissions Information

Veterans

Veterans applying for admission to Colby Community College should file their service records of education along with the requirements for full-time students.

The Department of Veterans Affairs at CCC interprets veterans' assistance programs as a financial benefit to aid students with educational expenses. Therefore, satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at CCC. These policies are printed on page 21-22 of the 2011-2012 official college catalog.

Credit for military schools and experience, as recognized by the American Council on Education "Guide to the Evaluation of Educational Experiences in the Armed Services," will be evaluated and approved by the college upon completion of 12 hours of credit. The veteran can contact the veterans' coordinator at (785) 460-5436 for the proper enrollment procedures.

High School Gifted Students

High School students, grade 9, who wish to enroll in courses offered by Colby Community College either on-campus or at an outreach center must obtain approval from their high school principals prior to enrolling in the course and must submit evidence of being gifted (a current Individualized Education Plan). The COMPASS test is required.

Private or Parochial High School

Private or parochial high school students within the service area of Colby Community College are eligible for concurrent enrollment if a Concurrent Enrollment Partnership (CEP) has been agreed to. Eligibility and practice will follow the established standards of both Colby Community College and the Kansas Board of Regents.

Selective Admissions Programs

Special admissions procedures apply to all students wishing to enter the following programs at Colby Community College:

- a. Dental Hygiene
- b. Physical Therapist Assistant (2nd yr.)
- c. Practical Nursing Education
- d. Associate Degree Nursing
- e. Veterinary Technology
- f. Massage Therapy

In addition to the application for admission, students desiring entry to these programs must request and complete an application for admission to the specific program desired. Each program has its own selection process.

Campus Visits for Prospective Students

All prospective students are encouraged to visit the campus and visit with students and staff. The college is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. If there are questions at any time, the Admissions Office should be contacted by letter, email or by telephone: 1255 South Range, Colby, KS 67701, 785-460-4690 or toll free 888-634-9350. The email address is admissions@colbycc.edu.

Determination of Residency

K.S.A. 71-406: "Out-of-State and Foreign Residence. Persons enrolling in a community college who, if adults, have not been, or if minors whose parents have not been residents of the State of Kansas for six (6) months prior to enrollment for any term or session are non-residents for student tuition purposes."

The state law definition of "domiciliary resident" is "a person who has present and fixed residence in Kansas where the person intends to remain an indefinite period and to which the person intends to return following absence." The K.A.R. 88.3-2 definition is "residence means a person's place of habitation, to which, whenever the person is absent, the person has the intention of returning. A person shall not be considered a resident of Kansas unless that person is in continuous physical residence and intends to make Kansas a permanent home, not only while in attendance at an educational institution, but indefinitely thereafter as well."

Primary factors which may be considered in determining residency are continuous presence in Kansas during periods when not enrolled as a student, employment (except in positions normally filled by students) in Kansas, payment of Kansas state income taxes, commitment to an educational program which includes an intent to remain permanently in Kansas, acceptance of an offer of permanent employment in Kansas, admission to a licensed practicing profession in Kansas and ownership of a home in Kansas. Secondary factors are payment of Kansas property taxes, vehicle registration in Kansas, employment (except in positions normally filled by students) and voter registration in Kansas.

To determine eligibility to pay in-state tuition, students must file an Affidavit of Residency which requires proof that the student has been a Kansas resident for six (6) months. To check deadlines for filing the required forms and to request information, contact the Registrar's Office.

Students who wish to appeal a residency decision pursuant to K.A.R. 91-25-1 shall file a written request for review with the Registrar within 10 days from the date notification was given or sent to the student.

Early Enrollment

Before the beginning of their college careers, students are encouraged to attend an early enrollment program conducted during the spring and summer prior to the fall semester. The purpose of this early enrollment program is to assist all incoming freshmen in making a successful adjustment to their total educational programs.

In addition to becoming familiar with the role of a college student, every enrollee will be counseled in developing a program of study and in completing early enrollment for the first semester at Colby Community College. Students wanting advantages offered by this program should attend an enrollment day early in the spring.

Student Registration

Registration is the process whereby a student becomes officially enrolled at Colby Community College. Students who complete admission requirements, enroll in classes, and pay their tuition and fees are considered to be registered. Students are not officially enrolled and registered until all tuition and fees are paid and all transcripts have been received.

Late Enrollment

Students may enroll after the official date for registration and before completion of one-eighth of the class with no financial penalty. Students may not enroll or pay tuition and fees later than one-eighth of the length of a class. After that date, enrollment in a class is subject to the approval of the instructor and the Dean of Academic Affairs. It is the responsibility of the students to meet with the instructors and complete all coursework.

Admissions Information

Dropping Classes

It is the responsibility of the student to check his/her schedule and make any adjustments through the drop/add procedure. Students may change schedules on their online Trojan Web accounts from the beginning of enrollment through the 100% refund date. Students must attend classes within the certification period (1/4 of the course) in order to be enrolled. (By state law, those not attending at least one time within that period are not enrolled and must be dropped.) After the refund period, students must complete the Change of Schedule form to withdraw from classes. Completed forms must be returned to the Student Services Office within the dates published by the Registrar's Office. [Students dropping all classes are to use the *Official Withdrawal* form.]

Drop-Add Policies

It is the responsibility of the student to check his/her schedule and make any adjustments through the drop/add procedure. Students must attend classes within the certification period (25 percent of the class) in order to be enrolled. State law requires the withdrawal of any student who does not attend class at least one time during this period.

Students wishing to add or withdraw from a class after the refund period must complete the following steps:

1. Secure a Change of Schedule form.
2. Complete, sign and date the form.
3. Secure signatures of instructor(s) and advisor.
4. Return the form to the Student Services office.
5. Courses added after registration day must be paid for when the add slip is returned.

Students may add a class up to one-eighth of the completion of the class; i.e., two weeks for a full semester class; one week for an eight-week class. A student who has not followed procedure for adding a class, or has not paid the course tuition prior to the one-eighth completion of the class, must obtain permission from the instructor and the Dean of Academic Affairs to be allowed to enter or pay for the class.

A two-week period from the first day of full semester classes is provided for students to withdraw from classes with no record. This permits students to adjust their class schedules with no penalty. (See Refund Policy.) Students may withdraw any time after this two-week period and until the date published by the Registrar's Office as the last date to withdraw, in which case a WP or WF will be recorded on their transcripts. After that time a grade of WP or WF cannot be given.

Refund Policy

The college may refund a portion of Tuition, Fees and Institutional Room and Board to students who withdraw from school during the term in which they are enrolled. Students must complete the *Official Withdrawal* form within the designated refund period in order to receive a refund of money paid to the college from personal sources. If all or parts of educational costs are paid by Federal Title IV Student Aid funds, a return of funds will be made to the federal sources according to the *Return of Title IV Funds Policy*, whether the withdrawal is official or not. The *Official Withdrawal* form must be returned to the Registrar within two weeks of the date the form is initiated.

Tuition and Fee Refunds

Applies to single classes dropped and total withdrawals

Student may be eligible for refund upon filing a complete "Change of Schedule" form in the Registrar's Office within the refund periods outlined below. Online change of schedule or form **MUST** be submitted to Registrar's Office for refund. Non-attendance of class does not warrant official drop, and student will be financially responsible for those classes.

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of date.

If a student withdraws from a class after the refund period and simultaneously adds a class, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class. Exceptions are made for change of section and/or level changes, at the discretion of the Registrar and Student Accounts Offices.

100% Refund Periods--No refund on tuition and/or fees is given after stated date and the student is responsible for the total tuition and fees incurred.

9-16 Week Classes (listed as full semester classes)--100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 10th business day of semester.

5-8 Week Classes--100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 3rd business day following first day of class.

2-4 Week Classes--100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the first business day following the first day of class.

Classes less than 2 weeks (including weekend classes and seminars)--

100% of tuition and fees will be refunded for withdrawal prior to the start of the class.

EduKan Classes--For 100% refund period for EduKan classes, please refer to www.edukan.org for exact dates.

For students withdrawing from all classes in one semester--students must complete the *Official Withdrawal* form within the designated refund period in order to receive a refund of money paid to the college from personal sources. If all or parts of educational costs are paid by Federal Title IV Student Aid funds, a return of funds will be made to the federal sources according to the *Return of Title IV Funds Policy*, whether the withdrawal is official or not. The *Official Withdrawal* form must be returned to the Registrar within two weeks of the date that the form is initiated.

Admissions Information

Federal Return of Title IV Funds Policy

The *Higher Education Amendments of 1998* established a *Return of Title IV Funds* policy to replace pro-rata and refund/repayment policies established by earlier amendments. This new policy requires **both schools and students** to return the federal funds amounts which are not **earned**. The amount **earned** is defined as the percentage of the federal aid applied or disbursed which corresponds to the percentage of the school term completed, (as calculated using calendar days), at the time a student withdraws from school. **Students who receive federal student aid and withdraw before 60% of a term has been completed will be required to return a portion of any type of federal aid they have received, other than Federal Work Study wages!** At the 60% completion point of each term, the full amount of the aid is considered to have been earned, and no return of funds is required for withdrawal beyond that point. (Students who have received federal student aid and who withdraw without completing classes **can lose eligibility** for future aid because of failure to make satisfactory academic progress, **regardless of the point at which they withdraw**.)

The portion of Title IV funds to be returned will be calculated by the Financial Aid Office at the time of official withdrawal, or at the time the Registrar and Financial Aid Office become aware a student has withdrawn without written notification. A student who withdraws officially will receive a written notification of funds to be returned by the college and by the student.

Class Attendance

Colby Community College views class attendance as a mandatory activity. However, if students must be absent, they should make arrangements in advance of the absence with their instructors. Students absent as official college representatives (i.e., athletics, activities, or scholarship fulfillment) are not counted absent but the student **MUST** make advance arrangements with the instructor to complete all work missed. Punitive grades cannot and will not be assigned to the student if their absence is excused by Colby Community College. It is always the student's responsibility to notify instructors of any absence due to illness or any other reason.

Withdrawal for Non-Attendance

Excessive absences may result in a student being withdrawn from class by the instructor. An instructor may withdraw a student for non-attendance only at mid-semester and only if (1) the student has attended the class during the certification period and (2) the student has missed more than 1/3 of the total class meetings without any attempt by the student to make arrangements with the instructor. This withdrawal will be recorded as a WF. The instructor must provide the dates of attendance and complete the withdrawal form. A student withdrawn for non-attendance may file an appeal with the Dean of Academic Affairs. This appeal must be filed by the 12th week of classes.

Official Withdrawal

An official withdrawal is the written notification to the Registrar of total and complete withdrawal from all classes by the student. The Official Withdrawal form must be completed and signed by the student and signatures must be obtained from each of the other offices designated on the form. Students who are withdrawing may obtain the form from the Registrar in the Student Services office or from a counselor. Once completed, the form must be filed with the Registrar's Office. [Withdrawal from classes is only possible until the date published as the last date to withdraw.]

When Records May Be Withheld

Disciplinary action will be taken against students who have delinquent accounts at the college. A college official may request that a student's records not be released. The effect of this action is that a student's transcript will not be released and he/she will not be allowed to enroll at CCC until the action is rescinded. In order to rescind the action, the Registrar's office must receive written authorization from the official who originally requested the action indicating that the student has met the obligation.

Changing Your Major/Advisor

Occasionally it is necessary for students to change their major or advisor. To handle the procedure correctly, visit the Registrar located in the Student Union and complete the Change of Major and/or Advisor form.

Final Examinations

Final examinations are required in all courses and are to be taken at the scheduled time and location. These are printed in the schedule booklet. Changes in the schedule can only be made by the Dean of Academic Affairs.

Academic Information

Academic Load

The normal academic load varies from 14 to 18 semester hours credit. Students carrying 12 hours or more will be considered full-time students. If a student wishes to enroll in more than 20 hours of credit in the fall or spring semester, permission of the Dean of Academic Affairs must be obtained prior to registration. Students enrolled in more than six credit hours in a three-week session or 15 credit hours in the summer session (mini-sessions and both three-week sessions) must also obtain permission. Enrollment includes hours taken both on-and off- campus, as well as on-line.

Course Numbering

Courses numbered 001 to 099 are primarily designed for basic skill development and **do not count toward graduation**. Courses numbered 100 to 199 are primarily for freshmen, but sophomores and special students may enroll for credit. Courses numbered 200-299 are primarily for sophomores, but freshmen and special students may be admitted for credit unless expressly disqualified.

Credit Definition

"Credit hour" means the basic unit of collegiate level instruction as determined by the Kansas Board of Regents in a subject or course offered at a level not higher than those subjects or courses normally offered to freshmen and sophomores in four-year institutions of postsecondary education. Credit hour does not include within its meaning, instruction in a subject or course taken by a student enrolled for audit or in any subject or course not approved by the Kansas Board of Regents. The Kansas Board of Regents shall determine whether the subjects and courses offered in the community colleges are at the level of freshmen courses and sophomore courses offered in the state educational institutions and shall not approve any subject to course offered a higher level [K.S.A. 1999 Supp. 71-601.(a)].

CCC Articulation Agreements

For information about these programs, contact the Director of Admissions at the participating institutions.

Kansas State University, Manhattan, KS
Kansas State University-Salina, Salina, KS
Kansas Wesleyan University, Salina, KS
Fort Hays State University, Hays, KS
Friends University, Wichita, KS
Garden City Community College, Garden City, KS
Regis University, Denver, CO
Seward County Community & Technical College, Liberal, KS
Sterling College, Sterling, KS
Washburn University, Topeka, KS

Assessment

The CCC assessment program was established to enhance the quality and effectiveness of the curriculum, programs, and services of the institution. The institution-wide assessment activities focus on analytical, quantitative, communicative, and aesthetic skills. Each department conducts assessment activities that address discipline-specific learning goals.

Auditing Classes

Colby Community College does not permit the auditing of a class. However, a student may enroll in a class for a pass/fail grade. When taking a class on the pass/fail basis, the student must pay full tuition and fees for the class. In addition, the student must request in advance that the instructor give only a pass/fail grade. A grade of pass is not calculated in a student's GPA and does not count toward graduation requirements.

Repeating a Course

Students may repeat courses previously taken at Colby Community College. Prior to spring 1990, both grades were used in computing the grade point average and were recorded on permanent records and transcripts. Effective spring 1990, only the highest grade received is counted in the grade point average. However, both grades are recorded on permanent records and transcripts. The credit hours for a single course number are only counted once toward the 62 hours needed for graduation.

Life Experience Credit

Students who have been out of high school for at least 5 years and have substantial professional and/or life experience may qualify for prior life and learning experience credits. A student eligible for consideration may request information from the Dean of Academic Affairs about applying for the Life Experience credit.

Academic Renewal

Academic Renewal policy recognizes that a student's ability to succeed academically changes over time as life situations and maturity levels change. If approved, an Academic Renewal is recorded. A student eligible for consideration may apply for Academic Renewal by petitioning the Dean of Academic Affairs.

- a. Academic Renewal will be granted only once at CCC.
- b. A minimum of two years must have elapsed since a student last attended CCC.
- c. Only one semester can be applied to the Academic Renewal.
- d. The student must be currently enrolled and have completed at least **12 hours** with a minimum of a **3.0 G.P.A.** at the time of petition.
- e. None of the credits completed in the semester for which renewal is petitioned will count toward a degree.
- f. All "forgiven" course work will continue to appear on the transcript but will not be included in the student's CCC cumulative GPA, nor shall any courses in the term be counted toward a degree granted by CCC.
- g. All paperwork must be on file with the Registrar and Financial Aid offices before any grades can be changed.
- h. A petition for Academic Renewal will not be considered if the student has completed a degree of any kind from CCC.
- i. Students granted academic renewal may not receive the Moiser or Ary Award at graduation.
- j. Granting Academic Renewal does not affect or alter a student's record for athletic eligibility.
- k. This policy refers to CCC only. A student transferring to another institution will have to follow the other institution's policy.

Students applying for Academic Renewal are responsible for investigating the potential impact on Financial Aid, transfer admission, VA and other agencies and organizations. Other institutions receiving a CCC transcript for transfer of academic courses are not bound by policy and may choose to calculate student's transfer GPA to include all grades, even those excluded under this policy.

Academic Information

Credit by Examination

A student who is enrolled in a regular semester or a prospective student who subsequently enrolls in 12 credit hours at Colby Community College may be permitted to earn college credits through institutional credit by examination if the student has the necessary qualifications, and if the course has been determined by the division to qualify for credit by examination.

A maximum of 24 hours of Credit by Examination courses will qualify for credit toward graduation from CCC. Academic credit will be awarded for credit by examination courses after the student has successfully completed 12 credit hours of courses at CCC.

A student indicating a background knowledge in a college course offered by Colby Community College may contact the appropriate division chairperson to obtain information on credit by examination. The student must petition the Dean of Academic Affairs for credit by examination. Credit by examination will not be given if the student has previously received credit for a more advanced course in the same discipline.

A \$15 examination fee will be charged for each examination and is non-refundable. The student will be required to be enrolled in the class for which he/she desires credit and pay the current standard rate for tuition and fees. The test fee and tuition and fees must be paid to the Business Office before the examination will be administered.

Following successful completion of 12 credit hours at CCC and successful completion of the examination, a grade of "CR" (credit) will be recorded on the transcript for the course which the student petitioned to receive credit by examination. Some institutions do not accept credit from classes that have been taken in this manner. It is the responsibility of the student to contact the transfer institution to determine their policy on institutional credit by exam coursework.

CLEP, Other Comprehensive Assessments, and Certification Tests will be handled on a case-by-case basis by the Dean of Academic Affairs and Vice President of Student Affairs.

Military Service Credit

Colby Community College will allow college credit to veterans enrolled at Colby Community College who have successfully completed specialized training in a military service school. The evaluation for number of credit hours to be awarded will be based on the recommendations as set forth in "A Guide to the Evaluation of Experiences in the Armed Services," published by the American Council on Education and will not be awarded until a student has completed 12 credit hours at Colby Community College. A minimum of 15 credit hours must be completed through Colby Community College for an associate degree. Students need to submit an official copy of their military transcript or DD214 Form for evaluation.

Placement Testing Policy

To ensure the success of students at Colby Community College, all students are required to take developmental courses if placement testing has indicated that they are not fully prepared for college work. The student enrolling full-time (12 or more credit hours) is required to have ACT/SAT and/or COMPASS scores submitted prior to enrolling. Part-time students are required to take the placement testing prior to enrolling in their first English or math class. To meet this challenge, Colby Community College offers developmental courses in reading and study skills, writing, and mathematics. These courses are designed to give students the needed skills to succeed in their college-level classes.

Before students are allowed to enroll in mathematics, English or reading courses through Colby Community College they must demonstrate readiness for coursework through their ACT/SAT scores and/or the COMPASS placement test.

Students who are exempt from placement testing include:

1. Students who have earned a Bachelors or an Associates degree.
2. Students who have successfully completed ("C" or higher) at another institution and the course is deemed equivalent through registrar review; and students who have followed the development sequence in math, writing, or reading are exempt from their requirement for assessment in that subject only.
3. Students who have successfully completed ("C" or higher) English Composition I or its equivalent are exempt from the requirement for assessment in English and reading.
4. Students who have successfully completed ("C" or higher) a 100-level or above algebra courses are exempt from the requirement for assessment in mathematics.
5. Students who have taken the ACT/SAT test within two years prior to enrollment and have scores within the acceptable range are exempt from placement testing in that subject area only.

Students must follow the sequence of developmental courses and pass with at least a "C" to move to the next level unless retest results indicate a higher placement.

Students may retake the COMPASS test at a cost of \$5 per section for the following reasons:

1. Students feel placement results do not accurately reflect their abilities.
2. Students feel they have improved their skills through refresher work or previous developmental course work.
3. Students feel the grade received does not reflect their abilities and/ or their desire to advance in the course sequence.

Academic Information

Advanced Placement Program

The Advanced Placement (AP) Program is a cooperative educational endeavor between participating high schools and Colby Community College. The Advanced Placement tests are one way for high school students to earn college credit and provide CCC the means to grant credit, placement or both to those who have performed at a certain level on the AP examinations. The College Entrance Examination Board (CEEB) administers these tests to juniors or seniors in high schools offering advanced placement courses.

The results of these examinations are forwarded to CCC where appropriate departments may grant advanced placement or credit to those whose level of achievement on the examinations meets the required standards of the college. No college credit is assigned when AP credit is given. Instead, a credit is recorded on the student's college record. AP will not be awarded for duplication of credit or to replace course grades. No fee, beyond that charged by CEEB, is assessed for such college credit/placement.

A student who earns a grade of 3 or better is generally considered qualified to receive credit for the equivalent course: 5=extremely well qualified; 4=well qualified; 3=qualified; 2=possibly qualified; 1=no recommendation.

There are 30 examinations, covering 16 different academic fields. The AP Program develops course descriptions and curricular outlines, teaching guides and examinations in Art, Biology, Chemistry, Computer Science, Economics, English, French, German, Government & Politics, History, Latin, Math, Music Theory, Physics, Psychology and Spanish. The titles of specific courses for which credit is granted and the scores required for such credit are available from the CCC Admissions Office.



Transcripts

To request a transcript be sent to other colleges, universities, or employers, students should complete a Transcript Request Form. These forms are available at the Student Services counter or may be printed from the Colby Community College homepage www.colbycc.edu. A fee is required for official transcripts. Transcripts issued to students personally will be stamped "Issued to Student." Many institutions and employers do not accept these as official. Thus, the student should request direct mailing of a transcript.

Transfer Students

A student transferring to Colby Community College from any accredited college or university must have official transcripts mailed to the Registrar's Office (Colby Community College, 1255 South Range, Colby, KS 67701). A student may be eligible for an Associate of Arts Degree, an Associate of Science Degree, an Associate of General Studies Degree, an Associate of Applied Science Degree, or a Certificate Program utilizing the credit hours transferred from another accredited institution. A minimum of 15 semester hours must be completed through Colby Community College.

Student Classification

Freshman	Freshmen are students who have earned fewer than 31 semester hours of credit.
Sophomore	Sophomores are students who have earned 31 to 64 hours of credit.
Special	Special students are students who have earned over 64 hours of credit.
Part-time	Part-time students are students who are enrolled in less than 12 semester hours of credit.
Full-time	Full-time students are students who are enrolled in 12 or more hours of credit.

Grading System

Grades	Grade Points
A	Excellent 4 grade points per semester hour
B	Above Average 3 grade points per semester hour
C	Average 2 grade points per semester hour
D	Below Average 1 grade point per semester hour
F	Unsatisfactory 0 grade point per semester hour
I	Incomplete (conditional grade given only with a signed contract.)
WP	Withdrawn while passing (with approval of instructor)
WF	Withdrawn while failing (instructor's decision)
PS	Pass, used in some instances in lieu of a traditional grade. Pass grades are not calculated in a student's GPA.
NG	If no grade has been received when grades are printed, NG (no grade) is recorded.

Honor Roll

President's Honor Roll -- A student must be enrolled in 12 or more hours receiving letter grades only, with no F's or Incompletes and a G.P.A. of 4.0. Students who have holds on their records are not recognized.

Dean's Honor Roll -- A student must be enrolled in 12 or more hours receiving letter grades only, with no F's or Incompletes and a G.P.A. of 3.75-3.99. Students who have holds on their records are not recognized.

Academic Progress

See page 21, Satisfactory Academic Progress and Financial Aid for information.

Degree Requirements

Application for Graduation

The application for graduation should be filed with the Registrar's Office prior to registration for the student's final semester. It is the student's responsibility to file the completed form. Students contact the Office of the Registrar for applications. Dates for filing the applications for May, August, or December graduations are published by the Registrar's Office in each semester schedule.

Certificate & Degree Fee

Graduating students are charged a graduation fee upon filing the application for graduation. Only students participating in the graduation ceremony receive the diploma folder. A separate fee is paid to the bookstore upon ordering the cap and gown.

Degrees and Certificates Granted

Colby Community College grants four degrees (Associate of Arts, Associate of Science, Associate of General Studies and Associate of Applied Science) and Technical Certificates which are listed on page 37.

The intent of the Associate of Arts Degree and Associate of Science Degree is to enable students to satisfy freshman and sophomore level program requirements for the Bachelor of Arts and the Bachelor of Science degrees offered by state universities. The Associate of Applied Science Degree is intended to prepare students for employment upon satisfactory completion of the degree. Neither the Associate of Applied Science Degree nor the Associate of General Studies Degree meets the state transfer and articulation agreement, however, part of the credit may be transferred to state universities on a case-by-case basis.

Courses designated as developmental (Colby course numbers below 100) do not count toward degree requirements. Courses that are repeated only count one time to meet degree requirements. A maximum of three credit hours from workshops will count toward graduation. Colby Community College has designated certain courses that fulfill degree requirements as General Education courses. These are listed on pages 16-17.

In compliance with minimum requirements of the Kansas Board of Regents, Colby Community College has established the following requirements:

Standard Degree Requirements: AA, AS, & AGS

- Student Success Seminar or specific program orientation class
- Successful completion (passing grade) of 62 semester credit hours (repeated courses count only once)
- A grade point average of 2.00 (both Colby and cumulative)

Some courses taken under the current curriculum restrictions may not be acceptable to some institutions. Other courses may transfer as electives only and not fulfill requirements directly specified in the degree program.

ASSOCIATE OF ARTS DEGREE

Standard Degree Requirements and

1. General Education Requirements*
 - a. 6 credit hours in written communication (English Comp I and English Comp II)
 - b. 3 credit hours in oral communication
 - c. 6 credit hours in natural science and mathematics
 - d. 6 credit hours in social and behavioral sciences
 - e. 6 credit hours in arts and humanities
 - f. 2 credit hours in health/physical education (one credit hour of lifestyle course and one credit hour of skill course)
2. An additional 9 credit hours of general education courses in the areas of written and oral communication, social and behavioral sciences, and arts and humanities. The program of study is transferable and equivalent to the freshman and sophomore level requirements for a bachelor of arts degree.

ASSOCIATE OF SCIENCE DEGREE

Standard Degree Requirements and

1. General Education Requirements*
 - a. 6 credit hours in written communication (English Comp I and English Comp II)
 - b. 3 credit hours in oral communication
 - c. 8 credit hours in mathematics and a laboratory science class
 - d. 6 credit hours in social and behavioral sciences
 - e. 6 credit hours in arts and humanities
 - f. 2 credit hours in health/physical education (one credit hour of lifestyle course and one credit hour of skill course)
2. An additional 22 credit hours of transferable courses in science, mathematics, business, computer, agriculture, or related technologies as designated by the program of study. The program of study is transferable and equivalent to the freshman and sophomore level requirements for a bachelor of science degree.

ASSOCIATE OF GENERAL STUDIES DEGREE

Standard Degree Requirements and

1. General Education Requirements
 - a. 6 credit hours in written/oral communication (3 hrs must be written communication.)
 - b. 6 credit hours in natural science and mathematics
 - c. 6 credit hours in social and behavioral sciences
 - d. 6 credit hours in arts and humanities
 - e. 6 additional credit hours in general education
2. Granted to those who successfully complete programs with an emphasis on a broad range of knowledge; and not less than 32 semester credit hours in a program of college-level work are required.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Associate of Applied Science Degree means a degree as defined by Kansas Board of Regents. This degree is granted to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level.

This is a degree in which not less than 15 semester credit hours in general education and not less than 30 semester credit hours in the area of specialized preparation are required. Selected courses may transfer to a college or university upon validation of applicable coursework.

For a list of required courses see program curriculum guides beginning on page 39.

Degree Requirements

Technical Certificate, Certificates, Certificate of Completion Programs

The certificate programs are designed to afford students the necessary skills needed to be successfully employed. Each certificate is unique, see curriculum guidelines within the catalog. A grade point average of 2.00 is required. Developmental courses do not count toward fulfilling certificate requirements, repeated courses only count once toward requirements, and specific program requirements must be completed.

Transfer of Credit

Advisors, the Transfer & Articulation Specialist, and Student Services communicates with other colleges and universities to ensure that students do not lose credits in the process of transferring to other colleges. Under normal circumstances, students experience virtually no difficulty in transferring all earned credit, particularly when transferring to a Kansas college or university.

Check our website www.colbycc.edu for "Transfer Equivalencies."

Kansas Board of Regents Transfer and Articulation Policy (Excerpt)

a. *Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness. A seamless educational system offers the best resources to provide a high quality education for every citizen, and empowers and encourages each citizen to reach maximum potential by engaging in life-long learning. This includes:*

- *Aligning high school and college expectations and standards to improve access and success;*
- *Providing access to higher education;*
- *Providing high quality advising and information at every point of the journey to ensure that students understand the preparation required to succeed at the next level;*
- *Building connections and strengthening communications within and between the parts of the system; and*
- *Providing a smooth transition from one level of learning to the next level, including graduate and professional education.*

b. *In accordance with K.S.A. 72-4453, the governing boards of every Kansas community college and every technical school or technical college must establish transfer and articulation agreements providing for the transferability of substantially equivalent courses of study and programs in order to facilitate the articulation of students to and among institutions. (1-18-06; 1-17-07)*

- (1) *The state board of regents shall be notified of the agreement at the time the agreement is executed.*
- (2) *The agreement shall be effective only after submission to and approval by the state board of regents. (K.S.A. 72-4453) Preliminary approval shall be given by the President and CEO or designee upon verification that the agreement is consistent with this policy. Final approval shall require ratification by the Board. (1-18-06)*
- (3) *The President and CEO shall report to the Board on transfer*

and articulation agreements annually. Such report shall include a description of the agreements preliminarily approved during the last year and a request for ratification by the Board. (1-18-06)

- c. *In accordance with K.S.A. 72-4454, articulation agreements are required among technical schools, technical colleges, community colleges and public universities providing for the transferability of substantially equivalent courses of study and programs which are offered at technical schools, technical colleges, community colleges and public universities in order to facilitate articulation of students in technical programs to and among technical schools, technical colleges, community colleges and public universities. (1-17-07)*
- d. *To promote seamlessness, each public postsecondary educational institution shall develop and publicize its transfer policy.*
 - (1) *An institutional transfer policy shall not conflict with KBOR's transfer policy. (1-17-07)*
 - (2) *An institutional transfer policy shall include an appeal process. (1-17-07)*
 - (3) *An institutional transfer policy shall treat transfer students the same way academically as non-transfer students. (1-17-07)*
 - (4) *An institutional transfer policy shall ensure transfer of substantially equivalent courses from any Kansas public postsecondary institution. (1-17-07)*
 - (5) *An institutional transfer policy shall ensure transfer of general education courses from any HLC accredited Kansas public postsecondary institution subject to conditions in sections h and i below. (1-17-07)*
 - (6) *Courses not substantially equivalent to a course offered by the receiving institution may be transferred at the discretion of the receiving institution.*
- e. *Each Kansas public postsecondary educational institution shall establish its residency requirements, graduation requirements, and any admission requirements to professional or specific programs.*
 - (1) *Admission to an institution will not constitute admission to a professional school or a specific program.*
 - (2) *Except as provided in section h, students must complete all graduation requirements of the receiving institution.*
 - (3) *Students with a completed associates degree who transfer into professional school or specialty programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.*
- f. *Institutions are strongly encouraged to develop program-to-program articulation agreements. Such agreements may provide additional transfer opportunities over and above the opportunities named in this policy, but may not conflict with this policy.*

Degree Requirements

- g. General requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:
- (1) Effective July 2006 and thereafter, transfer coursework must be transcribed in credit hours.
 - (2) Students transferring to Kansas public universities with a completed AA or AS degree will be given junior standing.
- h. Transfer of general education to and among Kansas Public Universities, including state universities and Washburn University, must follow the requirements below. (1-17-07)

Although the following distribution of courses does not correspond to the general education requirements for the bachelor degree at any Kansas public university, it will be accepted as having satisfied the general education requirements for the bachelor degree of all Kansas public 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 Public Speaking or Speech Communication
- 3 hours of college-level Mathematics; College Algebra and/or Statistics will be required of transfer students where the curriculum of the receiving institution requires it

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

- | | |
|------------------------------|--------------|
| • Art* | • Literature |
| • Theater* | • History |
| • Music* | • Philosophy |
| • Modern Languages (1-17-07) | |

*Performance courses are excluded.

12 hours of Social and Behavioral Science courses from at least three of the following disciplines:

- | | |
|--------------|---------------------|
| • Sociology | • Geography |
| • Psychology | • Political Science |
| • Economics | • Anthropology |

9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).

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

- i. Although a transfer general education curriculum has not been established for associate degrees, the transfer curriculum is assumed to be a subset of the curriculum in section h above.
- j. Universities may develop program-to-program articulation agreements for the AAS degree; Fort Hays State university and Washburn University have these agreements in place.

- k. Completed technical programs (non-degree) and completed AAS degrees shall transfer according to option (1) or (2) below:
- (1) As a block to articulated programs at community colleges, technical colleges, and to those universities that have program-to-program articulation agreements.
 - (2) On a course-by-course basis
 - (a) General education courses may be transferred according to sections d(5), h and i above.
 - (b) Substantially equivalent courses may be transferred on a course-by-course basis according to section d(4) above.
 - (c) Other courses may be transferred as electives according to section d(6) above.
- l. Students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.
- m. This policy shall be reviewed three years after the date of implementation. Interim reports may be requested by the Board.



GENERAL EDUCATION REQUIREMENTS

Courses that fulfill WRITTEN & ORAL COMMUNICATION REQUIREMENTS

WRITTEN

<i>Number</i>	<i>Name</i>	<i>Hr</i>
EN176---	English Composition I	3
EN177---	English Composition II	3

ORAL

<i>Number</i>	<i>Name</i>	<i>Hr</i>
SP101---	Fundamentals of Oral Communication	3
SP106---	Interpersonal Communications	3
SP176---	Public Speaking	3

Courses that fulfill SOCIAL AND BEHAVIORAL SCIENCE REQUIREMENTS Must be taken from more than one area unless program guidelines state differently.

ANTHROPOLOGY

<i>Number</i>	<i>Name</i>	<i>Hr</i>
AN177---	Cultural Anthropology	3

ECONOMICS

<i>Number</i>	<i>Name</i>	<i>Hr</i>
EC276---	Principles of Macroeconomics	3
EC277---	Principles of Microeconomics	3

GEOGRAPHY

<i>Number</i>	<i>Name</i>	<i>Hr</i>
GE176---	World Regional Geography	3

POLITICAL SCIENCE

<i>Number</i>	<i>Name</i>	<i>Hr</i>
PO105---	State and Local Government	3
PO176---	American Government	3

PSYCHOLOGY

<i>Number</i>	<i>Name</i>	<i>Hr</i>
PS176---	General Psychology	3
PS214---	Abnormal Psychology	3
PS230---	Adolescent Psychology	3
PS276---	Developmental Psychology	3

SOCIOLOGY

<i>Number</i>	<i>Name</i>	<i>Hr</i>
SO176---	Introduction to Sociology	3
SO182---	Sociology of Families	3

Courses that fulfill HUMANITIES REQUIREMENTS

Must be taken from more than one area unless program guidelines state differently.

FINE ARTS -- ART

<i>Number</i>	<i>Name</i>	<i>Hr</i>
AR175---	Art Appreciation	3
AR176---	Art History I	3
AR177---	Art History II	3

FINE ARTS -- MUSIC/THEATRE

<i>Number</i>	<i>Name</i>	<i>Hr</i>
DR120---	Theatre Appreciation	3
DR208---	Introduction to Drama Literature	3
DR271---	Introduction to Acting Experience	3
MU176---	Introduction to Music	3

HISTORY

<i>Number</i>	<i>Name</i>	<i>Hr</i>
HI104---	World Civilization to 1660	3
HI140---	History of Classical Cultures	3
HI142---	History of Medieval & Renaissance Cultures .	3
HI176---	American History to 1865	3
HI177---	American History 1865 to Present	3
HI204---	World Civilization 1600 to Present	3
HI124---	World War II.....	3

LITERATURE

<i>Number</i>	<i>Name</i>	<i>Hr</i>
EN200-219	3
LI176---	World Literature	3

MODERN LANGUAGES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
FL/ML 101-237---	3-5
*ML237 does not fulfill transfer and articulation agreement requirements.		

PHILOSOPHY/RELIGION

<i>Number</i>	<i>Name</i>	<i>Hr</i>
PI101---	Introduction to Philosophy	3
PI200---	Philosophy of Thought & Logic	3
PI276---	Introduction to Ethics	3
RE104--	World Religions	3

GENERAL EDUCATION REQUIREMENTS

Courses that fulfill NATURAL SCIENCE & MATHEMATICS REQUIREMENTS

Math and Science Required

BIOLOGICAL SCIENCES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
BI100---	General Biology with lab	4
BI177---	Principles of Biology with lab	5
BI256---	Botany with lab	5
BI276---	Anatomy & Physiology I with lab	4
BI277---	Anatomy & Physiology II with lab	4
BI278---	Anatomy & Physiology	5
BI280---	Principles of Microbiology with lab.....	5
BI282---	Human Anatomy with lab	4
BI283---	Human Physiology with lab	4
BI285---	Zoology with lab	5

MATHEMATICS

<i>Number</i>	<i>Name</i>	<i>Hr</i>
MA169*--	Survey of Mathematics	3
MA177*--	Intermediate Algebra	3
MA178---	College Algebra	3
MA185---	Plane Trigonometry	3
MA190---	Pre-Calculus	3
MA205---	Elements of Statistics	3
MA210---	Calculus: For Business & Liberal Arts	3
MA220---	Analytical Geometry & Calculus I	5
MA230---	Analytical Geometry & Calculus II	5
MA240---	Analytical Geometry & Calculus III	5
MA245---	Differential Equations	3

*Does not fulfill transfer and articulation agreement requirements

PHYSICAL SCIENCES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
PH101---	Our Physical World with lab	5
PH176---	Physical Science (EduKan)	5
PH207---	College Physics I with lab	5
PH208---	University Physics I with lab	5
PH227---	College Physics II with lab	5
PH228---	University Physics II with lab	5

CHEMICAL SCIENCES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
CH176---	Fund of Chemistry with lab	5
CH177---	Chemistry I with lab	5
CH178---	Chemistry II with lab	5
CH225---	Organic Chemistry I with lab	5
CH235---	Organic Chemistry II with lab	5

EARTH SCIENCES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
PH103---	Earth Science with lab	5
PH177---	Introduction to Geology with lab	5
PH178---	Introduction to Astronomy	3
PH180---	Descriptive Astronomy with lab	4

Courses that fulfill PHYSICAL EDUCATION REQUIREMENTS

LIFESTYLE COURSES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
PE103---	Conditioning & Aerobics I	1
PE107---	Concepts of Wellness	1
PE109---	Cross Training Fitness	1
PE112---	Lifestyle Dance	1
PE113---	Aerobic Swimming	1
PE114---	Step Aerobics	1
PE176---	Lifestyle Management	1

SKILL COURSES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
AG162, 163, 165, 167---		
	Horsemanship for Horse Training	1
PE200-PE298		1

Transfer and Articulation 45 Credit Hour Checklist

BASIC (12 hours in 3 areas)		
<u>6 HOURS ENGLISH COMPOSITION</u> EN176, EN177	<u>3 HOURS SPEECH COMMUNICATION</u> SP101, SP106, SP176	<u>3 HOURS COLLEGE LEVEL MATH</u> MA178, MA185, MA190, MA210, MA220
SOCIAL AND BEHAVIORAL SCIENCE (12 hours in 3 areas)		
<u>ANTHROPOLOGY</u> AN177	<u>GEOGRAPHY</u> GE176	<u>PSYCHOLOGY</u> PS176, PS214, PS230, PS276
<u>ECONOMICS</u> EC276, EC277	<u>POLITICAL SCIENCE</u> PO105, PO176	<u>SOCIOLOGY</u> SO176, SO182
HUMANITIES (12 hours in 3 areas)		
<u>ART</u> AR175, AR176, AR177	<u>LITERATURE</u> EN200-219 LI176	<u>PHILOSOPHY/RELIGION</u> PI101, PI200, PI276, RE104
<u>HISTORY</u> HI104, HI140, HI142, HI176, HI177, HI204 HI124	<u>MODERN LANGUAGES</u> FL176, FL177 <u>MUSIC</u> MU176	<u>THEATRE</u> DR120, DR208, DR271
NATURAL SCIENCE (9 hours in 2 areas)		
<u>BIOLOGICAL SCIENCES</u> BI100, BI177, BI256, BI276, BI277, BI278, BI280, BI282, BI283, BI285	<u>CHEMICAL SCIENCES</u> CH176, CH177, CH178, CH225, CH235	<u>EARTH SCIENCES</u> PH103, PH177, PH178 <u>PHYSICAL SCIENCES</u> PH101, PH176, PH 180, PH207, PH208, PH227, PH228

Not all universities use the Transfer and Articulation Agreement. Before deciding to work toward the agreement, contact your advisor and check with the transferring institution.

Transfer Checklists*

FIRST YEAR STUDENTS

- Make sure the Registrar is aware of any college level coursework you have already completed. Have the previous college send the Registrar an official transcript.
- If you haven't already met and visited with your advisor, do so.
- Research the different types of certificates and degrees Colby offers and how they will meet employer needs and transfer requirements.
- Know the requirements to graduate from CCC with an Associate degree or certificate.
- Research the specific requirements for the career field you have chosen.
- Begin researching jobs and transfer schools.
- Does a potential transfer school have a Transfer and Articulation Agreement with Colby Community College?
- Request information on jobs or transfer schools.
- If possible, visit your potential place of employment or transfer school.
- It is not too early to do research and ask questions.

***Students seeking training for the purpose of getting a job or for career advancement should seek the advice of their advisors.**

TRANSFER STUDENTS

- Choose your transfer school (as soon as possible).
- Apply for admission. Most schools have an application fee and online applications. Scholarship applications should be included.
- Talk to CCC personnel about articulation in your program.
- Send official transcripts directly from each college level school you have attended.
- Schedule a campus visit.
- Apply for Federal Financial Aid. Applications may be found in the Financial Aid Office.
- Education majors must take the P.P.S.T. exam. You must pass this exam to be admitted into a Kansas Teacher Education Program. You must register to take the test well in advance.
- After spring enrollment, be sure you meet the completion/graduation requirements and apply to graduate before the end of the semester.
- Pre-enroll at your transfer school. Most schools have scheduled transfer enrollment dates. **DO NOT MISS THIS DATE!** Classes close quickly.
- Finalize housing plans, etc. If you plan to live in the residence halls, there may be a deadline to apply for housing.
- Send a final transcript to your transfer school in May.

Dual Advisement

One of the important issues for the transfer student is the transfer of credit. When you have selected your specific major and the transfer school, your advisor will assist you in securing an advisor at the transfer institution, to ensure the transfer of credit. Your transfer advisor will then outline a program of study for you to take at Colby Community College. The transfer advisor will then be asked to give written documentation of your planned program of study at Colby Community College.

Dual Advisement offers several advantages for the student. It assures orderly transfer of credits to the four-year institution and it also provides a contact person at the four-year college. This program is contingent upon the student not changing degree objectives or the transfer institution.

As a transfer student at Colby Community College, you have a responsibility to ensure your advisor makes these necessary contacts. We encourage you to visit with your advisor often and ensure you are being advised properly.

Financial Information

Financial Aid

Colby Community College uses the Free Application for Federal Student Aid (FAFSA) in determining eligibility for Federal Financial Aid programs. The resulting Institutional Student Information Record (ISIR) is used by the Financial Aid office to award aid. If the ISIR is selected for verification, copies of the Federal 1040 series tax forms will also be required as well as the applicable Verification Worksheet, which is provided by the Financial Aid Office.

Grants

Eligible students are awarded grants through federally-sponsored assistance programs and grant money is awarded to the student and requires no payment. The **Federal Pell Grant** is the "ground floor" award, with the amount allocated dependent upon the financial need demonstrated by the student through the FAFSA application. For those who demonstrate a high level of need for financial assistance, the **Federal Supplemental Education Opportunity Grant** (FSEOG) may be awarded in addition to the Pell Grant.

Employment

The college participates in the Federal Work Study program where the student earns money while attending school. Eligible students are hired for various positions which provide services to the college, other students and others in the northwest Kansas community. Normal schedules do not exceed 10 hours of work per week. There is an effort to place students in positions that are compatible with students' talents, interests and educational goals. From time to time, students without Federal Work Study eligibility are hired by the institution, outside the Federal Work Study program.

Loans

There are various loans available to students at Colby Community College. Loan eligibility is allocated based on the student's level of need but must be repaid upon completion of his or her program, if the student ceases to attend at least half-time (6 hours), or if the student withdraws from school.

The **Perkins Loan** is available in varied amounts up to \$2,000 per year. The loan does not accrue interest until nine months after the student completes his or her academic program or is taking less than a half-time (six hours) academic load after which the interest is 5%.

The **Federal Direct Subsidized Stafford Loan** is awarded according to need. First-year students may apply for as much as \$3,500 while second year students may apply for as much as \$4,500 depending on need. Because these loans are subsidized, the U.S. Department of Education pays interest while the borrower is in school and during grace and deferment periods. Students must be attending at least half-time (six hours) and have financial need. The interest rate is a fixed rate (set annually) for new borrowers, and begins the six-month grace period.

The **Federal Direct Unsubsidized Stafford Loan** is not need-based and the borrower is responsible for all interest. A first year student may be eligible to borrow up to \$5,500, less any subsidized amounts received for the same period. A second year student may be eligible to borrow up to \$6,500, less any subsidized amounts received for the same period. Students must be attending at least half-time (six hours). The interest rate is a fixed rate (set annually) for new borrowers and begins immediately upon disbursement.

The **Direct PLUS Loan** is not need-based and is designed for parents of dependent undergraduate students, who must be enrolled at least half-time (six hours). The maximum amount a parent borrower is eligible for is the cost of attendance minus any other financial aid the student receives. The interest rate is a fixed rate (set annually) and begins immediately upon disbursement.

Satisfactory Academic Progress and Financial Aid

It is the philosophy of Colby Community College that every student enrolled for classes should have the opportunity to demonstrate his/her ability to perform acceptable college-level work. At the same time, each student is to assume responsibility for his/her actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

Colby Community College expects a student to complete requirements (62 credit hours) for his/her Associate Degree within a time frame which includes a maximum number of 93 attempted credit hours.

Each semester or summer term, students must meet the following criteria:

<u>Paid by Title IV Federal Student Aid for:</u>	<u>Minimum</u>	<u>Minimum</u>
	<u>Hrs Completed</u>	<u>Term GPA</u>
Full-Time (12 hours or more)	9	2.00
Three Quarter Time (9-11 hours)	7	2.00
Half-Time (6-8 hours)	5	2.00
Less Than Half-Time (3-5 hours)	3	2.00

When a student fails to meet the above criteria, he or she will either be placed on Satisfactory Academic Warning or Satisfactory Academic Suspension, depending on the circumstances. These circumstances are explained in detail at the Colby Community College website www.colbycc.edu under the Financial Aid section. The Vice-President of Student Affairs and the Financial Aid Director will monitor and enforce all Satisfactory Academic Progress policies and procedures.

Academic Probation and Suspension

A student registered in a minimum of seven credit hours who does not maintain a semester grade point average of 2.0 will be placed on probation the following semester of enrollment. If at the close of that semester, the student has not raised his/her grade point average, the student may be placed on suspension, during which time the student may not be recommended for admission to any other academic institution. Failure to make satisfactory academic progress may impact financial aid recipients.

Academic Probation

A student placed on academic probation shall not enroll in more than twelve (12) credit hours without permission from the Dean of Academic Affairs.

Academic Suspension

Academic suspension should not be viewed as punishment. It is based on the philosophy that a student may continue to enroll as long as satisfactory progress toward an educational goal is being made. When progress is not satisfactory, the student is given time to reconsider goals and career plans outside the educational setting. A student who is placed on academic suspension at Colby Community College may appeal to the Dean of Academic Affairs.

Financial Information

Scholarships

The Colby Community College Endowment Foundation and other friends of the college sponsor a very strong scholarship program on campus. The primary purposes for the scholarship program are to promote academic excellence, develop student leadership, and improve talents in both the arts and athletics.

To apply for a scholarship (with the exception of the Presidential Scholarship), students are encouraged to complete the general Colby Community College Scholarship Application form. Once it has been received by the Admissions Office, it will be forwarded to the individuals responsible for making scholarship awards in the various areas. Students should note that some scholarships require additional information and forms to be filled out. If you do not receive a form you want, please contact the Admissions Office to request that one be sent to you.

Thomas County Tuition Grant

Thomas County residents may qualify for the Thomas County Tuition Grant if they have physically resided in Thomas County for a continuous period of three (3) years at the time of application and have a high school diploma or its equivalent. Documentation of residency is the responsibility of students. Documentation must be submitted with the "Tuition Grant Application" and "Affidavit of Residency" forms.

The Thomas County Tuition Grant may also be awarded to students who have graduated from a Thomas County high school or who resided in Thomas County at the time of completing requirements for a high school diploma. Eligible graduates shall be residents of Thomas County at the time of application to attend Colby Community College and shall maintain residency in Thomas County during the period of time of the award.

In addition to the above qualifications, students must enroll in a minimum of six (6) credit hours for each period of enrollment for which the grant is paid. During the grant period, students shall make satisfactory academic progress by maintaining a minimum GPA of 2.0 and shall complete sixty-six percent (66%) of the credit hours attempted. Applicants for the Thomas County Tuition Grant must complete an application for the grant and sign a scholarship contract accepting the award and its conditions.

The tuition grant is for tuition only. Students are responsible for books and all fees.

Any individual who is awarded a Thomas County Tuition Grant is not eligible to receive an academic scholarship at Colby Community College. However, an individual may be awarded an activity scholarship and the Tuition Grant. Activity scholarships would be for participation in sports, drama, music, art, nursing, etc.

(This grant program is renewed on an annual basis and could be changed or revoked at any time.)

CCC offers the tuition grant to all Thomas County high school students who have achieved sophomore, junior or senior status. The grant will cover all tuition costs but students will be responsible for applicable course fees. High school students from other high schools and home schooled students will not be required to meet the six-hour minimum and Thomas County address requirement. Satisfactory academic progress requirements are the same for this grant as the regular Thomas County Tuition Grant.

Determination of Residency

The college Determination of Residency is printed on page 8

Refund Policy

The college Refund Policy is printed on page 9-10.

Tuition and Fees

Tuition and fees as listed are in effect for the 2011-2012 school year and are subject to change by the Colby Community College Board of Trustees.

Payment of fees provides students with an activity ticket which may be used at most campus athletic events, and the college swimming pool. Additionally, full-time students have access to student health services. A full-time student is a person who is enrolled in 12 or more credit hours. Those enrolled in fewer than 12 credit hours are classified as part-time students.

	Tuition Credit Hr.	Fees Credit Hr.	Tech Fees Credit Hr.	Total Credit Hr.
Kansas Resident	\$57	\$25	\$10	\$92
Out-of-State	\$109	\$25	\$10	\$144
Border Resident CO, MO, NE, OK, TX	\$76	\$25	\$10	\$111
International	\$134	\$25	\$10	\$169
EduKan Online Classes	\$125*			\$125*

*EduKan Online Classes will be \$130 per credit hour beginning January 2012.

In addition, there is a \$10 wellness fee for each semester and some courses have lab fees which will be indicated in the fees column of listed classes.

Incidental Expenses

Students should allow approximately \$500-\$600 per semester for books and supplies. Individual costs of transportation, clothing care, personal care, entertainment, etc. should be taken into account as the costs of attendance are calculated.

Charges for Room & Board

The **estimated** cost of living on campus for an academic year is \$4,910. This amount covers food service, cable TV, Internet and room rent. This amount is subject to change by the Colby Community College Board of Trustees. (Please review the housing contract for current charges.)

Payments for residence halls may be made through the FACTS Payment Plan. to enroll in the payment plan:

Go to www.colbycc.edu

Select online tools

Click on FACTS e-cashier Payment Center

Meal tickets are available through the cafeteria for students who live off campus and wish to eat meals on campus.

Senior Citizens Grant

All individuals 65 and older are eligible to take classes at a reduced "special" rate. This tuition grant program does not apply to classes that are offered for no college credit.

Veterans' Assistance

Veterans' Assistance is located in the Admissions Office in the Robert Burnett Memorial Student Union. In order to receive veterans' assistance, it is necessary for the veteran to personally contact the veterans' representative on campus and fill out the proper forms (application for benefits, enrollment, certification, etc.).

Veterans' Satisfactory Academic Progress Policy

At Colby Community College veterans' assistance is interpreted as a financial benefit to aid students with educational expenses. Therefore, satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at Colby Community College.

Students' Rights and Responsibilities

Civil Rights Comprehensive Notification for Colby Community College

In compliance with the Executive Order 11246; Title II Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) of 1990; and all other federal, state, school rules, laws, regulations and policies, Colby Community College, Colby, Kansas, shall not discriminate on the basis of age, gender, race, color, national origin or disability in the educational programs or activities which it operates.

It is the intent of Colby Community College, Colby, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX, ADA and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) should be referred to TITLE IX COORDINATOR, Ryan Sturdy, Athletic Director, (785) 460-5507, Colby Community College, 1255 S. Range, Colby, KS 67701. Specific complaints of alleged discrimination under Section 504 of the Rehabilitation Act of 1973 should be referred to SECTION 504 COORDINATOR, Dr. Keegan Nichols, Vice-President of Student Affairs, Colby Community College, 1255 S. Range, Colby, KS 67701, (785) 460-5490. Specific complaints of alleged discrimination under the Americans with Disabilities Act of 1990 should be referred to ADA Coordinator, Dr. Keegan Nichols, Vice-President of Student Affairs, Colby Community College, 1255 S. Range, Colby, KS 67701, (785) 460-5490.

Title VI, Title IX, ADA, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to Regional Office for Civil Rights, 400 State Ave., Kansas City, KS 66101.

All students attending Colby Community College, Colby, Kansas, may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, handicap or sex. Students with disabilities are requested to contact Student Support Services to initiate reasonable accommodations. If the student does not request an accommodation, Colby Community College is not obligated to provide one.

Student Educational Records Rights of Privacy

Colby Community College complies with the Family Educational Rights and Privacy Act of 1974 in the collection, maintenance and dissemination of official student records. These records are subject to inspection and review by the student. The college has 45 days to respond to individual requests, though this amount of time will not normally be required. Students wishing to challenge the accuracy of their records should contact the Registrar.

Students of Colby Community College are hereby notified that the college from time to time publishes several bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, magazines, guidebooks, news releases, sports information, honor rolls, etc., that include information specifically identifying students and containing information about them.

The college is authorized under Section 43 (Buckley Amendment) to publish, and will publish, such directory information listed below, collectively or individually, UNLESS a student notifies the Student Privacy Officer (Registrar) in writing that any or all of the categories which are denominated directory information should

not be released without prior written consent. The notification by the student must be made by the end of the third week of classes in the fall and spring semesters and by the end of the first week of classes for the summer sessions.

Directory Information

This includes the student's

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities
7. Weight and height of athletic team members
8. Dates of attendance
9. Degrees
10. Awards received
11. Previous educational institutions attended

Private Information

This includes the student's

1. Grades in all classes
2. Grade point for each semester
3. Grade point average for each semester
4. Accumulated grade point
5. Overall grade point average
6. Credit hours earned in each class
7. Total credit hours

Guide for the Release of Information About Students

The college will endeavor to keep each student's record confidential. All members of the faculty, administration and clerical staff will respect confidential information about students which they acquire in the course of their work. At the same time, the institution will be appropriately flexible enough in its policies not to hinder the student, the institution or the community in their legitimate pursuits.

Colby Community College will adhere to the following guidelines to reflect a reasonable balance between the obligation of the institution for the growth and welfare of the student and its responsibilities to society.

Disclosure to Students

1. Students will be entitled to a transcript of their academic record upon written request.
2. Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. When the original is shown, examination will be permitted only under conditions which will prevent its alteration or mutilation.
3. Documents submitted by or for the students in support of their applications for admission or for transfer credits will not be returned to the students nor sent elsewhere at their request. For example, transcripts from other colleges or high school records will not be sent to a third institution. The student should request another transcript from the original institution.

Students' Rights and Responsibilities

Disclosure to Parents, Educational Institutions and Agencies

1. Transcripts or grade reports are not released to parents or guardians without prior approval from the students.
2. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 may receive transcripts and grade reports upon request and proper identification.
3. A request for a transcript or other academic information from another institution of learning indicating the reason for the request may be honored as a matter of inter-institutional courtesy.
4. Requests from a philanthropic organization supporting a student will be honored without prior approval from the student.
5. Requests from research organizations making statistical studies may be honored without prior approval of the student, provided no information revealing the student's identity is to be published. (The Registrar will determine validity of study as it applies to education and the privacy rights of students.)

Release of Information to Non-Educational Agencies

When information is requested by non-educational agencies or individuals, it normally will be released only with written authorization from the student. If such authorization is not given, the information will be released only with a court order or subpoena. If a subpoena is served, the student whose record is being subpoenaed will be notified prior to compliance, if possible.

Disclosure in Response to Telephone Inquiries

1. In all but unusual circumstances, telephone inquiries for student information will not be accommodated.
2. Urgent requests for student information, e.g., address, telephone number or immediate whereabouts, based upon an apparent emergency, will be handled by the Vice-President of Student Affairs.

Disclosure by Other Offices of the Institution

1. The foregoing guidelines are applicable to handling any request for academic information about students or former students received by any member of the faculty, administration or clerical staff. The guidelines are intended to protect the individual's right to privacy and the confidentiality of his or her academic records throughout the institution.
2. All institutional personnel will be alerted to refer promptly to the Office of the Registrar or other appropriate officers' requests for transcripts, certifications or other information which that office typically provides. Faculty members and the various institutional offices will restrict their responses to acknowledging, when appropriate, the receipt of requests for student information or limit their response to that information germane to their sphere of responsibility in relation to the student, e.g., faculty advisor.
3. Whenever there is need for the institution to issue a transcript of the student's educational record in connection with employment, it should be specifically requested from the Office of the Registrar by the student.

When Records May Be Withheld

When a student is delinquent in an account to the college or has incurred official disciplinary action, the appropriate college official may request that the student's record not be released. The effect of this action is that transcripts are not released and the student will not be allowed to re-enroll. In order for the action to be rescinded, the Registrar's Office must receive written authorization from the official who originally requested the action, indicating that the student has met the obligation.

Student Citizenship

General Statement

Colby Community College students neither gain nor lose any of the rights and responsibilities of other citizens by virtue of their student status. They are subject to the same federal, state and local laws as non-students, and they are the beneficiaries of the same safeguards of individual rights as non-students.

As members of the college community, students are also subject to the rules and regulations of the college.

Students have individual responsibility for study and learning to conduct themselves with academic integrity in a manner compatible with the college's function as an educational institution. The college expects its students, as well as its faculty and staff, to obey national, state and local laws and to respect the rights and privileges of other people. It expects them to refrain from disruptive conduct at college functions, from injury to persons or damage to property on the campus and from impeding freedom of movement of students, college officials, employees and invited guests to all facilities of the college. Interference in any manner with the public or private rights of citizens or conduct which threatens or endangers the health and safety of any such person will not be tolerated.

Academic Honesty

It is essential that the principles of academic honesty and professional ethics be stressed throughout the educational process. The college, faculty and students have responsibilities in addressing this issue.

Students' responsibilities are twofold: 1) Complete class assignments to the best of their abilities without plagiarizing, cheating or in any way misrepresenting their work. 2) Refrain from participating in any form of academic dishonesty as an individual or in combination with other individuals.

Student Code of Conduct

Students and staff of Colby Community College constitute a special community engaged in the educational process. The college assumes that students will demonstrate personal conduct which is based upon courtesy, integrity, common sense and respect for others both inside and outside the classroom.

The college reserves the right to suspend or dismiss a student for conduct which is determined to be detrimental to the best interest of the college. The following types of behavior are considered violations of college standards for student conduct and may result in suspension or other disciplinary action:

- A. Threatening the life or physical safety of others;
- B. Disrupting, impeding or interfering with the operation of the college;
- C. Infringing upon or invading the rights of others;
- D. Inflicting damage to college equipment or facilities;
- E. Violating conditions of probation;
- F. Demonstrating academic dishonesty;

Students' Rights and Responsibilities

- G. Participating in any unauthorized manufacture, possession, use, distribution or sale of alcohol or drugs, whether by faculty, staff or students on college property or any college-sponsored event contrary to the purposes and policies of Colby Community College and the State of Kansas.
- H. Exhibiting conduct which results in conviction of the student for any offense specified in federal or state criminal statutes. It is not the intent of these policies to prohibit the participation in college programs of individuals who may have a previous criminal record for which they have met the requirements of the law.
- I. Harassing a college instructor or staff member on the basis of sex. Sexual harassment is defined as conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when
 - 1) Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
 - 2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting either the instructor or staff member; or
 - 3) Exhibition of such conduct has the purpose or effect of unreasonably interfering with the instructor or staff member's performance or creating an intimidating, hostile or offensive environment. Prohibited is any behavior of students that represents repeated or unwanted sexual attention or sexual advances when acceptance of such attention or advances is made a condition of reward or of penalty.
- J. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
 - 1) The Vice-President of Student Affairs, or such other person as may be designated by the Board of Trustees, will be responsible for considering and imposing any disciplinary action. Any student, staff member or administrator may request the initiation of such disciplinary action through the Vice-President of Student Affairs.

With the exception of matters involving an immediate danger to life, limb or property, a suspension or other disciplinary action will be preceded by an opportunity for the student involved to confer with the Vice-President of Student Affairs. At such conference, the student will be advised of the nature and extent of the alleged offense. If the student denies having committed such offense, the student will be given an explanation of the evidence the authorities have and an opportunity to present the student's version of the incident. Subsequent to the conference, the Vice-President of Student Affairs may impose disciplinary action deemed appropriate.

If the Vice-President of Student Affairs elects to impose disciplinary measures, the student will be informed in writing of the nature and terms of such disciplinary action and will be further advised of the right to appeal the decision. A copy of the written notice will be sent to the President of the college. Notice of disciplinary action will be sent by certified mail to the student.

The college will emphasize in its daily operations the understanding as formulated by the Board of Trustees that all policies and procedures will be administered in a manner which is both fair and applicable to all persons. Therefore, the emphasis of all disciplinary actions will be to do everything possible to keep the student in college and to assist the student in the fulfillment of his or her educational objectives.

- 2) Any student receiving disciplinary action or who is required to pay any fine/penalty as a result of violation of school, instructor or housing policy may wish to appeal that action according to the procedure listed below.
- 3) Student Grievance Procedure: It is the policy of Colby Community College to provide students protection against unwarranted infringement of their rights. A student grievance may concern an alleged violation of college policies, infringement of a student's rights and other such problems dealing with students, college staff, faculty and authorized college activities.
 - a. Level I---The student will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within ten (10) college working days. Every effort will be made to resolve the grievance at the lowest possible level.
 - b. Level II---The aggrieved student may first discuss the problem with the Vice-President of Student Affairs. During this discussion the aggrieved person shall seek to resolve the matter informally.
 - c. Level III---If the aggrieved student is not satisfied with the disposition of the grievance at Level II, or if no decision has been rendered within five (5) school days after the discussion of the grievance, the student may file the grievance in writing to the college President. Within five (5) school days after the receipt of the written grievance by the college President, the President will appoint a committee (one administrator and four faculty/staff members) which may adjust the fine/penalty. The chair of the committee shall submit the committee's decision to the student within ten (10) school days.

The committee's hearing shall be conducted in accordance with rules adopted by the chairperson. Such rules shall afford procedural due process, including the following:

 - (1) The right of the student to have legal counsel present,
 - (2) The right of the student to hear or read a full report of testimony of witnesses against the student,
 - (3) The right of the student to present witnesses in person or his/her testimony by affidavit,
 - (4) The right of the student to testify and give reasons for conduct,
 - (5) The right of the student to have an orderly hearing and
 - (6) The right of the student to a fair and impartial decision based on substantial evidence.
 - d. Level IV---The student has the right to appeal the decision of the Committee to the President of the college. Appeals to the President will address procedural matters only. Appeals to the President will be made by the student and will be made in writing within three (3) days of the order of the committee.

Students' Rights and Responsibilities

Security Act of 1990

In compliance with Title II of Public Law 101-542 (the Crime Awareness and Campus Security Act of 1990), the following policies have been put in place at Colby Community College.

- A. Students are encouraged to inform appropriate college officials, e.g. the Campus Security Officer, Living Center Coordinators, Vice-President of Student Affairs, and Dean of External Affairs of any illegal activities. Students will be informed that these are the appropriate officials through the use of their College Catalog, and during orientation activities.
 - B. Twenty-four hour supervision of the Living Centers is maintained. The Living Center Coordinators or their substitutes are present during all calendar days in which students are on campus. There is no supervision during the spring break. Residence Halls are closed from the conclusion of the fall semester until the day before spring registration.
 - C. All buildings, with the exception of the residence halls, Bedker Memorial Complex, and the student union, are secured at 10:00 p.m., Monday through Friday. The student union hours are 7:00 a.m. to 11:00 p.m., Monday through Friday, and 7:00 a.m. to 6:00 p.m. on Saturdays and Sundays.
 - D. The Campus Security Officer and the Vice-President of Student Affairs work in conjunction with the local police department. Resident students are encouraged to report unlawful acts to the Campus Security Officer. The Campus Security Officer is charged with the responsibility of informing the Vice-President of Student Affairs or the police department of such acts. Students are encouraged to report crimes to the appropriate official.
 - E. Regular contact will be made by the Vice-President of Student Affairs with the Chief of Police to obtain an accurate recording of off-campus student activities.
- Copies of the most recent Campus Crime reports may be obtained at the office of the Vice-President of Student Affairs.

Policy on Sexual Assaults

Colby Community College values the health and safety of every individual on campus and expects its students to treat other persons with respect and dignity. Any behavior which causes the sexual abuse/assault of another person will not be tolerated, is a violation of the College's Student Code of Conduct, and may result in sanctions ranging from probation to expulsion. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the individual.

The term sexual assault as used by the College is synonymous with sexual battery (also referred to as rape). Sexual battery is a violation of state law as defined in Kansas Statute, 21-3517.

Sexual assault may take many forms including gang rape, acquaintance rape, date rape, and stranger rape. Sexual assault can occur any time of the day or night. Both men and women have been sexually assaulted by strangers, people whom they have known and trusted, and people whom they have dated.

Sexual Harassment Policy

Harassment of any student or staff member on the basis of sex shall be considered a violation of College policy. Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment.

Prohibited is any behavior that represents repeated or unwanted sexual attention that is made a condition of reward or penalty. In determining whether alleged behavior constitutes sexual harassment, the College will examine the record as a whole and all aspects or circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred.

Students or employees who feel they have been a victim of sexual harassment should contact the Vice President of Student Affairs, the President or his designee. The alleged victim will be advised of his/her rights and policies and procedures of the grievance process. He/she will also be advised of external resources and the option for notifying campus security and local law enforcement authorities.

Copies of the most recent Crime Awareness reports may be obtained at the Student Services Office or at the OPE Campus Security Statistics Website at <http://ope.ed.gov/security>.

The Drug-Free Workplace Policy and Drug-Free Awareness Program

The college's policy and program in this regard are designed to enhance the physical health of our employees and students and to provide a safe workplace. All employees and students are expected to be in suitable mental and physical condition while at work or in the learning environment and to perform their jobs in a satisfactory fashion.

In accordance with this policy, when the use of controlled substances interferes with an employee's or student's responsibilities, appropriate disciplinary action, up to and including termination or expulsion, will be taken.

Colby Community College values the dignity of every individual and is committed to maintaining an educational setting which will provide each student and employee with optimum opportunities for reaching his or her potential. This commitment is incorporated in the institutional philosophy and outcomes which specify the paramount importance of each student's welfare.

Colby Community College does not permit or condone the consumption of alcoholic beverages by an individual under the age of 21. All laws, local, state, and federal, concerning the possession or use of illegal drugs by any student, faculty or staff member will be strictly enforced on the campus and at any event sponsored by the College.

The 3.2 law which went into effect on July 1, 1985 makes it illegal for persons younger than 21 to buy and consume 3.2 beer.

The College's policy reflects compliance with this law and its stance on the issue of alcohol. The specific points of the policy are:

1. No alcoholic or cereal malt beverages will be sold or served or consumed on College property.
2. Student organizations are prohibited from using organizational funds to purchase beer or alcoholic beverages off campus.

Students and employees are reminded that local, state, and federal laws provide for a variety of legal sanctions and penalties for unlawful possession or distribution of illicit drugs and alcohol.

Sanctions include, but are not limited to, incarceration and monetary fines.

The Federal controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Depressants include barbituates, Valium, and barbitol. Hallucinogenics include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamines as stimulants.

Article 7 of the Kansas Liquor Control Act provide for punishments ranging up to six months' imprisonment and fines of up to \$1000 for violation of the statutes relating to the possession and distribution of alcohol.

Further information on these local, state, and federal ordinances and statutes will be maintained in the Office of Student Services and will be available to students and employees. Students and employees are encouraged to obtain copies of the information.

All student violations of the policy will be handled on an individual basis affording each student the right to due process. Procedures of this process are described in the College Catalog. Sanctions which may be imposed include: reprimand, probation, suspension or expulsion.

Students' Rights and Responsibilities

Drug-Free Workplace Policy and Drug-Free Awareness Program (Continued)

It is the College's belief that all disciplinary sanctions should provide the opportunity for personal growth; to that end, counseling and referral for individual assessment may be included as a condition of any sanction.

On Campus

- A. Counseling Services - 460-5490
- B. Student Health Services - 460-5502
- C. Vice President of Student Affairs - 460-5490
- D. Campus Security - 460-5508

Off Campus

- A. High Plains Mental Health - (785) 462-6774
- B. Thomas County Alcohol/Drug Abuse Council - (785) 462-6111
- C. Valley Hope Association - 1-800-544-5101
- D. Alcoholics Anonymous - (785) 462-8810 or (785) 462-2145
- E. Narcotics Anonymous - (785) 462-6338
- F. Heartland Rural Counseling Services - (785) 460-7588
- G. Thomas County Sheriff - (785) 462-4570
- H. Colby Police - (785) 462-4460
- I. Hospital - (785) 462-7511
- J. Fire Department and Ambulance - 911

State or National Hotline Numbers

- 1-800-COCAINE
- 1-800-662-HELP (direct callers to cocaine abuse treatment centers)
- 1-800-342-AIDS
- 1-800-241-9746 National Drug Abuse Hotline
- 1-800-SAY-NO-TO National Clearinghouse for Alcohol and Drug
- 1-800-Suicide (784-2433)
- 1-800-363-2287 Domestic and Sexual Violence
- 1-800-794-4624 Kansas Domestic and Sexual Violence

HIV/AIDS Policy

The recommendation and guidelines included in this statement are derived in part from a statement issued by the American College Health Association.

Colby Community College's primary response to the HIV/AIDS epidemic will be educational. Because there is no known specific therapy for HIV/AIDS or HIV/AIDS-related conditions, the most important goals for our institution will be those of increasing awareness and providing education to prevent further spread of the disease. Such programs will be provided to students, institutional employees, faculty and staff.

The American College Health Association recommends that institutions not adopt blanket policies concerning students with HIV/AIDS or HIV/AIDS-related conditions. Instead it suggests that certain guidelines be followed and that the institution analyze and respond to each case as required by its own particular facts.

The following is a brief outline of procedures which will be followed at Colby Community College regarding HIV/AIDS.

1. An educational program about HIV/AIDS will be on-going.
2. The Director of Health Services will be responsible for the educational programming and also management of any HIV/AIDS cases.
3. Management of HIV/AIDS cases:
 - A. The Director of Health Services will handle HIV/AIDS cases, practicing confidentiality as outlined in the Family Educational Rights and Privacy Act of 1974.

Management of HIV/AIDS cases (continued):

- B. The Director of Health Services has the flexibility of referral and consultation with other medical or institutional personnel.
4. Involvement on campus:
 - A. Students will not be restricted on the campus unless advised by the Director of Health Services or appropriate supervisory personnel.
 - B. Individuals who have HIV/AIDS, ARC, or a positive HIV antibody, may be excluded from laboratory classes if the Director of Health Services deems that such participation places others at risk.
 - C. An employee will be allowed to continue meeting his/her responsibilities until such time as he/she is unable to perform the required duties or the continuation would present undue risk to others.
 5. Safety on campus:
 - A. Laboratory courses requiring exposure to blood such as finger pricks for blood typing or examination should use disposable equipment and no lancets or other bloodletting devices should be re-used or shared.
 - B. No student should be required to obtain or process blood (or other body fluids) of another individual.
 - C. A complete and comprehensive copy of this policy is on file in the office of the Vice President of Student Affairs.

Procedures For Requesting A Medical Withdrawal

International students are required to comply with SEVIS Rules and Regulations by providing documentation to the Dean of Academic Affairs for a medical course load reduction or medical withdrawal request in any semester. Prior to requesting a withdrawal through their college advisement office, all international-status students must contact the Dean of Academic Affairs (785) 460-5403.

All other students withdrawing from the College for medical reasons and requesting refund of payments made for tuition and fees (and room and board if living in College residence halls) are required to:

1. Withdraw from the college through their academic advisor.
Note: The College does not approve retroactive withdrawals.
2. Contact the College Health Service Director's Office (460-5502) for information about the medical review process and forms to be completed as part of this process.
 - A. Student must arrange for submission of pertinent medical information from his/her medical provider(s) to the CCC Director of Health Services for review. This information must document the specific medical circumstances necessitating withdrawal from the College.
 - B. Student must also sign a CCC medical withdrawal application and authorization form to confirm his/her request for a medical withdrawal and to authorize a sufficient medical basis for the medical withdrawal.
3. Send a signed letter to the Vice President of Student Affairs office, indicating that he/she is withdrawing from the College for medical reasons and is requesting a refund of payments made for tuition and fees (and room and board, if living in college residence halls).
4. Check out of College living centers within twenty-four hours of withdrawal from the College. (Check-out includes removing personal belongings, signing the room condition report and returning keys. This must be done with a residence halls staff member).

Students' Rights and Responsibilities

Campus Parking

All students, faculty members, or employees of the college who drive or park a vehicle on the Colby Community College campus must properly register their vehicles, display a current Colby Community College registration decal on their vehicles and park only in the lot designated by their registration. Inability to locate a vacant space in an assigned parking lot is not justification for illegal parking.

Each student is required to have the proper lot registration. Lot assignments are based on campus living status (residence hall or off-campus). Students who change their living status during the year are required to change their parking registration simultaneously.

Traffic on campus is supervised by the Campus Security Officer working in conjunction with the Colby City Police and other law enforcement agencies.

The Campus Security Office is located in the southeast corner of the Student Union. Officers can be contacted by calling the Vice-President of Student Affairs' Office 460-5490, the Colby City Police at 9-460-4460 or Emergency at 9-911.

A complete Campus Parking and Traffic Guide is available from the Campus Security Office.

Weather Policies

Owing to state requirements mandating the number of instructional hours, Colby Community College rarely cancels regularly-scheduled classes due to inclement weather.

On occasion, however, weather conditions may force the delay or cancellation of day, evening or outreach classes.

A dedicated telephone number for weather and other postponements/cancellation notices at the college has been established. The number is (785) 460-4646. Any changes will also be posted on the web site www.colbycc.edu, and announced by broadcast media as conditions warrant.

Because of the large volume of calls from commuters, on-campus students should not attempt to call the college switchboard.

The decision to attend class during hazardous weather conditions rests with each individual student. Commuters should check with civil authorities for weather and road conditions.

Student Complaints of Faculty

The following procedure is for a student with a complaint regarding an instructor:

1. The student should make every effort to resolve conflicts with the instructor before filing a complaint. If the issue cannot be resolved, a student may file a written complaint with the appropriate Division Chair.
2. After the Division Chair has made a recommendation and the issue has not been resolved, the written statement will be referred to the Dean of Academic Affairs for resolution.
3. The Dean of Academic Affairs will, after receiving and reviewing the complaint, inform the student and the instructor in writing of its receipt and request to meet with the student. After discussion of the complaint with the student, the Dean of Academic Affairs will meet with the Division Chair and the instructor to discuss the conflict.
4. A written response will be sent to the student regarding the Dean of Academic Affairs' discussion with the Division Chair and the instructor and any recommendations made.

Student Complaints

For all student complaints other than those associated with faculty, the student should attempt to resolve the concern before starting the formal written process. A visit with the Vice President of Student Affairs will often resolve the matter. Every effort will be made to solve the complaint in an expeditious manner.

1. The student submits a signed, written complaint to the Vice President of Student Affairs.
2. The Vice President of Student Affairs will review the complaint and respond to the student concerning the steps to be taken in responding to a complaint. The investigation may involve other parties connected with the complaint. The nature of the complaint will dictate the extent of involvement of outside parties and the length of time needed to respond to the complaint.
3. The student complainant will be notified in writing of the action taken by Colby Community College in response to the complaint. A "Student Complaint Form" can be obtained at the Vice President of Student Affairs' Office.

Grade Appeal Policy

The assigning of grades is an academic responsibility of the instructor of the class. If the need arises, the burden of proof for appealing rests with the student. The student shall be given the opportunity to meet with instructors and supervisors to resolve issues concerning assigned grades. However, the student shall be offered due process when the issue cannot be resolved. Therefore, an appeal policy has been established to review the unresolved grade disagreement. Student grade appeals are not intended to interfere with the instructor's right to determine his or her evaluation process or to perform that evaluation. The Grade Appeal Policy Committee was established by the college to review and recommend action on an individual situation in which the student and instructor cannot resolve a disagreement over an assigned final course grade. The academic appeals mechanism must be implemented in a just and conservative manner. The policy and procedures are to be strictly followed in the resolving of such issues. Those procedures are outlined as follows:

1. The student should make every effort to resolve problems with the instructor before filing an appeal. If the issue cannot be resolved, a student may file an appeal within thirty days after the grade is officially recorded by the Registrar.
2. The faculty member named in the appeal and the student presenting the appeal will submit written statements on the case to the division chair. After reviewing the case, the division chair should form a judgment and/or attempt to resolve the issue without exerting pressure on either the instructor or the student.
3. After the division chair has made a recommendation if the issue is not resolved, the case is referred by the division chair to the Dean of Academic Affairs who will then appoint a committee to hear the case.
4. The Academic Appeal Committee will consist of four members: one member appointed by the Student Senate, one appointed by the Faculty Alliance Executive Board, one by the student and one by the faculty member involved in the case. The Dean of Academic Affairs will be the chair of the committee.
5. The Dean of Academic Affairs will, after receiving and reviewing the case, inform the student and the instructor in writing of its receipt and request from each a written statement and any additional information the committee might need. This information must be received by the chair of the committee regarding questions of procedure.
6. The instructor and student will be notified in writing no less than seven days in advance of the projected date of the hearing. The committee should establish the time for a hearing only after both the student and faculty member have been contacted and have indicated they can attend the hearing at that time.
7. After hearing all the evidence, the committee will deliberate in an executive session. A majority decision is required; the chair will vote only in the case of a tie. The decision will be delivered in writing to both parties within seven days and is final. Should a change in grade be deemed necessary, the Registrar shall be directed in writing by the Dean of Academic Affairs to carry out the committees' ruling.

Students' Rights and Responsibilities

Section 504/ADA Grievance Procedure

Colby Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans With Disabilities Act (ADA) and by Office of Civil Rights, U.S. Department of Justice regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Complaints should be addressed to Dr. Keegan Nichols, Vice-President of Student Affairs, 1255 South Range, Colby, KS 67701; 785-460-5490; keegan.nichols@colbycc.edu, who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, will follow a filing of a complaint. The investigation will be conducted by the Vice-President of Student Affairs. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Vice-President of Student Affairs and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Section 504/ADA coordinator will maintain the files and records of Colby Community College relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the President of Colby Community College.
7. The right of a person to a prompt and equitable resolution of the filed complaint will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or ADA complaint with the responsible federal department or agency. Using this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that Colby Community College complies with the ADA, Section 504 and their implementing regulations.

Colby Community College Missing Student Notification Residence Hall Facilities Policy & Procedure

The following persons will be available to receive reports of residents missing for 24 hours.

1. Resident Assistants
2. Living Center Coordinators
3. Vice President of Student Affairs

Each resident, 18 years of age or older, may register a confidential contact person to be notified in the case that the student is determined to be missing. A parent or guardian will not automatically be notified unless the missing student is under the age of 18 and not emancipated.

If you are of majority age (18 or older), you may list a parent, a relative, close friend, roommate, etc. It should be someone who knows you and would know where you may have gone. Designating a confidential contact is very important, but it is optional. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

An official missing student report will be referred immediately to campus security and to local law enforcement when a person is reported missing for 24 hours and the institution is unable to learn any information to the contrary. It is extremely important that you communicate with your roommate or confidential contact person if you plan to be gone for an extended period of time.

Please understand that these procedures are a Federal mandate. If you choose not to designate a confidential contact, local law enforcement will still be contacted if you are missing for 24 hours.

Contact the office of the Vice President of Student Affairs if you have any questions. The office is located in the Student Union and the telephone number is 460-5490.

Involuntary College Withdrawal Policy For Threats Related To Mental or Psychological Disorders

Authority

This Policy is intended to establish standards and procedures for addressing specific student conduct in extraordinary instances when, in the judgment of appropriate administrative officials, The Student Code of Conduct is not applicable or cannot be timely applied effectively.

Authority to issue an involuntary College withdrawal for direct threat reasons rests with the Vice President of Student Affairs & the Dean of Academic Affairs.

Issuance

A student will be subject to involuntary College withdrawal for direct threat reasons if the student engages or threatens to engage in behavior that poses a direct threat of harm to self or others and is related to mental or psychological disorders. "Direct threat" means behavior that:

(1) presents a significant risk of substantial harm to the health or safety of the individual or others, or (2) substantially impedes the lawful activities of other members of the campus community. (U.S. Department of Education Office for Civil Rights policy holds that nothing in Section 504 of the Rehabilitation Act of 1973 prevents educational institutions from addressing the dangers posed by an individual who represents a "direct threat" to the health and safety of self or others, even if such an individual is a person with a disability, as that individual may no longer be qualified for a particular educational program or activity.)

A student whose behavior appears to meet the above criterion is subject to mandatory administrative referral by a Vice President to either the Counselor or designee, for an immediate, mandatory psychological evaluation including a direct threat assessment. No other person may accompany the student during this evaluation. The examining mental health provider will immediately communicate in writing the results of this evaluation to the referring Vice President with an opinion regarding the presence or absence of a direct threat of harm to the student or others.

If the Vice President determines on the basis of evidence (a) from the examining mental health provider that the student is suffering from a mental disorder, as defined by the current American Psychiatric Association diagnostic manual or its equivalent;

(b) that as a result of the mental disorder, a direct threat of harm to self or others is present; and (c) that it is in the best interest of the student, apparent potential third party victims and/or the College that the student receive an involuntary College withdrawal for direct threat reasons, the student will be informed of the decision, the reason(s) for the decision, and of his/her right to an informal administrative hearing with the Vice President or designee.

Students' Rights and Responsibilities

If it is determined that a direct threat of harm to self or others is not present, procedures under this policy will have been concluded. The student will be referred to the Vice President for review and adjudication of any violations of *The Student Code of Conduct* that may be outstanding.

The student must provide written authorization to permit verbal and written communication about his or her condition between College officials and all the examining licensed mental health providers specified in the policy. Failure by the student to complete any required mental health assessment(s) under this policy and procedure or failure to provide written authorization for communication among pertinent College and designated non-College individuals under this policy, or failure to abide by deadlines and other requirements of this policy will result in initiation of an involuntary College withdrawal for apparent direct threat reasons.

Hearing

A student who receives an involuntary College withdrawal for direct threat or apparent direct threat reasons related to mental or psychological disorders may request an informal administrative hearing with the Vice President or designee to review only (1) the accuracy/reliability of the information regarding the student's behavior, and (2) whether or not the criterion for involuntary College withdrawal for direct threat or apparent direct threat reasons has been met. The request for an informal administrative hearing must be submitted to the Vice President in writing within three College class days of the issuance of the involuntary College withdrawal and must include the student's authorization for release of relevant information for the purpose of conducting the hearing. If the student refuses to provide such authorization, the informal hearing will proceed without the requested information. The student will remain involuntarily withdrawn from the College pending the conclusion of the informal hearing.

If the student is hospitalized during the time interval for requesting an informal administrative hearing, the request deadline will normally be deferred to the third College class day after the date of the student's discharge from the medical facility.

The informal administrative hearing will be convened by the Vice President normally within three College class days of receipt of the student's written request. The student may be assisted during the proceeding by a licensed mental health provider of his/her choice, a member of the College faculty or staff, or a family member. The student may request that the Vice President and the director or psychiatrist be present. As part of the informal hearing process the Vice President may require the student to undergo, at College expense, an additional psychological evaluation and direct threat assessment by a licensed mental health provider designated by the College and results of such evaluation shall be communicated to the Vice President for consideration. No other person may accompany the student during this evaluation.

Normally within two College class days of concluding the informal hearing, the Vice President will determine if the involuntary withdrawal for direct threat or apparent direct threat reasons related to mental or psychological disorders is appropriate or if the student will be reinstated. The Vice President may consult with pertinent College officials prior to making this determination. The Vice President's decision will be final. Written communication of the decision will be given to the student in person or sent by certified mail within one College class day of the decision.

Throughout the term of the involuntary College withdrawal for direct threat or apparent direct threat reasons the student may not attend class or use College facilities, must vacate College housing and may not return to campus unless approved by the Vice President of Student Affairs or designee. The student will be responsible for his/her own food and shelter during the period of the involuntary College withdrawal.

The student will be entitled to any applicable refunds of tuition, fees and room and board charges during the involuntary College withdrawal. A registration hold will be placed on the student's record so that any request for subsequent registration will come to the attention of the Vice President.

Reinstatement

The involuntary College withdrawal will remain in effect until the student adequately demonstrates that his/her behavior no longer constitutes a direct threat of harm to self or others. For reinstatement at the College the student must submit a written request to the Vice President and arrange for the submission of documentation from his/her licensed mental health provider confirming the absence of a direct threat of harm to self or others as defined in this policy. The student must authorize verbal and written communications about his/her condition between all licensed mental health providers involved in this process and relevant College staff. The director or staff psychiatrist will review this information and provide a written recommendation to the Vice President regarding the student's eligibility for reinstatement.

The Vice President of Student Affairs may require the student to undergo, at College expense, additional psychological evaluation by a licensed mental health provider designated by the College and the results of such evaluation shall be communicated to the Vice President for consideration; no other person may accompany the student during this evaluation. Written communication of the decision to grant or deny reinstatement will normally be given to the student in person or sent by certified mail within one class day of the decision.

Upon reinstatement at the College, the student will be referred to the Vice President for review and adjudication of any violations of *The Student Code of Conduct* that may be outstanding. When all judicial proceedings have been completed and any applicable academic requirements satisfied, the student may be permitted to re-enroll at the College.

Quick Guide to Procedures

Provides a timely and appropriate means of responding to a student behavior posing a direct threat of harm to self or others, and is related to mental or psychological disorders.

Is intended to ensure the safety of the identified student and the campus community.

Can be activated by any Student Affairs Associate or Vice President, after being contacted by a faculty/staff member. The contact is confidential.

Does not take the place of calling **911** for true emergencies involving imminent threat of harm to self or others.

Does not apply to disruptive or unusual behavior that does not meet policy criteria.

Once the policy and procedure is activated:

Student receives a mandatory psychological evaluation by professional staff with our Counseling professional partners.

If student's behavior is found to pose a direct threat of harm to self or others and is related to mental or psychological disorders, student receives an immediate involuntary withdrawal from College.

Student who receives an involuntary withdrawal for direct threat or apparent direct threat reasons may appeal the decision through the Vice President of Student Affairs.

To be considered for reinstatement at the College, the student must provide documentation from a qualified mental health professional that student's behavior does not pose a direct threat of harm to self or others..

Service Information

Robert Burnett Memorial Student Union

Students, student organizations, and the community are encouraged to use the Student Union facilities for meetings and special occasions. Scheduling of the various meeting rooms can be done through the CCC Bookstore. The Student Union houses the following:

VP of Student Affairs	Campus Security
Admissions Office	Campus Bookstore
Financial Aid Office	Cafeteria
Registrar's Office	Foundation Association
Student Accounts Office	Fireside Lounge
Student Health Center	TV Lounge/Pool Table
Student Senate Office	Meeting Rooms 103-109
Student Support Services	

Student Services Overview

Student interest, concerns, and understanding are the areas that Student Services at Colby Community College consider to be its major responsibilities. The opportunity to give students a quality educational experience is a vital part of Colby Community College.

Student Services personnel believe that through involvement, leadership, and working with the entire campus community, the finest education is achieved. We invite you stop by our offices, located in the northeast corner of the Student Union. You will find our personnel in the residence halls, admissions, health services, and financial aid areas.

Financial Aid

The Financial Aid office provides assistance to students in obtaining finances for attending Colby Community College.

Federal State Aid is awarded to students according to eligibility established by the Free Application for Federal Student Aid (FAFSA). Information on how to apply is available from high school counselors or from the office of Financial Aid at Colby Community College.

Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG's), Federal Work Study, Perkins Loans, Federal Stafford Loans, (both subsidized and unsubsidized), and Parent Loans for undergraduate students (PLUS loans) are available to eligible students.

Academic and activity scholarships are available to Colby Community College students. The Director of Admissions supervises the awarding of academic scholarships. Activity directors/faculty and coaches award activity scholarships. Information on Sophomore Scholarships is available from the Transfer & Articulation Specialist, 460-5513, or Admissions, 460-5496.

Complete consumer information on Financial Aid at Colby Community College is available in the Student Services Office.

Registrar's Office

The Registrar maintains records of enrollment and student grades. Students who need to change schedules by adding classes or dropping classes, a copy of their Colby Community College transcripts, or enrollment verifications may contact the Registrar's office in the Student Union. The current fee is \$5.00 for an official transcript or an unofficial transcript to be mailed or faxed or for a verification letter.

Payments for tuition, fees, campus housing, or meal plans should be made at the Student Accounts office located in the Student Union.

All add/drop slips should be returned to the Registrar's office for processing. Payment for adds is due when adds are returned to the Registrar. Enrollment for any class(es) is not official until payment is made.

If a student is unable to make payment for tuition, fees, campus housing, or meal plans, arrangements may be made through the Student Accounts' office.

No grades or transcripts will be released if a student has any unpaid obligations due Colby Community College at the end of each semester.

Student Accounts Office

The Student Accounts' Office maintains student billing, issues refund checks, and works with outside student financial sources. If a student is unable to make payment for tuition, fees, campus housing, or meal plans, arrangements can be made through the Student Accounts office.

Student Support Services (SSS)

Student Support Services is a federally-funded program with the objective of providing personal and academic support services to CCC students who are traditionally under-represented in college. These are students who meet certain academic and other guidelines such as low income, first generation (neither parent holds a college degree from a four-year college or university) and students with disabilities which impact academic performance. Program participants must have the academic ability to be successful in college, and they must be working toward graduation requirements. All services provided through this office are free to qualifying students. Federal regulations limit the number of students served by the SSS program to 200 per academic year.

The SSS program is designed to provide tutoring, career exploration, academic advisement, cultural and social events, transfer information to post-secondary institutions, and financial aid counseling.

The SSS office is located in the southeast area of the Student Union. All services are provided free of charge to qualifying students. Stop by and see if you qualify for services.

Student Health

The student Health Center is located down the south hall of the Student Union. Health services are provided under the direction of a registered nurse and the campus physician. The Health Center is open 9 a.m. to 3 p.m. Monday through Friday. Students are seen on a drop-in basis. Appointments are needed for consultation with the physician. Physician visits off-campus can also be scheduled through the Student Health Center.

Services Provided:

Health counseling	Student health insurance
Athletic injuries and insurance	Health records
Health education	Cold/sore throat/flu
Rash/skin infections	Sexually transmitted diseases
Blood and oral testing	AIDS testing
Pregnancy testing	Family planning
Immunizations	Basic laboratory testing
Suture removal	Lacerations/cuts/bruises
Sprain/fracture referrals	Pap smears
Allergy shots	Medications and antibiotics
Flu vaccinations	Throat cultures
Mononucleosis testing	Blood pressure monitoring
Tuberculin skin testing	

All health information of any individual is held in the strictest of confidence at the Center. Only by a signed medical release form is information communicated.

Any fees for services are paid directly by you to the Student Health Center. Grades will be held if fees are not paid. Students are not provided health insurance coverage by the college. However, if you need information on health insurance, brochures are available. The official CCC health coverage is available through E.J. Smith & Associates at www.ejsmith.com.

Service Information

Counseling Services

Counseling services assist students with personal growth and development. A student's advisor or instructor is the first step for counseling services. Services are available on a walk-in or appointment basis. Counseling services and referrals are located in the office of the Vice President of Student Affairs in the Student Union.

Campus Bookstore

Store Hours: 8:30 a.m. to 4:30 p.m. Monday-Friday
(Summer and vacation hours will be posted)

The campus bookstore, located in the center of the Robert Burnett Memorial Student Union, is owned and operated by Colby Community College. The store maintains textbooks required for classes, general books, art supplies, college supplies, clothing, backpacks, gift items, greeting cards, and other merchandise which contribute to the overall college experience.

Special Orders: With a few exceptions, any book not currently in stock can be special-ordered for you.

Payment Method: The Bookstore accepts MasterCard, Visa, Discover, or check. Checks are accepted under the following conditions:

1. It is your own personal check or that of your parents.
2. The check must be made out for not more than \$20 over the cost of the merchandise purchased.
3. Check must have driver's license number.

How Textbooks Are Selected: The teaching staff submits book requirements to the Bookstore, indicating author, title, edition, etc. The Bookstore then orders the books.

1. The time limit for a full refund is two weeks after classes begin, except for summer school when the time limit is one week for regular length classes. Refunds cannot be granted after this period.
2. You must present receipt for full refunds.
3. Refunds will be granted in full, provided that the following conditions are met:
 - A. A register receipt is presented.
 - B. Price tags are not removed.
 - C. A textbook purchased new and then written in, signed, or soiled may be returned at a used price until the refund deadline.
4. Books purchased after the refund deadlines are refundable for 24 hours only.

Book Buy Back:

1. Books are bought back at any time depending on Bookstore or wholesale needs.
2. If the book is going to be used for next semester, you may receive up to 50% of the new price, depending on store need.
3. If the book is not used for a class, it may have wholesale value.
4. Type and condition of the book: Workbooks, study guides, and books with tear-out or fill-in pages cannot be bought back.
5. Summer school books can be bought back at anytime. Amounts paid will depend on Bookstore and wholesale needs.

Food Service

CCC's food service offers a 19-meal plan. This consist of 3 meals a day, Monday through Friday, 2 meals on Saturday and Sunday.

The meal plan is nontransferable. Students are not permitted to share food with other students. Those students not living on campus may purchase meals through an off-campus meal plan.

A certain percentage of the living center contract pays for food. The remainder pays for labor, breakage, and theft. Students are not permitted to take any dinnerware from the cafeteria.

Sack lunches will be prepared for those on road trips or those who must work through the meal times. Food service must have advance notice for sack lunches.

Students are expected to keep the eating area clean. The following behaviors could result in food privileges being suspended:

1. Providing food to other students who are not on a meal plan.
2. Food fights.
3. Providing your meal ticket number to others.

Meal times are:

Monday through Friday

Breakfast - 7:15 a.m. to 8:30 a.m.

Continental Breakfast - 8:30 a.m. to 9:15 a.m.

Lunch - 11:30 a.m. to 1:30 p.m.

Dinner - 5:15 p.m. to 6:30 p.m.

Saturday/Sunday

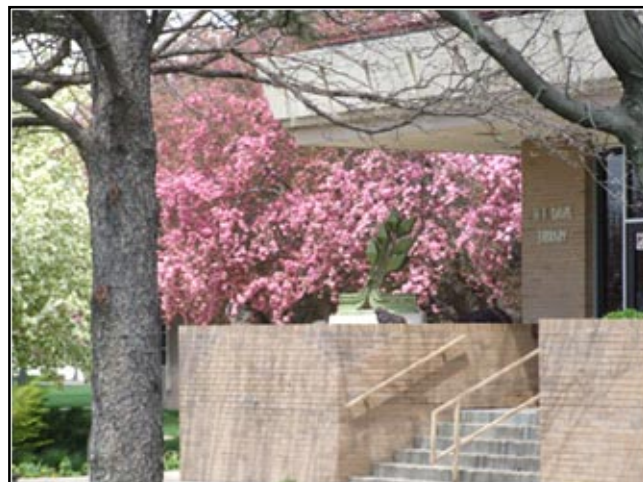
Brunch - 10:30 a.m. to 12:00 noon

Dinner - 4:30 p.m. to 5:30 p.m.

Campus Security

The Campus Security Office is located in the southeast corner of the Student Union. The Campus Security Officer distributes parking decals, regulates parking and vehicle traffic on campus, patrols the CCC campus to provide a secure and safe place for the students. The Campus Security Officer will assist with vehicles that are inoperable. Any crime committed on campus should be reported to the Campus Security Office.

Campus Security prepares a handout each year entitled, "Your Safety and Security at Colby Community College." Included in the publication are the current campus crime statistics, information on the sex offender registry, safety suggestions on how to protect yourself and your valuable items, identity theft, and other campus policies. These are available on request from Vice President of Student Affairs.



Service Information

Student Advisement

Each educational program offered at Colby Community College is tailored to meet the needs of the individual student. The advisor and the student will plan together the most appropriate courses to be taken in order to fulfill the student's goals. The programs of study which appear in the catalog are suggested programs of study guidelines for students to follow.

Each student is assigned an advisor based on his/her stated educational goals. Advisors are assigned by the Registrar's Office. Any changes students wish to make concerning their advisors may be accomplished at the Student Services counter in the Admissions office.

Student Orientation

The Student Orientation Program is designed to facilitate transition into college life.

All first-time, full-time students (regardless of hours earned while high school students) and students who have not earned more than 12 hours of previous college credit will be involved in this orientation process. Participation in this program allows the student to become more familiar with peers, college faculty, career objectives, and advisors.

On-Campus Residence Halls

Living on campus at Colby Community College is fun and convenient. Being a part of campus housing puts you only steps away from any place on campus. More than a place to live, Residence Halls are social centers, a place to study and a focus for student life. The two residence halls at Colby Community College house 270 students, with 120 men and women in Living Center East and 160 in Living Center Northeast.

Additional conveniences offered by the Residence Halls include coin-operated laundry facilities, microwave, piano, pool table, computers, a lounge with television and Internet service.

Each Residence Hall has an outdoor barbecue grill and a recreation area. Each Residence Hall is under the supervision of a coordinator and employs resident assistants.

Students living on campus are provided with meals in the cafeteria which is located in the Student Union.

Off-Campus Living

Colby Community College provides a monthly listing of housing registered with the college. This list is available to all students in the Admissions Office in the Student Union.

Childcare Referral Assistance

Colby Community College Childcare Resource and Referral service is available to all students with childcare needs.

The Resource and Referral (R & R) will assist in locating available, quality, licensed childcare. This referral service is available in all 105 counties of Kansas and is free of charge. The R&R office is located in the Smith Room in the lower level of the H. F. Davis Library Building, 785-460-5482, or use the toll free number, 888-634-9350.

Computer Service

Colby Community College provides computer for use by students. No fee is charged to the student for computer usage. Students have access to computers in the following locations:

1. Bedker Memorial Complex, Rooms 704, 706, 707
2. Comprehensive Learning Center in Library
3. Student Union
4. Residence Halls Lobbies (student must be living in residence hall)

These computers are for STUDENT USE ONLY. Most computer rooms are open for students every weekday and weekends as posted. The Comprehensive Learning Center and Bedker Memorial Complex will post available hours on the door and on the website.

The Comprehensive Learning Center

The Comprehensive Learning Center (CLC), located in H.F. Davis Memorial Library, offers service to help students reach their academic goals. The computer-assisted learning lab employs certified peer tutors who assist students in courses at no cost to students. Drop-ins are always welcome.

The CLC also offers supplemental materials to aid students in math, science, English, social science, business and humanities courses. These materials include computer-assisted instruction, video tapes, audio tapes and instructors' notebooks.

Students have access to computers, Internet, and printers.

Developmental classes are taught in reading, writing and math. These classes help prepare students for college course work.

The well-qualified staff in the CLC are enthusiastic and very willing to help students. The CLC is considered an integral part of instruction at Colby Community College.

H. F. Davis Memorial Library

Centrally located on the campus, the H. F. Davis Memorial Library supports a positive learning experience by providing service to all in the CCC community--faculty, students and citizens of northwest Kansas. The library includes such services as computer searching, fax services, a photocopy machine, and study and browsing areas.

The library holdings include 28,000 volumes of books; over 300 print, bound and microfilmed periodicals; various audio-visual resources and U.S. Government Publications and Kansas State Documents and online databases.

Microfilm reader-printers and audio-visual equipment are available for use. Interlibrary loan services are extended to all patrons. For more information about the library, please consult a librarian or call (785) 460-5487.



Student Activities

Student Clubs and Organizations

Colby Community College offers a variety of clubs and organizations for students. Listed below are the various clubs and organizations (they may require instructor permission):

- Academic Bowl
- Alpha Rho Tau (Art Club)
- Band Club
- Block & Bridle Club
- Circle K
- Collegiate Farm Bureau
- Council of Associate Degree Nursing Students (COADNS)
- Council of Practical Nursing Students (COPNS)
- Criminal Justice Club
- Equestrian Team
- Intercollegiate Horse Show Association
- International Student Club
- KNEA Student Organization
- Livestock Judging Team
- OPTIC
- Phi Beta Lambda (PBL - Business Club)
- Phi Theta Kappa (Honor Society)
- PTA Club (Physical Therapist Assistant)
- Rodeo Club
- Student Broadcasters Association (SBA)
- Student Senate
- Student Veterinary Technician Association (SVTA)
- Sunflower Singers
- Massage Therapy Club

Student Government

The Student Government represents the needs and concerns of the entire student body. They coordinate dances, movie nights, bowling, and other social activities.

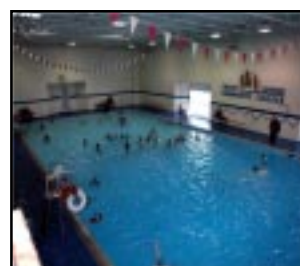
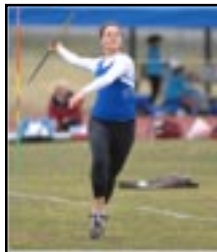
Elections for class representatives are in the fall and officers are elected in the spring of each year. You must be a full-time student to run for Student Government. If you wish to speak with your representatives, stop by the Student Government Office in the Admissions area (Student Union).

Intramurals

The primary purpose of intramurals is to provide recreation for CCC students. Several different sports are offered throughout the school year under the direction of an intramural coordinator. During the year you can participate in a variety of activities such as volleyball, basketball, softball, and baseball.

Facilities

Colby Community College offers a wide range of facilities for recreation, activities, and entertainment. The swimming pool, gym, tennis courts, and handball courts are available and open for students to use at designated times. Living centers also have facilities for social and recreation areas.



Community Service

Community Education

Colby Community College has defined Community Education as a process of providing leadership and bringing the community of northwest Kansas and its resources together to improve the quality of life, particularly as it affects the opportunities for each individual to achieve maximum development. It also reflects the desire on the part of Colby Community College to become an integral part of the cultural, educational, social and intellectual life of the community of northwest Kansas.

Community Service

The Community Service program provides special educational, cultural and service-oriented programs beyond the regular campus activities. These programs and services are designed to serve all age groups. Examples include a variety of special workshops and seminars designed to be responsive to the needs of the community.

Outreach Classes

Classes from each academic division of the college are offered in the outreach program. The outreach takes learning to the student. Twenty-plus centers in the 14 county service area of northwest Kansas host classes. A local coordinator is available in each center to assist with enrolling and to ascertain the educational needs in the community.

Classes for High School Students

A cooperative program exists between area high schools and Colby Community College. It provides an opportunity for high school sophomores, juniors and seniors to take college courses. Classes are organized to be taught in the high school as part of the high school schedule or after regular school hours. Written permission of the high school principal is required for high school students to participate in the program.

Gifted students may complete college credit courses. Written permission of the school principal is required along with a photocopy of the current IEP which recommends the student to complete college credit work. This applies directly to all high school students, sophomores through seniors

Adult Basic Education - General Educational Development

The Adult Basic Education program is for adults who lack basic skills and for non-English speaking adults. The program also prepares adults to take the General Educational Development (GED) tests. These tests are developed by the American Council on Education to enable persons who have not graduated from high school to demonstrate the attainment of developed abilities normally acquired through completion of a high school program of study. The tests cover five subject areas: mathematics, writing, reading, social studies and science.

Fundamental to the program's success has been the acceptance of the GED tests as a valid means of awarding a high school diploma. All 50 United States, the District of Columbia, U.S. insular areas and freely associated states, and 11 Canadian provinces and territories use scores earned on the GED tests as a basis for awarding high school credentials. Recent national surveys confirm that most employers and training programs consider applicants who hold a GED credential in the same manner as those who hold traditional high school diplomas. In addition, most colleges' and universities' admissions guidelines will accept GED score reports instead of complete high school transcripts.

An "on-demand" transitional course will be provided for students who plan to attend college.

Continuing Education

New learning, knowledge, research and laws are constantly prompting changes, and Colby Community College extends opportunities in continuing education for the health, legal, business and industrial community. A variety of workshops, seminars and programs are developed according to need for each of these professions. Many of these special workshops, seminars and programs carry continuing education unit value.

Continuing Education Unit (CEU)

Colby Community College has adopted a continuing education unit as the mode of measurement for all appropriate continuing education programs. All educational work has value whether it can be applied to a college program or not. The continuing education unit recognizes all educational programs that are non-credit and indicates the amount of effort to finish them.

Senior Citizens Grant

All individuals 65 and older are eligible to take classes at a reduced "special" rate. This tuition grant program does not apply to classes that are offered for no college credit.

Retired Senior Volunteer Program (RSVP)

This program is open to individuals 55 years of age and older. Through a variety of volunteer stations in four northwest Kansas counties, these senior citizens volunteer in an activity or program suiting their interests and abilities while serving community needs.



Distance Learning

Online Courses for the e-Learning Community

Colby Community College has an state-of-the-art online learning management system (LMS) for the e-Learning community. Online courses can be taken anywhere using a PC and Internet Access. Classes are offered in online, hybrid (60% classroom time, 40% online), and/or accelerated formats.

e-Learning courses are designed, developed and delivered to meet the needs of today's high-tech students. e-Learning's diverse course offerings are ideal for the busy professional, international student and others too far from campus for a daily commute, or too busy with other obligations to attend traditional

e-Learning courses allow the student to advance their professional development, work toward a degree, acquire transferable college credits, acquire skills needed for a career change, or fulfill the need for life-long learning.

EduKan Mission Statement

EduKan provides access to quality higher education through degrees, certificates, individual courses, support services and emerging market-driven programming. We accessible, convenient and affordable.

EduKan Vision Statement

EduKan will be a technologically advanced, collaborative, self-sustaining, learning-centered, premier distance education provider.

- Quality education
- Highly motivated and qualified faculty
- An array of high quality courses and degrees that meet current and emerging needs
- Premier support services that enhance the learning environment
- Convenient, efficient and affordable

Businesses, public and private organizations, and other colleges will be partners with EduKan to expand the educational and training opportunities for students. EduKan is recognized nationally for its instruction, service and accessibility.

Mission and Vision

Colby Community College is a participating institution in the EduKan Online Consortium and, therefore, supports its mission and vision.

EduKan

EduKan is an alternative delivery system that Colby Community College offers to all students who may desire the opportunity and the flexibility of doing coursework through the Internet. Five community colleges in Kansas have joined in producing various courses that can be taken individually, or when combined with courses already taken, to lead to an Associate in Arts, Associate in Science or an Associate in General Studies degree.

Students enroll online, do coursework online, and receive credit through Colby Community College. For questions regarding course credit or graduation requirements, contact the CCC Registrar's Office.

EduKan courses are not designed as open entry/open exit. They have specified beginning and ending dates within the semester.

(See following paragraphs on Assessment and Prerequisites.)

Registration on EduKan

When the student registers in EduKan and selects Colby Community College, the student is also enrolling as a Colby Community College student. The student must arrange for payment for courses through the Colby Community College business office prior to the first day of class. For questions, contact the Director of EduKan, 1-877-433-8526.

Admissions Before Enrollment

When a student registers online, the Registrar at the college receives an email notification of the enrollment. The student is admitted to the college and is contacted by the Registrar to complete the procedure. This adds to the student's sense of community. EduKan students complete the same admissions documentation required for on-campus students.

Access Class

To log on to class(es), go to the EduKan web page www.edukan.org and choose Login from the menu on the left-hand side. Enter login identification and password. The student may click on the link below the login boxes to receive a password via e-mail.

The student will be taken to the home page after successfully logging on. The student name will be at the top of the page on the left-hand side. Links to various places including the bookstore will be in the left-hand menu. The classes will be listed on the right-hand side.

To access a class, simply click on that class. Classes cannot be accessed until the classes are paid for.

NOTE: Classes will have a pending status until payment. Please contact the student accounts office at Colby Community College or the Director of EduKan (1-877-433-8526) if status remains pending after payment.

A new student is encouraged to use the orientation classes that are on the home page to become familiar with the system.

Advising

Experienced advisors are available to assist with academic advising. Advisors assist students who are planning to pursue courses online, or have general questions about associate degree transfer programs. It is important for students to work with an advisor when planning to use these courses to add to a degree program.

Assessment

Most of the EduKan courses are open enrollment. However, some courses have prerequisites in order to assure that students are prepared to take the courses. These courses are predominately math and English courses; developmental courses are also available online. Students can meet the requirements with either the appropriate COMPASS scores, ACT scores, SAT scores, or a "C" or better in the preceding course. Students can take the COMPASS test at no charge on each of the campuses and at other institutions of higher education across the state.

Distance Learning

Prerequisites

There are some EduKan courses that require the student to satisfy a prerequisite before enrolling. The purpose of this is to increase the likelihood of a successful experience in the class. In order to be accepted into the class by the college registrar, the student needs to show proof that prerequisites are completed.

Math & English Prerequisites

1. Provide a college transcript showing the successful completion of a prerequisite course. Grade should be "C" or higher.
2. Submit standardized test scores. Either ACT, SAT, or COMPASS test scores may be used for this purpose. (Scores need to be within the past two years.) Below are the minimum cut-off scores required to begin the course:

Current prerequisite scores are available on the EduKan web site or by calling the Registrar's office.

If the student is using a college transcript of previous course work for the prerequisite, the student must request that the former college send an official transcript to the Registrar's Office of the selected EduKan college campus. The student transcript needs to be on file by the day the course starts. If the student is using ACT or SAT scores, the student must request that ACT or SAT send a copy of their scores to the Registrar's Office of the selected EduKan college campus. Scores must be on file by the time the course starts. ACT scores must be no more than two years old.

If the student wishes to use COMPASS test scores, the student must request an official score report be sent from the college where the student took the COMPASS test to the Admissions Office of the selected EduKan college campus. Scores must be on file by the time the course starts. If the student has not completed prerequisites through previous college courses and if the student does not have ACT, SAT, or COMPASS test scores, the student is encouraged to make arrangements with the selected EduKan college campus for COMPASS testing or to locate a community college near the student's home and arrange for COMPASS testing.

Some other courses such as Accounting I & II, Microbiology Anatomy, and Physiology I & II, and English Composition II have prerequisites. These are usually the completion of a lower level course with a C or better. Please check the course syllabus on the web site at www.edukan.org for further details.

Financial Aid

Colby Community College participates in the Title IV Federal Financial Aid programs. These include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitive Grant and the guaranteed student loan programs. Eligible students can receive federal student assistance to pay educational costs for courses from these institutions, whether taught in a conventional manner or in an alternative method such as EduKan. Credit and enrollment should be from only one member school, and that school must handle financial assistance. For more information click on Financial Aid under the Financial Aid Info link on the web page www.edukan.org or contact the Financial Aid office at 1-888-634-9350.

For further information on specific dates for each semester, visit the Semester Dates link under Academic Policy on the web page www.edukan.org.

Refunds

One hundred percent of tuition for EduKan classes will be refunded, if a student withdraws with notice by the **specific refund date** listed on the web page www.edukan.org (see "Academic Info" and "Semester Dates"). **NO refund** is available to the student after that point. However, Title IV funds will be returned to their sources, for all students whose tuition is paid by Title IV funds according to the Refund/Repayment or Return of Title IV Funds policy, whichever is applicable. Students can be required to return Title IV funds as well. Failure to do so can result in termination of Federal Aid eligibility.

Drop Class

What if the student finds this class is not for him/her? The student can drop the class from the home page by clicking on the Drop link in the left-hand menu during the first two weeks of class. If the student drops the class during this time period, a full refund will be received. After the drop date (which is published on the EduKan Website) a student may drop classes with a WP or WF grade and no refund up to two weeks before the end of class (one week in an 8-week session). A student who wishes to drop a class after the first two weeks of class can do so by contacting the Registrar via email or letter.

How do I order my books?

The student registered for courses offered through the EduKan colleges may purchase course materials from eCampus.com. This website provides online, Internet ordering via a virtual bookstore as well as toll-free phone (1-800-325-3252) and a fax number (1-800-499-0143). The student may purchase materials by using any major credit card or money order. The student may purchase new or used books (subject to availability) and in most cases will be able to sell books back at the end of the semester by following specific instructions outlined on the site.

The link to the bookstore can be found on the web page under Student Services. Once the student is an enrolled EduKan student, a direct link on the home page to the EduKan bookstore of eCampus.com gives information for ordering books. Order books early to avoid special delivery fees.

Interactive Television

Interactive television classroom are available on the Colby Community College campus that utilizes other connections. Classes for both community education and the Licensed Practical Nursing Program are regularly provided to Norton. Also, many Dental Hygiene courses are delivered from Wausau, Wisconsin, to the Colby campus through this system.

Colby Community College and Fort Hays State University have worked together to bring upper-division courses to Colby. Two classrooms are equipped with desktop video systems. Bachelor and master's degree credit from Fort Hays State University became available in 2002. This interactive television system also links Colby Community College with Barton County, Dodge City, Garden City, Pratt, and Seward County Community Colleges.

The availability of ITV has increased opportunities for students, community groups, and college personnel. The ability to communicate from community-to-community or with an out-of-state location has expanded due to the availability of this technology. Interactive technology will continue to be a tool utilized by Colby Community College toward achieving the institutional mission to provide opportunities through a variety of educational programs and appropriate related offerings.

Colby Community College Programs of Study

Programs with selective admissions are Dental Hygiene, Physical Therapist Assistant, Practical Nursing, Associate Degree Nursing, Veterinary Technology and Massage Therapy

Associate of Applied Science

Broadcasting
Business Management and Administration
Computer Specialist
Criminal Justice
Dental Hygienist
Farm and Ranch Management
Horse Production and Management
Nursing (ADN)
Physical Therapist Assistant
Sustainable/Renewable Energy
Veterinary Technology

The following certificates are under the umbrella AAS programs above. The student is able to complete a Technical Certificate the first year with the completion of the AAS the second year.

Technical Certificates

Farm & Ranch Management: Beef Management
Business Management and Administration:
 Administrative Office Professional
 Accounting
 Hospitality Management
 Management/Marketing
 Medical Office Specialist
Broadcasting: Radio Announcing
Computer Specialist:
 Computer Support Specialist
 Computer Support Specialist - Hardware
 Computer Support Specialist - Software
Sustainable/Renewable Energy:
 Sustainable/Renewable Energy
 Small Wind Technology

One Year Technical Certificate

Feedlot
Health Specialist
Massage Therapy
Practical Nursing

Certificate of Completion

Activities Director
Certified Nurse Aide (CNA)
Certified Medication Aide (CMA)
Entrepreneurship
Home Health Aide
Emergency Medical Technician (EMT)
Leadership
Restorative Aide
Social Service Designee
Solar Photovoltaic
Wind (Energy)

Associate of Science: Pre-Professional

Pre-Chiropractic
Pre-Dentistry
Pre-Medicine
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Medicine

Associate of Arts

Communication:

Agriculture Communication-Journalism
Broadcasting
General Communication-Journalism
Public Relations & Marketing
Criminal Justice/Pre-Law
Entrepreneurship
Early Childhood Education
Elementary Education
English
General Studies
Graphic Design
History
Music
Physical Education/Athletic Training
Political Science
Psychology
Secondary Education
Social Work
Sociology
Visual Arts

Associate of Science

Agri-Business or Agriculture Economics
Agriculture Education
Agriculture Journalism
Agronomy
Alternative Energy
Animal Science
Biological Science
Business Administration/Accounting
Business Education
Chemistry
Computer Science
Earth/Geology/Natural Science
Engineering
Equine Science
Farm & Ranch Management
General Business
General Studies
Mathematics
Milling Science
Physical Education/Exercise Physiology
Physical Science
Physics
Wildlife Biology

Associate of Arts: Pre-Professional

(Pre-Medical) Nursing

Agriculture & Veterinary Technology

Livestock Judging Team

The Livestock Judging program at Colby Community College has a rich history and is an intensive, demanding activity focusing on livestock evaluation and selection. Team members learn visual appraisal skills and become highly accomplished speakers.

Team members are expected to be leaders in both livestock judging and the classroom. Many former judging team members have transferred to some of the top four-year institutions to continue their education and judging careers.

The ability to formulate swift, precise decisions and defend those assessments accurately and confidently are the primary skills gained while a member of the livestock judging team. These skills make judging students highly marketable graduates. Past Colby Community College livestock judging team members presently serve as field representatives, sales persons, ranch managers, livestock buyers, and a wealth of other career areas.

Intercollegiate Horse Show Team

The team consists of up to 30 riders and students who participate within a four-state region in eight shows per year. Students compete against others within their level of riding experience in both hunt seat and western divisions. The Intercollegiate Horse Show Association (IHSA) is designed to allow students to compete regardless of level of riding experience or horse ownership. Students practice on college and individually-owned horses.

Block and Bridle Club

The Block and Bridle Club at Colby Community College is patterned after other Block and Bridle Clubs from four-year schools across the country and is a member of the National Block and Bridle Organization.

The Block and Bridle Club unites students for extracurricular activities. Members participate in social and educational activities at local, state and national levels.

Membership is open to all students at Colby Community College who are interested in animals.

Intercollegiate Rodeo

Colby Community College is a member of the National Intercollegiate Rodeo Association and competes in the Central Plains Region, one of the most competitive regions in the nation.

CCC students enter 10 rodeos each year, seeking to qualify for the National Finals.

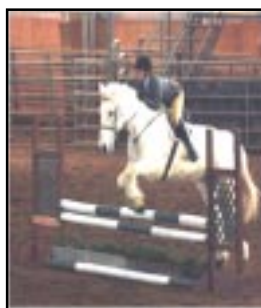
Scholarships are offered, based on individual merit and performance.

Colby Community College, in the great high plains of northwest Kansas, is an excellent setting for Intercollegiate Rodeo. Team members have extensive practice opportunities and facilities, as well as top quality competition.

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should plan to use the elective hours to fulfill additional requirements of the four-year institution.

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

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Associate of Science: Agri-Business or Agriculture Economics Agriculture Education Agriculture Journalism

This course of study is a transfer program for the student interested in preparing for a career in agriculture or agri-business, including specialization in production marketing supplies or management, Agriculture Journalism and/or a career as a teacher of Vocational Agriculture in high school. The Associate of Science Degree is awarded to students fulfilling the requirements of the program.

To meet the mandated requirements students must complete the General Education Component.

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Natural Science - Gen. Ed.	5
	Mathematics - Gen. Ed.	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
Declared Ag Business and Business Majors may also use business courses. 22 hours minimum		
Additional Electives		8 hours
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

Agricultural Component Elective Hours:

AG106	Principles of Agricultural Economics
AG107	Crop Science with Lab
AG109	Farm Records & Accounts
AG117	Soils with Lab
AG118	Marketing Agricultural Products
AG125	Techniques of Livestock Selection
AG126	Principles of Livestock Nutrition
AG149	Principles of Animal Science
AG150	Principles of Animal Science Lab
AG153	Reproduction of Farm Animals
AG205	Agricultural Finance
AG209	Agricultural Law
AG226	Applied Livestock Nutrition
AG240	Market Beef Production
AG245	Advanced Livestock Judging
AG247	Animal Breeding
AG249	Artificial Insemination
AG293	Agriculture Entomology

Suggested Programs of Study

Agri-Business or Agriculture Economics		
Suggested Electives		30 hrs
Number	Course Name	Hr.
AG106	Principles of Agricultural Economics	3
AG107	Crop Science with Lab	4
AG117	Soils with Lab	4
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
BI100	General Biology with Lab	4
	Advanced Math General Ed	3-5
	Agricultural Component Electives	9

Agriculture Education		
Suggested Electives		30 hrs
Number	Course Name	Hr.
AG106	Principles of Agricultural Economics	3
AG107	Crop Science with Lab	4
AG117	Soils with Lab	4
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG209	Agricultural Law	2
BI100	General Biology with Lab	4
	Agricultural Component Electives	6

Agriculture Journalism		
Suggested Electives		30 hrs
Number	Course Name	Hr.
AG106	Principles of Agricultural Economics	3
AG107	Crop Science with Lab	4
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
BI177	Principles of Biology with Lab	5
CO176	Intro to Computer Concepts & Applications	3
BU212	Business Communications	3
	Agricultural Component Electives	9

Associate of Science:

Agronomy Animal Science Milling Science

These courses of study are transfer programs for the student interested in a career within the realm of agronomy, horticulture or forestry, livestock and meat industry, including an opportunity to specialize in the area of management, breeding, selection, nutrition or meat science, or learn the total operations of flour milling and related areas by gaining a broad background of scientific knowledge of the cereal-grain milling industries and grain products. The Associate of Science Degree is awarded to students fulfilling the requirements of the program. **To meet the mandated requirements students must complete the General Education Component.**

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
	Suggested - SP176 Public Speaking	
<i>Natural Science and Math 8 hours</i>		
	Natural Science - Gen. Ed.	5
	Suggested - CH177 Chemistry I	
	Mathematics - Gen. Ed.	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
22 hours minimum		
Additional Electives		8 hours
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

Suggested Program of Study

Agronomy		
Suggested Electives		30 hrs
Number	Course Name	Hr.
AG106	Principles of Agricultural Economics	3
AG107	Crop Science with Lab	4
AG117	Soils with Lab	3
AG149	Principles of Animal Science	3
BI177	Principles of Biology with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
PH207	College Physics I with Lab	5
	Advanced Math General Ed	3-5

Suggested Programs of Study

Animal Science		
Suggested Electives		30 hrs
Number	Course Name	Hr.
AG106	Principles of Agricultural Economics	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG226	Applied Livestock Nutrition	3
AG247	Animal Breeding	1
BI177	Principles of Biology with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CO176	Intro to Computer Concepts & Applications	3
	Advanced Math General Ed	3-5

Milling Science		
Suggested Electives		30 hrs
Number	Course Name	Hr.
AG106	Principles of Agricultural Economics	3
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
CH225	Organic Chemistry I w/Lab	5
CH235	Organic Chemistry II w/Lab	5
EC277	Principles of Microeconomics	3
MA205	Elements of Statistics	3
MA220	Analytical Geometry & Calc I	5
MA230	Analytical Geometry & Calc II	5
PH207	College Physics I w/Lab	5
PH227	College Physics II w/Lab	5
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5

**Agricultural Component/Elective
Hours: listed on page 40**

Associate of Science: Equine Science

This course of study is a transfer program for the student interested in the equine industry, including an opportunity to specialize in the area of management, breeding, selection, nutrition or training. To meet the mandated requirements students must complete the General Education Component. The Associate of Science Degree is awarded to students fulfilling the requirements of the program.

To meet the mandated requirements students must complete the General Education Component.

Suggested Program of Study

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Natural Science - Gen. Ed.	5
	Suggested - CH177 Chemistry I w/Lab	
	Mathematics - Gen. Ed.	3
	Suggested - MA178 College Algebra	
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Suggested - EC276 Principles of Macroeconomics or EC277 Principles of Microeconomics	
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component 22 hours minimum		
See advisor for appropriate course work selection		
Suggested Electives		22 hrs
AG106	Principles of Agricultural Economics	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG226	Applied Livestock Nutrition	3
BI177	Principles of Biology with Lab	5
CH178	Chemistry II with Lab	5
Suggested AG / Horse Program Electives		8 hrs
AG153	Reproduction of Farm Animals	3
AG176	Horse Production	3
AG259	Equine Reproduction	1
AG261	Equine Anatomy	1
Minimum credit hours to graduate:		62

Associate of Applied Science: Horse Production and Management

This course of study is designed for students who wish to pursue a career in the horse production field, and for students who desire direct entry into occupations relating to the equine industry. The curriculum involves both classroom and applied study, primarily aimed at the production aspects of the horse industry. At the conclusion of the program, students take an exam to demonstrate competencies needed for success in the chosen vocational area of horse production. Students pursuing direct entry into the equine industry are expected to complete an 8 to 26 week internship in their chosen field of equine production. The Associate of Applied Science Degree is awarded to students who fulfill the program requirements.

This program is approved by the Kansas Board of Regents and must be completed per the curriculum guide.

Number	Course Name	Hr.
General Education Component		15 hrs
EN176	English Composition I	3
	Oral Communication Gen. Ed.	3
	General Education Courses	9
Specialization/Contextual Component		47 hrs
AG101	Agriculture Orientation	1
AG109	Farm Records and Accounts	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG153	Reproduction of Farm Animals	3
AG168	Equine Management Technology I	4
AG169	Equine Management Technology II	4
AG176	Horse Production	3
AG226	Applied Livestock Nutrition	3
AG239	Ag E-Marketing & Web Design	2
AG259	Equine Reproduction	1
AG261	Equine Anatomy	1
AG268	Equine Management Technology III	4
AG269	Equine Management Technology IV	4
AG290	Agriculture Equipment Safety	1
	Agricultural Component Electives	6
Credit hours required to graduate:		62

Agricultural Component/Elective Hours: listed on page 40



Associate of Science: Farm & Ranch

This program of study is designed for the student planning on a career in Agriculture with the intent of transferring to a four-year baccalaureate degree program in Animal Science, General Agriculture, or Ag Business. The following represents a **suggested program of study** and is intended to meet typical requirements within these disciplines of a transfer institution. The Associate of Science Degree is awarded to students fulfilling the requirements of the program. **To meet the mandated requirements students must complete the General Education Component.**

Number	Course Name	Hr.
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
22 hours minimum		
See advisor for appropriate course work selection		
Suggested Electives		22 hrs
AG106	Principles of Agricultural Economics	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG153	Reproduction of Farm Animals	3
AG226	Applied Livestock Nutrition	3
AG290	Agriculture Equipment Safety	1
BI100	General Biology w/Lab	4
Suggested AG / Farm & Ranch Program Electives		8 hrs
AG232	Farm and Ranch Mgmt Techniques I	4
AG233	Farm and Ranch Mgmt Techniques II	4
	Ag Electives (See page 39)	1
Minimum credit hours to graduate:		62

AAS/Certificates are approved by the Kansas Board of Regents and must be completed per the curriculum guide.

Feedlot Certification

The Feedlot Certification program is a one-year program designed to prepare students for a career in the feedlot industry. The students enrolled in this program gain experience in cattle handling, animal health, cattle feeding, and feedlot management practices before being certified. Prior to being certified, students will be evaluated by a participating area feedlot company under industry working conditions. Certified employees have greater income and professional potential versus their uncertified counterparts.

Associate of Applied Science: Farm and Ranch Management

The Farm and Ranch Management program is designed for students who plan to pursue a career in some phase of production agriculture. It involves intensive preparation and training in agricultural science, agricultural business and agricultural economics. Students enrolled in the program have the opportunity to complete a Technical Certificate in Beef Management and then complete the Associate of Applied Science: Farm Ranch Management. Students in these programs gain hands-on experience by working with the college-maintained livestock.

Beef Management Technical Certificate		
Number	Course Name	Hr.
AG109	Farm Records & Accounts	3
AG 131	Range Management or AG118 Marketing of Ag Products	3
AG151	Beef Science I	3
AG226	Applied Livestock Nutrition	3
AG240	Market Beef Production	3
AG249	Artificial Insemination	2
AG252	Beef Management Techniques I	4
AG253	Beef Management Tehcniques II	4
Credit hours required to graduate:		25

AAS Farm & Ranch Mgmt Degree Completion		
TECH CERT BEEF MGMT CREDIT HOURS		25
Number	Course Name	Hr.
GENERAL EDUCATION COMPONENT		15 hrs
EN176	English Composition I	3
	General Education (see pg 17-18)	3
	Natural Science/Mathematics - Gen.Ed	3-5
	Oral Communications - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
FARM & RANCH MGMT COMPONENT		24 hrs
AG101	Agriculture Orientation	1
AG106	Principles of Agricultural Economics	3
AG125	Techniques of Livestock Selection	2
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG153	Reproduction of Farm Animals	3
AG232	Farm & Ranch Management Techniques I	4
AG233	Farm & Ranch Management Techniques II	4
AG290	Agriculture Equipment Safety	1
Credit hours required to graduate:		64

Feedlot Certification		
AG101	Agriculture Orientation	1
Program Component		
Number	Course Name	Hr.
AG109	Farm Records & Accounts	3
AG118	Marketing of Agricultural Products	3
AG180	Feedlot Management Techniques I	4
AG232	Farm & Ranch Management Techniques I	4
AG236	Farm Welding	3
AG240	Market Beef Production	3
AG280	Feedlot Management Techniques II	8
AG290	Agriculture Equipment Safety	1
Credit hours required to graduate:		30

Veterinary Technology

This program is designed to graduate up to 27 students per year; therefore, enrollment is limited. It is designed to prepare graduates to become veterinary technicians who assist practicing veterinarians or as veterinary technicians in veterinary medical laboratories or in a variety of other settings. This course of study is the only program in Kansas fully accredited by the American Veterinary Medical Association. In addition, it was one of the first veterinary technology programs established in the United States. The program offers promising careers for people interested in paraprofessional occupations in the field of veterinary medicine.

National attention has been given to the need for veterinary technicians to help with general animal hospital activities, allowing veterinarians to spend more time with their patients. The graduates from this program receive collegiate-level training in science, language arts, and business as well as vocational training in areas of assistance to the veterinarian.

AVMA Accredited

The Veterinary Technology program at Colby Community College is based on American Veterinary Medical Association guidelines and is approved by the Kansas Veterinary Medical Association. It was examined in September 1974 and accredited in December of that year. Full accreditation has been maintained since that time.

Our curriculum and course of study will continue to be periodically examined by the Advisory Committee on Para-Professional Programs, a standing committee of the Kansas Veterinary Medical Association, as well as the Committee on Veterinary Technician Education and Activities (C.V.T.E.A.) of the American Veterinary Medical Association.

An Associate of Applied Science Degree is earned by those completing this course of study. Graduates take the Veterinary Technician National Examination and state qualifying examinations to become credentialed Veterinary Technicians. Credentialing requires continuing education, adherence to strict ethical and legal codes and quality technical training at an approved school. Graduates may become members of the Kansas Veterinary Technicians Association, which sponsors annual continuing education seminars for its members.

The program is directed by a Kansas licensed veterinarian. All clinical instruction is given by professional personnel in a school clinical pathology laboratory and an animal laboratory using small and large animal x-ray, surgical nursing, and animal nursing facilities.

Associate of Applied Science: Veterinary Technology**

Veterinary Technology Program Goals

1. Provide individuals with the knowledge required to adapt to any veterinary employer's needs.
2. Establish a foundation on which the veterinarian can give advanced training with a minimum of time and effort.
3. Develop a paraprofessional with the skills of an x-ray, anesthetic, laboratory, medical and surgical technicians.
4. Provide training to veterinary technician students to allow them to perform, under the supervision of a veterinarian, all skills allowed by state law. These include all skills except diagnosing, performing surgery and prescribing drugs. Those tasks are limited to licensed veterinarians.

Admission Eligibility

****This program requires selective admission.**

Entrance Requirements:

Minimum academic qualifications are a high school diploma or GED, a composite ACT score of 18 or higher, or a 2.5 GPA or higher in the last 12 hours of required Veterinary Technology Program prerequisite courses completed within the past 5 years. (See program of study for a list of required general education courses.) Applicants must qualify to enroll in EN176 English Composition I which requires one of the following:

- 1) Completion of EN176 English Composition with a "C" or better.
- 2) Have a COMPASS Writing score of 55 or higher and a COMPASS Reading score of 73 or higher.
- 3) Have an ACT English score of 18 or higher and an ACT Reading score of 18 or higher.

Applicants must qualify to enroll in MA108 Math for Health Professionals, which requires an ACT Math Score of 14 or higher.

Entrance Recommendations

- a. High school keyboarding
- b. High school biology
- c. High school chemistry
- d. High school algebra

Application Procedure

1. Complete the college's application for admission
2. Complete the Veterinary Technology Program application packet:
 - a. Special application for the Veterinary Technology Program, including resume and paragraph on goals and expectations
 - b. Completed reference forms from two references
 - c. Completed reference waiver/non-waiver
 - d. Completed veterinary practice observation/work experience form
 - e. Official ACT scores
 - f. Official high school transcripts
 - g. Official college transcripts

The deadline for submitting the completed application is March 15. Applications received after the March 15 deadline will be accepted on a space-available basis. The procedure for evaluating applicants is stated in the Veterinary Technology Application Packet.

Deferred Enrollment

Students who have been provisionally accepted into the Veterinary Technology Program may elect to defer enrollment for one year prior to the original spring semester (third term) starting date for their graduating class. Students must notify the Program Director in writing of their intent to defer enrollment at least four weeks prior to the start of fall (second term) classes. The open position will then be offered to the next qualified applicant on the waiting list.

Colby Community College uses mandatory placement in English and math. Students who are required to take developmental courses may not be able to complete this program as outlined.

Associate of Applied Science: Veterinary Technology Curriculum

The prerequisites for this program start in the summer term.

Prerequisites total 25 credit hours.

Program specific courses total 59 credit hours.

Total required for graduation is 84 credit hours.

This program is approved by the Kansas Board of Regents, therefore, it must be completed per the curriculum guide.

Program Entry

Veterinary Technician students must purchase a smock, coveralls, watch and rubber boots. Rabies pre-exposure immunization is strongly recommended.

Student Veterinary Technician Association (SVTA)

Membership in SVTA is open to all Veterinary Technology students at Colby Community College. Eligible students are encouraged to become active participants. In this club, which provides professional, social, and community service opportunities, SVTA members may become student members of both state and national veterinary technician associations.

Activities include community and campus projects that promote the profession of Veterinary Technology. Students learn team work and communication skills while developing professional pride and lifelong friendships.

Each year the organization takes a college-sponsored field trip to visit a zoo, aquarium or attend a Veterinary Technician conference. Group fundraising activities help make the trips affordable to all members.

Career Opportunities

Graduates of the Colby Community College Veterinary Technology Program continue to find abundant job opportunities. Although most are employed by veterinarians in private practice, some find employment under a veterinarian's supervision in zoos, colleges and universities, commercial laboratories, cattle feedlots, dairies, and horse farms. Veterinarians are continuing to learn more about the role of graduate technicians and their potential to benefit their veterinary practice. Veterinary technicians can increase a veterinarian's efficiency and profit by adding services to the practice, improving the quality of services rendered and increasing the practice's professional image.

Technical Standards

The technical standards for enrollment and participation in the Veterinary Technology Program are available upon request. Students must be able to satisfy the required technical standards described in these documents.

First Term - Summer Prerequisites

EN176	English Composition I	3
CH176	Fundamentals of Chemistry w/Lab	5
Total		8

Second Term - Fall Prerequisites

AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AL102	Medical Terminology	1
BI177	Principles of Biology w/Lab (preferred) or	
BI285	Zoology w/Lab	5
	Social/Behavioral Science - Gen.Ed.	3
SP101	Fundamentals of Oral Communications or	
SP176	Public Speaking	3
VT115	Introduction to Veterinary Technology	1
Total		17

Third Term - Spring

MA108	Math for Health Professionals & Vet Tech	2
VT120	Animal Facility Management I	1
VT125	Cooperative Education Preparation	.5
VT130	Veterinary Clinical Procedures	3
VT131	Veterinary Clinical Laboratory Procedures Lab	2
VT140	Anat & Phys of Domestic Animals	3
VT141	Anat & Phys of Domestic Animals Lab	1
VT145	Intro to Clinical Laboratory Techniques	1
VT146	Intro to Clinical Lab Techniques Lab	2
VT150	Pharmacology for Veterinary Technicians	2
Total		17.5

Fourth Term - Summer

VT167	Cooperative Education Experience I	3
VT267	Cooperative Education Experience II	3
Total		6

Fifth Term - Fall

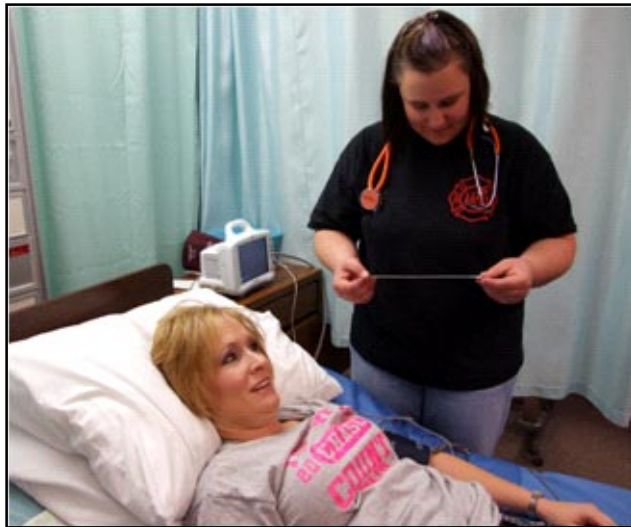
VT219	Preceptorship Seminar	.5
VT230	Large Animal Health Management	3
VT236	Principles of Anesthesiology & Radiology	3
VT237	Prin of Anesthesiology & Radiology Lab	2
VT240	Clinical Laboratory Procedures I	1
VT241	Clinical Laboratory Procedures I Lab	2
VT245	Lab Animal & Exotic Animal Medicine	2
VT246	Lab Animal & Exotic Animal Med Lab	1
VT250	Animal Facility Management II	1
VT255	Small Animal Nutrition	2
VT260	Large Animal Technology	1
Total		18.5

Sixth Term - Spring

BT203	Veterinary Office & Computer Skills	2
VT210	VT National Exam Preparation	1
VT219	Preceptorship Seminar	1
VT265	Animal Facility Management III	1
VT270	Small Animal Clinical Medicine	1
VT275	Vet Surgical Nursing & Clinical Skills	3
VT276	Vet Surgical Nursing & Clinical Skills Lab	2
VT280	Clinical Lab Procedures II	2
VT281	Clinical Lab Procedures II Lab	2
VT285	Microbiology for Veterinary Technicians	2
VT286	Microbiology for Veterinary Technicians Lab	1
Total		17

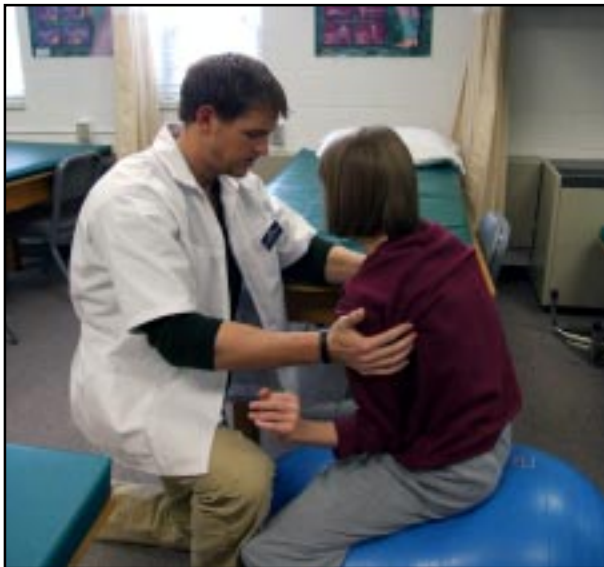
Credit hours required for graduation 85

Allied Health



Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

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Associate of Applied Science: Dental Hygienist

Student dental hygienists focus on the assessment, control, and prevention of dental disease. They learn to inspect the mouth and remove deposits and stains from teeth. They are trained to expose and process dental x-rays and counsel patients in preventive dental care. They work as members of a dental health team. Graduates find employment in public and private dental practices, overseas, hospitals, research, and community dental health facilities. Students are prepared to take national and regional practical examinations required for licensure. Students are also prepared to take licensure examinations for the state(s) of their choice.

Associate Degree Program Awarded in Coordination with Northcentral Technical College (NTC) Wausau, Wisconsin

Locations: Wausau, Wisconsin and Colby, Kansas.

Program Description

Colby Community College collaborates with Northcentral Technical College in Wausau, WI. Northcentral Technical College and Colby Community College are accredited by the American Dental Association Commission on Dental Accreditation. Northcentral Technical College has been authorized by the Kansas Board of Regents to award the AAS Dental Hygienist Degree to Colby Community College students.

Programs Graduate Goals/Outcomes

The graduate of the Dental Hygiene program will:

1. Meet the dental health needs of individuals and groups.
2. Customize and proceed with emergency care protocol based on recognizing symptoms of medical/dental emergencies.
3. Utilize most current infection control guidelines and safety precautions in all laboratory, clinical, and rotation settings.
4. Apply principles of dental practice management as a member of a dental health team.
5. Demonstrate ethical and professional behavior in all roles as a dental hygienist.

Program Entry

This program requires selective admission by Wausau and Colby.

CCC students will be interviewed each spring.

Students should check the CCC dental hygiene website for details on how to submit a complete portfolio.

Students apply for admission to this program by contacting the CCC Program Liaison. Application for admission should be made to both Colby Community College and Northcentral Technical College Wausau, Wisconsin.

Students should check the CCC dental hygiene web page for complete details.

Program requirements students **MUST** meet before entering the program:

- **Complete:** All prerequisite classes with a "C" or higher.

Program Counselor

Erica Maleski (NTC) 715-675-3331, ext 1487

Program Site Director

Bobette Maier, RDH (CCC) 785-460-5449

Lecture only. Originates from NTC

+ NTC requirement =4 hours; CCC course hours may differ

Personal Traits

- A self starter
- Good manual dexterity
- Good vision
- The ability to achieve in a science-based curriculum and proficiency in oral and written communications
- The ability to work in close proximity with people of all ages
- A team player

CCC Curriculum PRE-Program Hours

CH176	Chemistry I	5
Students should have completed college chemistry within the last five years. High School chemistry taken in the previous five years will be accepted.		
BI276	Anatomy & Physiology I w/Lab and	4
BI277	Anatomy & Physiology II w/Lab or	4
BI278	Anatomy & Physiology	5
BI280	Principles of Microbiology	4
DH298	Dental Hygiene Biochemistry w/Lab	3
EN176	English Composition I	3
PS176	General Psychology	3
SO176	Introduction to Sociology	3
SP101	Fundamentals of Oral Communication	3
EC277	Principles of Microeconomics or	
PS276	Development Psychology	3

CCC Curriculum Program Hours

First Semester - Fall

DH100	Dental Hygiene Orientation	1
DH103	Dental Health Safety	1
DH104	Dental Hygiene Process I	4
DH109	Dental Radiography	2
DH122	OA Embryology & Histology	4

Second Semester - Spring

*10-508-107	Dental Hygiene Ethics & Professionalism	1
*10-508-109	Cariology	1
*10-508-110	Nutrition & Oral Health	2
*10-508-111	General & Oral Pathology	3
DH112	Dental Hygiene Process II	4
DH115	Periodontology	3

Third Semester - Fall

*10-508-114	Dental Pharmacology	2
*10-508-115	Community Dental Health	2
DH105	Dental Materials	2
DH210	Dental Hygiene Process III	5
DH215	Dental Pain Management	1

Fourth Semester - Spring

DH203	Transition into DH Practice	1
DH212	Dental Hygiene Process IV	4

Total Credits Required for Graduation 69

Health Assistant Specialist

This is a certificate program to enhance your education while working in the Long Term Care setting. Students with this certificate work with the elderly and need a variety of courses to improve the care given to this population.

Health Assistant Specialist Certificate		
Number	Course Name	Hr.
AL102	Medical Terminology	1
AL104	Certified Nurse Aide	5
AL110	Certified Medication Aide	4
PI276	Introduction to Ethics	3
PS225	Death and Dying	1
Credit hours to graduate:		14



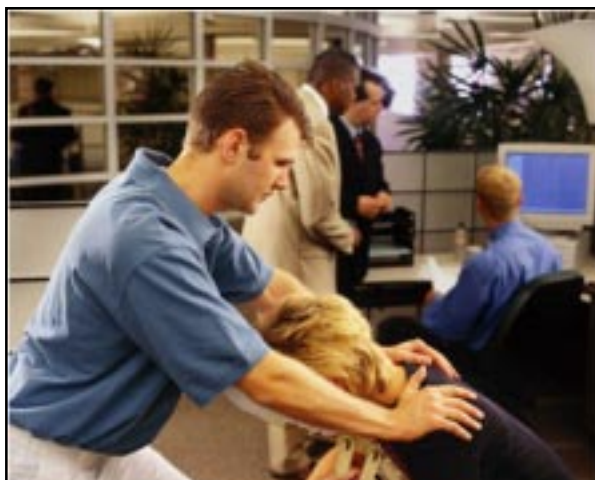
Massage Therapy Certificate

Therapeutic massage is among the fastest growing occupations in the nation and continues to increase its acceptance as both an alternative and complimentary modality in the medical industry. The spa industry continues to expand as our society becomes more complex and stressful.

This certificate is for those persons who want to begin a full- or part-time career in therapeutic massage and bodywork. The curriculum meets the standards for acceptance into the American Massage Therapy Association and is focused on structural anatomy and physiology. The class is limited to 12 students.

This program requires two semesters to complete. It is designed to prepare the student for eligibility to take the National Certification Examination for Therapeutic Massage. Requirements for acceptance into the program includes a high school diploma or equivalent, ACT, SAT or Compass Test scores, and interview with the Program Director

Number	Course Name	Hr.
Specialization/Contextual Program Component		
MT120	Structural Anatomy	2
MT130	Basic Massage Techniques	2
MT140	Ethics & Business Practices for Massage Therapy	2
MT150	Massage Lab I	4
MT160	Massage Clinic I	2
MT178	Anatomy & Physiology for Massage Therapy I	2
MT220	Pathology Basics for Massage Therapy	2
MT230	Advanced Massage Techniques	2
MT240	Kinesiology for Massage Therapy	2
MT250	Massage Lab II	4
MT260	Massage Clinic II	2
MT278	Anatomy & Physiology for Massage Therapy II	2
MT299	Massage Therapy Externship	3
Credit hours required to graduate:		31



Nursing Certificate: Practical Nursing

A career in nursing provides a wide variety of job opportunities and job security. Nurses practice in hospitals and long term care facilities but also in community agencies which may include care of infants, children, adults, or the elderly. Colby Community College offers a Certificate in Practical Nursing offered at Colby, Goodland, and Norton. Successful completion qualifies the student to be eligible to apply to write the licensure exam for practical nursing. An Associate in Applied Science Degree in Nursing, which qualifies the student to apply to write the licensure exam for registered nursing, is offered only at Colby. Pre-nursing courses necessary to work toward a baccalaureate degree in nursing are also available.

The nursing curriculum includes nursing and non-nursing courses which help develop well-rounded, competent nurses. Coursework includes classroom, laboratory, and clinical experiences. Supervised client care experiences occur in hospitals and long term care facilities with a number of observational experiences at additional facilities such as a day care centers. Contact the Nursing Department for further information at 785-460-4797.

Both programs require selective admission

Practical Nursing Curriculum

The certificate program is offered at the Colby campus, at the Norton Annex, Norton, Kansas, and at the Goodland Annex, Goodland, Kansas.

The graduate is eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Because of limited enrollment, application to the Department of Nursing should be made early. The selection process occurs in early spring each year.

****Prerequisite courses which may be completed within five years prior to beginning the first year of practical nursing courses.**

Number	Course Name	Hr.
Prerequisites		12 hours
AL101	Basic Nutrition	3
AL102	Medical Terminology*	1
BI278	Anatomy & Physiology with Lab*	5
PS276	Developmental Psychology*	3
*Must have been taken within the past 5 years		
Summer		
NS100	Fundamentals of Nursing with Lab	4
Fall		
NS112	KSPN Gerontology Nursing	2
NS122	KSPN Pharmacology	3
NS134	KSPN Foundations of Nursing	4
NS134	KSPN Foundations Clinical	2
NS145	KSPN Maternal & Child Care I	2
NS145	KSPN Maternal & Child Care Clinical	1
Spring		
NS156	KSPN Mental Health Nursing	2
NS167	KSPN Medical Surgical Nursing I	4
NS167	KSPN Med/Surgical I Clinical	3
NS178	KSPN Medical Surgical Nursing II	4
NS178	KSPN Med/Surgical II Clinical	3
Credit hours to graduate:		46

The nursing program is comprised of semester hours. 16 contact hours = 1 semester credit hour. Theory hour ratio is 1:1. Clinical/lab contact hours to credit hour ratio is 3:1. For example: A 3-credit hour course will generate 32 contact hours (2 credits) of theory and 48 contact hours (1 credit) of clinical/lab.

Associate of Applied Science: Nursing

ADN Curriculum

The student MUST be a Licensed Practical Nurse(LPN) to be admitted to the ADN program.

This program of study prepares the student to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The ADN year curriculum is only offered on the Colby campus although theory content can be received at the Annex sites through ITV.

Because of the limited enrollment, application to the Department of Nursing should be made early. The selection process occurs in early spring each year.

Articulation to the second year of the RN program is available for those who have completed a Practical Nursing program and who have successfully passed NCLEX-PN.

CCC offers the option of a night ADN program. Application is also available to RRTs or MICTs with one-year experience to complete three transition courses prior to admittance into the ADN program.

Number	Course Name	Hr.
Fall		
PI276	Introduction to Ethics *	3
*Must have been taken within the past 5 yrs		
NS280	Nursing Microbiology with Lab**	2
**See note below		
PS176	General Psychology	3
NS156	KSPN Mental Health Nursing	3
NS220	Maternal Child Care II	3
Spring		
EN176	English Composition I	3
	Oral Communications - Gen. Ed.	3
NS215	Professional Issues in Nursing	1
NS225	Medical Surgical Nursing III	4
NS235	Medical Surgical Nursing IV	4
Credit hours to graduate:		29

Total PN/ADN Program Hours 75

****Most BSN programs require 4-5 credit hours of Microbiology. Please consult with your nursing advisor prior to enrolling in Microbiology.** Individuals who plan to transfer to a four-year school or who plan to complete one of the other degrees should meet with a nursing advisor to plan his/her program of study.

Associate of Applied Science: Physical Therapist Assistant

***This program requires selective admission to the sophomore year.**

The PTA program is planned in accordance with the established standards of the Commission on Accreditation in Physical Therapy Education. Upon satisfactory completion of this program, the student receives an Associate of Applied Science Degree and qualifies to take a state certification examination. The curriculum is arranged in a 1 + 1 format. The freshman year (pre-PTA) is open to all students and consists of general education courses. Admission to the sophomore year is limited. An interview process occurs each spring before the start of the sophomore year. The PTA program has an 20% (3-year average) attrition rate in the sophomore year. Board pass rate (3-year average) is 95%.

Number	Course Name	Hr.
Orientation		
PT103	Current Issues in PT	
SO100	Student Success Seminar (Optional)	1
General Education Component		24 hrs
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
EN176	English Composition I	3
EN177	English Composition II	3
PH101	Our Physical World with Lab (Optional)	5
PS176	General Psychology	3
PS276	Developmental Psychology	3
PE107	Concepts of Wellness	1
SP101	Fundamentals of Oral Communication	3
Specialization & Related Contextual Component		50 hrs
AL102	Medical Terminology	1
PT205	Introduction to Physical Therapy (Optional)	1
PT210	Physical Therapy Procedures I	6
PT215	Clinical Affiliations I	3
PT220	Physical Therapy Procedures II	6
PT222	Medical Lectures	5
PT225	Clinical Affiliations II	3
PT226	Clinical Affiliations III Lecture	1
PT227	Clinical Affiliations III Practicum	8
PT230	Physical Therapy Procedures III	6
PT231	Physical Therapy Procedures IV	6
PT239	Functional Musculoskeletal Anatomy	4
PT242	Physical Therapy Seminar	1
Credit hours required to graduate		74
7 credit hrs optional = 81 credit hours		

Career Opportunities

This ever-changing healthcare field does not guarantee placement at every location, but it does offer a wealth of rewards when employed. Current starting wages range from \$18 - \$27 per hour in Kansas and neighboring states.

General Allied Health

Colby Community College offers a number of general courses in Allied Health for developing job entry skills or updating professional training. Participants may earn certificates, college credit or continuing education units. Many of the General Allied Health courses are offered in outreach centers and as seminars or workshops.

Emergency Medical Training

Number	Course Name	Hr.
AL125	Emergency Medical Training	12

Students must also take the State Licensing Exam to qualify.

Home Health Aide

Number	Course Name	Hr.
AL117	Home Health Aide	1

Must have Nurse Aide Licensure Approval

Students must also take the State Licensing Exam to qualify.

Medication Aide

Number	Course Name	Hr.
AL110	Medication Aide	4

Must have Nurse Aide Licensure Approval

Students must also take the State Licensing Exam to qualify.

For subsequent required updates the following are offered:

AL123	Medication Aide Update I	1
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Nursing Home Personnel Courses

Number	Course Name	Hr.
SO132	Cert Training - Social Services Designee	2
SO133	Cert Training - Activities Director	2

Nurse Aide

Number	Course Name	Hr.
AL104	Nurse Aide	5

Students must also take the State Licensing Exam to qualify.

Restorative Aide

Number	Course Name	Hr.
AL116	Restorative Aide	2

Must have Nurse Aide Licensure Approval

Alternative Energy Sustainable/Renewable Energy

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Technical Certificate: Sustainable/Renewable Energy Small Wind Technology	52

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.



Associate of Science: Alternative Energy

Alternative Energy graduates have opportunities in business and industry related to energy, green technologies construction, and many additional fields. The curriculum gives the student a broad based comprehensive education to prepare for transfer. Graduates are exposed to a broad background in science and energy.

To meet the mandated requirements students must complete the General Education Component.

Suggested Program of Study

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Business or Computer Component		22 hours minimum
Additional Electives		8 hours
See advisor & suggested electives for appropriate course work selection		
Suggested Alternative Energy Electives		8 hrs
AE176	Introduction to Wind & Other Alternative Energy	1
AE177	Wind Engineering Concepts	3
AE178	AG / Rural Wind Applications	3
AE179	Community Wind	3
AE180	Wind/Solar PV Hybrid Systems	3
AE181	Small Wind Turbines	3
AE199	Introductory Craft Skills	5
AE275	Introduction to Solar Photovoltaics	2
AE276	Introduction to Energy Technologies	3
AE277	Basics: Small Photovoltaic Systems	3
AE279	Solar Photovoltaic Intermediate	3
AE280	Solar Photovoltaic Advanced	3
AE298	Capstone	5
Minimum credit hours to graduate:		62

Associate of Applied Science: Sustainable/Renewable Energy

Technical Certificates: Sustainable/Renewable Energy, Small Wind Technology

This program is divided into two one-year certificates from which the student may choose. They are Sustainable/Renewable Energy or Small Wind Technology which includes additional completion of a 12-credit hour technical track (Wind, Solar Photovoltaic) to work toward the AAS. The curriculum provides specific skill sets along with business and general education needed in the field. Students will be prepared to work with diversity of Alternative Energy sectors and need a variety of courses to improve their skills in the working field.

This program is approved by the Kansas Board of Regents and it must be completed per the curriculum guides.

AAS Sustainable/Renewable Energy Degree Completion		
Technical Certificate Credit Hours		37
Number	Course Name	Hr.
General Education Component		17 hrs
EN176	English Composition I	3
	Natural Science - Gen. Ed.	5
SP106	Interpersonal Communications or	
SP176	Public Speaking	3
	Gen. Ed. Electives (see pg 17-18)	6
Additional Technical Track		12 hrs
Wind Technical Track or Solar Photovoltaic Technical Track		
Credit hours required to graduate:		66

Technical Tracks (each track 12 hrs)		
Number	Course Name	
Solar Photovoltaic Track (each course 3 cr hrs)		
AE278	Small Photovoltaic System Basics	
AE279	Solar Photovoltaic Intermediate	
AE280	Solar Photovoltaic Advanced	
AE281	Solar Installation	
Wind Track (each course 3 cr hrs)		
AE177	Wind Engineering Concepts	
AE178	AG / Rural Wind Applications	
AE179	Community Wind	
AE180	Wind/Solar PV Hybrid Systems	

Sustainable/Renewable Technical Certificate		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
AE190	Electronics	3
AE199	Introductory Craft Skills	5
AE276	Introduction to Energy Technologies	3
AE298	Capstone	4
EG200	Engineering	3
Technical Track (see list)		12
Technical Electives		6
AE176	Introduction to Wind & Alternative Energy (1 cr hr)	
AE181	Small Wind Turbines (3 cr hrs)	
AE240	Data Analysis and Reporting (3 cr hrs)	
AE241	Power Storage/Transmission and Conversion (3 cr hrs)	
Credit hours required to graduate		37

Small Wind Technology Technical Certificate		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
AE181	Small Wind Turbines	3
AE190	Electronics	3
AE199	Introductory Craft Skills	5
AE276	Introduction to Energy Technologies	3
AE298	Capstone	4
EG200	Engineering	3
Wind Technical Track		12
AE177	Wind Engineering Concepts	
AE178	AG/Rural Wind Applications	
AE179	Community Wind	
AE180	Wind/Solar PV Hybrid Systems	
Technical Electives		3
AE176	Introduction to Wind & Alternative Energy (1 cr hrs)	
AE240	Data Analysis and Reporting (3 cr hrs)	
AE241	Power Storage/Transmission and Conversion (3 cr hrs)	
AE275	Introduction to Solar Photovoltaics (2 cr hrs)	
Credit hours required to graduate		37

Behavioral Science

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Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.



Associate of Arts: Political Science, Psychology, Social Work, Sociology

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should use the elective hours to fulfill additional requirements of the four-year institution. These program of studies may be modified to reflect student interest, and/or the requirements of a particular transfer institution.

To meet the mandated requirements students must complete the General Education Component.

Suggested Programs of Study

**Psychology - Only 3 workshops may count towards graduation.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications - Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Science with Lab - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen.Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
Electives		22 hrs
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

Political Science		
Suggested Electives		22 hrs
Number	Course Name	Hr.
CJ110	Introduction to Criminal Justice	3
PI200	Philosophy of Thought and Logic	3
PO105	State and Local Government	3
PO176	American Government	3
SO182	Sociology of Families	3

Psychology		
Suggested Electives		22 hrs
Number	Course Name	Hr.
CO176	Intro to Computer Concepts & Applications	3
MA205	Elements of Statistics	3
PS112	Anger/Stress**	1
PS162	Topics in Applied Psychology	1
PS206	Social Psychology	3
PS225	Death & Dying **	1
PS280	Child Development	3
SO135	Women's Studies: A Transitional View	3
SO186	Social Problems	3

Social Work		
Suggested Electives		22 hrs
Number	Course Name	Hr.
AL102	Medical Terminology	1
CO176	Intro to Computer Concepts & Applications	3
MA205	Elements of Statistics	3
PS162	Topics in Applied Psychology	1
PS206	Social Psychology	3
PS225	Death & Dying	1
SO135	Women's Studies: A Transitional View	3
SO180	Human Potentials	3
SO186	Social Problems	3

Sociology		
Suggested Electives		22 hrs
Number	Course Name	Hr.
AN177	Cultural Anthropology	3
CO176	Intro to Computer Concepts & Applications	3
EC276	Principles of Macroeconomics	3
MA205	Elements of Statistics	3
PO176	American Government	3
PS214	Abnormal Psychology	3
PS225	Death & Dying	3
SO182	Sociology of Families	3
SO180	Human Potentials	3

Does not fulfill Kansas Transfer & Articulation Requirements (see page 17 note).

Business

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Computer Specialist	
Technical Certificate:	
Computer Support Specialist	
Computer Specialist-Hardware	
Computer Specialist-Software	

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

The Leadership Certificate curriculum is comprised of 9 courses for a total of 27 hours. All classes are accelerated to meet the demands of working professionals. The certificate will provide students with the skills to improve their leadership capabilities. Our faculty is committed to student and community leadership development. Over the course of the certificate students will develop a personal leadership plan to guide their success.

Leadership Certificate		
Number	Course Name	Hr.
BU131	Organizational Leadership	3
BU132	Transformational Leadership & Innovations	3
BU133	Critical & Creative Thinking in Business	3
BU134	Organizational Theory and Design	3
BU140	Global Leadership in Business	3
BU141	Leading Organizational Change	3
BU142	Theory of Leadership in Business	3
BU143	Human Behavior in Organizations	3
BU144	Organizational Knowledge Management	3
Credit hours		27



Associate of Science:

Business Administration/Accounting, Business Education, General Business

To meet the mandated requirements students must complete the General Education Component.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
Declared Ag and Business Majors may also use business courses. 22 hours minimum		
Additional Electives 8 hours		
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program and complete the requirements to teach at the secondary level. Students completing this course of study earn an Associate of Science Degree.

Business Education		
Number	Course Name	Hr.
Professional Component		15 hrs
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BU217	The Legal Environment of Business	3
EC276	Principles of Macroeconomics	3
BT107	Keyboarding	3
ED177	Foundations of Modern Education	3
Business Component		15 hrs
AC178	Accounting II	3
AC257	Managerial Accounting	3
BU178	Introduction to Business	3
BU253	Business Finance	3
CO176	Intro to Computer Concepts & Applications	3

Suggested Programs of Study

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program in **business administration, accounting, management, marketing, or finance**. The following suggested program of study is adapted to meet the requirements of the transfer institutions. Students completing this course of study earn an Associate of Science Degree.

This program of study can be adjusted to meet the needs of the transfer student.

Business Administration/Accounting		
Number	Course Name	Hr.
Professional Component		15 hrs
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BU178	Introduction to Business	3
BU217	The Legal Environment of Business	3
MA205	Elements of Statistics	3
MA210	Calculus: For Business & Liberal Arts	3
Business Component		15 hrs
AC178	Accounting II	3
AC257	Managerial Accounting	3
CO176	Intro to Computer Concepts & Applications	3
EC276	Principles of Macroeconomics	3
EC277	Principles of Microeconomics	3

This course of study is a transfer program for the student still deciding on a major field of study. The student completing the following program of study will be awarded the Associate of Science Degree.

General Business		
Number	Course Name	Hr.
General Business Components		15 hrs
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
AG106	Principles of Ag. Economics	3
AG109	Farm Records & Accounts	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU237	Principles of Management	3
CO176	Introduction to Computer Concepts & Applications	3
EC277	Principles of Microeconomics	3
EC278	Principles of Macroeconomics	3
Remaining Hours:		15 hrs
Additional math, science, accounting, economics, business and computer hours		

Associate of Applied Science:
Business Management and Administration
Technical Certificates: Accounting,
Administrative Office Professional, Hospitality Management

The Business Management and Administration Program offers two-year degree options, as well as Certificates in Accounting, Administrative Office Professional, Hospitality Management, Management/Marketing and Medical Office Specialist. Each of the five degree options includes a business core for developing a general knowledge of business and a professional concentration. The Associate of Applied Science Degree provides the education necessary to enter the job market above the entry level.

This program is approved by the Kansas Board of Regents and it must be completed per the curriculum guides.

AAS Business Management and Administration Degree Completion		
Technical Certificate Credit Hours		32
Number	Course Name	Hr.
General Education Component		16 hrs
SO100	Student Success Seminar	1
BU212	Business Communications	3
EC176	Principles of Microeconomics	3
EC276	Principles of Macroeconomics	3
PI276	Introduction to Ethics	3
	Oral Communications - Gen. Ed.	3
Business Component		18 hrs
BU178	Introduction to Business	3
BU217	The Legal Environment of Business	3
BU221	Human Resource Management	3
BU225	Marketing	3
BU253	Business Finance	3
BU237	Principles of Management	3
Credit hours required to graduate:		66

Administrative Office Professional Technical Certificate		
Number	Course Name	Hr.
AC177	Accounting 1	3
AC219	QuickBooks	3
BT200	Electronic Transcription	3
BT212	Applied Office Procedures	5
BT218	Advanced Word Processing	3
BU298	Seminar in Business & Management	3
CO176	Intro to Computer Concepts & Applications	3
CO186	Introduction to Database	3
CO223	Advanced Electronic Spreadsheets	3
CO276	Web Page Design	3
Credit hours required to graduate:		32

Accounting Technical Certificate		
Number	Course Name	Hr.
AC177	Accounting I	3
AC178	Accounting II	3
AC208	Computerized Accounting Applications	3
AC219	QuickBooks	3
AC247	Income Tax I	3
AC257	Managerial Accounting	3
BU160	Introduction to Entrepreneurship	3
BU222	Customer Service	3
BU241	Management of Small Business	3
BU298	Seminar in Business & Management	2
CO176	Intro to Computer Concepts & Applications	3
Credit hours required to graduate:		32

Hospitality Management Technical Certificate		
Number	Course Name	Hr.
AC177	Accounting I	3
AC219	QuickBooks	3
BU157	Trends in Hospitality Management	3
BU160	Introduction to Entrepreneurship	3
BU241	Management of Small Business	3
BU245	Principles of Selling	3
BU255	Lodging Management	3
BU257	Restaurant & Beverage Management	3
BU259	Domestic & International Tourism	3
BU298	Seminar in Business & Management	2
CO176	Intro to Computer Concepts & Applications	3
Credit hours required to graduate:		32

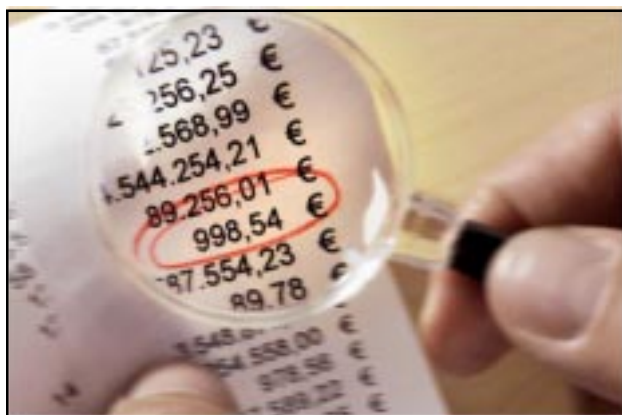
Associate of Applied Science:
Business Management and Administration
Technical Certificates: Management/Marketing,
Medical Office Specialist

Research indicates that employers are eager to hire professionals with well-developed business skills, the ability to use computer technology to complete projects, and a positive attitude toward their work. Office professionals who demonstrate these characteristics and qualifications are in great demand. Prospects of employment in this field are excellent, with career opportunities in both rural and metropolitan areas.

This program is approved by the Kansas Board of Regents and it must be completed per the curriculum guides.

AAS Business Management and Administration Degree Completion		
Technical Certificate Credit Hours		32
Number	Course Name	Hr.
General Education Component		16 hrs
SO100	Student Success Seminar	1
BU212	Business Communications	3
EC277	Principles of Microeconomics	3
EC276	Principles of Macroeconomics	3
PI276	Introduction to Ethics	3
	Oral Communications - Gen. Ed.	3
Business Component		18 hrs
BU178	Introduction to Business	3
BU217	The Legal Environment of Business	3
BU221	Human Resource Management	3
BU225	Marketing	3
BU253	Business Finance	3
BU237	Principles of Management	3
Credit hours required to graduate:		66

Management / Marketing Technical Certificate		
Number	Course Name	Hr.
AC177	Accounting I	3
AC178	Accounting II	3
AC219	Quickbooks	3
AC257	Managerial Accounting	3
BU157	Trends in Hospitality Management	3
BU160	Introduction to Entrepreneurship	3
BU241	Management of Small Business	3
BU244	Retail Management	3
BU245	Principles of Selling	3
BU298	Seminar in Business & Management	2
CO176	Intro to Computer Concepts & Applications	3
Credit hours required to graduate:		32



Medical Office Specialist Technical Certificate		
Number	Course Name	Hr.
AC176	Accounting Fundamentals	3
AC219	QuickBooks	3
AL102	Medical Terminology	1
BT200	Electronic Transcription	3
BT205	Medical Office Procedures	5
BT206	Medisoft	2
BT218	Advanced Word Processing	3
BU298	Seminar in Business & Management	3
CO176	Intro to Computer Concepts & Applications	3
CO186	Introduction to Database	3
CO276	Web Page Design	3
Credit hours required to graduate:		32

Associate of Applied Science: Computer Specialist

Career Opportunities

Computer Support Specialists are in high demand. There are approximately 565,7000 Computer Support Specialists in America. The average salary for someone working in the field is \$47,000.

This program is approved by the Kansas Board of Regents and it must be completed per the curriculum guides.

Computer Support Specialist Technical Certificate		
Number	Course Name	Hr.
AR125	Computer Graphics I	3
AR225	Computer Graphics II	3
BT218	Advanced Word Processing	3
BU222	Customer Service	3
BU281	Effective Time Management	1
BU298	Seminar in Business Management	3
CO176	Introduction to Computer Concepts & Applications	3
CO186	Introduction to Database	3
CO199	Introduction to Operating Systems & Network Concepts	3
CO223	Advanced Electronic Spreadsheets	3
CO276	Web Page Design	3
CS115	HTML Programming Language	3
CS125	Visual Basic Language Programming	3
Total Credit Hours:		37

Computer Specialist - Hardware Technical Certificate		
Number	Course Name	Hr.
BU281	Effective Time Management	1
BU282	Cyber Security	3
BU283	Cyber Forensics	3
BU298	Seminar in Business Management	3
CO135	C Language Programming	3
CO166	Cisco Networking Technologies I	3
CO167	Cisco Networking Technologies II	3
CO176	Introduction to Computer Concepts & Applications	3
CO199	Introduction to Operating Systems & Network Concepts	3
CO266	Cisco Networking Technologies III	3
CO276	Web Page Design	3
CS115	HTML Language Programming	3
CS125	Visual Basic Language Programming	3
Total Credit Hours:		37

Computer Specialist - Software Technical Certificate		
Number	Course Name	Hr.
AC219	QuickBooks	3
AR125	Computer Graphics I	3
AR225	Computer Graphics II	3
BT218	Advanced Word Processing	3
BU222	Customer Service	3
BU225	Marketing	3
BU281	Effective Time Management	1
BU298	Seminar in Business Management	3
CO176	Introduction to Computer Concepts & Applications	3
CO186	Introduction to Database	3
CO199	Introduction to Operating Systems & Network Concepts	3
CO223	Advanced Electronic Spreadsheets	3
CO276	Web Page Design	3
Total Credit Hours:		37

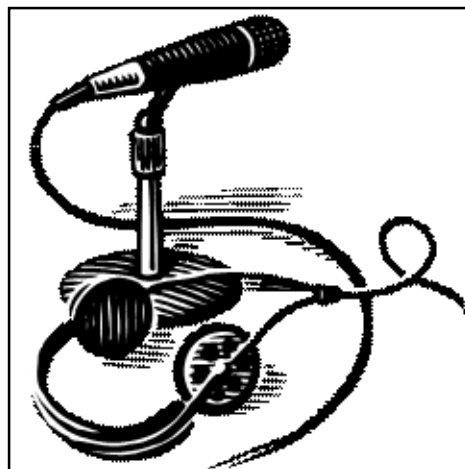
AAS Computer Specialist Degree Completion		
Technical Certificate Credit Hours		37
Number	Course Name	Hr.
General Education Component		(16 hrs)
SO100	Student Success Seminar	1
BU212	Business Communications	3
EC276	Principles of Macroeconomics	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed. (see pg 17-18)	3
SP101	Fundamentals of Oral Communication	3
Business Component		(12 hrs)
AC101	Accounting Fundamentals or	
AC177	Accounting I	3
BU178	Introduction to Business	3
BU217	The Legal Environment of Business	3
EC277	Principles of Microeconomics	3
Total Credit Hours to Graduate:		65

Communications

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.



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Agriculture Communication-Journalism	
Broadcasting	
General Communication - Journalism	
Public Relations & Marketing	
Associate of Applied Science:	62
Broadcasting	
Technical Certificate:	
Radio Announcing	



Associate of Arts:
Agriculture Communication - Journalism
Broadcasting
General Communication - Journalism
Public Relations & Marketing

This course of study is designed as a transfer program for students interested in pursuing further education in the field of Agriculture Communication, Agriculture Journalism, Broadcasting, General Communication, General Journalism or Public Relations & Marketing. In addition to fulfilling the departmental requirements in this field of study, students must also complete the mandated requirements for the Associate of Arts Degree established by the Kansas Board of Regents and Colby Community College.

To meet the mandated requirements students must complete the General Education requirements.

Suggested Programs of Study

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Ag. Orientation or	
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
Electives		22 hrs
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

<i>Agriculture Communication-Journalism</i>		
Suggested Electives		22 hrs
Number	Course Name	Hr.
AG106	Principles of Agricultural Economics	3
AG118	Marketing of Agricultural Products	3
BU212	Business Communications	3
BU222	Customer Service	3
CO176	Intro to Computer Concepts & Applications	3
	Ag Elective or Broadcasting Electives	9
See page 40 for Ag Electives or		
page 62 for Broadcasting/Radio		
Announcing Electives within the		
Certificate and the A.A.S.		

<i>Broadcasting</i>		
Suggested Electives		22 hrs
Number	Course Name	Hr.
BU212	Business Communications	3
RT103	Introduction to Radio Announcing	3
RT111	Intro to Radio Production & Copywriting	3
RT112	Radio On-Air Performance Critique I	1
RT168	Radio On-Air Performance I	2
RT220	Broadcast Sales & Marketing	3
	Broadcasting Electives	9
See Broadcasting/Radio Announcing		
courses listed on pg 62 within the		
Certificate and the A.A.S.		

<i>Public Relations & Marketing</i>		
Suggested Electives		22 hrs
Number	Course Name	Hr.
AR125	Computer Graphics I	3
BU212	Business Communications	3
BU222	Customer Relations	3
BU225	Marketing	3
BU231	Principles of Advertising	3
BU245	Principles of Selling	3
RT111	Intro to Radio Production & Copywriting	3
RT220	Broadcast Sales & Marketing	3

<i>General Communication-Journalism</i>		
Suggested Electives		22 hrs
Number	Course Name	Hr.
AR125	Computer Graphics I	3
AR225	Computer Graphics II	3
BU212	Business Communications	3
BU222	Customer Service	3
BU231	Principles of Advertising	3
CO176	Intro to Computer Concepts & Applications	3
RT111	Intro to Radio Production & Copywriting	3
RT220	Broadcasting Sales & Marketing	3

Associate of Applied Science: Broadcasting

This intensive program requires time spent in broadcast control and production studios and is recommended for students who wish to enter the broadcasting field immediately after graduation. This is not a transfer degree and is not recommended for students transferring to a four-year school. Emphasis is placed on practical application as well as theory. Students develop the skills required for entry into the broadcasting industry.

This program is approved by the Kansas Board of Regents and it must be completed per the curriculum guides.

Radio Announcing Technical Certificate		
Number	Course Name	Hr.
BU212	Business Communications	3
CO176	Intro to Computer Concepts & Applications	3
RT103	Intro to Radio Announcing	3
RT111	Intro to Radio Production & Copywriting	3
RT112	Radio On-Air Performance Critique I	1
RT113	Radio On-Air Performance Critique II	1
RT168	Radio On-Air Performance I	2
RT169	Radio On-Air Performance II	2
RT219	Advanced Radio Production & Copywriting	3
RT220	Broadcast Sales & Marketing	3
RT221	Advanced Radio Announcing	3
Credit hours required to graduate:		27



AAS Broadcasting		
Technical Certificate Credit Hours		27
Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (15 hrs)		
EN176	English Composition I	3
	Mathematics - Gen. Ed. (see pg 17-18)	3
SP101	Fundamentals of Oral Communication or	
SP176	Public Speaking	3
SP106	Interpersonal Communications	3
	Social/Behavioral Science - Gen. Ed. (see pg 17-18)	3
Broadcasting Component (9 hrs)		
RT212	Radio On Air Critique III	1
RT213	Radio On Air Critique IV	1
RT222	Advanced Broadcast Sales & Marketing	3
RT268	Radio On Air Performance III	2
RT269	Radio On Air Performance IV	2
Broadcasting/Computer Electives (10 hrs)		
BU222	Customer Service	3
BU245	Principles of Selling	3
BU281	Effective Time Management	1
RT188	Sports Broadcasting I	3
RT189	Sports Broadcasting II	3
RT299	Directed Study in Radio	3
Credit hours required to graduate:		62

Career Opportunities

CCC is proud to offer a broadcasting curriculum that places students in jobs in the broadcasting industry. Our graduates have been exposed to both the theories and the practical application of broadcasting. The success of our program is measured by the extent to which we are serving the needs of the broadcasting industry by providing them with trained employees. Our placement record proves that the broadcasting program at Colby Community College is extremely successful.

Criminal Justice

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Students must complete 62 hours of credit with at least a 2.0 GPA on a 4.0 scale to meet graduation requirements for an Associate of Applied Science or Associate of Arts degree. Developmental course credits do not apply toward graduation requirements. The General Education Requirements for an Associate of Applied Science Degree seek to provide each student with a body of knowledge that is both broad and necessary to support the applied career skills. These requirements provide the opportunity for the students to grow in their knowledge and appreciation of the rich variety of human achievements necessary for success in the criminal justice industry.

Associate of Applied Science: Criminal Justice

This intensive program is recommended for students who wish to enter the Criminal Justice field shortly after graduation. This degree option is not generally recommended for students transferring to a four-year school. Emphasis is placed on practical application as well as theory. Students develop the skills required for entry into Criminal Justice or related industries.

This program is approved by the Kansas Board of Regents and must be completed per the curriculum guide below.

Number	Course Name	Hr.
General Education Component		15 hrs
EN176	English Composition I	3
	Oral Communication - Gen. Ed.	3
	General Education Courses (pg 17-18)	9
Specialization/Contextual Component		19 hrs
SO100	Student Success Seminar	1
CJ110	Introduction to Criminal Justice	3
CJ210	Introduction to Juvenile Justice	3
CJ211	Introduction to Law Enforcement or	
CJ212	Introduction to Corrections	3
CJ214	Principles of Investigation	3
CJ215	Criminal Law	3
CJ240	Agency Administrative & Management	3
Criminal Justice Electives		28 hrs
Total credit hours to graduate:		62

Criminal Justice Electives

AN185	Introduction to Forensic Anthropology
BU282	Cyber Security
BU283	Cyber Forensics
CJ110	Introduction to Criminal Justice
CJ210	Introduction to Juvenile Justice
CJ211	Introduction to Law Enforcement
CJ212	Introduction to Corrections
CJ213	Introduction to Judicial Functions
CJ214	Principles of Investigation
CJ215	Criminal Law
CJ220	Loss Prevention & Private Security
CJ222	Introduction to Forensic Sciences
CJ223	Criminalistics
CJ224	Medicolegal Investigation
CJ225	Biohazard Readiness
CJ227	Victimology
CJ230	Introduction to Homeland Security
CJ233	Criminal Law & Procedures
CJ236	Rules of Evidence
CJ240	Agency Admin & Management
CJ241	Justice and Community
CJ242	Communications Strategies
CJ245	Critical Incident Management
CJ262	Internship in Criminal Justice
CJ290	Criminal Justice Forum
PS265	Criminal Profiling
PS269	Terrorism
SO123	Criminology

Associate of Arts: Criminal Justice/Pre-Law

Students majoring in Criminal Justice, with the assistance of their advisors, are encouraged to develop their own programs of study to suit their needs or interests. The suggested contextual and specialized curriculum guides assist students in their educational endeavors. Students majoring in disciplines other than criminal justice might consider combining disciplines of study to form the specialized component, such as Criminal Justice and Journalism for Investigative Reporting or Laboratory Science and Criminal Justice for Forensic Crime Scene Investigations. Other related programs include journalism, broadcasting, business management, medical technology, nursing, the laboratory sciences or psychology and sociology.

This program of study is designed for the student planning to transfer to a four-year baccalaureate degree program in Criminal Justice/Pre-Law or social or behavioral science program. The following guide may be modified to reflect student interests and/or the requirements of a particular transfer institution. **To meet the mandated requirements students must complete the General Education Component.**

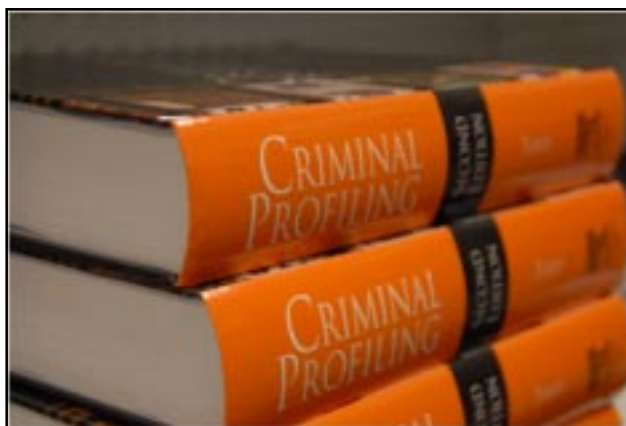
Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

Suggested Program of Study

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications - Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Science with Lab - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen.Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 14-15 for general education courses		
Criminal Justice Electives		22 hrs
See advisor for appropriate course work selection		
Minimum credit hours to graduate:		62

Criminal Justice Electives

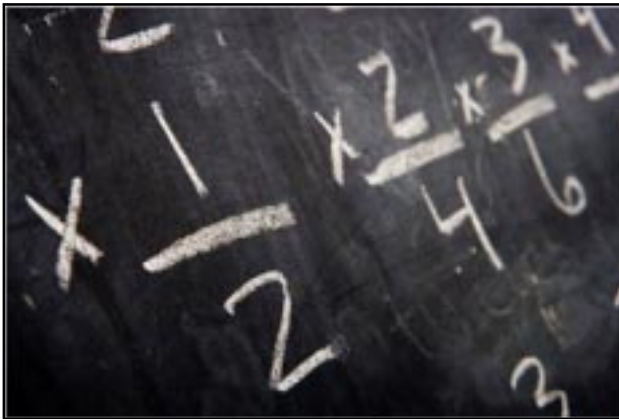
AN185	Introduction to Forensic Anthropology
BU282	Cyber Security
BU283	Cyber Forensics
CJ110	Introduction to Criminal Justice
CJ210	Introduction to Juvenile Justice
CJ211	Introduction to Law Enforcement
CJ212	Introduction to Corrections
CJ213	Introduction to Judicial Functions
CJ214	Principles of Investigation
CJ215	Criminal Law
CJ220	Loss Prevention & Private Security
CJ222	Introduction to Forensic Sciences
CJ223	Criminalistics
CJ224	Medicolegal Investigation
CJ225	Biohazard Readiness
CJ227	Victimology
CJ230	Introduction to Homeland Security
CJ233	Criminal Law & Procedures
CJ236	Rules of Evidence
CJ240	Agency Admin & Management
CJ241	Justice and Community
CJ242	Communications Strategies
CJ245	Critical Incident Management
CJ262	Internship in Criminal Justice
CJ290	Criminal Justice Forum
PS265	Criminal Profiling
PS269	Terrorism
SO123	Criminology



Education

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Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.



Associate of Arts: Early Childhood, Elementary Education Secondary Education

Students successfully completing courses of study in the teacher education area are awarded the Associate of Arts Degree. Basic courses in the field of education are chosen to fulfill requirements which are prescribed by four-year institutions in the state. Students are urged to check requirements of specific colleges and universities with their advisors. REQUIREMENTS VARY.

Students are required to complete the general education requirements set by each university and the State Board of Education to be eligible for a Kansas teaching license. The education advisor assists the student in completing the general education requirements of the college to which he or she plans to transfer for a B.S./B.A. degree.

Education majors may be required to pass the Pre-Professional Skills Test in reading, writing, and mathematics during their freshman or early sophomore year before admittance to a teacher education program at some universities. Students are urged to check P.P.S.T. requirements at other institutions.

To meet the mandated requirements students must complete the General Education Component.

Suggested Programs of Study

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications - Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen. Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
Education Suggested Electives		22 hrs
See advisor & suggested elective blocks for specific course work selection		
Minimum credit hours to graduate:		62

Early Childhood Education or Elementary Education		
Suggested Electives		22 hrs
Number	Course Name	Hr.
AR106	Elementary Art Education	3
CO176	Intro to Computer Concepts & Applications	3
ED177	Foundations of Modern Education	3
ED236	Observation & Participation	2
ED277	Children's Literature	3
	Higher Level Math Course	3-5
	Electives	6

Secondary Education		
Suggested Electives		22 hrs
Number	Course Name	Hr.
CO176	Intro to Computer Concepts & Applications	3
ED177	Foundations of Modern Education	3
ED236	Observation & Participation	2
	Higher Level Math Course	3-5
	Courses from Area of Specialization	12

Physical Education / Exercise Physiology

The courses required for a major in health and physical education or recreation areas are varied depending on the area of interest and the transfer institution. A two-year plan of study is completed by the student and advisor choosing from the following list of courses and following guidelines from the intended transfer institution.

The two degree offerings--Associate of Arts and Associate of Science--are relatively the same except for the emphasis in arts versus the emphasis in sciences. Both degrees are transferable to four-year institutions. Additional requirements from the transfer institutions may apply.

Education majors may be required to pass the Pre-Professional Skills Test in reading, writing, and mathematics during their freshman or early sophomore year, before admittance to a teacher's education program at some universities. Students are urged to check P.P.S.T. requirements at other institutions.

Career Opportunities

An advanced degree in the area of physical education can lead to different career opportunities: education at the elementary and secondary levels, recreation, exercise science, adapted physical education, health education, coaching and athletic training. The basic curriculum for any of these areas is relatively the same unless the transfer institution has specific requirements.

To meet the mandated requirements students must complete the General Education Component.

Associate of Arts: Physical Education/Athletic Training

Associate of Science: Exercise Physiology

Suggested Programs of Study

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications - Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Science with Lab - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen.Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
See advisor & suggested elective block for specific course work selection		
Suggested Electives		22 hrs min
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
CH177	Chemistry I with Lab	5
ED177	Foundations of Modern Education	3
PE177	Personal & Community Health	3
PE198	History & Foundations of Physical Ed	3
Minimum credit hours to graduate:		62

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
22 hours minimum		
Additional Electives		8 hours
See advisor & suggested elective blocks for specific course work selection		
Suggested Electives		22 hrs
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
PH207	College Physics I with Lab	5
Suggested Exercise Physiology Electives		8 hrs
ED177	Foundations of Modern Education	3
PE177	Personal & Community Health	3
PE198	History & Foundations of Physical Ed	3
	Course for Area of Specialization	3
Minimum credit hours to graduate:		62

Entrepreneurship



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Associate of Arts: Certificate of Completion: Entrepreneurship

Students in the Entrepreneurship Program can tailor their educational experiences to complete an accelerated A.A. degree in less than one year; pursue a traditional two-year course of study; or increase potential success in business with a certificate program. The program concentrates on the creativity, business opportunity, leadership, management, marketing, financial and legal aspects of starting a venture or operating a business, as well as the global economic condition of business. The program of study is adjusted to student interests or the requirements of a chosen transfer institution.

To meet the mandated requirements for the Associate of Arts students must complete the General Education Component.

Suggested Program of Study

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics Gen. Ed.	3
	Science with Lab - Gen. Ed	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen.Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities Gen. Ed.	3
	Arts/Humanities Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
See advisor & suggested elective block for specific course work selection		
Suggested Electives		22 hrs
BU160	Introduction to Entrepreneurship	3
BU217	The Legal Environment of Business	3
BU221	Human Resource Management	3
BU225	Marketing	3
BU237	Principles of Management	3
BU241	Management of Small Business	3
BU245	Principles of Selling	3
BU260	Entrepreneurship I	6
BU265	Entrepreneurship II	6
EC265	Entrepreneurial Economics	3
Minimum credit hours to graduate:		62

Entrepreneurship Certificate of Completion		
Number	Course Name	Hr.
BU160	Introduction to Entrepreneurship	3
BU237	Principles of Management	3
BU241	Management of Small Business	3
BU260	Entrepreneurship I	6
BU265	Entrepreneurship II	6
EC265	Entrepreneurial Economics	3
Total Credit Hours:		24



Fine Arts



Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

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Music	
Graphic Design	
Visual Arts	



Associate of Arts: Music, Graphic Design, Visual Arts

To meet the mandated requirements students must complete the General Education Component.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications - Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Science with Lab - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen. Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
MU150 Music Literature*		
*Applies only for music majors		
Suggested Electives		22 hrs
See advisor & suggested elective blocks for specific course work selection		
Minimum credit hours to graduate:		62

Graphic Design / Visual Arts Electives

AR101 Art Survey	AR214 Ceramics II
AR104 Watercolor Painting I	AR215 Advanced Crafts
AR105 Oil Painting	AR220 Projects in Ceramics
AR106 Elementary Art Education	
AR111 Ceramics I	
AR115 Beginning Sculpture	
AR116 Lettering & Design	
AR118 Synthetic & Mixed Media	
AR119 Printmaking	
AR123 Introduction to Crafts	
AR185 The Fine Arts Experience	
AR204 Watercolor Painting II	
AR205 Problems in Drawing	
AR206 Problems in Painting	

Suggested Programs of Study

This curriculum is designed for students who plan to pursue a career in the field of music. It is also for students who wish to develop and improve their skills in performing and composing music. The student who completes the following program of study is awarded the Associate of Arts Degree.

Music		
Suggested Electives		22 hrs
Number	Course Name	Hr.
MU102	Harmony I	3
MU103	Ear Training I	3
MU121	Keyboard Skills I	1
MU122	Keyboard Skills II	1
MU152	Harmony II	3
MU153	Ear Training II	3
MU162	Applied Music Piano I	1
MU163	Applied Music Piano II	1
MU202	Harmony III	3
MU203	Ear Training III	3
MU252	Harmony IV	3
MU253	Ear Training IV	3
	Applied Music	4
	Performance Ensembles	8

The Graphic Design program is designed for the art student majoring in graphic design. The Visual Art program is for the art student majoring in studio art, art education or art therapy. Both programs are for students who plan on transferring to a four-year university. The student who completes the following program of study is awarded the Associate of Arts Degree.

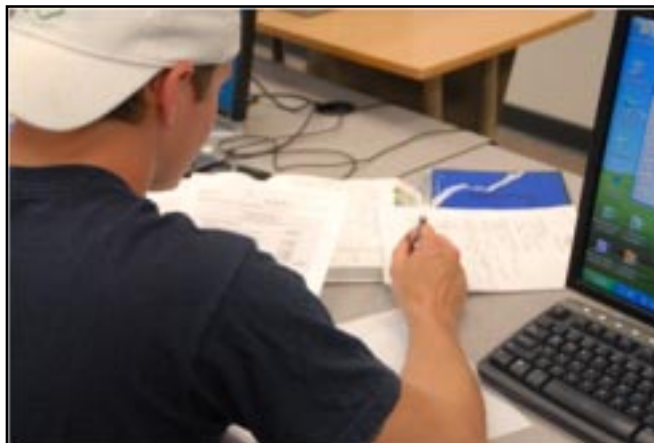
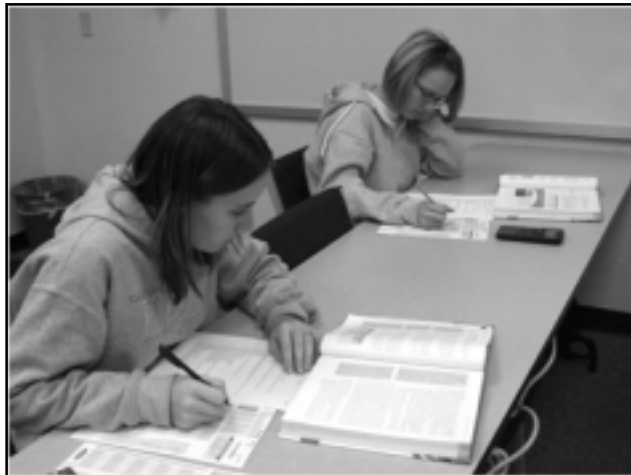
Graphic Design		
Suggested Electives		22 hrs
Number	Course Name	Hr.
AR106	Elementary Art Education	3
CO176	Intro to Computer Concepts & Applications	3
ED177	Foundations of Modern Education	3
ED236	Observation & Participation	2
ED277	Children's Literature	3
	Higher Level Math Course	3-5
	Graphic Design Electives	6

Visual Arts		
Suggested Electives		22 hrs
Number	Course Name	Hr.
AR102	Two-Dimensional (2-D) Design	3
AR103	Drawing I	3
AR125	Computer Graphics I	3
AR202	Three-Dimensional (3-D) Design	3
AR203	Drawing II	3
AR225	Computer Graphics II	3
	Visual Arts Electives	3

General Studies

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

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Associate of Science: General Studies	



Associate of Arts: General Studies

This course of study is a transfer program for the student still deciding on a major field of study. The student completing the following program of study will be awarded the Associate of Arts Degree.

Associate of Science: General Studies

This course of study is a transfer program for the student still deciding on a major field of study. The student completing the following program of study will be awarded the Associate of Science Degree.

To meet the mandated requirements students must complete the General Education Component.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen. Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
Electives		22 hrs
See advisor for specific course work selection		
Minimum credit hours to graduate:		62

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
Declared Ag and Business Majors may also use business courses.		
22 hours minimum		
Additional Electives		8 hours
See advisor for specific course work selection		
Minimum credit hours to graduate:		62

Humanities

English Reading Development

Students needing to improve their reading skills to be successful in their college classes are placed in Reading and Study Skills I or II according to their ACT and/or COMPASS scores. Vocabulary, higher level thinking skills, study skills and reading rate are areas addressed in these courses. The courses do not count toward transfer or graduation requirements.

The Composition Program

The English Composition program prepares students in the art and practice of writing. The program includes English Composition I, English Composition II and Creative Writing--three credit hour courses designed for transfer students as well as for vocational students.

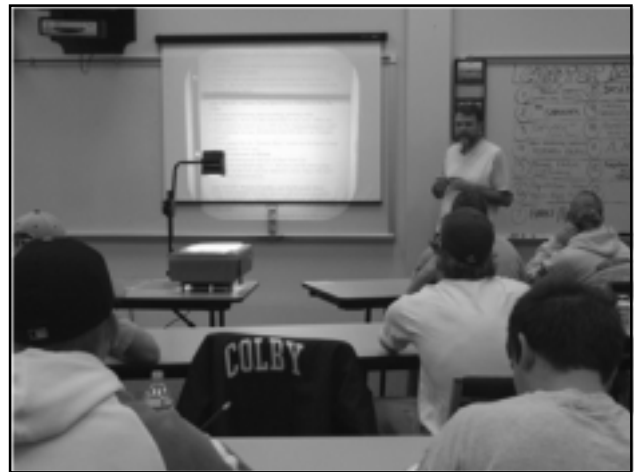
To prepare students for the college-level Composition program, developmental writing courses are also offered: Fundamentals of Writing I, a three-credit hour developmental writing course that focuses on paragraph writing, and Fundamentals of Writing II, a three-credit hour developmental course that focuses on short essay writing. Placement in these courses is determined by ACT and/or COMPASS scores. Developmental courses do not apply to transfer or graduation

The Literature Program

Each literature course carries three credit hours. Students preparing for transfer to four-year colleges should enroll in at least one course to fulfill the three hours of literature credit normally required by four-year institutions.

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

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Associate of Arts: English History

To meet the mandated requirements students must complete the General Education Component.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Science with Lab - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen. Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
Suggested Electives		22 hrs
See advisor & suggested elective blocks for specific course work selection		
Minimum credit hours to graduate:		62

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should plan to use the elective hours to fulfill additional requirements of the four-year institution.

In addition to pre-law and social science, programs in political science, history or any other related field of interest may be designed by the student with assistance from an advisor. Students successfully completing courses of study in the history area are awarded the Associate of Arts Degree.

Suggested Programs of Study

The following program of study is designed for those students wishing to transfer to a four-year institution and complete a Bachelor's Degree. An Associate of Arts Degree is granted upon the completion of the following curriculum.

English		
Suggested Electives		22 hours
Number	Course Name	Hr.
EN107	Creative Writing	3
EN202	American Literature I	3
EN203	American Literature II	3
EN208	Introduction to Dramatic Literature	3
	Electives	11

Career Opportunities

There are many career choices for an English major. In the educational setting the student may have a choice of becoming a teacher, an administrator, or a writer/researcher. The fields of law and medicine also have career opportunities available. In business or industry the student may become an editor, technical writer, advertising/sales trainee, communications officer, marketing manager, personnel manager, systems analyst, or a public relations officer. The federal government offers such careers as adjudication specialist, broadcast analyst, contract specialist, editorial assistant, education specialist, foreign service officer, general affairs specialist, public information specialist, research assistant, technical information specialist, and writer/editor. There are also career opportunities in publishing such as subject editor, copy editor, editorial supervisor, advertising assistant/supervisor, and copywriter.

English is a valuable second major or valuable minor for those majoring in print or broadcast journalism.

History		
Suggested Electives		22 hours
Number	Course Name	Hr.
AN177	Cultural Anthropology	3
CO176	Intro to Computer Concepts & Applications	3
HI104	World Civilization Since 1600	3
HI124	World War II	3
HI142	History of Medieval & Renaissance	3
	Cultures	3
HI177	American History 1865 to Present	3
HI204	World Civilization 1600 to Present	3
PI200	Philosophy of Thought and Logic	3
RE104	World Religions	3
SO176	Introduction to Sociology	3

Math & Science

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.



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Associate of Science: Physical Science Physics Wildlife Biology	79



Associate of Science: Biological Science, Chemistry, Mathematics

These programs of study are designed for the student planning to transfer to a four-year baccalaureate degree program in biology, chemistry or mathematics and science. The following represents a suggested program of study and is intended to meet typical requirements of a transfer institution. The program may be modified to reflect student interests and/or the requirements of a particular transfer institution.

The programs of study represents the minimum course work required to earn an Associate of Science Degree. Most math and/or science majors will carry 18 to 21 credit hours per semester and, consequently, take additional hours of mathematics, science, computer science, required transfer classes and/or personal interest course work. It is imperative that students meet with their advisors to appropriately plan their actual program of study and schedule.

To meet the mandated requirements students must complete the General Education Component

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Natural Science - Gen. Ed.	5
	Mathematics - Gen. Ed.	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
22 hours minimum		
Additional Electives		8 hours
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

Mathematics		
Suggested Electives		30 hrs
Number	Course Name	Hr.
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
MA190	Pre-Calculus	3
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA240	Analytic Geometry & Calculus III	5
MA205	Elements of Statistics	3
MA245	Differential Equations	3
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5

Suggested Programs of Study

Biological Science		
Suggested Electives		30 hrs
Number	Course Name	Hr.
BI177	Principles of Biology w/Lab	5
BI276	Anatomy & Physiology I w/Lab	4
BI277	Anatomy & Physiology II w/Lab	4
BI280	Principles of Microbiology w/Lab	5
BI285	Zoology w/Lab	5
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
CH225	Organic Chemistry I w/Lab	5
CH235	Organic Chemistry II w/Lab	5
MA220	Analytic Geometry & Calculus I	5
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5

High school students who plan to major in chemistry and pursue a professional career should have a good preparation in mathematics, biology, chemistry and physics. Two years of algebra and trigonometry should be a minimum; more math, especially calculus or pre-calculus, is desirable.

Chemistry		
Suggested Electives		30 hrs
Number	Course Name	Hr.
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
CH225	Organic Chemistry I w/Lab	5
CH235	Organic Chemistry II w/Lab	5
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA240	Analytic Geometry & Calculus III	5
MA245	Differential Equations	3
	Computer Science Elective	3

Associate of Science: Computer Science, Engineering, Earth/Geology/Natural Science

These programs of study are designed for the student planning to graduate with an Associate of Science Degree and also represents a suggested programs of study for the student planning to transfer to four-year baccalaureate degree program in computer science, geology/earth science or natural science. The program may be modified to reflect student interests, and/or the requirements of a particular transfer institution.

Most math and/or science majors will carry 18 to 21 credit hours per semester and, consequently, take additional hours of mathematics, science, computer science, required transfer classes and/or personal interest course work. It is imperative that students meet with their advisors to appropriately plan their actual programs of study and schedules.

To meet the mandated requirements students must complete the General Education Component

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Natural Science - Gen. Ed.	5
	Mathematics - Gen. Ed.	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
22 hours minimum		
Additional Electives		8 hours
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

Suggested Programs of Study

Computer Science		
Suggested Electives		30 hrs
Number	Course Name	Hr.
CS104	Introduction to the Internet	1
CS115	HTML Language Programming	3
CS125	Visual Basic Language Programming	3
CS135	C Language Programming	3
CS150	Introduction to Computer Science	2
	Math/Science/Computer Courses	10

Engineering		
Suggested Electives		30 hrs
Number	Course Name	Hr.
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
CH225	Organic Chemistry I w/Lab	5
CH235	Organic Chemistry II w/Lab	5
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA240	Analytic Geometry & Calculus III	5
MA245	Differential Equations	3
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5
PH249	Statics	3
	Computer Science Elective	3

Earth/Geology/Natural Science		
Suggested Electives		30 hrs
Number	Course Name	Hr.
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
PH177	Introduction to Geology w/Lab	5
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5
	Computer Science Elective	3

Associate of Science: Physical Science, Physics, Wildlife Biology

This program of study is designed for the student planning to graduate with an Associate of Science Degree and also represents suggested programs of study for the student planning to transfer to a four-year baccalaureate degree program in natural science, physical science, physics or wildlife biology. The program may be modified to reflect student interests and/or the requirements of a particular transfer institution.

To meet the mandated requirements students must complete the General Education Component

Suggested Programs of Study

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Natural Science - Gen. Ed.	5
	Mathematics - Gen. Ed.	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
Declared Ag and Business Majors may also use business courses. 22 hours minimum		
Additional Electives		8 hours
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

Physical Science		
Suggested Electives		30 hrs
Number	Course Name	Hr.
CH177	Chemistry I w/ Lab	5
CH178	Chemistry II w/Lab	5
MA190	Pre-Calculus	3
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA205	Elements of Statistics	3
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5

Physics		
Suggested Electives		30 hrs
Number	Course Name	Hr.
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA240	Analytic Geometry & Calculus III	5
MA245	Differential Equations	3
PH208	University Physics I w/Lab	5
PH228	University Physics II w/ Lab	5
PH249	Statics	3

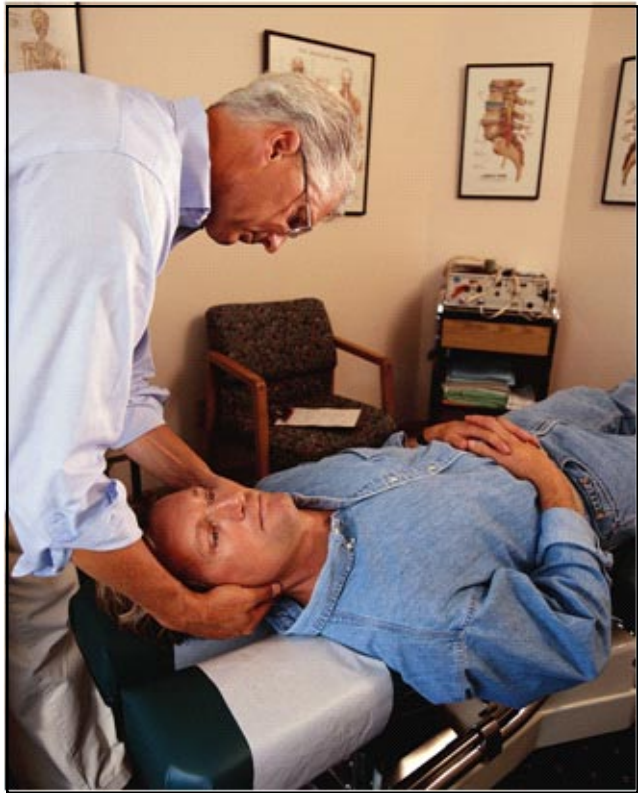


Wildlife Biology		
Suggested Electives		30 hrs
Number	Course Name	Hr.
BI177	Principles of Biology w/Lab	5
BI285	Zoology with Lab	5
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CH235	Organic Chemistry II with Lab	5
MA178	College Algebra	3
MA205	Elements of Statistics **	3
Calculus I should be substituted based on the transfer school		
PH208	University Physics I with Lab	5
PH228	University Physics II with Lab	5

Pre-Professional

Students who plan to transfer to four-year institutions upon completion of course work at Colby Community College should consider using the elective hours to fulfill additional requirements of the four-year institution.

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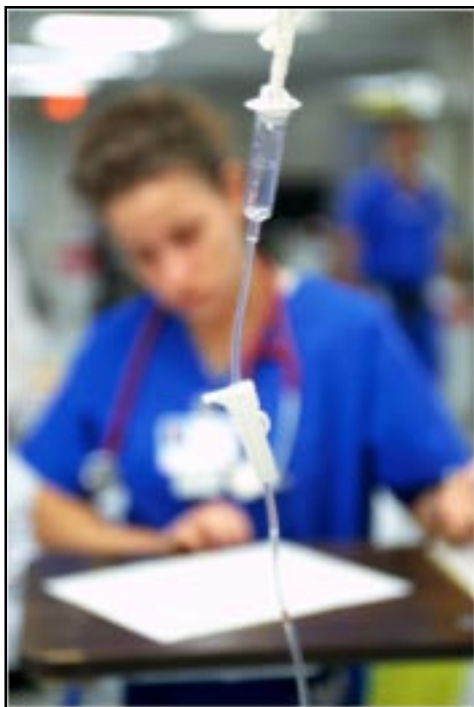
Pre-Professional Majors

Course work in biological/physical science provides a basic background for students entering the fields of biochemistry, biological sciences, dentistry, engineering, chiropractic medicine, geology, pharmacy and teaching. Courses in chemistry also provide a general knowledge and appreciation of the scientific impact on our society. Half of the chemistry requirements for a Bachelor of Science degree may be completed at Colby Community College. Fundamentals of Chemistry is offered for those who do not have a professional interest in science, and Chemistry I is designed for those who seek professional general careers in science. All chemistry courses require laboratory work with each course offering.

Since Colby Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the student is assured that the science and math courses transfer to all Kansas universities. Classes are sufficiently small to insure personal attention to the needs of each student, and tutoring may be available.

The **suggested programs of study** represent the minimum course work required to earn an Associate of Science Degree. Students should meet with their advisors to appropriately plan their actual programs of study and schedules.

To meet the mandated requirements students must complete the General Education Component.



Associate of Arts: (Pre-Medical) Nursing

This degree is designed for the student planning to transfer to a four-year baccalaureate degree program in Nursing but not planning to complete the nursing program at CCC. The following suggested program of study is adapted to meet the individual student's need.

Suggested Program of Study

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communications Gen. Ed.	3
<i>Science and Mathematics 6 hours</i>		
	Mathematics Gen. Ed.	3
	Science with Lab - Gen. Ed	4
<i>Social / Behavioral Science 6 hours</i>		
	Social / Behavioral Science - Gen.Ed.	3
	Social / Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities Gen. Ed.	3
	Arts/Humanities Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l General Education Courses		9 hrs
See page 15-16 for general education courses		
See advisor & suggested electives for specific course work selection		
Suggested Electives		22 hrs
AL101	Basic Nutrition	3
AL102	Medical Terminology	1
BI276	Anatomy & Physiology I w/Lab	4
BI277	Anatomy & Physiology II w/Lab	4
BI280	Principles of Microbiology w/ Lab	5
CO176	Intro to Computer Concepts & Applications	3
	General Education Courses	3
Minimum credit hours to graduate:		62

Associate of Science: Pre-Chiropractic, Pre-Dentistry, Pre-Medicine

Course work in biological/physical science provides a basic background for students entering the fields of biochemistry, biological sciences, dentistry, engineering, chiropractic medicine, geology, pharmacy and teaching. Courses in chemistry also provide a general knowledge and appreciation of the scientific impact on our society. Half of the chemistry requirements for a Bachelor of Science degree may be completed at Colby Community College. Fundamentals of Chemistry is offered for those who do not have a professional interest in science, and Chemistry I is designed for those who seek professional general careers in science. All chemistry courses require laboratory work with each course offering.

Colby Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools; student is assured that the science and math courses transfer to all Kansas universities. Classes are sufficiently small to ensure personal attention to the needs of each student, and tutoring may be available.

Suggested Programs of Study

To meet the mandated requirements students must complete the General Education Component.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Natural Science - Gen. Ed.	5
	Mathematics - Gen. Ed.	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
Declared Ag and Business Majors may also use business courses. 22 hours minimum		
Additional Electives		8 hours
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

Pre-Medicine		
Suggested Electives		30 hrs
Number	Course Name	Hr.
BI276	Anatomy & Physiology I w/Lab	4
BI277	Anatomy & Physiology II w/Lab	4
BI280	Principles of Microbiology w/Lab	5
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
CH225	Organic Chemistry I w/Lab	5
CH235	Organic Chemistry II w/Lab	5
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5

Pre-Chiropractic		
Suggested Electives		30 hrs
Number	Course Name	Hr.
BI276	Anatomy & Physiology I w/Lab	4
BI277	Anatomy & Physiology II w/Lab	4
BI280	Principles of Microbiology w/Lab	5
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
MA185	Plane Trigonometry**	3
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5

**Calculus I should be substituted based on the transfer school

Pre-Dentistry		
Suggested Electives		30 hrs
Number	Course Name	Hr.
BI276	Anatomy & Physiology I w/Lab	4
BI277	Anatomy & Physiology II w/Lab	4
BI280	Principles of Microbiology w/Lab	5
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
CH225	Organic Chemistry I w/Lab	5
CH235	Organic Chemistry II w/Lab	5
MA185	Plane Trigonometry**	3
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5

Pre-Pharmacy		
Suggested Electives		30 hrs
Number	Course Name	Hr.
BI277	Principles of Biology w/Lab	5
BI280	Principles of Microbiology w/Lab	5
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
CH225	Organic Chemistry I w/Lab	5
CH235	Organic Chemistry II w/Lab	5
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA205	Elements of Statistics	3
PH208	University Physics I w/Lab	5
PH228	University Physics II w/Lab	5

Associate of Science: Pre-Physical Therapy or Pre-Veterinary Medicine

Course work in biological/physical science provides a basic background for students entering the fields of biochemistry, biological sciences, dentistry, engineering, chiropractic medicine, geology, pharmacy and teaching. Courses in chemistry also provide a general knowledge and appreciation of the scientific impact on our society. Half of the chemistry requirements for a Bachelor of Science degree may be completed at Colby Community College. Fundamentals of Chemistry is offered for those who do not have a professional interest in science, and Chemistry I is designed for those who seek professional general careers in science. All chemistry courses require laboratory work with each course offering.

Since Colby Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the student is assured that the science and math courses transfer to all Kansas universities. Classes are sufficiently small to insure personal attention to the needs of each student, and tutoring may be available.

To meet the mandated requirements students must complete the General Education Component.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 8 hours</i>		
	Natural Science - Gen. Ed.	5
	Mathematics - Gen. Ed.	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen.Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag/Math/Science/Computer Component		
Declared Ag and Business Majors may also use business courses. 22 hours minimum		
Additional Electives		8 hours
See advisor & suggested elective blocks for specific course work selection.		
Minimum credit hours to graduate:		62

Colby Community College is in a unique position among Kansas community colleges by being able to offer licensed veterinarians as advisors to pre-veterinary students. Students not only receive excellent classroom instruction but also are exposed to the field of veterinary medicine and its various career opportunities. This contact with the profession assists students in career orientation, motivation and performance. The veterinarians at Colby Community College maintain close ties with the College of Veterinary Medicine at Kansas State University in order to better advise pre-vet students in course selection and help prepare them for application to the College of Veterinary Medicine.

Suggested Programs of Study

The following is a sample curriculum to meet general transfer requirements toward a Bachelor's degree with Physical Therapy as a goal. An Associate of Science degree is granted upon the successful completion of this curriculum. Students should check requirements of specific colleges and universities with their advisors.

This planned curriculum does not meet the Transfer and Articulation agreement with some Kansas Universities.

Pre-Physical Therapy		
Suggested Electives		30 hrs min
Number	Course Name	Hr.
BI276	Anatomy & Physiology I w/Lab	4
BI277	Anatomy & Physiology II w/Lab	4
BI280	Principles of Microbiology w/Lab	5
CH177	Chemistry I w/Lab	5
CH178	Chemistry II w/Lab	5
MA185	Plane Trigonometry**	3
MA205	Elements of Statistic	3
PH207	College Physics I w/Lab	5
PH227	College Physics II w/Lab	5
PS276	Developmental Psychology	3

**Calculus I should be substituted based on the transfer school

Pre-Veterinary Medicine		
Suggested Electives		30 hrs min
Number	Course Name	Hr.
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
BI177	Principles of Biology with Lab or	
BI285	Zoology with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CH235	Organic Chemistry II with Lab	5
PH207	College Physics I with Lab	5
PH227	College Physics II with Lab	5

Accounting

AC 101 Accounting Fundamentals (3 Cr. Hr.)

This course is intended for students who have no previous accounting background and is designed to provide an understanding of the basic principles of accounting. Topics covered include accounting cycles of service and merchandising businesses, accounting for cash, payables and receivables, work sheets and financial statements. Student must achieve a grade of "C" to proceed to AC177 Accounting I. **(Offered both semesters)**

AC 177 Accounting I (3 Cr. Hr.)

Prerequisite: High school accounting or AC101 (Accounting Fundamentals). This course is designed to equip students with a thorough knowledge of the fundamental accounting principles and basic accounting procedures applicable to the sole proprietorship form of business enterprise. The course includes basic principles and assumptions, cash receipts, cash payments, purchases, sales, receivables, payables, accruals and deferrals, fixed assets, intellectual property, depreciation, inventory and payroll. Student must achieve a grade of "C" to proceed to AC178 Accounting II. **(Offered both semesters)**

AC 178 Accounting II (3 Cr. Hr.)

Prerequisite: AC177 (Accounting I) Accounting II concentrates on partnerships, limited liability corporations, and an introduction into management accounting. Further emphasis is placed on accounting for stocks, earnings per share, dividends, bonds, investments, fair value accounting, statement of cash flows, financial statement analysis, responsibility accounting, job order cost systems and process cost systems.

(Offered both semesters)

AC 208 Computerized Accounting Applications (3 Cr. Hr.)

Prerequisite: CO176 (Introduction to Computer Concepts & Applications) and AC101 (Accounting Fundamentals) or AC177 (Accounting I). This course provides exposure to specific accounting applications including the accounting for a service business and a merchandising business, bank reconciliations, voucher system and budgeting, accounts payable, purchase order processing and inventory control, accounts receivable, sales order processing and inventory control, fixed assets and depreciation, payroll, partnerships and corporations, financial statement analysis, departmentalized accounting, and creating a computerized accounting system for new business. Students will also learn how to integrate computer accounting reports and data into Excel and Word. **(Offered spring semester)**

AC 219 QuickBooks (3 Cr. Hr.)

Prerequisite: AC101 (Accounting Fundamentals) or AC177 (Accounting I). This course utilizes QuickBooks Pro (Intuit, Inc.) to prepare students with skills required by the workplace. The hands-on experience of organizing accounting information, recording the data, and generating reports concentrating on the accounting cycle, including receivables and payables, job costing, invoices, customer and vendor reports, payroll and payroll tax reports, inventory, financial reports and business analysis. All aspects of the computerized accounting program will be explored. **(Offered fall semesters)**

AC 247 Income Tax I (3 Cr. Hr.)

This course is an introduction to individual income tax. Students are exposed to the Federal Tax Code and the background of individual taxation. Current income tax programs and individual income tax preparation are utilized to provide the student with an experiential learning environment to develop skills.

(Offered spring semester)

AC 257 Managerial Accounting (3 Cr. Hr.)

Prerequisite: AC177 (Accounting I). This course exposes the student to the area of managerial accounting and provides the analytical tools and an understanding of accounting information necessary to manage a business and to make sound business decisions. The student is introduced to product and job costing, job-order costing, process costing, cost behavior, cost-volume-profit relationships, variable costing, activity-based costing, budget and variance and analysis, relevant costs and capital budgeting. This course will utilize differentiated instruction.

(Offered spring semester)

Agriculture

AG 101 Agriculture Orientation (1 Cr. Hr.)

This course contains a brief history of the development of American agriculture. Emphasis is placed on considering career opportunities for graduates in agriculture and related areas. The role of the agricultural college in the industry is included.

(Offered fall semester)

AG 102 Agriculture Seminar (1 Cr. Hr.)

This course includes discussion of job experiences, problems and phases of the agricultural industry, and acquainting students with the skills, jobs and knowledge required of personnel in the field of agriculture.

AG 106 Principles of Agricultural Economics (3 Cr. Hr.)

This course is a study of the economic history of American agriculture. Discussion of the role of economic growth of nations through natural, human, capital and technological resources is included. Principles of production, supply and demand applied to economic problems of agriculture as found in farm and agribusiness management, marketing, foreign trade and agricultural policy are additional topics discussed in this course.

AG 107 Crop Science (w/Lab) (4 Cr. Hr.)

This course includes a study of the fundamental principles of production, marketing, storage and utilization of major crops grown in Kansas. Management decisions on planting, harvesting, irrigation and production economics are discussed.

(Offered fall semester)

AG 109 Farm Records & Accounts (3 Cr. Hr.)

This course includes a detailed study of records and accounts to be kept by farmers and ranchers, the use of records and accounts in farm planning, electronic data processing used in farm record keeping and the analysis of certain farm records.

(Offered spring semester)

AG 117 Soils (w/Lab) (4 Cr. Hr.)

Prerequisite: AG 107 (Crop Science) and five hours of chemistry. This course is designed to provide a basic study of the physical, chemical and biological properties of soil as related to its management. **(Offered spring semester)**

AG 118 Marketing of Agricultural Products (3 Cr. Hr.)

This course includes a study of the structure and mechanics of livestock and grain marketing, including cash, contracting, pooling and futures markets. Methods of price analysis and marketing strategies are developed. **(Offered fall semester)**

AG 125 Techniques of Livestock Selection (1-3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science). Topics in this course include the origin, development and adaptation of different breeds of livestock; and the evaluation of livestock, including judging, grading, classification, performance evaluation and selection. **(Offered spring semester)**

AG 126 Principles of Livestock Nutrition (3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science). This course is a study of the digestive system and the process of nutrition; the origin, chemistry and feeding value of different feeds; the nutritional requirements; and the theory of practical economy for the maintenance and growth of farm animals. **(Offered spring semester)**

AG 131 Range Management (3 Cr. Hr.)

This course emphasizes the principles and practices of grass management to be utilized for resource sustainability, and environmental stewardship. Students will gain hands-on experience in identifying regional grasses, forbes, and invader plant species. Students will also gain knowledge of pasture management practices designed for maximum production. **(Offered fall semester)**

AG 149 Principles of Animal Science (3 Cr. Hr.)

Co-requisite: AG150 (Principles of Animal Science Lab). Topics in this course include basic principles which apply to the broad field of animal agriculture; a survey of the industry; types, purposes and products of livestock; and principles of selection, nutrition, genetics, reproduction, management and marketing.

AG 150 Principles of Animal Science Laboratory (1Cr. Hr.)

Co-requisite: AG149 (Principles of Animal Science). Practical experience is gained through hands-on instruction in the animal environment, meat handling procedures, reproduction and breeding process, nutrition and general animal care.

AG 151 Beef Cattle Science I (3 Cr. Hr.)

This is a production course emphasizing breeding herd management for purebred and commercial phases of the beef cattle industry. Included is a study of selection, breeding, reproduction, nutrition, marketing and other management practices. **(Offered spring semester)**

AG 153 Reproduction of Farm Animals (3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science). This is a course emphasizing all phases of the reproductive stages and efficiency of cattle, horses, sheep and swine.

Topics include male and female anatomy, disease and infertility, artificial insemination, endocrinology, fertilization, gestation, parturition, lactation and growth. **(Offered spring semester)**

AG162, 163, 165, 167 I-IV**Horsemanship for Horse Training (1 Cr. Hr.)**

Students will ride horses at the college farm to attain the skills necessary to properly exercise and train horses. **(Instructor Permission Required. Mandatory for Equestrian team members)**

AG 168 Equine Management Technology I (4 Cr. Hr.)

This course provides on-the-job training concerned with various phases of the horse production area. Students become involved with specific management operations and decisions in addition to acquiring specific management skills. **(Offered fall semester)**

AG 169 Equine Management Technology II (4 Cr. Hr.)

This course provides on-the-job training related to specific areas of horse production. Students are assigned certain tasks associated with management operations and decisions of a working farm. **(Offered spring semester)**

AG 176 Horse Production (3 Cr. Hr.)

This course provides an overview of the U.S. horse industry. It covers equine technology and up-to-date management practices. Included are studies of breeds, genetics, selection, marketing, business management and health care. **(Offered spring semester)**

AG 180 Feedlot Management Techniques I (4 Cr. Hr.)

This course will focus on identifying sick cattle and administration of appropriate treatment. In addition, the course will also incorporate the use of horses and low stress handling techniques of livestock in a feedlot setting at the college farm. An introduction to the latest in feedlot technology will also be covered. **(Offered fall semester)**

AG 205 Agricultural Finance (3 Cr. Hr.)

Prerequisite: AG109 (Farm Records & Accounts). Analysis of all farm financial statements in addition to discussions of capital budgeting, lending, borrowing, property appraisal and valuation, machinery cost management, financial and commodity markets, personal and business insurance, private and corporate farm ownership and estate planning are covered in this course. **(Offered fall semester)**

AG 208 Agri-Business Management Techniques (4 Cr. Hr.)

This course provides agricultural business students with actual work experience and exposure to management responsibilities related to decision-making in business. **(Offered spring semester)**

AG 209 Agricultural Law (2 Cr. Hr.)

This course is designed to give a fundamental and working knowledge of common law principles and statutory law to land tenure, farm tenancy, farm labor, contracts and other agricultural topics of current interest for farm and agri-business relationships. This course is offered as an informative-type course. **(Offered spring semester)**

AG 226 Applied Livestock Nutrition (3 Cr. Hr.)

Prerequisite: AG126 (Principles of Livestock Nutrition) or instructor's permission. Formulation of diets for the various classes and species of farm livestock is covered in this course. Equal class time is devoted to ruminant and monogastric species. Special emphasis is made on anatomical and physiological differences as they affect the use of particular feedstuffs for each species.

(Offered fall semester)

AG 228 Forages (3 Cr. Hr.)

The principles and techniques of grass and pasture management and crop residue usage in various livestock production systems are discussed in this course. **(Offered fall semester)**

AG 232 Farm & Ranch Management Techniques I (4 Cr. Hr.)

This course provides Farm & Ranch Management students with on-the-job experience in agricultural production. Students are exposed to management and decision-making experiences. **(Offered fall semester)**

AG 233 Farm & Ranch Management Techniques II (4 Cr. Hr.)

This course provides Farm & Ranch Management students with on-the-job experience in agricultural production. Students are exposed to management and decision-making experiences. **(Offered spring semester)**

AG236 Farm Welding and Equipment Maintenance (3 Cr. Hr.)

Welding processes including Arc, Oxy-Acetylene, TIG and MIG are taught in this course. Students learn to weld and cut the common metals used in agriculture. No previous welding experience is required. Students will also learn basic maintenance and repair of large equipment typically used in the ranching and feedlot industries. **(Offered spring semester)**

AG239 Ag E-Marketing & Web Design (2 Cr. Hr.)

This course exposes the student to strategic concepts in a global environment, social responsibility and ethics, customer behavior, E-marketing, product and distribution decisions, promotion and pricing the marketing strategic planning process, creating a marketing plan, and implementing strategies will be explored. This course also introduces web page authorizing and site management concepts. Students will use HTML as well as specific software to prepare Web sites that will meet various business needs. Areas to be covered include: style sheets, forms, tables and frames, basic design principles, color and typography, hosting, and webmastering concepts.

AG 240 Market Beef Production (3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science) and AG126 (Principles of Livestock Nutrition). This production course emphasizes nutrition, management and marketing of the beef animal from weaning to slaughter. **(Offered fall semester)**

AG 245 Advanced Livestock Judging (2 Cr. Hr.)

Prerequisite: AG125 (Techniques of Livestock Selection). This course includes a study of the principles of livestock selection and judging: analysis of animals, procedures for giving reasons and livestock judging.

AG247 Animal (Equine) Breeding (1 Cr. Hr.)

This course teaches the basics of equine breeding. It emphasizes collecting a stallion and artificial insemination of the mare using current breeding techniques. **(Offered spring semester)**

AG 249 Artificial Insemination (2 Cr. Hr.)

This short course offered each year emphasizes the anatomy of the cow and artificial insemination procedures. Emphasis is placed on semen handling, breeding management and techniques. **(Offered fall semester)**

AG 251 Applied Beef Practices (3 Cr. Hr.)

This course provides on-the-job training concerning various aspects of beef production. Students become involved with basic management techniques and practices. This course requires a minimum of six (6) hours work experience at the college beef cattle unit. **(Offered spring semester)**

AG 252 Beef Management Techniques I (4 Cr. Hr.)

This course will provide classroom and hands-on training concerned with various phases of beef management. Students get involved in specific management operations and decisions in addition to acquiring certain skills. **(Offered fall semester)**

AG 253 Beef Management Techniques II (4 Cr. Hr.)

This course provides on-the-job training related to specific areas of beef management. Students are assigned certain tasks associated with management of the cow herd, and cattle marketing aspects of the Farm and Ranch Program. **(Offered spring semester)**

AG 256 Principles of Horseshoeing (3 Cr. Hr.)

Approval of instructor is required. This is a lecture-lab course. Topics covered in this course include the following: trimming feet, fitting shoes, nailing and finishing, forge work (calks, clips, brazing, welding), anatomy of the equine leg, physiology of motion and corrective shoeing. **(Offered fall semester)**

AG 257 Horticultural Therapy (w/Lab) (4 Cr. Hr.)

Prerequisite: BI100 (General Biology) or permission from instructor. This is a survey course of the art and science of growing plants, with a focus on therapeutic uses in rehabilitation and vocational centers, youth outreach programs, nursing homes and senior centers, hospitals, hospices, war veteran centers, homeless shelters, penitentiaries, mental health facilities, schools, community gardens, and botanic gardens. Applied field and laboratory techniques and technology will be used.

AG 259 Equine Reproduction (1 Cr. Hr.)

Prerequisite: AG153 (Reproduction of Farm Animals) or instructor's permission. This course is a study in reproductive processes and management techniques in the horse, including semen collection and evaluation, artificial insemination, management of mares and stallions, and current research. **(Offered fall semester)**

AG 261 Equine Anatomy (1 Cr. Hr.)

Prerequisite: AG176 (Horse Production) or instructor's permission. This course involves the study of skeletal structure and conformation, especially as it relates to soundness. **(Offered fall semester)**

AG 263 Beginning Equine Training (3 Cr. Hr.)

Basic training of yearling and two-year-old horses is covered in this course. Students are assigned one or more horses to train from groundwork, including first saddling and riding, through basic maneuvers such as stops, backing, circles and sidepasses. **(Instructor Permission Required) (Offered fall semester)**

AG 265 Advanced Equine Training (3 Cr. Hr.)

Prerequisite: AG 263 (Beginning Equine Training) or instructor's permission. Students train two-year-old and older horses from basic maneuvers through advanced maneuvers, such as rollbacks, spins and lead changes. English horses may be started over fences and western horses may be started on cattle. **(Offered spring semester)**

AG 268 Equine Management Technology III (4 Cr. Hr.)

This course provides on-the-job training related to specific areas of horse production. Students are assigned certain tasks associated with management operations and decisions. Opportunities to manage the college unit and personnel are also provided. **(Offered fall semester)**

AG 269 Equine Management Technology IV (4 Cr. Hr.)

This course provides on-the-job training related to specific areas of horse production. Students are assigned certain tasks associated with management operations and decisions. Internships are available to fulfill this credit. **(Offered spring semester)**

AG 280 Feedlot Management Techniques II (8 Cr. Hr.)

This course will include working with a large cattle feeding operation for eight weeks. Students will be introduced to all aspects of a feedlot operation; including feeding, doctoring, feed mill operation, and office work. **(Offered spring semester)**

AG 290 Agriculture Equipment Safety (1 Cr. Hr.)

This course exposes students to certain equipment used on the college farm on a daily basis and in an agricultural career. **(Offered fall semester)**

AG 293 Agriculture Entomology (3 Cr. Hr.)

This course provides students in agriculture with an insight into insect identification and control. The morphology, physiology and ecology of insects are essential aspects that are covered in this course. It also includes the insect's life cycle, anatomy, classification and behavior in relationship to plant and animal control. **(Offered fall semester)**

AG 299 Directed/Independent Study: Agriculture (1-4 Cr. Hr.)

Prerequisite: Approval of instructor and division chair. A structured learning experience is offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of, competencies associated with selected programs. Its purpose is to supplement extant courses with individualized, in-depth learning experiences.

Allied Health

AL 101 Basic Nutrition (3 Cr. Hr.)

The focus of this course is designed to familiarize students with the classes of nutrients, the importance of nutrition in everyday life, and the growing importance of nutrition in treating conditions as well as preventing them.

AL 102 Medical Terminology (1 or 3 Cr. Hr.)

This course is designed for those in Nursing, Physical Therapist Assistant, and Veterinary Technology programs as well as for those in related areas of study. It includes a study of basic word structure, organization of the body, prefixes, roots, and suffixes which form the basics in the professional language of medicine. A variety of applications including written & verbal exercises are used as students help one another in the deciphering and understanding of medical language.

AL 104 Nurse Aide (5 Cr. Hr.)

Fundamental concepts, regulations and skills of a nursing assistant are introduced in this course. The course is designed to include topics that prepare the student to meet the physiological and psychological needs of all individuals who are in need of health care. Students are expected to have completed supervised clinical training in health care facilities. Successful completion is required to be eligible to take the state Certified Nurse Assistant exam.

AL 110 Medication Aide (4 Cr. Hr.)

Prerequisites: Certified Nurse Assistant licensure and a reading level of eighth grade or above. Topics included in this course are metric and apothecary systems. Students receive skill training in administering medication under the supervision of a nurse. Successful completion of this class is required to be eligible to take the state Certified Medication Aide exam.

AL 113 Nutrition Assistant (1 Cr. Hr.)

This course is designed to train personnel to feed residents who have no complicated feeding problems. The assistant will work under the direction of the charge nurse within his/her scope of practice in compliance with both state and federal laws.

AL 116 Restorative Aide (2 Cr. Hr.)

Basic nursing techniques required of rehabilitative aides who are employed by health care facilities are covered in this course. Topics included are psycho-social aspects of rehabilitation, the role of an aide and skill techniques.

AL 117 Home Health Aide (1 Cr. Hr.)

Prerequisites: C.N.A. and 8th grade reading level or above. This course will provide the Certified Nurse Aide additional training and knowledge to provide safe and effective care in the client's home setting.

AL 123 Medication Aide Update (1 Cr. Hr.)

Ten hours of continuing education required by KDHE to maintain CMA certification.

AL 125 EMT (12 Cr. Hr.)

To bring a student to the level of training to complete the state EMT exam and provide TYPE II pre-hospital care.

AL 134 Basic Cardiac Life Support (.5 or 1 Cr. Hr.)

The objective of this class is to impart information about prudent heart living, prevention of unnecessary death from heart attack, signals and actions for survival.

AL 140 Community Cardiopulmonary Resuscitation (.5 or 1 Cr. Hr.)

This course is designed to cover anatomy and physiology of the heart, prudent heart living, signals and actions for survival. Included in this course are maneuvers for clearing an obstructed airway.

AL 150 CPR for the Professional Rescuer (1 Cr. Hr.)

The purpose of the American Red Cross CPR for the Professional Rescuer course or the American Heart Association BLS course for health care professionals is to provide the professional rescuer with the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of respiratory and cardiac emergencies until more advanced medical help can arrive. The course content and activities will prepare participants to make appropriate decisions about the care to provide in an emergency. The course provides the skills a professional rescuer needs in order to act as a crucial link in the emergency medical services (EMS) system.

AL 190 LPN- Intravenous Therapy Course (3 Cr. Hr.)

This course will prepare the Licensed Practical Nurse to perform intravenous therapy skills beyond the normal scope of practice for LPN's. The course follows Kansas State Board of Nursing mandates using the approved curriculum. Topics studied in this course include the legal aspects of intravenous therapy specific to LPN practice, anatomy and physiology of the circulatory system, venipuncture techniques, pharmacotherapeutic concepts and phlebotomy. This course includes a laboratory component.

AL 236 Pharmacology (1-3 Cr. Hr.)

This course is designed to support and complement the knowledge base of persons in the health care field. It explores pharmacology beyond the course content offered in the required health care curriculum. Prescription and over-the-counter drug classifications, drug formulations, and safe, effective drug therapy are examined, as well as specific drug actions, indications for use and side effects. Legal, ethical, and cultural considerations are examined and discussed.

AL 281 Pathophysiology (3 Cr. Hr.)

Prerequisites: BI276 (Anatomy & Physiology I), BI277 (Anatomy & Physiology II), BI278 (Anatomy & Physiology), BI282 (Human Anatomy), BI283 (Human Physiology), or equivalents with a minimum grade of "C." This course pertains to the systematic study of the functional changes in cells, tissues, and organs due to the effects of disease and/or injury.

Pathophysiology is one of the most important bridging sciences between preclinical and clinical courses for students in the health sciences. It is also appropriate for those students pursuing a career in Forensics or Crime Scene Investigation. This is a fully online class. **(Offered spring semester)**

SO 132 Social Service Designee (1-2 Cr. Hr.)

This class is usually taken in conjunction with SO133. The two courses emphasize the aging process as it affects the management of social services and activity programs as well as basic human needs, general concepts of human behavior, physical aspects of aging, attitudes of aging and philosophy of long term care.

SO 133 Activity Director (1-3 Cr. Hr.)

This class is usually taken in conjunction with SO 132. Specific emphasis in this course is given to the philosophy, concepts and techniques of therapeutic activities for personnel who deal with the elderly in long term care facilities and techniques for motivating resident participation in adapting activities to abilities within an environment, therapy stimulations and community involvement.

Anthropology

AN 176 Native American Cultures (3 Cr. Hr.)

This course will examine and explore major elements of the complex relationship between history, culture, and majority-minority relations with regard to the unique circumstances of Native Americans. Special emphasis will be placed on understanding major cultural, political, and economic issues in both historical and contemporary terms.

AN 177 Cultural Anthropology (3 Cr. Hr.)

This course is a comparative study of past and present human societies and cultures. Cultural Anthropology explores culture as the basis for human experience. This course is the study of human diversity and universals. Emphasis includes examination of the world views of peoples and the areas where they live from an international and interdisciplinary perspective. Students are engaged in using the theories and practices of anthropology in field research and in learning by practical experience, involvement, and investigation.

AN 185 Introduction to Forensic Anthropology (3 Cr. Hr.)

This course is the study of human biological diversity and commonalities. Emphasis will include examination of the broad field of forensic anthropology from an international and interdisciplinary perspective. This course provides the basis for further study of crime scene investigation, assessment, excavation, mapping, documentation, and the application of the theories and methods of archeology to forensic work. Students are engaged in using the theories and practices of forensic work in field research and in learning by practical experience, involvement, and investigation.

Art

AR 101 Art Survey (3 Cr. Hr.)

This course is a study of non-Western or Native American visual arts.

AR 102 2-D Design (3 Cr. Hr.)

This course is an introduction to the composition, principles and elements of design. Students wishing to major in art should enroll in AR102 their first semester. **(Offered fall semester)**

AR 103 Drawing I (3 Cr. Hr.)

This course emphasizes the basic elements in drawing. Students study perspective, proportion, composition and value. Students have the opportunity to use pencil, charcoal and ink. Students wishing to major in art should enroll in AR103 their first semester. **(Offered fall semester)**

AR 104 Watercolor Painting I (3 Cr. Hr.)

This course is a study of various techniques of water media, ranging from washes to dry brush and mixed media.

AR 105 Oil Painting (3 Cr. Hr.)

This course is an introduction to oil painting, beginning with color application and work in value relationships. Both brush painting and knife painting are used.

AR 106 Elementary Art Education (3 Cr. Hr.)

This course is an introduction to the development of children's art. The importance of creativity in the elementary classroom setting is emphasized giving future teachers the tools to pursue a thoughtful curriculum. **(Offered spring semester)**

AR 111 Ceramics I (3 Cr. Hr.)

This course is an introduction to the use of clay as an art medium. Students learn a variety of clay-working techniques, including handbuilt and wheel thrown.

AR 115 Beginning Sculpture (3 Cr. Hr.)

This course is an introduction to basic sculptural techniques. Both additive and subtractive processes are included. Students apply design principles to 3-D forms.

AR 116 Lettering & Design (1-3 Cr. Hr.)

This class is designed for the student interested in the art of beautiful lettering styles. Students begin with basic Italic and move into more advanced forms. Bordering, flourishing and ornamentation will also be studied.

AR 118 Synthetic & Mixed Media (3 Cr. Hr.)

Painting with acrylics and other contemporary media is introduced in this course. Students are encouraged to mix medias and look at the unique opportunities of combining materials.

AR 119 Printmaking (3 Cr. Hr.)

This beginning course in print process explores woodcuts, linocuts, lithography, monoprinting and engraving.

AR 123 Introduction to Crafts (1-3 Cr. Hr.)

Students create projects in a variety of fine crafts and materials.

AR 125 Computer Graphics I (3 Cr. Hr.)

Students use design and imaging software to develop projects. This course is required for graphic design majors. No prior knowledge of computers is required. **(Offered fall semester)**

AR 175 Art Appreciation (3 Cr. Hr.)

This is a general education course designed to introduce students to general aspects of art, including visual elements, principles of design, media, materials, aesthetics, criticism, theory and history.

AR 176 Art History I (3 Cr. Hr.)

This course is a study of the history of architecture, sculpture, and painting of Western Civilization from the Prehistoric Period through the Middle Ages. **(Offered fall semester)**

AR 177 Art History II (3 Cr. Hr.)

This class may be taken independently of AR176 (Art History I). Students begin their studies with the Renaissance and continue through the 20th century. **(Offered spring semester)**

AR 185 The Fine Arts Experience (1-3 Cr. Hr.)

This course is designed to supplement travel. Students may visit art museums, galleries, historic architectural sites, and/or attend dramatic and musical performances.

AR 202 3-D Design (3 Cr. Hr.)

Prerequisite: AR102 (2-D Design). This course is an introduction to compositional elements and principles of design in relation to three-dimensional art.

AR 203 Drawing II (3 Cr. Hr.)

Prerequisite: AR103 (Drawing I). This class is designed for the serious artist who wishes to develop his or her drawing skills and personal style. Students study composition, materials, contemporary drawing approaches, and techniques.

AR 204 Watercolor Painting II (3 Cr. Hr.)

Designed for the development of the serious painter, this course helps the student work on his or her individual style. The class encourages creativity and material exploration.

AR 205 Problems in Drawing (1-5 Cr. Hr.)

Advanced techniques and skill development in drawing are included in this course.

AR 206 Problems in Painting (1-5 Cr. Hr.)

Advanced techniques and skill development in painting are included in this course.

AR 214 Ceramics II (1-3 Cr. Hr.)

Prerequisite: AR111 (Ceramics I). Students continue study in the clay medium. Students are expected to create more complex pieces and show proficient skill levels.

AR 215 Advanced Crafts (1-3 Cr. Hr.)

Students create advanced projects in fine crafts and materials.

AR 220 Projects in Ceramics (1-3 Cr. Hr.)

Prerequisite: AR111 (Ceramics I); AR214 (Ceramics II).

This course has been designed to build on the training and knowledge gained in Ceramics I and II and to continue to advance the ceramic student to the next level in ceramics.

AR 225 Computer Graphics II (3 Cr. Hr.)

Prerequisite: AR125 (Computer Graphics I). Students continue study of design software and create complex images. **(Offered spring semester)**

GR 105 Beginning Photography (1 Cr. Hr.)

This course is a beginning photography course for people interested in exploring image-making potential of flash or digital cameras. Students use scanners, color printers, Photoshop CS and movie-making software to create/organize files, and perfect photography skills. This course is perfect for graphic design majors, art majors and portfolio building, or for anyone with interest in Photography. No prior knowledge of camera or computers is required.

GR 155 Advanced Photography (3 Cr. Hr.)

This course is an advanced photography course for people interested in exploring the image-making potential of flash or digital cameras. Students use scanners, color printers, Photoshop CS4 and movie-making software to create/organize files, and perfect photography skills. Students will also work on and develop complete portfolio files, and perfect photography skills. This course is perfect for graphic design majors, art majors, portfolio building, and anyone with an interest in photography. Prior knowledge of cameras or computers is required.

Biology

BI 100 General Biology (w/Lab) (4 Cr. Hr.)

This course includes three hours of lecture and 1.5 hours of laboratory per week. This is a survey of pertinent life characteristics to provide students with relevant material that will enable them to perceive the need for continued questioning of present ecological practices, keeping abreast of biological advances that directly affect the student and future explorations in biological research regarding philosophical/political implications. This course is designed for non-science majors. **(Offered each semester)**

BI 177 Principles of Biology (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included in this course. An emphasis is placed on biological principles common to both plants and animals. It is designed for students in areas of study that require a strong biology background. The laboratory stresses the nature of scientific thinking and problem solving.

BI 256 Botany (w/Lab) (5 Cr. Hr.)

Prerequisite: BI177 (Principles of Biology). Three hours of lecture and three hours of laboratory per week are included. This is a survey of the plant kingdom with consideration given to classification, morphology and function, and propagation methods. A comparison of the major systems is made among members of

the plant kingdom. Principles of heredity, theories of life's origin and evolution are discussed. Applied field and laboratory techniques focused on plants will be used. **(Offered spring semester)**

BI 276 Anatomy & Physiology I (w/Lab) (4 Cr. Hr.)

Prerequisite: Biology and chemistry are strongly recommended as background coursework. The course includes three hours of lecture and 1.5 hours of laboratory per week. This introductory course emphasizes 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 homeostatic regulation within the human body. **(Offered fall semester)**

BI 277 Anatomy & Physiology II (w/Lab) (4 Cr. Hr.)

Prerequisite: BI276 (Anatomy & Physiology I). The course includes three hours of lecture and 1.5 hours of laboratory per week. Designed as a continuation of BI276 (Anatomy & Physiology I), this course continues the exploration of the integral relationship between structure and function with regard to the following human organ systems: special senses, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. A continued emphasis is placed on the processes of homeostasis, metabolism, growth and development.

(Offered spring semester)

BI 278 Anatomy & Physiology (5 Cr. Hr.)

The aim of this course is to provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function of the human body and a basic knowledge of gross anatomy. Laboratory work will include study of the major body systems. (Although not required, a grade of "C" or better in general biology or chemistry is strongly recommended.)

BI 280 Principles of Microbiology (w/Lab) (5 Cr. Hr.)

Prerequisite: BI177 (Principles of Biology). Three hours of lecture and three hours of laboratory per week are included. This is a survey of the major characteristics and life functions of the bacteria, fungi, viruses and rickettsia with emphasis upon the disease-producing effects of microorganisms. Major emphasis in lecture and laboratory is placed upon bacteria. Laboratory work involves microscope techniques, identification of microorganisms and methods involved in handling, culturing and controlling microorganisms. **(Offered each semester)**

BI 282 Human Anatomy (w/Lab) (4 Cr. Hr.)

Prerequisite: Biology and chemistry are strongly recommended as background coursework. The course includes three hours of lecture and 1.5 hours of laboratory per week. This introductory course includes both the microscopic and gross anatomical investigation of cellular organelles, cells, tissues, organs, and the classical organ systems of the human body. Concentration is focused on the detailed analysis of human structure using current anatomical terminology. **(Offered fall semester)**

BI 283 Human Physiology (w/Lab) (4 Cr. Hr.)

Prerequisite: BI282 (Human Anatomy) or permission of the instructor. The course includes three hours of lecture and 1.5 hours of laboratory per week. Designed as an introductory investigation of the integral relationship between structure and function within the human body, this course emphasizes the cells, tissues, organs, and classical organ systems in terms of physical and chemical processes. Homeostasis is stressed as a requirement for optimal health, while an appreciation for the critical understanding that function follows structure is promoted.

(Offered spring semester)

BI 285 Zoology (w/Lab) (5 Cr. Hr.)

Prerequisite: BI 177 (Principles of Biology). Three hours of lecture and three hours of laboratory per week are included. This course provides a survey of the animal kingdom with consideration given to classification, life cycles and structures. A comparison of the major systems is made among the members of the animal kingdom. Principles of heredity, theories of life's origin and evolution are discussed. **(Offered fall semester)**

The following elective courses are not required for a degree but may be offered "on demand."

BI 102 Man & the Environment (3 Cr. Hr.)

This course includes three hours of lecture per week. It is designed for science and non-science majors and emphasizes man's interaction with the environment. The course is designed to develop an understanding of sustainability. The course will look at past successes and failures as well as learn about present day challenges we face as a society as we change the environment around us.

BI 286 Dendrology (3 Cr. Hr.)

Prerequisite: BI256 (Botany). This course includes three hours of lecture per week. It is a majors level class that shows students how to accurately identify native and non-native (species which are spontaneous or naturalized) woody species of plants trees, shrubs, and lianas of the high plains, and provides a basic understanding and mastery of the appropriate vocabulary and concepts required in dendrological studies. ecology, taxonomy, and the economic importance will be discussed for several taxa.

BI 298 General Genetics (5 Cr. Hr.)

Prerequisite: BI177 (Principles of Biology). This course includes 3 hours of lecture and 3 hours of laboratory per week. It is designed for science majors and includes an intensive study of both molecular and population genetic concepts.

Business

BU 131 Organizational Leadership (3 Cr. Hr.)

This course focuses on the process of influencing individuals and groups toward organizational goals, including such topics as the evolution of leadership, leadership effectiveness, and situational leadership. This course draws from literature that defines leadership as setting and maintaining direction for an organization. Persons who lead do so with a vision and a purpose.

BU 132 Transformational Leadership and Innovations (3 Cr. Hr.)

This course will prepare students to incorporate values of a transformational leader into their personal leadership style. This course will take a research-based approach to expand the students' knowledge of transformational leadership and innovation. In today's business environment organizations rely heavily on leadership and innovation.

BU 133 Critical and Creative Thinking in Business (3 Cr. Hr.)

This course is designed to challenge the students to become creative leaders/problem-solvers. This course will focus on the characteristics of creative and critical thought in the business setting. Students will utilize individual and collaborative learning to maximize the development of critical and creative thought.

BU 134 Organizational Theory and Design (3 Cr. Hr.)

This course will examine the formal and informal functions of organizations. Investigating the structure and behavior of organizations to explain the effects of the changing environment, while providing the tools to increase organizational effectiveness.

BU 140 Global Leadership in Business (3 Cr. Hr.)

This course will prepare students to handle business at the global level. Focusing on the essential tools important for global leadership. Organizational leaders must possess the ability to conduct business not only in the United States, but also abroad.

BU 141 Leading Organizational Change (3 Cr. Hr.)

This course is designed to develop the fundamental areas necessary to lead effective individual, team, and organizational change. Change is vital for the 21st century individual and organization, as change is the only constant in the business environment.

BU 142 Theory of Leadership in Business (3 Cr. Hr.)

This course focuses on a comprehensive review of the writings and theories of leadership. Students will evaluate leadership traits and behavior, the effects of reciprocal influence, transformational leadership, the role of power versus authority, fellowship, and related matters. Applications of theory to practice will be emphasized.

BU 143 Human Behavior in Organizations (3 Cr. Hr.)

This course will concentrate on the different behaviors present in organizations. Focusing on individual, interpersonal, intrapersonal, and small group behavior. Leaders must demonstrate an understanding of the individual behavior to achieve organizational goals. Students will increase their awareness of personal and others' assumptions, motivations, attitudes, values, emotions, and behaviors in the organizational setting.

BU 144 Organizational Knowledge Management (3 Cr. Hr.)

This course is designed to integrate theory, research, and practice pertaining to knowledge creation and knowledge management. Furthermore, this will prepare students to manage knowledge more effectively. The creation and management of knowledge is a central topic in all sectors in business.

BU 157 Trends in Hospitality Management (3 Cr. Hr.)

This is an introductory course in a series of management courses. Current issues in the hospitality environment will be researched and discussed. This course will utilize differentiated instruction and experiential learning focusing on quality service.
(Offered fall semester)

BU 160 Introduction to Entrepreneurship (3 Cr. Hr.)

This is an introductory course for business and non-business students designed to expose students to entrepreneurial business. This course examines the role of entrepreneurship in economic growth, broad trends in the field of entrepreneurship, characteristics of the entrepreneur, resources available and skills necessary to build successful companies. This course will utilize differentiated instruction. (Offered fall semester)

BU 176 Personal Finance (3 Cr. Hr.) EduKan

An overview of personal and family financial planning with an emphasis on financial record keeping, planning your spending, tax planning, consumer credit, debt management, making buying decisions, purchasing insurance, selecting investments and retirement and estate planning.

BU 177 Human Relations (3 Cr. Hr.) EduKan

This course is designed to help students develop more effective interpersonal communication skills through practice. Class activities deal with self-disclosure, trust, supportive listening, expressing feelings clearly, constructive confrontation and increasing self-awareness.

BU 178 Introduction to Business (3 Cr. Hr.)

This course introduces non-business and business students to the basic areas of business, including global markets, business ethics, economic challenges, small and large businesses, E-business, management, leadership, human resources, marketing and distribution, technology, legal issues, accounting and finance.
(Offered fall semester)

BU 212 Business Communications (3 Cr. Hr.)

This course is designed to develop mastery in the composition and preparation of written business communication including grammar, punctuation and formatting. Students will plan and compose effective business letters, memorandums, reports and other routine office communications through practical career applications. Students will also prepare for all phases of the job interview process.

BU 217 The Legal Environment of Business (3 Cr. Hr.)

This course is an overview of the legal system, including civil law, criminal law, and the legal environment. It includes an overview of the court system and how it affects and regulates business. It incorporates current cases and a critical thinking approach to the legal system. Areas covered are: dispute resolution, white collar crime, ethical responsibility, lease and contract law including the UCC, torts, product liability, property relationship including bankruptcy and consumer protection. (Offered spring semester)

BU 221 Human Resource Management (3 Cr. Hr.)

This survey course explores the general field of human resource management (HRM). It covers topics such as equal employment opportunity and affirmative action; workforce diversity; job specification, design and analysis; HR planning, recruiting and selecting; employee development; performance appraisals; discipline and grievances; termination, layoffs and transfers; compensation and benefits; health and safety factors; labor relations and collective bargaining. (Offered fall semester)

BU 225 Marketing (3 Cr. Hr.)

This course exposes the student to strategic concepts in a global environment, social responsibility and ethics, customer behavior, E-marketing, product and distribution decisions, promotion and pricing. The marketing strategic planning process, creating a marketing plan, and implementing strategies will be explored. This course will utilize differentiated instruction and experiential learning focusing on quality service.
(Offered spring semester)

BU 231 Principles of Advertising (3 Cr. Hr.)

This course is a general study of the procedures and techniques of advertising, including determination of objectives, idea brainstorming, writing copy, planning layout, selecting media, and utilizing research. Students will study various advertising campaigns and have hands-on creation of advertising layouts for various media. (Offered every other spring semester)

BU 237 Principles of Management (3 Cr. Hr.)

This theory and application course introduces students to the evolution of management theory while providing an opportunity to develop management skills. It includes an introduction to organizations, teamwork, leadership, motivation and the basic management functions of planning, organizing, leading and controlling. Current management topics such as globalization, diversity, ethics, social responsibility, quality, productivity and participative management will be incorporated throughout the course. This course will utilize differentiated instruction.
(Offered spring semester)

BU 241 Management of Small Business (3 Cr. Hr.)

This course is designed as an entrepreneurial management class and covers the dynamic role of small business in the economy. Students will be exposed to planning and organizing a business, marketing goods and services, managing and operating a business, and planning for the financial aspects of a small business.

BU 244 Retail Management (3 Cr. Hr.)

This introductory retailing course emphasizes a strategic approach to fundamental retail principles. The student is exposed to planning and decision making in a complex, changing retail environment. Types of retailing, consumer analysis and targeting, retail locations, operations management, merchandise planning, inventory control, pricing and promotion will be explored. This course utilizes differentiated instruction and experiential learning with an emphasis on quality service. **(Offered fall semester)**

BU 245 Principles of Selling (3 Cr. Hr.)

This fundamental course in persuasive communication is a study of the fundamentals of successful selling, including prospective buyer motivation, the approach, varying techniques, and the closing. **(Offered every other spring semester)**

BU 253 Business Finance (3 Cr. Hr.)

This course is designed to reinforce an understanding of business math/finance that provides the necessary foundation for students interested in business careers. Business math/finance concepts included are: fractions, percentages, bank services, payroll, taxes, insurance, purchasing merchandise, markup and markdown, interest, consumer credit and mortgages, metrics and currency, invoicing, depreciation, amortization and present value/future value. **(Offered fall semester)**

BU 255 Lodging Management (3 Cr. Hr.)

This course is designed to provide students with an overview of the lodging industry and an exposure to the management skills and operational characteristics unique to this industry. Special emphasis will be placed on current trends and quality service as it relates to the lodging industry. This course utilizes differentiated instruction and experiential learning. **(Offered fall semester)**

BU 257 Restaurant & Beverage Management (3 Cr. Hr.)

This course serves as an introduction to restaurant management practices and management of the beverage operation of restaurants, hotels, clubs and other licensed premises. The course emphasizes the development of management skills as well as product knowledge, responsible beverage service, menu planning, facility design and styles of food service. This course utilizes differentiated instruction and experiential learning with a focus on quality service. **(Offered spring semester)**

BU 259 Domestic & International Tourism (3 Cr. Hr.)

This course examines the tourism industry from a domestic and international perspective. It serves as the introduction to tourism as it relates to the hospitality industry. Current topics in tourism are emphasized as the student develops an understanding of the dynamics of this industry. This course utilizes differentiated instruction and experiential learning with a focus on quality service. **(Offered spring semester)**

BU 260 Entrepreneurship I (6 Cr. Hr.)

This course integrates financial, managerial and tax accounting concepts to solve problems relating to cash flow, inventory and operation management, capital assets and financing issues in small venture idea creation. Projects and existing small business management concepts are integrated into decision making, human resources and control issues.

Students will apply technological tools to understand cash flow management, inventory control, staffing issues and marketing decisions. There will be an emphasis on developing a comprehensive budget and learning strategies for coping with cash shortages. This course utilizes differentiated instruction and experiential learning. **(Offered fall semester)**

BU 265 Entrepreneurship II (6 Cr. Hr.)

This course integrates business courses into a final project. A business venture concept will be developed from opportunity viability through economic research and location determination analysis, SWOT and feasibility studies, marketing plan, business plan and strategic plan with growth potential analysis. The completed project will be used to arrange financing for the initialization of a new venture, or growth and expansion of an existing enterprise. Entrepreneurial skills will be developed to establish a solid, ethical foundation for business success with a focus on quality service. This course utilizes differentiated instruction and experiential learning. **(Offered spring semester)**

BU 281 Effective Time Management (1 Cr. Hr.)**

This course is valuable for those who want to improve their productivity and strengthen their time-management skills through multiple ways of thinking about and using time more effectively. It provides strategies, techniques and tips to set priorities and manage the daily pressures of meeting important and urgent commitments in your life. Some of the topics covered include the following: monitoring daily work habits and determining areas for improvement, priority and goal setting, planning daily tasks and goals that align with your mission statement, how to identify and select tools that help with time and priority management, avoiding over-commitment of yourself and combating procrastination, how to implement a personal time-management action plan, how to deal with change so that you can enjoy less stress and more success, and focus on personal growth.

BU 282 Cyber Security (3 Cr. Hr.)

This course provides an introduction to computer and Internet security threats and response. The basic operation of the computer, including DOS, Windows-based machines, and the use of the Internet as an information tool will be an integral part of this course. Study will include the importance of sound security policies in organizational management as well as in design methodology associated with hardware, software, operating systems and networks. No special computer skills or knowledge are required for this class. **(Offered spring semester)**

BU 283 Cyber Forensics (3 Cr. Hr.)

This course provides an introduction to forensic computer and cyberspace investigations, a relatively new branch of the forensic sciences dedicated to the analysis of the computer and Internet as it relates to criminal activity and evidence. This course is designed to introduce the student to the operational functioning of computer technology including its use in tracking and analyzing information to improve the detection of unlawful activity, case solvability factors, and the powerful abilities of computer to rapidly analyze raw data. The handling and treatment of computer-related evidence will also be emphasized. No special computer skills or knowledge are required for this class. **(Offered spring semester)**

BU 298 Seminar in Business & Management (2-3 Cr. Hr.)

This course is designed as a capstone course for the Business Management & Administration Program. A research project will be completed in the concentrated areas. The student will demonstrate measureable program objectives and skills. Differentiated instruction will be utilized in this course. An internship may be required.

(Offered spring semester)

****A maximum of three credit hours from workshops may be counted toward the 62 hours required for graduation.**

Business Technology

BT 107 Keyboarding (3 Cr. Hr.)

This course emphasizes the development of keyboarding speed and accuracy. Skilled production of various business documents utilizing current word processing software is the ultimate goal. Documents are keyed from rough-draft format to meet mailability standards. An individualized instructional approach is utilized.

BT 139 Desktop Publishing (2 Cr. Hr.)

Prior knowledge of word processing and keyboarding skills is necessary. Emphasis is placed on terminology associated with desktop publishing, necessary computer hardware and software, page assembly and the design and production of original business publications. Current desktop publishing software is used.

BT 200 Electronic Transcription (3 Cr. Hr.)

In this course students transcribe from CDs utilizing Express Scribe software to create various business documents and correspondence, including interoffice memos, letters, reports and manuscripts. Emphasis is placed on spelling, editing and proofreading techniques. Students build skills needed for success in transcribing business documents. **(Offered spring semester)**

BT 203 Veterinary Office & Computer Skills (2 Cr. Hr.)

Prerequisite: VT125 (Coop Education Preparation). This course covers the business and professional aspects of a practice, including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. Computer applications utilizing word processing, spreadsheet, database and veterinary office management software will also be included. **(Offered spring semester)**

BT 205 Medical Office Procedures (5 Cr. Hr.)

This course is designed to provide the administrative medical assistant with procedural knowledge and technology skills used in the medical office. Topics will include routine administrative tasks, medical ethics, medical law as it applies to the administrative medical assistant, and an introduction to medical coding. A current patient accounting software for medical offices will be utilized for patient scheduling, patient billing, and financial reports. **(Offered spring semester)**

BT 206 Medisoft (2 Cr. Hr.)

This course presents the general flow of information in a medical office and the role that computers play. Medisoft, patient billing and accounting software; will be utilized to provide students with hands-on experience inputting patient information, entering patient transactions, creating insurance claims, producing patient statements, entering payments and adjustments, producing reports, and scheduling. Prior knowledge of keyboarding is essential. **(Offered spring semester)**

BT 207 Management and Supervision in Healthcare (3 Cr. Hr.)

This course applies the principles of organization and supervision of human, financial, and physical resources. Students will identify the functions of management (planning, controlling, organizing, and directing) along with other applicable management theories in the healthcare environment. **(Offered fall or spring semester)**

BT 208 Medical Insurance and Billing (3 Cr. Hr.)

This course covers the insurance and reimbursement for patients. Assignment and reporting codes for diagnoses and procedures and services, claims for patients, physician offices, and emergency offices are covered along with the review of fraud prevention. Case studies that use previous cases and redacted records to code diagnoses, service and procedures to complete claims, will be studied. Medical benefits will be examined. **(Offered fall or spring semester)**

BT 209 Quality Improvement in Healthcare (3 Cr. Hr.)

This course provides a historical background into the development of quality improvement in healthcare. Focusing on the multiple facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality improvement issues, databases and spread sheets.

BT 212 Applied Office Procedures (5 Cr. Hr.)

This course emphasizes the specialized skills and abilities students need to perform at both the operational and the managerial levels in today's office. Topics covered include telephone dynamics, organizational structure, time management, meetings and travel arrangements, communication services, postal and private shipping services, records management, reference materials, supplies, human relations, supervisory and administrative responsibilities utilizing current technologies. **(Offered spring semester)**

BT 218 Advanced Word Processing (3 Cr. Hr.)

Prerequisite: CO176 (Introduction to Computer Concepts & Applications). Advanced Word processing is designed to give students advanced training in suite software packages with emphasis in word processing. Students will complete and solve business problems using Microsoft Word. A review of basic software features will be presented with a flow into the more advanced features. **(Offered spring semester)**

Communication

RT 103 Introduction to Radio Announcing (3 Cr. Hr.)

Introduction to Radio Announcing allows students to begin development of on-air skills under the supervision and mentoring of an instructor with industry experience. Basic radio announcing techniques along with news and sports announcing for both radio and television will be covered through review, comparison and critique of student and professional performances. Students are also trained in techniques designed to improve voice and diction. **(Offered fall semester)**

RT 111 Introduction to Radio Production and Copywriting (3 Cr. Hr.)

Introduction to Radio Production and Copywriting is designed to provide radio students the opportunity to write and produce material in a digital environment. Using the latest computer production techniques, students will create station identity and other recorded material aired on the student radio station KTCC. Donor acknowledgments sold by the broadcast sales and marketing students are written and produced in this class then aired on the station. This is a practical course essential to any individual seeking a career in radio broadcasting. **(Offered spring semester)**

RT 112 Radio On-Air Performance Critique I (1 Cr. Hr.)

In Radio On-Air Performance Critique I students learn staffing procedures, managerial techniques and facility operations of the student-operated radio station KTCC. On-air shifts are scheduled during this class. Class is modeled after professional radio station staff meetings. Radio students should be enrolled in an On-Air Performance Critique class each semester.

RT 113 Radio On-Air Performance Critique II (1 Cr. Hr.)

In Radio On-Air Performance Critique II students receive continued experience in staffing procedures, managerial techniques and facility operations of the student-operated radio station KTCC. On-air shifts are scheduled during this class. Class is modeled after professional radio station staff meetings. Radio students should be enrolled in an On-Air Performance Critique class each semester.

RT 168 Radio On-Air Performance I (2 Cr. Hr.)

In Radio On-Air Performance I, radio students perform live in the state-of-the-art KTCC radio studios to develop, practice and perfect their on-air skills. Students enrolled in radio performance classes will man at least three, three-hour shifts per week on the air. The shifts may consist of D.J. shifts, sports board operation, live remote broadcasting and other applications. Radio students should be enrolled in an On-Air Performance class each semester.

RT 169 Radio On-Air Performance II (2 Cr. Hr.)

In Radio On-Air Performance II, radio students perform live in the state-of-the-art KTCC radio studios to develop, practice and perfect their on-air skills. Students enrolled in radio performance classes will man at least three, three-hour shifts per week on the air. The shifts may consist of D.J. shifts, sports board operations, live remote broadcasting and other applications. Radio students should be enrolled in an On-Air Performance class each semester.

RT 212 Radio On-Air Performance Critique III (1 Cr. Hr.)

In Radio On-Air Performance Critique III students receive continued experience in staffing procedures, managerial techniques and facility operations of the student-operated radio station KTCC. On-Air shifts are scheduled during this class. Class is modeled after professional radio station staff meetings. Radio students should be enrolled in an On-Air Performance Critique class each semester.

RT 213 Radio On-Air Performance Critique IV (1 Cr. Hr.)

In Radio On-Air Performance Critique III students receive continued experience in staffing procedures, managerial techniques and facility operations of the student-operated radio station KTCC. On-air shifts are scheduled during this class. Class is modeled after professional radio station staff meetings. Radio students should be enrolled in an On-Air Performance Critique class each semester.

RT 219 Advanced Radio Production and Copywriting (3 Cr. Hr.)

Advanced Radio Production and Copywriting is designed to provide sophomore radio students the opportunity to write and produce radio commercials in a more project-oriented environment. Advanced computer production techniques are also demonstrated and practiced by students. This course replicates the type of production environment students will face in "real world" situations including time management, staff, client relations and deadlines. **(Offered fall semester)**

RT 220 Broadcasting Sales & Marketing (3 Cr. Hr.)

Broadcast Sales and Marketing provides students with the techniques and principles of ethical advertising sales through lecture and actual sales experience. Along with the instructor, broadcasting sales professionals will periodically relate their experiences to students and help evaluate their methods and practice. Students will develop sales packages for KTCC-FM and apply sales techniques through solicitation of local businesses for underwriting donations. Students will also learn promotional strategies for marketing a radio or television station. **(Offered fall semester)**

RT 221 Advanced Radio Announcing (3 Cr. Hr.)

In Advanced Radio Announcing, students will continue development of their on-air skills. Advanced announcing techniques such as live adlibbed interviewing, multiple announcer showcases, play-by-play and other advanced concepts and techniques may be applied. Students will apply the basic skills and techniques learned in the introductory class in more professional level situations. **(Offered spring semester)**

RT 222 Advanced Broadcast Sales & Marketing (3 Cr. Hr.)

The techniques and principles of advertising sales are discussed and practiced in the classroom. Broadcasting sales professionals will periodically lecture to relate their experience. Students will develop sales packages for KTCC-FM and apply sales techniques through solicitation of local businesses. Students will also learn promotional strategies for marketing a radio/tv station. The student will also make contacts with commercial stations to learn more about the fast pace of a commercial radio station.

RT 267 Internship (1-8 Cr. Hr.)

In conjunction with the instructor, the student arranges for work at an area media outlet. Once enrolled, the student will work under the supervision of the employer with the instructor providing advice and guidance. The student must sign a contract outlining details of the project and the times and places work will take place. During the project the student and employer must keep an accurate record of the time spent working on the internship. The employer will also evaluate the student's performance over the period of the internship, which will be turned in at the end of the semester. The internship may be paid or unpaid. ***Prerequisite: Permission of the Instructor, employer, Academic Chair, and Dean of Academic Affairs, along with a signed contract.***

RT 268 Radio On-Air Performance III (2 Cr. Hr.)

In Radio On-Air Performance III, radio students perform live in the state-of-the-art KTCC radio studios to develop, practice and perfect their on-air skills. Students enrolled in radio performance classes will man at least three, three-hour shifts per week on the air. The shifts may consist of D.J. shifts, sports board operation, live remote broadcasting and other applications. Radio students should be enrolled in an On-Air Performance class each semester.

RT 269 Radio On-Air Performance IV (2 Cr. Hr.)

In Radio On-Air Performance IV, radio students perform live in the state-of-the-art KTCC radio studios to develop, practice and perfect their on-air skills. Students enrolled in radio performance classes will man at least three, three-hour shifts per week on the air. The shifts may consist of D.J. shifts, sports board operation, live remote broadcasting and other applications. Radio students should be enrolled in an On-Air Performance class each semester.

RT 299 Directed Study in Radio (3 Cr. Hr.)

Directed Study in Radio is designed for advanced, highly motivated, students who need flexible environments for the creation of major projects. The student designs and plans the project from beginning to end before enrolling. Once enrolled, the student will work independently, with the instructor providing advice and guidance. The student must sign a contract outlining details of the project and the times and places work will take place. During the project the student must keep an accurate record of the time spent working on the project, which will be turned in at the same time as the project. ***Prerequisite: Permission of the Instructor, Academic Chair, and Dean of Academic Affairs, along with a signed contract.***

DR 120 Theatre Appreciation (3 Cr. Hr.)

This course is designed to increase students' appreciation and evaluation of theatre presentations. Through lecture, discussion, reading, video and live presentations, students are exposed to an overview of theatre history, the various elements of theatrical production, and dramatic literature.

DR 208 Introduction to Dramatic Literature (3 Cr. Hr.)

Representative works of dramatic literature from ancient Greece to contemporary America are included in this course. (DR208 is also listed as EN208 Introduction to Dramatic Literature).

Computer Applications

CO 166 Cisco Networking Technologies I (3 Cr. Hr.)

Prerequisite: (College Algebra or higher) Students in this course will study the application of theories relevant to data communications for global internetworking and apply those concepts in assignments, including hands-on internetworking projects. In the course students will study topics that include the fundamentals of internetworking, the installation of physical transmission media, electrical safety, global and local network addressing schemes and their use, fundamental routing theory, fundamental LAN design, LAN installation and LAN troubleshooting.

CO 167 Cisco Networking Technologies II (3 Cr. Hr.)

Prerequisite: CO166 (Cisco Networking Technologies I) This course will explore the fundamental application of data communications concepts for the interconnection of multiple local area networks. Students will study key characteristics of common wide-area networks (WANS), the roles of routers in WANs, the purpose and operation of router IOS, configuration of routers, and administrative functions of routers. A student will also learn to use Layer 3 through Layer 7 protocols to establish, test, or disconnect remote devices. This is the second of three courses that prepares students for the Net+ (vendor neutral) and CCNA (Cisco specific) industry certification examinations. This course is part of the fifteen-hour certificate in Internetworking offered by the Department of INT and is a prerequisite for Internet working III.

CO 176 Introduction to Computer Concepts & Applications (3 Cr. Hr.)

Minimum Keyboarding Requirement: 25wpm/5 errors/5 minutes. This course provides computing technology concepts, and the basic structure and organization of computers. Application software projects provide students with hands-on experience using Windows, word processing, spreadsheets, database applications, and web browsers. Students develop the ability to make purchasing decisions for computers and programs. Prior knowledge of keyboarding is essential. **(Offered every semester)**

CO 186 Introduction to Database (3 Cr. Hr.)

Students will learn the basic design and program principles of a relational database which is used to manage information. Emphasis will be on student development and implementation of actual database files. Students will build tables that can be related, customize forms and reports, create basic to advanced queries, create basic to advanced reports, troubleshoot database problems, and repair database files. **(Offered fall semester)**

CO 199 Introduction to Operating Systems & Network Concepts (3 Cr. Hr.)

Topics covered in Introduction to Operating Systems and Network Concepts include wireless local area networks, Ethernet, Microsoft Windows, NET, and Free Space Optics. The course also lays a firm foundation in the fundamentals of how networks work and students will be introduced to different types of networks, including Microsoft Windows, Novell Netware 6, Linux and the Internet. This is tied with an in-depth study of capabilities and functions of various operating systems. Students will learn how to configure an operating system on the network, manage users and groups, and secure the network against unauthorized use. In addition, students will gain valuable experience using Web browsers, file compression software, List serves, newsgroups, search engines, and HTML. **(Offered fall semester)**

CO 223 Advanced Electronic Spreadsheets (3 Cr. Hr.)

Advanced Electronic Spreadsheets involves the use of Excel. Students will build on existing knowledge of Excel to expand and accelerate the use of this program. In addition, students will gain experience using analysis tools, analyzing data with pivot tables, exchanging data with other programs, and programming Excel macros using Visual Basic applications. **(Offered spring semester)**

CO 266 Cisco Networking Technologies III (3 Cr. Hr.)

Prerequisite: CO166 (Cisco Networking Technologies I) and CO167 (Cisco Networking Technologies II). Students in this course will build their skills and knowledge of internetworking using switching and routing technologies. An introduction to WAN protocols is included with hands-on exercises. A case study is included in the course that walks students through a LAN and WAN network design for a complex internetwork. Student skills learned in the prerequisite courses, CO166 Cisco networking Technologies I, CO167 Cisco Networking Technologies II, and in this course will be drawn upon to complete a network design project. Students will complete hands-on exercises to set up internetworks. At the completion of this course, students with a strong command of the concepts presented should be ready to sit for the Net+ (vendor neutral) or CCNA (Cisco specific) industry certification examination.

CO 276 Web Page Design (3 Cr. Hr.)

This course introduces web page authoring and site management concepts. Students will use HTML programming language as well as specific software to prepare web sites that will meet various business needs. Areas to be covered include: style sheets, database-driven sites, forms, tags, tables and frames, basic design principles, color and typography, scripting, hosting, and webmastering concepts. **(Offered spring semester)**

Computer Science

CS 104 Introduction to the Internet (1 Cr. Hr.)

This is a study of terminology, history and information related to the Internet, as well as use of electronic mail, browsing programs, ways of locating information, searching programs, copying files and an introduction to HyperText Markup Language.

CS 115 HTML Language Programming (3 Cr. Hr.)

In this course students use a text editor to write multiple Internet pages in the HyperText Markup Language that includes formatted text, meta tags, lists, links, images, colors, tables, forms, frames and scripts.

CS 125 Visual Basic Language Programming (3 Cr. Hr.)

In this course students read and write programs in the Visual Basic language using input, output, arithmetic, logical expressions and decisions, subroutines, loops, strings, file processing, and arrays in one and two dimensions.

CS 135 C Language Programming (3 Cr. Hr.)

In this course students read and write programs in the C++ language using input, output, arithmetic, logical expressions, selection control structures, loops, functions, one- and two-dimensional arrays, strings, and records.

CS 150 Introduction to Computer Science (2 Cr. Hr.)

Included in this course is a discussion of computers, software, values, expressions, variables, subprograms, looping, arrays, decisions, types, records, files, arithmetic, strings and string processes. At least one of the language labs should be taken with or following this course.

Criminal Justice

CJ 105 Police Administration (3 Cr. Hr.)

This course is an introduction to management practices associated with police agencies. Legal issues and liabilities associated with organizational policies and procedures will be explored.

CJ 110 Introduction to Criminal Justice (3 Cr. Hr.)

This course is an introduction to the various components of the criminal justice system including police, corrections, courts and juvenile justice. The course will illustrate how these interrelated components result in the administration of justice in a constitutionally based society. **(Students majoring in criminal justice/pre-law should take this course during their first semester)**

CJ 210 Introduction to Juvenile Justice (3 Cr. Hr.)

This course is an introduction to the American system of juvenile justice and delinquency prevention. The course will cover the relationships between juveniles and the criminal justice system, including law enforcement, juvenile diversion programs, courts, probation and parole, service organizations and the correctional system. Current social trends in juvenile delinquency, gang activity, and premeditated violence will be discussed.

CJ211 Introduction to Law Enforcement (3 Cr. Hr.)

This course is an introduction to the role of law enforcement in a constitutionally based criminal justice system. An emphasis will be placed on historical development of the law enforcement function. The current practices of policing, the challenges and rewards of careers in law enforcement and the dilemmas inherent in policing a free society will be explored. The course is designed to provide students with realistic expectations about policing as well as to promote critical thinking about the appropriate role of police in society.

CJ212 Introduction to Corrections (3 Cr. Hr.)

This course is an introduction to the philosophy, theory and practice involved in dealing officially with convicted offenders; appraisal of treatment and post-correctional practices will be analyzed. The course gives a contemporary review of the correctional function in a constitutional society. The functional role of state and local corrections, probation and parole, community-based corrections and the new wave in privatization of corrections will be discussed. Included is an overview of correctional institutions and agencies for both adult and juvenile offenders. Problems, trends and issues will be identified.

CJ213 Introduction to the Judicial Function (3 Cr. Hr.)

This course is an introduction and examination of the criminal court system and criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the courtroom workgroup. The historical development and contemporary structure of state and federal trial courts and courts of appellate review will be discussed. Special attention will be given to the empowerment of the judiciary and its influences on social policies.

CJ 214 Principles of Investigation (3 Cr. Hr.)

This course includes theory of investigation, and the proper conduct of investigating criminal activity and the gathering of evidence to support arrest and conviction of offenders. Techniques and strategies for interview and interrogation will be covered as will the application of laws and procedures for criminal interrogation. Students will become familiar with investigative techniques, recording and documentation for a variety of criminal actions, as well as the use of digital media and relevant computer applications.

CJ 215 Criminal Law (3 Cr. Hr.)

This course is an analysis and interpretation of the history, scope, and nature of criminal law; offenses and the elements of offense.

CJ 220 Loss Prevention & Private Security (3 Cr. Hr.)

This course is an introduction to the legal restrictions, scope of authority and functional role of security in a modern society. Loss prevention, corporate espionage, internal theft, property loss, and personal protection will be discussed.

CJ 222 Introduction to Forensic Science (3 Cr. Hr.)

This course is designed to provide an overview of the basic science concepts and techniques used in a forensic science laboratory. Emphasis will be on the nature and significance of physical evidence and the underlying chemical and biological principles of the scientific techniques employed for analysis, and the interpretation, will be emphasized. **Prerequisite: None**

CJ 223 Criminalistics (3 Cr. Hr.)

This course is an introduction to crime scene investigations. Emphasis will be on the laboratory procedures, their underlying principles, and their potential value and limitations in criminal investigations. The course covers key points about physical evidence by including case studies.

CJ 224 Medicolegal Death Investigation

Analysis of systems and methods of determining time, cause, and means of death in criminal investigations and trials. This course is ideal for those studying law enforcement who desire an understanding of collateral tests that might be performed on a deceased body; as well as for those studying the natural and medical sciences.

CJ 225 Biohazard Readiness

This course is an overview of the basic facts and fundamental principles in biological and chemical hazard preparedness and response. The course covers key points about biohazard readiness and preparedness.

CJ227 Victimology (3 Cr. Hr.)

This is a survey course covering contemporary developments in the field of victimology, its conceptual boundaries, its basic concepts and literature, its subfields and role as a field of study within criminology and criminal justice. The historical and emerging roles of victimology as a field of study are examined and discussed in depth. Special attention is paid to applied learning objectives with respect to each student's personal experiences with the human dimensions of victimization. This course also deals with analysis of contemporary programs and trends in the criminal justice system's response to victims.

CJ 230 Introduction to Homeland Security (3 Cr. Hr.)

This course focuses on the intelligence and counterintelligence aspects of homeland security, as they relate to the four central missions of a homeland security agency like DHS: domestic security, emergency preparedness, technology policy, and timely intelligence for preemptive action and improved policy making. This course is designed to help students develop critical analytic skills to become better evaluators of cutting-edge public policy questions and to prepare them for careers in the homeland security-related professions.

CJ 233 Criminal Law & Procedures (3 Cr. Hr.)

This course is designed to introduce students to specific laws and court decisions on topics of arrest requirements, and legal searches and seizures. Examining the development of criminal procedures through constitutional interpretation by the judiciary permits the student to understand the balancing act between the government's need to enforce criminal laws and the pivotal rights of individuals. The student will understand through the examination of these conflicting interests, and the manner in which judicial interpretation is employed, how to promote enforcement of the law so to achieve fair, correct and just results.

CJ 235 Citizen Involvement in Law Enforcement (3 Cr. Hr.)

This course focuses on the relationship between the police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally diverse society.

CJ 236 Rules of Evidence (3 Cr.Hr.)

The course is a survey of the Federal Rules of Evidence and provides a learning experience in the application of the complicated rules of evidence in courts of law. Students will acquire an understanding of legal strategies and tactics through the foundation and principles underlying the basic rules, as well as become intimately familiar with the more advanced features of evidentiary procedures, such as burdens of proof, probative value, presumptions, stipulations, competency, privilege, cross examination, hearsay, and expert opinion testimony.

CJ 240 Agency Administration and Management (3 Cr. Hr.)

This course conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organizations. Topics include operations and functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Legal issues and liabilities associated with organizational policies and procedures will also be explored.

CJ 241 Justice and the Community (3 Cr. Hr.)

This course deals with the interaction of the various components of the justice system with the community. It involves an analysis of the way the work of police departments, courts, correctional institutions, community corrections and juvenile justice agencies appear to the public. The image of the justice system in the media is examined. Specific attention is paid to the issues of the young, minorities, and community organizations.

CJ 242 Communications Strategy (3 Cr. Hr.)

This course prepares the students for direct response, operations and management of man-made and natural critical incidents. Emphasis is placed on theoretical and applied models furthering the understanding of the concepts for managing disasters, terrorism, school/workplace violence or other critical incidents. The class incorporates the incident command concepts and includes an examination of mitigation, prevention and preparedness issues. Students will critique actual incidents. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

CJ245 Critical Incident Management (3 Cr. Hr.)

This is an intensive course that prepares students for direct response, operations and management of man-made and natural critical incidents. Emphasis is placed on theoretical and applied models furthering the understanding of the concepts for managing disasters, terrorism, school/workplace violence or other critical incidents. The class incorporates the incident command concepts and includes an examination of mitigation, prevention and preparedness issues. Students will critique actual incidents. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

CJ 260 Special Topics in Criminal Justice (1-3 Cr. Hr.)

This course is designed to provide students an opportunity to study special issues in criminal justice. Topics may vary and will be announced to students enrolled in the Criminal Justice Program. Special topics may include Spanish for Criminal Justice, Practical Applications, Emergency Preparedness and Disaster Response, Terrorism, and topical as well as pertinent courses relevant to criminal justice.

CJ 261 Directed Study in Criminal Justice (1-3 Cr. Hr.)

Permission of instructor is required. This is an individual research on an advanced level in the student's field of interest as approved and directed by the instructor. Only one Directed Study in Criminal Justice course may be applied toward an associate degree.

CJ 262 Internship in Criminal Justice (3-12 Cr. Hr.)

Prerequisites: CJ110 (Introduction to Criminal Justice). Students **should** have earned a minimum of **thirty (30)** credits and a minimum of a 2.0 GPA in all criminal justice courses, arranged the internship through the Criminal Justice Program and received advanced authorization of the internship by the participating agency. This class is a supervised field experience through the college where internships are arranged through placements in law enforcement, courts, corrections, loss prevention, or other criminal justice settings. Only one internship course in Criminal Justice may be applied toward an associate degree. The earned internship credits must formally complete the final requirements of the associate degree.

CJ 290 Criminal Justice Forum (1 Cr. Hr.)

This capstone course is the culmination of the criminal justice student's academic experience. It serves to synthesize the knowledge gained from the core competencies of the criminal justice curriculum and better prepares the graduate to continue on to upper-division studies in the discipline or for entry-level career positions in the criminal justice system. Among other requirements, the student will develop and prepare a research project that will result in an end of semester presentation to the class. **Prerequisites:** Criminal Justice matriculation, and completion of at least 42 credit hours including the required core Criminal Justice courses. (Students majoring in criminal/justice/pre-law should take this course the semester of their matriculating year.)

[Note: Students enrolled in the Associate of Applied Science in Criminal Justice Degree Program may earn up to 12 credits for successfully completing a recognized training academy program.]

Dental Hygienist

To apply to the Dental Hygienist program, students will need to follow the steps listed below. Applicants for the Dental Hygienist program must submit an application portfolio containing the items below. After all steps are completed and all documentation is collected, mail your application portfolio to the CCC Dental Hygiene department. Annual Portfolios must be postmarked no later than January 10 of the current year. Please note: incomplete portfolios will be returned. It is recommended that the applicant complete two portfolios--one to submit to CCC, and one to keep for his/her own records.

Refer to the CCC Dental Hygiene webpage for complete instructions. (colbycc.edu/majors/healthcare/dentalthygiene)

Step 1: Request three unofficial copies of your high school transcript or GED scores.

Step 2: Request three unofficial copies of your post-secondary education transcripts (if applicable).

Step 3: Prerequisite coursework is Chemistry, Microbiology, and Anatomy & Physiology. Biochemistry w/lab, Fundamentals of Oral Communication, English Composition I, General Psychology, Principles of Microeconomics OR Developmental Psychology, and Intro to Sociology, (All passing with a C or higher.) You can take either Principles of Microeconomics or Developmental Psychology. Students **must** show on their transcript(s) that they have completed 2 semesters of high school chemistry with a "C" or better, or one semester of college chemistry with a "C" or better before submitting the portfolio. Two semesters of high school chemistry or one semester of college chemistry must have been taken during the previous five years.

Step 4: Request three copies of ACT scores. Minimum scores are listed on the website. Note: ACT scores are not required from applicants with an associate's degree or a bachelor's degree. ACT scores are required within the last five years. If outdated, retake ACT test or another admission test offered by CCC. Required ACT scores on Dental Hygiene web site.

Step 5: Complete the Transfer Credit Evaluation form found on the webpage.

Step 6: Complete the Permission to Exchange Student Information form found on the webpage.

Step 7: Complete the Application for Admissions to NTC found on the webpage.

Step 8: Attach your non-refundable application fee to the portfolio. (The amount is found on the webpage.)

DH = Colby Community College courses

10-508 = Northcentral Technical College courses

DH 100 Dental Hygiene Orientation (1 Cr. Hr.)

This course assists entering college students in adjusting to college life and preparing for success in college and in the work place.

DH 103/10-508-101 Dental Health Safety (1 Cr. Hr.)

This course prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite; students will be required to show proof of certification before beginning the course. This course is a WTCS aligned course

DH 104/10-508-105 Dental Hygiene Process I (4 Cr. Hr.)

Introduces dental hygiene students to the basic technical/clinical skills required of practicing Dental Hygienists including use of basic dental equipment, examination of patients, and procedures within the dental unit. Under the direct supervision of an instructor, students integrate hands-on skills with entry-level critical thinking and problem-solving skills. This course also reinforces the application of Dental Health Safety skills.

DH 105/10-508-113 Dental Materials (2 Cr. Hr.)

Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions and clean removable appliances.

DH 109/10-508-103 Dental Radiography (2 Cr. Hr.)

Discuss and apply basic principles of the nature, effects, generation, control, and use of dental x-rays. Radiation safety, operation of equipment, film placement, exposure, processing, mounting, and interpreting dental x-rays. Attainment of correct x-ray taking techniques on mannequins and clinical patients.

DH 112/10-508-106 Dental Hygiene Process II (4 Cr. Hr.)

This clinical course builds on and expands the technical/clinical skills student dental hygienists began developing in Dental Hygiene Process I. Under the direct supervision of an instructor, students apply patient care assessment, planning, implementation, and evaluation skills to provide comprehensive care for calculus case type 1 and 2 patients and perio case type 0, I, and II patients. Dental Hygiene Process II introduces the application of fluoride and desensitizing agents, whole mouth assessments, comprehensive periodontal examinations, application of sealants, and patient classification. Students also begin performing removal of supragingival stain, dental plaque, calcified accretions, and deposits. In addition, they gain further experience in exposing radiographs on patients. The course also reinforces the application of Dental Health Safety skills.

DH 115/10-508-108 Periodontology (3 Cr. Hr.)

The course prepares student dental hygienists to assess the periodontal health of patients, plan prevention and treatment of periodontal disease, and to evaluate the effectiveness of periodontal treatment plans. Emphasis is placed on the recognition of the signs and causes of periodontal disease and on selection of treatment modalities that minimize risk and restore periodontal health.

DH 122/10-508-102 Oral Anatomy, Embryology, and Histology (4 Cr. Hr.)

Prepares dental hygiene students to apply detailed knowledge about oral anatomy to planning, implementation, assessment, and evaluation of patient care. Students identify distinguishing characteristics of normal and abnormal dental, head, and neck anatomy and its relationship to tooth development, eruption, and health.

DH 203 Transition into DH Practice (1 Cr. Hr.)

Co- or Prerequisite: DH212 (Process IV) .

This course prepares the learner or graduate for licensure. Simulated written and practical examinations, individualized study plans, stress/test anxiety management strategies, and dental hygiene licensure obtainment are addressed. Course goal is to strengthen learner performance on written board and clinical practical examinations. No challenge test is available for this course.

DH 210/10-508-112 Dental Hygiene Process III (5 Cr. Hr.)

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process II. In consultation with the instructor, students apply independent problem-solving skills in the course of providing comprehensive care for calculus case type 1, 2, and 3 patients and perio case type 0, I, II, and III patients. Dental Hygiene Process III introduces root detoxification using hand and ultra-sonic instruments, manipulation of files, use of oral irrigators, selection of dental implant prophylaxes treatment options, and administration of chemotherapeutic agents. Students also adapt care plans in order to accommodate patients with special needs.

DH 212/10-508-117 Dental Hygiene Process IV (4 Cr. Hr.)

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process I, II, & III. With feedback from the instructor, students manage all aspects of cases in the course of providing comprehensive care for calculus case type 0, 1, 2, and 3 patients and for perio case type 0, I, II, and III patients. This course also emphasizes maximization of clinical efficiency and effectiveness. Prepares student dental hygienists to demonstrate their clinical skills in a formal examination situation.

DH 215 Dental Pain Management (1 Cr. Hr.)

This course will encompass basic and current concepts in administration of local anesthesia and pain management. Principles of drug interactions, emphasizing dental related therapeutics and drugs associated with common system disorders; information on the selection of professional anesthesia armamentarium; and, principles necessary for administering local anesthesia will be incorporated in the learning process. content of this course meets educational requirements for certification in the state of Kansas. There is no challenge test available for this course.

DH 280/10-806-197 Dental Hygiene Microbiology (4 Cr. Hr.)

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology.

DH 298/10-806-186 Dental Hygiene Biochemistry (3 Cr. Hr.)

Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA.

10-508-107 Dental Hygiene Ethics and Professionalism (1 Cr. Hr.)

Helps student dental hygienists develop and apply high professional and ethical standards. Students apply the laws that govern the practice of dental hygiene to their work with patients, other members of a dental team and the community. Emphasis is placed on maintaining confidentiality and obtaining informed consent. Students enhance their ability to present a professional appearance.

10-508-109 Cariology (1 Cr. Hr.)

This course focuses on the characteristics and contributing factors of dental decay. Dental hygiene students help patients minimize caries risk by developing treatment plans, communicating methods to patients, and evaluating treatment results.

10-508-110 Nutrition and Oral Health (2 Cr. Hr.)

Prepares student dental hygienists to counsel patients about diet and its impact on oral health. Students learn to distinguish between balanced and unbalanced diets and to construct diets that meet the needs of patients with compromised dental/oral health. Students also learn to counsel patients about the effect of eating disorders on dental health.

10-508-111 General and Oral Pathology (3 Cr. Hr.)

This course prepares the student dental hygienist to determine when to consult, treat or refer clients with various disease, infection or physiological conditions. Students learn to recognize the signs, causes, and implications of common pathological conditions including inflammatory responses, immune disorders, genetic disorders, developmental disorders of tissues and cysts, oral tissue trauma, and neoplasm of the oral cavity.

10-508-114 Dental Pharmacology (2 Cr. Hr.)

Prepares student dental hygienists to select safe and effective patient pre-medication, local anesthetic, chemo therapeutic and anti-microbial agents within the scope of dental hygiene practice. Students will also learn to recognize potential pharmacological contraindications for specific patients and to take measures to avoid negative impact or alert other members of the dental team to possible negative impact.

10-508-115 Community Dental Health (2 Cr. Hr.)

This course prepares the dental hygiene student to play a proactive role in improving the dental health of community members of all ages. Students perform and interpret dental health research to determine community dental health needs. They also participate in the development, implementation and evaluation of a community dental health program.

Economics

EC 265 Entrepreneurial Economics (3 Cr. Hr.)

This course introduces the entrepreneurial student to the terms and concepts of community economic development and the research tools necessary to analyze community economic activity, trends, problems, location and market opportunities and prospects for survival and growth. Decision-making skills and strategic planning skills will be enhanced through synthesizing economic, cultural, sociological and geographical concepts as they relate to venture feasibility. The relationship of entrepreneurial creativity, successful community economic development and maintaining the wealth and culture of a local and regional society will be explored. This course utilizes differentiated instruction and experiential learning. **(Offered spring semester)**

EC 276 Principles of Macroeconomics (3 Cr. Hr.)

This course is an introduction to the study of the nature, method, and scope of economic analysis regarding the macroeconomic performance of nations, and the trade and finance between nations. Indicators of a nation's macroeconomic performance include the economic growth rate, the tendency toward inflation, and the level of unemployment. Macroeconomics includes study of the process of monetary and fiscal policy, and each policy's impact on national economic performance. Recommended at the sophomore level. **(Offered both semesters)**

EC 277 Principles of Microeconomics (3 Cr. Hr.)

This course is an introduction to the nature and methods of economics. Emphasis is placed on microeconomics. Topics covered include the global economy, the theory of demand and supply, elasticity, utility, costs of production, analysis of different market structures, price and output determination in pure competition, pure monopoly, monopolistic competition and oligopoly. Recommended at the sophomore level. **(Offered both semesters)**



Education

ED 100 Orientation (1 Cr. Hr.) EduKan

This course is for all degree-bound students and is designed to acquaint the students with the function and operation of colleges including academic programs and student services. The instructional goals are intended to provide initial assistance in developing academic study skills and social awareness skills for college and life-long success.

ED 112 Principles of the Child Development Associate (CDA) Credential (3 Cr. Hr.)

This course will focus on the preparation for the CDA credential. Students will write their competency statements, prepare their professional resource files and study for the Early Childhood Studies review. The Child Development Associate is a person who has met the criteria by the Council for Early Childhood Professional Recognition.

ED 177 Foundations of Modern Education (3 Cr. Hr.)

This introductory course for students considering teaching as a career includes a variety of classroom activities. Students examined develop basic concepts and attitudes toward teaching. Some critical issues of education are examined.

ED 236 Observation and Participation (1-3 Cr. Hr.)

This course allows students to be placed as interns with competent teachers in areas where the students have special interests. Credit is earned on the basis of time spent in the classroom and work with the supervising teacher and college coordinator. **(Faculty supervised and coordinated).**

ED 277 Children's Literature (3 Cr. Hr.)

This course is an introduction to a wide variety of children's literature, with emphasis on the methods of selecting books and presenting them effectively to children. Books appropriate for ages birth to grade eight will be used.

The following elective courses are not required for a degree but may be offered "on demand."

ED 106 Beginning Signing Exact English (2 Cr. Hr.)

Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, fingerspelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community.

ED 119 Intermediate Signing Exact English (2 Cr. Hr.)

Continuation of basic study of language and culture; an opportunity to build receptive and expressive sign vocabulary; use of signing space; further use of nonmanual components of ASL grammar including facial expression and body postures, and introduction to conversational regulators. Discussion of regional and ethnic sign variations, and social, political and educational institutions of the Deaf Community.

ED 124 Expressive Media for Children (3 Cr. Hr.)

This course provides the student with extended practical and theoretical studies based on learning about and through visual arts, drama, movement and music in early childhood. Topics focus on how to design, implement and evaluate an arts-centered unit of work suitable for young children, informed by theoretical knowledge of project-based learning and arts-centered pedagogies.

ED 127 Skill Development in Education (1-3 Cr. Hr.)

Special topics of current relevance in education will be offered from time to time. The topics are not normally investigated in depth in existing courses. This course may be taken more than once with different content. Offered as needed. 1-3 credit hours depending on the topic. The topic to be addressed will be announced in preregistration publications.

ED 129 Advanced Signing Exact English (2 Cr. Hr.)

This course consists of intensive use of expressive and receptive skills in complex grammatical structures, dialogues, and story telling.

ED 199 Problems in Education (3 Cr. Hr.)

This course provides the opportunity to explore changing trends and challenges in America's schools, to address current issues affecting education, educational issues on the national agenda, state and national initiatives, and/or important developments in areas such as curriculum, instruction, assessment, or technology.

ED 299 Direct Independent Study (1-3 Cr. Hr.)

Designed for the student who desires to study selected topics in specific field. The topic is one not normally investigated in depth in existing courses.

Energy

AE 176 Introduction to Wind & Other Alternative Energy (1 Cr. Hr.)

This course covers the basic concept of the interconnection and integration of wind and electrical systems and exposes the students to the many facets of the wind industry. It covers the history and development of wind industry, terminology used in the industry, types and applications of various wind turbines. It also covers environmental and economic issues of the wind industry and the future of this industry.

AE 177 Wind Engineering Concepts (3 Cr. Hr.)

The student will be exposed to the many facets of the wind industry. The course will cover the history and development of the wind industry, terminology used in the industry, types and applications of various wind turbines, environmental and economic issues of the wind industry, the future of the wind industry and other topics that are appropriate.

AE 178 AG/Rural Wind Applications (3 Cr. Hr.)

The student will be introduced to the aspects of industry standards, requirements and issues that are a part of working in the field with a wind turbine. Information to be covered will include but is not limited to safety training, working around cranes and rigging, turbine sitting, tower climbing, fasteners and lubricants used in the industry, and other subject matter that may be appropriate.

AE 179 Community Wind (3 Cr. Hr.)

The student will be introduced to the generation of electrical power and wind turbine generator, moving that power through a local transmission system to a substation where a customer will purchase the generated power. This course will cover all aspects of working with components of a high voltage transmission system, and hands-on experience with wind energy.

AE 180 Wind/Solar PV Hybrid Systems (3 Cr. Hr.)

This course will cover the basic wind turbine technology that is essential to understanding overall layout, installation, operation, maintenance, troubleshooting and repair of electrical, electromechanical and electronic equipment systems. This course will also cover technical support manuals, computer maintenance databases, and supervisor control and data acquisition.

AE 181 Small Wind Turbine (3 Cr. Hr.)

This course covers the basic concept of the interconnection and integration of wind and electrical systems and exposes the student to the many facets of the wind industry. It covers the history and development of the small wind industry, terminology used in the industry, types and applications of various small wind turbines. It also covers environmental and economic issues of the wind industry and the future of this industry.

AE 190 Electronics (3 Cr. Hr.)

This course covers basic terminology, basic power electronics, power supplies for machines, electronic test equipment usage, variable speed controllers and electronic lighting controls.

AE 199 Introductory Craft Skills (5 Cr. Hr.)

The Introductory Craft Skills course includes nine modules for building foundation skills in construction. This Core Curriculum course is the first course students will take to learn the fundamentals to advance to different areas in the industry such as: Solar Photovoltaic Systems Installer, Wind Turbine Maintenance Technician, Alternative Energy, and many more majors in the construction industry.

AE 240 Data Analysis and Reporting (3 Cr. Hr.)

This course covers basic literature procedures used in data analysis and reporting techniques. It is designed to teach students how to measure and use wind-associated variables to determine the productivity of wind turbines. The course addresses wind productivity measurement related to small wind, community wind, and wind farm turbines.

AE 241 Power Storage/Transmission and Conversion (3 Cr. Hr.)

This course covers basic literature and procedures used in Power Storage and Transmission Conversion techniques. Students gain the skills to work with these systems.

AE 276 Introduction to Energy Technologies (3 Cr. Hr.)

This course covers the basic concept of the interconnection and integration of non-wind and electrical systems and exposes the student to the many facets of the renewable energy sources. It covers the history and development of the solar, geothermal, biofuel industries, terminology used in these industries, and applications within society. It also covers environmental and economic issues of each of these renewable energy sources and the future of each industry.

AE 275 Introduction to Solar Photovoltaics (2 Cr. Hr.)

This course covers a broad range of information that is valuable to entry-level photovoltaic installers, including system components, design considerations, environmental effects, and site analysis. Introduction to Solar Photovoltaics is intended to provide students with the requisite knowledge to help pass the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam.

AE 277 Basics: Small Photovoltaic Systems (3 Cr. Hr.)

This course covers the basic principles of Photovoltaic, the design of installation, and evaluation of residential and commercial photovoltaic (PV) system. This course provides the basics of how to effectively incorporate photovoltaic systems into stand-alone or interconnected electrical systems.

AE 279 Solar Photovoltaic Intermediate (3 Cr. Hr.)

This course will teach the student how to lay out an installation for maximum performance using standard industry tools such as a Solar Path Finder, while utilizing conduit bending, wiring and roof penetration techniques.

AE 280 Solar Photovoltaic Advanced (3 Cr. Hr.)

This advanced course will cover the proper design and installation of NEC code-compliant solar photovoltaic (PV) systems for use on residential and commercial buildings. Topics include sizing of solar electric systems; specifications of system components and sizing of DC/AC wiring. This course will prepare the student for the North American Board of Certified Energy Practitioners (NABCEP) Solar Photovoltaic (PV) System Installer certification exam.

AE 281 Solar Installation (3 Cr. Hr.)

This advanced course will expose the student by using participation in labs to dealing with understanding load and functionality, panel racking, battery storage, usage calculations leading up to physical installation of a solar photovoltaic system.

AE 298 Capstone: Seminar in Energy (3 Cr. Hr.)

This course is designed as a capstone course for the Energy Program. A research project will be completed in the concentrated areas. The student will demonstrate measurable program objectives and skills. Differentiated instruction will be utilized in this course.

EG 200 Engineering (3 Cr. Hr.)

Students will learn what it means to engineer projects. This will explore how engineers examine topics, how they learn and communicate. The traditional projects will be examined but an emphasis will be placed on energy projects. At the end of the course, the student will have a basic understanding of the field and its relationship to other fields.

English

EN 014 Reading & Study Skills I (3 Cr. Hr.)

This course is designed to improve reading and study skills to help students be successful in their college classes. Students learn to study efficiently and effectively using good time management, memory techniques, note-taking, and test-taking skills. The core of the class will be spent improving reading comprehension skills such as locating the main idea and supporting details, recognizing fact and opinion, understanding inferences, and improving critical thinking skills. Students must complete with a "C" or better to move to Reading & Study Skills II. This course does not meet graduation or transfer requirements.

EN 077 Fundamentals of Writing I (3 Cr. Hr.)

In this developmental course, students learn how to write effective paragraphs and how to revise and edit their writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements.

EN 078 Fundamentals of Writing II (3 Cr. Hr.)

This course is for students who have tested into it or who have successfully completed Fundamentals of Writing I with a "C" or better. Students learn how to write effective essays, how to revise, and how to edit their writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements.

EN 107 Creative Writing (3 Cr. Hr.)

This course encourages writing as an imaginative and satisfying form of self-expression and helps students prepare work for publication. Creative writing includes the writing of poetry, fiction, and nonfiction.

EN 160 Reading Across the Disciplines (3 Cr. Hr.)

In this course the students learn basic vocabulary and comprehension skills as well as inferential and critical reading skills. The student also learns the essential reading skills needed in the academic disciplines.

EN 176 English Composition I (3 Cr. Hr.)

Prerequisite: Appropriate COMPASS or ACT score or successfully completed Fundamentals of Writing II and/or Reading Across the Disciplines with a "C" or better. This course begins with personal essays, then emphasizes expository writing, and concludes with an essay based on one source. Vocabulary development is also emphasized. A grade of "D" may not transfer to four-year colleges and universities.

EN 177 English Composition II (3 Cr. Hr.)

Prerequisite: EN176 (English Composition I). This course emphasizes persuasive and argumentative writing. Students learn techniques of evaluating and using sources as they complete a major research project. Vocabulary development is also included. A grade of "D" may not transfer to four-year colleges and universities.

EN 202 American Literature I (3 Cr. Hr.)

This survey course introduces students to American literature up to the Civil War.

EN 203 American Literature II (3 Cr. Hr.)

This survey course introduces students to American literature from the Civil War to the present.

EN 208 Introduction to Dramatic Literature (3 Cr. Hr.)

Representative works of dramatic literature from ancient Greece to contemporary America are included in the course. (EN208 is also listed as DR208 Introduction to Dramatic Literature.)

EN 217 The Bible As Literature (3 Cr. Hr.)

This course surveys the literary content of the most widely-read book in the world, the Holy Bible. Organized chronologically, this course surveys the entire Bible and introduces the books within the historical and cultural contexts while conveying a sense of the Bible as a unified whole.

EN 219 Introduction to Literature (3 Cr. Hr.)

This multi-genre approach to literature includes the study of fiction, poetry, and drama from both classical and modern periods.

LI 176 World Literature (3 Cr. Hr.)

This global approach to literature from seven geographical areas provides students with a study of great works (fiction, poetry, and drama) from classical through modern periods. Traditional literary analysis is combined with a study of humanity's differences because of cultural norms and humanity's similarities because of basic human needs and desires.

The following elective courses are not required for a degree but may be offered "on demand."

EN 015 Reading & Study Skills II (3 Cr. Hr.)

This course is designed to improve reading and study skills to help students be successful in their college classes. The core of this class will be spent improving vocabulary and literal and critical levels of comprehension with the goal of reading on grade level at the end of the semester. Good study habits will also be discussed. Students must complete with a "C" or better to move to English Composition I. This course does not meet graduation or transfer requirements.

EN 211 American Frontier Literature (3 Cr. Hr.)

This course will acquaint students with the times and places that have become identified with American frontier literature. It will also satisfy the interests of students and the requirements for literature/humanities electives in associate and bachelor degree programs.

EN 215 The American Short Story (3 Cr. Hr.)

The study of literature is an integral part of a liberal arts education. The study of American literature not only provides the opportunity for students to read some of the great literature of our nation but also gives them a deeper understanding of our country's heritage and enduring artistic values.

Geography

GE 176 World Regional Geography (3 Cr. Hr.)

This course assists students to locate regions and realms of the world using outline maps, atlas, and text. Course content will focus on geographic spatial realities and perspectives. As a survey course, overviews cover major topical subfields of physical and human/cultural geography. This course is an interdisciplinary study that bridges the humanities and the physical and social sciences.

GE 210 Geographic Information Systems (3 Cr. Hr.)

This course covers the practical application of Arc View GIS 8.3 and the basic steps to create a community-focused GIS based economic development plan. Students will learn to use ArcGIS in the context of building an economic development plan for a county.

History

HI 104 World Civilization to 1600 (3 Cr. Hr.)

This course is a survey of the major civilizations of the world from the first developed societies of Mesopotamia (3500 B.C.E.) through the European conquest of the "New World" in the 1500's. The principal themes of the course are the interactions of religion, knowledge and political power within European, African and Asian civilizations and the dynamics of cultural exchange and conflict among them.

HI 122 Contemporary European History (3 Cr. Hr.)

This course offers opportunities for students to examine political, social and cultural developments facing the contemporary Europeans.

HI 124 World War II (3 Cr. Hr.)

The WWII course includes the pre-war European scene followed by an in-depth study of the major military and political developments during the war. The course will explore how the war impacted subsequent history.

HI 135 Genealogy & Family History (3 Cr. Hr.)

Genealogy & Family History is an introductory study of all aspects of personal and family history and genealogical research in North America. This course is a survey of the methods used to identify individuals and their ancestors by using the scientific approach of research rather than chance. The course has a potential value to the student in any field of study and becomes an asset especially in the fields of sociology, psychology, history, geography, English, law, library science, elementary and secondary education, genetics, anthropology and the humanities.

HI 140 History of Classical Cultures (3 Cr. Hr.)

This course offers an opportunity for students to gain a basic understanding of music, art, history, literature, drama, and philosophy mainly from the classical Greek and Roman cultures. The course helps bring the student into recognition of the factors that have produced the age and knowledge of our present life.

HI 142 History of Medieval & Renaissance Cultures (3 Cr. Hr.)

This course is an interdisciplinary course which focuses on the European Medieval and Renaissance eras. The course offers a perspective by which to better understand human experience in the past, present and in all times.

HI 176 American History to 1865 (3 Cr. Hr.)

This course is a study of colonial and revolutionary America, the federal union, Civil War and Reconstruction.

HI 177 American History 1865 to Present (3 Cr. Hr.)

This course is a survey of history of the United States from Reconstruction to the present, with emphasis on political, economic and social development.

HI 201 The Great Plains Experience (3 Cr. Hr.)

This course assists students to study Great Plains history by community-based learning activities. Some classes meet at local historical societies and field locations to have authentic learning experiences. The class will include information from museum-based classes and field trips on local culture, history, geography, and visits to historical sites.

HI 204 World Civilization 1600 to Present (3 Cr. Hr.)

This course is a broad-based survey of the history of world civilization from 1600 to present. Major topics will include the scientific and intellectual advances of the 17th and 18th centuries; the American and French Revolutions followed by the reign of Napoleon and later industrialization, colonization and imperialism. Cultural developments of the 19th and 20th centuries such as romanticism, evolution, Marxism and modernism; the rise of militarism and Fascism and resulting world wars followed by the Cold War and the resulting challenges and conflicts facing contemporary Europe and America up to the global terrorism threat of today.

Massage Therapy

MT 120 Structural Anatomy (2 Cr. Hr.)

This course is essential in providing in-depth and working knowledge of musculoskeletal system as it pertains to Massage Therapy.

MT 130 Basic Massage Techniques (Lecture) (2 Cr. Hr.)

This course is the beginning foundation for the basic massage techniques necessary to provide hands-on work in the massage therapy field. Axial and appendicular skeleton along with muscle attachment to skeleton with joints.

MT 140 Ethics & Business Practices for Massage Therapy (2 Cr. Hr.)

This course will teach the basics needed for being one's own employer, proper documentation needed for meeting all state, insurance and health field requirements, and professional ethics vs. situational ethics (case scenarios will be presented and addressed by students).

MT 150 Massage Lab I (4 Cr. Hr.)

An active learning environment with teamed pairs utilizing massage tables. Students will develop skills in the practical implementation of learned massage strokes and their application to the actual physical body. Emphasis will be given to physical danger zones, the development of cohesive massage routines and the importance of proper table dressing as well as patient draping.

MT 160 Massage Clinic I (2 Cr. Hr.)

Students will interview, chart and administer massage therapy techniques according to their level of learning to members of the community-at-large under direct supervision. Fees will be set for community participants which in turn will be funneled back into program funding.

MT 178 Anatomy & Physiology for Massage Therapy 1 (2 Cr. Hr.)

Essential course providing the student with a working knowledge of major systems of the body and how they function and are affected by massage.

MT 220 Pathology Basics for Massage Therapy (2 Cr. Hr.)

This course will cover cardiovascular disease, liver disease, kidney disease, skin diseases, diabetes, cancer, and others.

MT 230 Advanced Massage Techniques (2 Cr. Hr.)

Topics covered will be Prenatal Massage, Reflexology, Trigger Point Release, Manual Lymphatic Drainage, Reiki, Shiatzu, and Modalities from the Far East.

MT 240 Kinesiology for Massage Therapy (2 Cr. Hr.)

This course will cover the muscular-skeletal systems and their interworkings to provide the body with both support and movement. The student will learn ROM and therapeutic applications for problem corrections.

MT 250 Massage Lab II (4 Cr. Hr.)

An active learning environment with teamed pairs utilizing massage tables. Students will develop skills in the practical implementation of learned massage techniques and their application to the actual physical body. Emphasis will be given to the continued development of cohesive massage routines utilizing advanced skills for specific problem correction with careful examination of contraindications.

MT 260 Massage Clinic II (2 Cr. Hr.)

Students will interview, chart and administer massage therapy techniques according to their level of learning to members of the community-at-large under direct supervision. Fees will be set for community participants which in turn will be funneled back into program funding.

MT 278 Anatomy & Physiology for Massage Therapy 2 (2 Cr. Hr.)

This course will cover the major organic systems of the body with an emphasis on the requirements for maintaining homeostasis.

MT 299 Massage Therapy Externship (3 Cr. Hr.)

The student will work in a non-paid capacity in a professional setting under supervision.

Math

MA 050 Mathematics Essentials (3 Cr. Hr.)

This course is designed to provide students with skills in the areas of whole numbers, fractions, and decimal operations, ratios and proportions, percents, geometry and measure, the real number system and an introduction to algebra. This course does not count toward graduation.

MA 076 Beginning Algebra (3 Cr. Hr.)

This course is designed to provide students with a minimal background in mathematics, an introduction to algebra, and to prepare them for subsequent math courses. Topics for the course include the real number system, equations and methods of solution, factoring, linear equations and inequalities, integer exponents, the coordinate system, polynomials and rational expressions and problem solving. This course does not count toward graduation.

MA 108 Math for Health Professionals & Veterinary Technicians (2-3 Cr. Hr.)

This course is designed for those enrolled in the Veterinary Technology program and for health professionals. Its objective is to familiarize students with mathematics frequently used in veterinary technology and health-related professions. Students also learn some mathematical and laboratory terminology in this course. Topics include a brief review of fractions, decimals, percents, algebra, ratios and proportions, systems of measurements, solutions, medication and dosage. While there is no prerequisite, a working knowledge of arithmetic operations using whole numbers, fractions, decimals and percent, is expected.

(Offered spring semester)

MA 108 Math for Health Professionals & Veterinary Technicians (2-3 Cr. Hr.)

This course is designed for those enrolled in the Veterinary Technology program and for health professionals. Its objective is to familiarize students with mathematics frequently used in veterinary technology and health-related professions. Students also learn some mathematical and laboratory terminology in this course. Topics include a brief review of fractions, decimals, percents, algebra, ratios and proportions, systems of measurements, solutions, medication and dosage. While there is no prerequisite, a working knowledge of arithmetic operations using whole numbers, fractions, decimals and percent, is expected.

(Offered spring semester)

MA 169 Survey of Mathematics (3 Cr. Hr.)

This course is designed for students with a minimum background in high school mathematics. This course includes an introduction to modern mathematics, a review of the fundamental operations on the set of real numbers, the basic concepts of elementary algebra, mathematical formulas, metric measure, geometry, and consumer interest problems.

MA 177 Intermediate Algebra (3 Cr. Hr.)

Prerequisite: MA076 (Beginning Algebra) with a grade of "C" or better or the equivalent. Students will build on the competencies obtained in previous courses. Students should have a prior understanding of the four fundamental operations; linear equations, and inequalities; integer exponents, coordinate system, polynomials and factoring. This course starts with rational expressions; rational exponents and radicals; linear relations and functions; and quadratic equations and inequalities, absolute value equations and new factoring methods.

MA 178 College Algebra (3 Cr. Hr.)

Prerequisite: MA177 (Intermediate Algebra) with a grade of "C" or better or placement. Topics in this course include functions and graphs, algebra of functions, inverse functions, linear functions, exponential and logarithmic functions, quadratic and other polynomial functions and their zeros, rational functions, circles, absolute value equations and inequalities, radical equations, rational equations and inequalities, quadratic inequalities, systems of equations and inequalities.

MA 185 Plane Trigonometry (3 Cr. Hr.)

Prerequisite: MA178 (College Algebra) with a grade of "C" or better or the equivalent. This course includes trigonometric functions and their applications, solution of triangles, trigonometric identities and equations and graphical analysis of the trigonometric functions. **(Offered spring semester)**

MA 190 Pre-Calculus (3 Cr. Hr.)

Prerequisite: MA178 (College Algebra) with a grade of "C" or better or the equivalent. Pre-Calculus is designed to be a "stepping stone" course between College Algebra (MA178) and Calculus (MA210) or (MA220). This course is explicitly designed for students who have completed their Algebra block but who would like additional preparation prior to taking a Calculus course. The course includes a review of college algebra and trigonometry, a focus on function analysis (including the use of graphing calculators with a Computer Algebra System), an introduction to analytic geometry and an introduction to limits. No textbook is required for the course, but a TI-89, TI-92 or TI-Voyage calculator is required.

(Normally offered during the spring semester)

MA 205 Elements of Statistics (3 Cr. Hr.)

Prerequisite: MA178 (College Algebra) with a grade of "C" or better or the equivalent. This is an introductory course designed to develop an understanding of probability, frequency distributions, measure of location and variation, probability distributions, confidence intervals, hypothesis testing, tests of significance appropriate to binominal and normal populations, correlations, regression analysis, and analysis of variance.

MA 210 Calculus: For Business & Liberal Arts (3 Cr. Hr.)

Prerequisite: MA178 (College Algebra) with a grade of "C" or better or the equivalent. This course is for beginning calculus students majoring in business, economics, social sciences, biological sciences or health. Concepts of differential and integral calculus pertaining to the above areas of study are included.

(Offered spring semester)

MA 220 Analytical Geometry & Calculus I (5 Cr. Hr.)

Co- or Prerequisite: MA178 (College Algebra) and MA185 (Plane Trigonometry) or equivalent. A study of functions and limits; differentiation and integration of functions; and applications of the derivative and the definite integral. **(Offered fall semester)**

MA 230 Analytical Geometry & Calculus II (5 Cr. Hr.)

Prerequisite: MA185 (Plane Trigonometry) and MA220 (Analytical Geometry and Calculus I). Integration methods, applications of the definite integral, approximations and series, and differential equations. **(Offered spring semester)**

MA 240 Analytical Geometry & Calculus III (5 Cr. Hr.)

Prerequisite: MA230 (Analytical Geometry and Calculus II). Topics in this course include vector algebra, partial differentiation, multiple integration, polar, cylindrical, and spherical coordinates, parametric equations, vector fields, and line integrals. **(Offered fall semester)**

MA 245 Differential Equations (3 Cr. Hr.)

Prerequisite: MA240 (Analytical Geometry and Calculus III). Solving first-order differential equations and linear differential equations of higher order, initial-value and boundary-value applications, series solutions of linear differential equations, and Laplace transforms. **(Offered spring semester)**

Modern Languages

FL 176 Elementary Spanish I (5 Cr. Hr.)

This course is an introductory study of Spanish, emphasizing reading, writing, speaking, listening and understanding. Language instruction encompasses both language proficiency and cultural understanding. Units of study are interactive using Rosetta Stone.

FL 177 Elementary Spanish II (5 Cr. Hr.)

This course is a continuation of Spanish I. Additional emphasis is placed on developing oral proficiency for technical, professional and occupational careers, especially in social work, education and medical fields.

ML237 Spanish Composition and Conversation (3 Cr. Hr.)

This course is a study of basic skills in conversational Spanish with reference to reading and writing. Emphasis is placed on the development of language proficiency for careers and for improvement of foreign language abilities.

ML240 Mexican Seminar (3 Cr. Hr.)

This course offers students the opportunity for hands-on, laboratory and field experience. Each trip will cover different aspects (cultural, anthropology, and sociology).

(Offered summer semester)

Music

MU 102 Harmony I (3 Cr. Hr.)

This course is a study of the rudiments of music and the skills of elementary music theory. The course comprises a study of elementary diatonic harmony, including primary triads and inversions, dominant sevenths and inversions, cadences, part-writing procedures from thorough-bass figures or given melodies and simple harmonization of original diatonic melodies in major and harmonic minor. Appropriate scores, including those from performing groups, are analyzed. **(Offered fall semester)**

MU 103 Ear Training I (2 Cr. Hr.)

Co-requisite: MU102 (Harmony I). This course involves training in notation from piano dictation of simple diatonic melodies in major and harmonic minor and four-part chorale phrases using primary triads and inversions, as well as dominant sevenths and inversions. Singing of materials used for dictation and similar material using solfeggio as well as aural and visual recognition of interval and triad qualities are included. **(Offered fall semester)**

MU 104, 154, 219, 220 Voice Class I, II, III, IV (1 Cr. Hr.)

Voice Class I is designed for students wishing to improve their singing skills. The class provides an opportunity for students to develop solo performance skills in a friendly atmosphere. Classes consist of group singing as well as private coaching. Although primarily designed for non-majors, entering voice majors may be asked to enroll in this class. **Voice Class II** is a continuation of Voice Class I. It is designed for students wishing to improve their singing skills. The class provides opportunity for students to develop solo performance skills in a friendly atmosphere. Classes consist of group singing as well as private coaching. Although primarily designed for non-majors, entering voice majors may be asked to enroll in this class. **Voice Class III** is designed for students who have completed Voice Class I and II. It will provide logical sequence of voice classes. **Voice Class IV** is an opportunity for students who have completed Voice Class I, II, III to continue development of singing skills acquired in the first three classes.

MU 108 Fundamentals of Music (3 Cr. Hr.)

This class will be a study of the rudiments of music and skills of simple notation, that is, basic note and rhythm reading. Musical terms, intervals, chords, key signatures, and scales will be introduced. Students will use the piano keyboard and will discuss how sound is produced with other instruments.

MU 113,123,233,243 Choir I, II, III, IV (1 Cr. Hr.)

Enrollment is open to all students who wish to sing. A wide range of music in various styles is presented in concerts during each semester. Emphasis is placed upon high performance standards through the achievement of good choral blend, intonation, diction, tone, quality, musical interpretation and excellence of ensemble. Public performance is considered part of the course requirement. **(Offered both semesters)**

MU 114,124,234,244 Concert Band I, II, III, IV (1 Cr. Hr.)

This performance ensemble is open to instrumental students wishing to expand their knowledge of wind ensemble literature. Quality of musicianship is emphasized. Public performance is considered part of the course requirement. **(Offered both semesters)**

MU 115,125,235,245 Chorale I, II, III, IV (1 Cr. Hr.)

This group is also known as the Sunflower Singers. Enrollment into this course is with the permission of the instructor. The membership is selected by audition from students who are enrolled in the college choir. Emphasis is placed upon superior performance standards. The music is selected for its broad public appeal. Numerous public performances are scheduled throughout the school year. **(Offered both semesters)**

MU 116,126,236,246 Instrumental Ensemble I, II, III, IV (1 Cr. Hr.)

This performing group is open to all qualified wind and percussion players. The nature of the ensemble will vary according to enrollment (examples: brass quintet, clarinet choir). Public performance is considered part of the course requirement. **(Offered on demand)**

MU 118,128,238,248 Jazz Ensemble I, II, III, IV (1 Cr. Hr.)

This performing group is open to all qualified wind and percussion players selected by audition. Emphasis is given on a broad spectrum of jazz styles and improvisation. Public performance is considered part of the course requirement. **(Offered both semesters)**

MU 119,129,239,249 Pep Band I, II, III, IV (1 Cr. Hr.)

This performing group, known as the Rockin' Pep Band, is open to all qualified wind and percussion players. The pep band helps create school spirit and enthusiasm during basketball games. Attention is given to the performance of current popular tunes. **(Offered both semester)**

MU 121, 122, 221, 222 Keyboard Skills I, II, III, IV (1 Cr. Hr.)

This course is designed for students wishing to improve their piano skills. Emphasis is placed on helping the students gain sufficient knowledge and skills to use the piano in a functional manner. This includes proficiency in all major and minor scales, chord progressions, harmonization, and sight-reading. **(Offered both semesters)**

MU 150 Music Literature (3 Cr. Hr.)

This course is designed for music majors to acquaint them with the fundamentals of music history. It is a study of style characteristics and principal forms of music from the Middle Ages to the present. The course consists of studying music scores, listening to recordings and attending live performances. Related art forms, literature and history are correlated with music of the various periods. **(Offered fall semester)**

MU 152 Harmony II (3 Cr. Hr.)

This is a continued study of diatonic harmony, secondary triads and inversions and secondary seventh chords and inversions. Special emphasis is given to non-harmonic tones. Expanded work with cadences, part-writing procedures from figured bass symbols or given melodies and harmonizations or original diatonic melodies are included. Appropriate scores, including those from performing groups, are analyzed. **(Offered spring semester)**

MU 153 Ear Training II (2 Cr. Hr.)

Co-requisite: MU152 (Harmony II). This course is a continuation of Ear Training I. It includes rhythmic dictation with simple syncopes used for notation as well as aural and visual recognition of qualities of triads in inversions and seventh chords in root position. Some application at the keyboard by harmonizing simple diatonic melodies is explored. **(Offered spring semester)**

MU 176 Introduction to Music (3 Cr. Hr.)

This course is offered for all general education students and satisfies a humanities requirement for transfer students. It is designed to help students increase their knowledge and understanding of music through classroom activities and discussion. The purpose is to provide an opportunity for students to become more discriminating consumers of music. **(Offered both semesters)**

MU Applied Music (1 Cr. Hr.)

Enrollment into the courses listed below is with the permission of the instructor. Applied Music courses include private lessons designed to build students' musical techniques, improve their basic musicianship and increase their repertoire. Outside practice time is required for each hour of credit received. Specific goals are set to meet each student's individual needs. Lessons are given by appointment with the instructor. Private lessons may be offered in the following areas:

MU 160,161,260,261 Applied Music Voice I, II, III, IV
MU 162,163,262,263 Applied Music Piano I, II, III, IV
MU 166,167,266,267 Applied Music Woodwind I, II, III, IV
MU 168,169,268,269 Applied Music Brass I, II, III, IV
MU 170,171,270,271 Applied Music Percussion I, II, III, IV
MU 172,173,272,273 Applied Music Guitar I, II, III, IV

MU 202 Harmony III (3 Cr. Hr.)

This is a study of chromatic harmony, including secondary dominant and secondary diminished chords, augmented sixth chords and other altered chords. Modulatory techniques are emphasized, and appropriate scores, including those from performing groups, are analyzed. **(Offered fall semester)**

MU 203 Ear Training III (2 Cr. Hr.)

Co-requisite: MU202 (Harmony III). This course provides training in notation from piano dictation of simple chromatic melodies and four-part choral phrases using some altered chords. Notation from dictation of melodies and chord progressions, singing of material used for dictation and and similar material and aural and visual recognition of qualities of seventh chords in root position and inversions are included. **(Offered fall semester)**

MU 252 Harmony IV (3 Cr. Hr.)

This course is a study of 20th century harmonic practices, including quartal harmony, pandiatonicism, polytonality and twelve-tone technique. Appropriate scores, including those from performing groups, are analyzed. **(Offered spring semester)**

MU 253 Ear Training IV (2 Cr. Hr.)

Co-requisite: MU252 (Harmony IV). This course, students sing modal, chromatic, whole tone, twelve tone and mixed scales. Aural recognition of orchestral instruments helps students to develop competence in listening skills. Some simple keyboard improvisation is expected. **(Offered spring semester)**

Nursing

The following courses require admission into the nursing program. The courses must be taken in the prescribed order. Students must pass the courses with a grade of "C" or better to progress in the nursing program.

NS 100 Fundamentals of Nursing (4 Cr. Hr.)

Prerequisites: A&P, Developmental Psychology and admission into Level I Nursing Program. Students learn fundamental concepts, principles and skills of basic nursing care. This course includes general knowledge of human needs. A laboratory component is included. Simulated nursing care situations are utilized. (Lab fee required) **(Offered summer semester)**

NS 112 KSPN 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 psycho-social functioning, and the role of the practical nurse in caring for older adult clients.

NS 122 KSPN 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.

NS 134 KSPN 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.

NS 134 KSPN Foundations of Nursing: Clinical (2 Cr. Hr.)

This clinical course explores the art and science of nursing in this clinical. 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.

NS 145 KSPN Maternal & Child Care I (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.

NS 145 KSPN Maternal & Child Care I: 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.

NS 156 KSPN 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.

NS 167 KSPN 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.

NS 167 KSPN Medical Surgical Nursing I: Clinical (3 Cr. Hr.)

Simulated and actual care situation of selected systems throughout the life span, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skills.

NS 178 KSPN Medical Surgical Nursing II (4 Cr. Hr.)

This course focuses on the effect of disorders of selected systems throughout the life span 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.

NS 178 KSPN Medical Surgical Nursing II: Clinical (3 Cr. Hr.)

This experience uses simulated and actual care situations of selected systems throughout the life span, 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.

NS 191 Board Exam Review PN (2 Cr. Hr.)

This course is designed to assist graduates of Practical Nursing programs to prepare for the NCLEX-PN exam. A concentrated review of test-taking skills, pharmacology and the core clinical areas of nursing are included. (Course fee required) (**Offered summer semester**)

NS 210 Mental Health Nursing (3 Cr. Hr.)

Prerequisite: LPN License and admission in Level II Nursing Program. This course explores basic concepts and trends in mental health nursing. Mental health and alterations in mental health across the life span utilizing a nursing process approach are examined. A laboratory component is included. Simulated and actual care situations are utilized. (Lab fee required)

NS 215 Professional Issues in Nursing (1 Cr. Hr.)

Prerequisite: NS220 (Maternal and Child Care II).

Current issues relevant to the associate degree nurses such as career mobility, leadership and coping with reality will be explored. Students will explore and apply theory content to simulated experiences that the ADN will encounter. (Course fee required)

NS 220 Maternal and Child Care II (3 Cr. Hr.)

Prerequisite: NS210 (Mental Health Nursing). This is an advanced course designed to prepare students for providing individualized nursing care to parents, infants and children. Antepartum, intrapartum and postpartum stages are included in addition to complex disorders of pregnancy, childbirth and childhood. Nursing application of theoretical knowledge to the well and hospitalized child and family is emphasized. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required)

NS 225 Medical-Surgical Nursing III (4 Cr. Hr.)

Prerequisites: NS220 (Maternal and Child Care II) The care of clients experiencing complex alterations in health is examined within the scope of practice of associate degree nursing. The concepts of life span, nursing process and the wellness-illness continuum are emphasized. Prevention and rehabilitation are incorporated. The roles of the nurse as a client teacher and client care manager are included. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required)

NS 230 Board Exam Review RN (3 Cr. Hr.)

This course is designed to assist graduate nurses in preparing for the NCLEX-RN exam. It is a concentrated review of test-taking skills. Client needs across the life span and the core clinical areas of nursing are included. (Course fee required)

NS 235 Medical-Surgical Nursing IV (4 Cr. Hr.)

Prerequisite: NS225 (Medical-Surgical Nursing III).

The care of clients experiencing complex alterations in health is examined within the scope of practice of associate degree nursing. The concepts of life span, nursing process and the wellness-illness continuum are emphasized. Prevention and rehabilitation are incorporated. The roles of the nurse as a client teacher and client care manager are included. Emergent situations in the selected body system units are explored. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required)

NS 240 Health Assessment (3 Cr. Hr.)

The theory and practicum of this course cover the nurse's role in performing health assessments across the lifespan. Cognitive and technical skills in history taking, physical examination and recording are included (2 credit hours theory, 1 credit hour lab). (Lab fee required)

NS 250 RRT/MICT to A.D.N. Transition Concepts (2 Cr. Hr.)

This course provides content that orients the student to the conceptual framework, philosophy and expectations of Colby Community College Nursing Program. The student is expected to come with basic concepts of therapeutic communication and patient care process. The relationship of this knowledge to the total curriculum is explored. An emphasis is placed on the use of critical thinking in the nursing process to develop care plans. Other topics include patient safety, health promotion, and documentation. The legal and ethical responsibilities affecting the transition to the RN role are explored.

NS 251 RRT/MICT to A.D.N. Articulation Course (2 Cr. Hr.)

This course provides content that transition the RRT/MICT to the clinical role of nursing. The content provides for the transition the RRT/MICT to the clinical role of nursing. The content includes pharmacokinetics, drug dosage calculation and medication administration. Assessment and treatment of pain, including cultural differences is also presented. Care of the client with fluid imbalances and various disease conditions are explored. Nursing responsibilities for lab and diagnostic tests are applied to client care.

NS 252 RRT/MICT to A.D.N. Concepts of Care (4 Cr. Hr.)

This course expands on the concepts necessary to provide a safe caring environment for clients whose psychosocial and physiologic integrity is compromised. The course content will explore care that supports homeostatic regulation for clients with endocrine, oncologic, metabolic, surgical care needs and tissue perfusion concerns in a culturally-diverse population. Course experiences will incorporate the nursing process and critical thinking while caring for patients in diverse settings. Communication and documentation skills will be applied to the multi-disciplinary health care team. Didactic and clinical experience will integrate teaching and learning activities that enhance wellness, health promotion and maintenance.

NS 280 Nursing Microbiology (2 Cr. Hr.)

This course is an integrated overview of nursing health care as related to medical microbiology. The field of bacteriology will be emphasized concerning microscopy, clinical laboratory tests, associating disease with bacterial scientific names, and control of microbial growth. Antibiotic control of bacteria will be discussed in addition to the general characteristics of bacterial population growth requirements. A 1.5 hr. lab/week component is included with this course.

Philosophy/Religion

PI 101 Introduction to Philosophy (3 Cr. Hr.)

The course explores the love of wisdom as reflected in philosophical language, distinctions, and concepts; examines major historical, contemporary thinkers, issues and traditions of philosophy (metaphysics, epistemology, value-theory, ethics and aesthetics); discusses relevant issues; and shows the connections, roots and influences of contemporary philosophy.

PI 120 Academic Excellence Challenge I (3 Cr. Hr.)

This course offers an opportunity for students to participate in vigorous learning activities in scientific, artistic, historic and other subject areas. The course is interdisciplinary in nature and attempts to provide a broad perspective by linking science and art.

PI 200 Philosophy of Thought and Logic (3 Cr. Hr.)

This course offers the students tools to improve their skills in thinking more critically and creatively in order to make more informed decisions. The students will gain a clearer understanding of the thinking process and learn various approaches to logical thinking. Higher-order intellectual abilities are practiced while integrating personal experience with interdisciplinary problem-solving activities.

PI 220 Academic Excellence Challenge II (3 Cr. Hr.)

This course is a continuation of PI 120 (Academic Excellence Challenge I).

PI 276 Introduction to Ethics (3 Cr. Hr.)

This course takes up the central problems of thinking rationally about moral questions and critically examines the best-known efforts by philosophers to deal with problems. Issues to be explored include: ethical relativism, diversity of moral rules, determinism.

RE 104 World Religions (3 Cr. Hr.)

This is a survey course of major world religions from the prehistoric to the modern world, along with comparative studies of contemporary religions.

Physical Education

PE 001-010 Physical Activity (1 Cr. Hr.)

These offerings are designed for the student who wants to participate in and develop an exercise program. These classes do not meet graduation requirements.

PE 120 Drugs & College Athletics (1 Cr. Hr.)

This course studies the effects of drug use in sports. Preventive drug measures for coaches and athletes are also discussed.

PE 172 Theory & Practices of Coaching I (1 Cr. Hr.)

This course is an introduction to the techniques of coaching, emphasizing a particular sport. These theories and techniques are applicable to all sports.

PE 173 Theory & Practice of Baseball (2 Cr. Hr.)

Students are exposed to theories and practices of coaching as they apply to the mental aspect of baseball.

PE 177 Personal & Community Health (3 Cr. Hr.)

Personal and Community Health is designed to introduce updated health information such as psychological health, environmental issues, substance abuse, injuries, death, sexuality, sexually transmitted diseases, fitness, nutrition, and stress management. Not only will students view health issues within our own culture, but also from different racial and ethnic backgrounds.

PE 185 First Aid & Personal Safety (3 Cr. Hr.)

The American Red Cross Community First Aid and Safety is to provide ordinary citizens with the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of respiratory and cardiac emergencies until more advanced medical help can arrive.

PE 198 History & Foundations of Physical Education (3 Cr. Hr.)

This course is designed to allow students to develop perspectives in the field. Students will learn the major philosophical positions in the profession. Also, students will gain knowledge of the programs (field of studies) available, the settings in which these programs are implemented and qualifications needed to enter the professional practice.

PE 199 Techniques of Officiating (2 Cr. Hr.)

This course will help each student know how to become a more proficient official and/or coach via outstanding "in depth" exposure to the details of wrestling rules as outlined in the NCAA Guide.

P.E. Lifestyle Courses

Lifestyle courses were developed to give students the opportunity to develop a healthy lifestyle. A healthy lifestyle consists of physical fitness, nutritional awareness and stress management.

Pre- and post-physical fitness tests are required to determine each student's level of fitness.

Lifestyle courses meet the graduation requirements for an Associate of Arts degree, Associate of Science degree and Associate of Applied Science degree.

PE 103 Conditioning & Aerobics I (1 Cr. Hr.)

The same total fitness goals are accomplished in this class as in fitness lab. The aerobic workout is the main emphasis of the class using aerobic dance and music. Warm up and cool down activities include stretches, flexibility exercise and activities for muscular strength and endurance.

PE 107 Concepts of Wellness (1 Cr. Hr.)

The Universal Super Circuit is used to help the student develop and maintain a well balanced aerobic workout combined with strength training and flexibility exercise. The Super Circuit consists of twelve machines, each working a different muscle group. The workout on the machines is combined with aerobic activity such as the stationary bicycle and airdyne machine. Additional equipment: upper body ergometer, treadmills, and elliptical.

PE 112 Lifestyle Dance (1 Cr. Hr.)

In this class, the student will participate in an exercise program which incorporates different social dances, such as ballroom, line dance, country and modern square dance. Present physical conditions will be tested and the components of fitness will be maintained and developed.

PE 113 Aerobic Swimming (1 Cr. Hr.)

This class is an individualized swimming program designed to help students build cardiovascular endurance, flexibility, muscular strength and endurance. **(Offered spring semester)**

PE 176 Lifestyle Management (1 Cr. Hr.)

This is a lifestyle course for the student who is not on campus or cannot enroll in an on-campus course to fulfill the graduation requirement. The course consists of an individualized exercise program and independent academic study format. Appointments with the instructor and instructor's permission are required.

P.E. Skill Courses

Skill courses meet the graduation credit for the Associate of Arts degree, Associate of Science degree and Associate of Applied Science degree.

PE 201 Trap Shooting (1 Cr. Hr.)

This class will introduce the student to clay target shooting at the college level. This program for men and women offers a safe, recreational and competitive activity for a lifetime.

PE 202 Weapons Safety (1 Cr. Hr.)

Weapons Safety is a basic firearms course. The main purpose and objective of the course is to develop and practice skills and dispositions required to safely handle firearms. Strict enforcement will be maintained throughout the course.

PE 203 Bowling (1 Cr. Hr.)

This course is designed to give the student an understanding of bowling and its benefits as a lifetime activity. The course begins in the classroom for lectures and videotapes and moves to the bowling lanes for techniques and league play. A four-week segment of competitive league play is included, capped off by a tournament at the conclusion.

PE 204 Beginning Tennis (1 Cr. Hr.)

The fundamentals of forehand, backhand and the serve are the primary skills students learn. Knowledge of rules and court etiquette along with play experience in singles and doubles is included.

PE 207 Weight Training I (1 Cr. Hr.)

This is an introductory class to weights. Sets will consist of high repetitions and lighter weights to allow the student to learn proper form and improve muscle tone. A total of fifteen different exercises will be performed to target specific muscle groups.

PE 208 Weight Training II (1 Cr. Hr.)

This is an advanced class in weights. Sets will consist of fewer repetitions and heavier weights in an effort to build muscle mass. Fifteen different exercises will be used to target specific muscle groups.

PE 209, 210, 211, 215 Martial Arts I-IV (1 Cr. Hr.)

This course is to teach the student the arts of Taekwondo with self-defense, philosophy, warm-ups, focus, and flexibility. The use of basic techniques, forms, one-steps, moves to sparring, and advanced self defense will be used to achieve these goals.

PE 217 Aquasizes I (1 Cr. Hr.)

Aquasizes is a water exercise class practiced in all depths of the swimming pool. Each class will begin with a warm-up session consisting of a series of stretches and slow to third workout component which is the muscle toning segment. A cool down concludes the workout. This class fulfills the one credit physical education skills requirement for graduation. You do not need to know how to swim for this class.

P.E. Varsity Sport Classes

All varsity athletes must enroll in their sport classes to be eligible for participation. Only athletes with their names on the official roster can enroll in the classes.

PE255,256,257,258	Rodeo I, II, III, IV (1 Cr. Hr.)
PE260,261,262,263	Troians I, II, III, IV (1 Cr. Hr.)
PE264,265,266,267	Varsity Golf I, II, III, IV (1 Cr. Hr.)
PE268,269,270,271	Varsity Baseball I, II, III, IV (1 Cr. Hr.)
PE272,273	Varsity Cross Country I, II (1 Cr. Hr.)
PE276,277,278,279	Varsity Basketball I, II, III, IV (1 Cr. Hr.)
PE280,281,282,283	Varsity Wrestling I, II, III, IV (1 Cr. Hr.)
PE284,285,286,287	Varsity Track I, II, III, IV (1 Cr. Hr.)
PE288,289	Varsity Volleyball I, II (1 Cr. Hr.)
PE290,291,292,293	Cheerleading I, II, III, IV (1 Cr. Hr.)
PE295,296,297,298	Varsity Softball I, II, III, IV (1 Cr. Hr.)

The following elective courses are not required for a degree but may be offered "on demand."

PE 212 Beginning Swimming (1 Cr. Hr.)

This course provides the student with an appropriate level of knowledge and skills in beginning swimming. As a result of the class the student will improve his/her general physical fitness and skill performance. Principles, techniques, and safe practices of swimming will be taught throughout the class.

PE 235 Self Defense (1 Cr. Hr.)

This course covers the knowledge, skill proficiency and teaching techniques necessary for Self Defense.

Physical Science

CH 176 Fundamentals of Chemistry (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. This is a study of the basic principles, laws and theories of chemistry, designed for those students needing five or more hours of general chemistry. Inorganic, important metallic and nonmetallic substances are covered. The course is recommended for certain students of agriculture, home economics, nursing, biology and general education. **(Offered each semester)**

CH 177 Chemistry I (w/Lab) (5 Cr. Hr.)

Prerequisites: High school chemistry and an algebra background or permission of instructor. Three hours of lecture and three hours of lab per week are included. It is designed for students needing a rigorous chemistry background for taking more advanced courses. This course is recommended for physical science, pre-veterinary, pharmacy, pre-medicine, dentistry and engineering majors. The laboratory is a study of qualitative analysis. **(Offered fall semester)**

CH 178 Chemistry II (w/Lab) (5 Cr. Hr.)

Prerequisite: CH177 (University Chemistry I). Three hours of lecture and three hours of laboratory per week are included. This course is a continuation of University Chemistry I. The lab is a study of quantitative analysis. **(Offered spring semester)**

CH 225 Organic Chemistry I (w/Lab) (5 Cr. Hr.)

Prerequisite: CH178 (University Chemistry II). Three hours of lecture and three hours of laboratory per week are included. The course is a presentation of the reactions of aliphatic and aromatic compounds. Emphasis is placed on modern spectroscopy, mechanisms of reactions and bonding in organic compounds. This course is designed for students of chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. **(Offered fall semester)**

CH 235 Organic Chemistry II (w/Lab) (5 Cr. Hr.)

Prerequisite: CH225 (Organic Chemistry I). Three hours of lecture and four hours of laboratory per week are included. A continuation of Organic Chemistry I, this course provides an in-depth study of areas touched in CH225 (Organic Chemistry I). Areas related to biochemistry are stressed. This course is for students needing ten hours of organic chemistry: chemistry, pre-pharmacy, pre-medicine and pre-dentistry majors. **(Offered spring semester)**

CH 298 General Biochemistry (w/Lab) (1-5 Cr. Hr.)

This course covers organic nomenclature, proteins, carbohydrate and lipid chemistry. Also included are the general characteristics and actions of enzymes, vitamins, hormones basic metabolism and nucleic acid chemistry.

PH 101 Our Physical World (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. Fundamental physical principles which govern nature, including motion, forces, momentum, energy, fluids, gases, heat, electricity, magnetism, waves, sound, light, atomic nuclei, quantum theory, chemical compounds, periodic table, acids, bases, chemical calculations, reaction rates and natural resources are topics in this course. **(Offered spring semester)**

PH 103 Earth Science (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. Basic principles of geology, meteorology and astronomy, including rocks, erosion processes of streams, groundwater, glaciers, deserts, oceans, earthquakes, mountain building, atmosphere, moisture, pressure systems, fronts, storms, earth motions, solar system, star types, star groups and galaxies are topics in this course. It is not intended for science majors. **(Offered fall semester)**

PH 161 Meteorology & Weather Forecasting (2 Cr. Hr.)

This course will promote a basic understanding of important meteorological concepts and the science of meteorology and will present advanced concepts using a qualitative, non-mathematical approach. The course will take the student from basic measurements of pressure, temperature and moisture and expand to concepts of air mass, fronts and pressure systems. Basic weather instruments will be covered early, with later classes covering weather radar and satellites. The course is designed to give the student a look at many different facets of meteorology, from observation and forecasting, to severe storms, climatology and career opportunities.

PH 176 Physical Science (w/Lab) (5 Cr. Hr.)

The major goal of this course will be to help the student gain an understanding of the concept of energy in the world around him or her. The concepts developed will include where the concept of energy and its conservation can be developed in the physical world, various forms of energy, examples of how energy is transferred from one form to another, and how energy can be transferred from one form to another.

PH 177 Introduction to Geology (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. Structure of the earth's surface, including minerals and rock types, surface changes by weathering, streams, groundwater, glaciers, wind, shorelines, oceans, time, plate tectonics, earthquakes, volcanoes, crystal deformation and mountain building are included topics. **(Offered spring semester)**

PH 178 Introduction to Astronomy (3 Cr. Hr.)

Two hours of lecture and one and one-half hours of laboratory per week are included. Fundamental physical principles which govern large objects, constellations, moon, planets, smaller solar system objects, telescopes, spectrum analysis, sun, stars, star groups, nebulae and galaxies are included topics.

PH 180 Descriptive Astronomy (w/Lab) (4 Cr. Hr.)

Three hours of lecture and one and one-half hours of laboratory per week are included. Fundamental physical principles which govern large objects constellations, moon, planets, smaller solar system objects, telescopes, spectrum analysis, sun, stars, star groups, nebulae and galaxies are included topics. **(Offered fall semester)**

PH 207 College Physics I (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. Fundamental principles of physics, including vectors, motion, forces, gravitation, energy, momentum, rotational motion, equilibrium, periodic motion, elasticity, fluids, thermal expansion, heat transfer, gases, thermodynamics, waves and sound are included topics. The course is intended for students with a good background in algebra. **(Offered fall semester)**

PH 208 University Physics I (w/Lab) (5 Cr. Hr.)

Prerequisite: MA220 (Analytical Geometry & Calculus I) or concurrent enrollment. Three hours of lecture and three hours of laboratory per week are included. Using calculus as a tool, students learn fundamental principles of physics, including vectors, motion, forces, gravitation, energy, momentum, rotation motion, equilibrium, periodic motion, elasticity, fluids, thermal expansion, heat transfer, gases, thermodynamics, waves and sound. **(Offered fall semester)**

PH 227 College Physics II (w/Lab) (5 Cr. Hr.)

Prerequisite: PH207 (College Physics I). Three hours of lecture and three hours of laboratory per week are included. Fundamental principles of physics, including electrostatics, electric currents, circuits, magnetism, light, optics, wave properties, special relativity, photons, quantum mechanics, atomic structure and nuclear reactions are included topics. **(Offered spring semester)**

PH 228 University Physics II (w/Lab) (5 Cr. Hr.)

Prerequisite: PH208 (University Physics I). Three hours of lecture and three hours of laboratory per week are included. Using calculus as a tool, students learn fundamental principles of physics, including electrostatics, electric currents, circuits, magnetism, light, optics, wave properties, special relativity, photons, quantum mechanics, atomic structure and nuclear reactions.

(Offered spring semester)

PH 249 Statics (3 Cr. Hr.)

Prerequisite: MA220 (Analytical Geometry & Calculus I). This course covers vector algebra, composition and resolution of forces, moments of forces and couples, equilibrium of rigid bodies, structural analysis, centers of gravity, internal forces, and friction.

Physical Therapy

PT 103 Current Issues in Physical Therapy (1 Cr. Hr.)

This lecture/seminar class allows students to investigate and discuss current issues and trends in the physical therapy profession. Areas of focus include equipment, legislative issues, types of practice and trends in treatment approaches and techniques. This course is equivalent to Student Success Seminar for P.T.A. freshmen. Either class fulfills the requirement for graduation.

PT 205 Introduction to Physical Therapy (1 Cr. Hr.)

Two hours of lecture per week for the first eight weeks. This course provides a brief history and definition of physical therapy as a profession. Students are oriented to the role of the Physical Therapist Assistant and his or her interworkings with other health professionals. Students are introduced to ethics, standards and the national organization. Practical and observational skills are introduced and practiced. This course is optional.

The following courses require admission into the P.T.A. program. Courses must be taken in the prescribed order, and students must pass with a grade of "C" or better to graduate from the program. (a grade of C" is 75% - 82%)

PT 210 Physical Therapy Procedures I (w/Lab) (6 Cr. Hr.)

Prerequisite: Admission to P.T.A. program. Three hours of lecture and six hours of lab are included per week. The principles and practices of physical therapy are examined, and an understanding of the following procedures is expected: range of motion, positioning, body mechanics, bed mobility, transfers, wheelchair management, activities of daily living, bandaging, asepsis, isolation techniques, gait training, architectural barriers and tilt table.

PT 215 Clinical Affiliations I (3 Cr. Hr.)

Prerequisite: Admission to P.T.A. Program. Clinical portion requires passing these courses with a "C" or better: PT210 (Physical Therapy Procedures I), PT220 (Physical Therapy Procedures II) and PT239 (Functional Musculoskeletal Anatomy). Sixteen classroom hours and 120 clinical hours are included. This course introduces the students to skills necessary to succeed in the clinical setting, i.e. disablement model, professional behavior, self-management, self-evaluation, documentation, legal and ethical issues, safety and quality assurance.

PT 220 Physical Therapy Procedures II (w/Lab) (6 Cr. Hr.)

Prerequisite: Admission to P.T.A. program. Three hours of lecture and six hours of lab per week are included. The principles and practices of physical therapy are examined, and an understanding of the following procedures is expected: therapeutic heat and cold, electrical stimulations, massage, compression, biofeedback and traction.

PT 222 Medical Lectures (5 Cr. Hr.)

Prerequisites: PT210 (Physical Therapy Procedures I), PT215 (Clinical Affiliations I), PT220 (Physical Therapy Procedures II) and PT239 (Functional Musculoskeletal Anatomy). Five to six classroom hours per week. This course is an introduction to the pathology of orthopedic, medical, neurological and surgical problems as they relate to a physical therapy plan of care written by a physical therapist.

PT 225 Clinical Affiliations II (3 Cr. Hr.)

Prerequisite: PT215 (Clinical Affiliations I). Sixteen classroom hours and 160 clinical hours are included. This is a continuation of PT215 and includes practical application of physical therapy procedures, professional behavior and communication principles appropriate in the physical therapy practice setting. Lecture topics include professional goal-setting, the responsibilities of a new staff member, improving SOAP note writing skills, patient rights and responsibilities, resume and interview skills and continuous quality improvement.

PT 226 Clinical Affiliations III Lecture (1 Cr. Hr.)

Prerequisite: PT225 (Clinical Affiliations II). Two classroom hours per week for eight weeks. This course provides further application of physical therapy principles and practice, with emphasis on applied theoretical knowledge of job and career and a professional presentation.

PT 227 Clinical Affiliations III Practicum (8 Cr. Hr.)

Prerequisite: Completion of all P.T.A. coursework. Forty clinical hours per week for 10 weeks. This course takes the student into the final ten weeks in the clinical setting. The student spends five weeks in two different clinical settings under the supervision of a qualified clinical instructor. The student continues to develop the proficiencies of an entry level physical therapist assistant.

PT 230 Physical Therapy Procedures III (w/Lab) (6 Cr. Hr.)

Prerequisite: PT215 (Clinical Affiliations I). Three classroom hours and six laboratory hours per week are included. The principles and practices of therapeutic exercise are examined, and an understanding of the following procedures is expected: developmental sequence, PNF, Bobath, Rood, Brunnstrom, cardiopulmonary rehabilitation and therapeutic exercise as it pertains to neurological and medical conditions. Specific pathologies are discussed.

PT 231 Physical Therapy Procedures IV (w/Lab) (6 Cr. Hr.)

Prerequisite: PT215 (Clinical Affiliations I). Three classroom hours and six laboratory hours per week are included. The principles and practices of physical therapy are examined, and an understanding of the following procedures is expected: therapeutic exercise as it pertains to orthopedics and surgical conditions, goniometry, MMT, joint mobilization, stretching and, postural examination.

PT 239 Functional Musculoskeletal Anatomy for Physical Therapy (w/Lab) (4 Cr. Hr.)

Prerequisite: Admission to P.T.A. program. Four hours of lecture and one and one half hours of lab per week are included. This course teaches the student normal muscle and joint function as related to physiological and mechanical principles. It also introduces the student to the functional aspects of the musculoskeletal system. Practical application and an introduction to abnormal function are included.

PT 242 Physical Therapy Seminar (1 Cr. Hr.)

Prerequisite: Completion of Clinical Affiliations III Practicum. The student returns to campus for two days. The student is expected to complete licensure paperwork, complete a comprehensive exam in preparation for the national boards, assimilate clinical experiences with ethics presentation to further validate clinical ability and practice, do program critique and receive diploma.

Political Science

PO 105 State & Local Government (3 Cr. Hr.)

This class is a competency-based overview of the institutions of state and local government in the United States federal system, and the ever-changing environment in which they exist. Students will develop background information needed to gain a thorough understanding of how state and local governments operate, the structure of powers of the local governmental bodies, the problems and opportunities related to inter-governmental relations, current trends in the consolidation and proliferation of state and local bodies, how they compare, and how they affect citizenry. A special focus of the course is the individual student's development as a member of a community of learners.

PO 120 Current Political Issues (3 Cr. Hr.)

This class explores the political process and its effects on human lives. Politics has been defined as "who gets what, when and how." The political process affecting human lives is an ongoing struggle over available resources needed to survive in society. Awareness of this ongoing struggle revolves around current political issues.

PO 176 American Government (3 Cr. Hr.)

This course is an analysis of the powers, functions, and political bases of government in America, including attention to democratic theory, civil liberties, political parties and pressure groups, campaigns and elections. Congress and the presidency, judicial review, federal/state/local relations, and public policy-making in domestic, foreign and budgetary areas are also studied.

Psychology

PS 112 Anger/Stress (1-2 Cr. Hr.)

This course is designed to acquaint the student with the various theories that are involved with anger and stress. The students become actively involved with strategies to resolve situations they might be involved in.

PS 162 Topics in Applied Psychology (1-3 Cr. Hr.)

This course is designed to increase the student's awareness of people and their relationships, people and their environments and people making adjustments. This course builds on psychological knowledge gained from previous college behavioral science classes. Topics include self-esteem, depression, sports psychology and others.

PS 176 General Psychology (3 Cr. Hr.)

This course is an introductory study of behavior. It is a survey of methods, data and principles of psychology combined with the practical use of psychology for everyday living

PS 206 Social Psychology (3 Cr. Hr.)

Prerequisite: PS176 (General Psychology). This course surveys empirical studies and theoretical models of social perception, attitudes and social behavior, personal media influence, social mores, and social systems. Topics included are the creation of attitudes, persuasion, obedience to authority, group decision making, theories of aggression and altruism, social cognition, perception and interpersonal attraction.

PS 214 Abnormal Psychology (3 Cr. Hr.)

Prerequisite: PS 176 (General Psychology). This course is designed to survey psychological disorders and includes a descriptive classification and assessment as found in the DSM-IV-TR.

PS 225 Death & Dying (1 Cr. Hr.)

This course is designed to help people cope with the finality of death. The course includes the American attitude toward death and dying and the psychological and sociological stages that the dying person and his family go through in death.

PS 230 Adolescent Psychology (3 Cr. Hr.)

This course is a study of adolescents as human beings functioning in a complex society. The course includes a practical look at adolescent problems, needs and potentialities. Specific attention is directed toward adolescents and their relationships, development, growth and interest of the age groups.
(Offered spring semester)

PS 265 Criminal Profiling (3 Cr. Hr.)

This course is an advanced course in learning the techniques of socio-psychological (behavioral) and geographic profiling to establish leads and detect patterns in unsolved cases and /or classify and predict the behavior patterns of repeat offenders, particularly serial murderers, arsonists, rapists, and child molesters. Topics include case management, database development, typology validation, motive, and pattern analysis, personality assessment, forensic demography, principles of geocoding, statistical prediction, and the ethics of provocation, interview, and interrogation strategies. Case studies are analyzed in detail. (There are a few pictures of graphic nature).

PS 269 Terrorism (3 Cr. Hr.)

This class will holistically study the presentation of terrorism as a worldwide phenomenon. It will take a broad look at all major forms of terrorism and highlight patterns of similarity and contrast the differences found when terror is used to accomplish political aims. Additionally, the class will discuss various social behaviors and learn how society can easily find itself giving birth to the circumstances that allow terrorism to emerge. Moreover, the course discussions will open a window to the future of terrorism and the attempts to control it.

PS 276 Developmental Psychology (3 Cr. Hr.)

This course is a survey of the development of the individual from birth through old age. Emphasis is given to behavioral, social, emotional, intellectual and linguistic development.

PS 280 Child Development (3 Cr. Hr.)

Prerequisite: PS176 (General Psychology). This course is a survey of the development of the individual from birth through adolescence. Emphasis is given to behavioral, social, emotional, intellectual and linguistic development.

The following elective courses are not required for a degree but may be offered "on demand."

PS 111 Cults (1-2 Cr. Hr.)

This course is designed to acquaint the student with both evil and benign cults found in Kansas today. The instructor involves the student in strategies to look for psychological personalities that might lead to involvement of children and alternatives to that involvement.

PS 115 Psychological Testing (1 Cr. Hr.)

This course introduces the rationale of psychological measurement, test construction, validity, reliability, standardization, and statistical treatment of test results. The student will administer, score, and interpret standardized tests and psychological instrumentation.

PS 116 Psychological Lecture Series (1 Cr. Hr.)

This course provides exposure to outside guest speakers who may explore experimental learning. This course may include field studies, interdisciplinary learning, and/or the practical application of discipline-related concepts, theories, principles and methods with a specific focus.

PS 118 Techniques of Psychotherapy (1 Cr. Hr.)

This course is a study of major counseling theories. It includes dynamic, existential, humanistic, Gestalt, cognitive-behavioral, reality, and family systems theories of counseling and the most useful strategies from each, for the beginning student of counseling. The nature, causes, and treatment of maladaptive behavior including personality disorders, psychoses, reactions to stress, and anxiety disorders.

PS 145 Psychology Seminar (3 Cr. Hr.)

This course surveys major issues relating to field of psychology. Topics selected from subspecialties: biological bases of behavior sensation and perception emotion, consciousness, learning, memory, developmental psychology, personality, psychological disorders, therapeutic methods, or social behaviors.

PS 199 Directed Study in Psychology (2 Cr. Hr.)

This course is an exploration of directed readings or research problems in selected areas designed to supplement existing course offerings. Individual report required. Prerequisites: 12 hours of psychology including completion of General Psychology with GPA of 3.0 or better in all psychology courses; approval of instructor; major in psychology.

PS 235 Child Abuse (1 Cr. Hr.)

This course focuses on social work interventions within the public child welfare system for children who have been abused and neglected. Includes practice models to ensure safety and permanency for children, federal and state mandates for permanency, cultural detriments, juvenile court dependency system, and research findings pertaining to permanency planning outcomes.

PS 299 Independent Study of Psychology (5 Cr. Hr.)

This course covers topics not otherwise covered by general education courses for the discipline of Psychology. This course requires direct experience and focused reflection in an in-depth study of a specific discipline topic and/or the critical analysis of contemporary issues in Psychology. This course is targeted to self-selected students with an interest in the subject matter and involves active participation.

Sociology

SO 100 Student Success Seminar (1 Cr. Hr.)

The student orientation program is designed to facilitate transition into college life. All first-time, full-time students, including students who have college credit earned while they were in high school and students who have not earned more than 12 hours of previous college credit, are involved in this orientation process. Through this program, students become more familiar with peers, college faculty, career objectives and advisors.

SO 123 Criminology (3 Cr. Hr.)

A general introduction to the study of criminal behavior from an interdisciplinary perspective. The main focus is on the classical and contemporary theories developed over the past 200 years to explain and predict criminal behavior in society. Application of the propositions, assumptions, empirical validity, towards policy implications of these criminological theories, as well as the social context in which they were developed, will be examined. In addition, the ability of these theories to explain crime rates across different countries and cultures will be studied. Other significant issues in criminology such as the measurement and extent of crime, the role of demographics (age, race, gender, social class) in the causation of and reaction to crime, and explanations of specific crime types, such as substance abuse and white collar crime, will also be discussed.

SO 135 Women's Studies: A Transnational View (3 Cr. Hr.)

This course studies women's lives and examines how social, cultural, and political constructions of gender, race, class, sexuality, ability, and nation intersect to shape those lives. This particular course is designed to expose students to the breadth of issues and perspectives, as well as the methods and concepts that are encompassed by women's studies as an interdisciplinary academic discipline. This course is designed to achieve a disciplinary balance with an emphasis on transnational issues relating to women's studies.

SO 176 Introduction to Sociology (3 Cr. Hr.)

This course is a study of human beings, their relationship to their environment and the nature of social groups, such as the family, race, class, religion and civilization.

SO 177 Juvenile Delinquency (3 Cr. Hr.) EduKan

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.

SO 180 Human Potentials (3 Cr. Hr.)

This course includes small group discussion that focuses on clarifying personal value, identifying strengths, making decisions, setting short- and long-range goals, developing greater responsibility and building better relationships.

SO 182 Sociology of Families (3 Cr. Hr.)

This course explores the concepts, issues, and theories that point to change and continuity in the field of family. Cultural diversity and gender-inclusive issues will point students toward realistic family experiences. A sociological emphasis will investigate how family adjustment and managing family conflict within the context of the attributes of healthy families will define the psychological nature of people in relation to cultural differences.

SO 186 Social Problems (3 Cr. Hr.)

This course focuses on major social theories, political, economic, and cultural dimensions of social problems using sociological methods. Areas include social inequality, social change, social conflict, the role of globalization in producing social problems and those problems primarily located in private life and institutions.

SO 210 Sociology of Discrimination (3 Cr. Hr.)

This course enables a comprehensive, practical understanding of the legal, ethical, and behavioral issues involved in interracial and cross-cultural contacts between societal officials and a diverse citizenry. Sociological frameworks are used throughout the course to allow for the examination of diversity with respect to age, gender, sexual orientation, poverty, religion, age, disability, and language minorities and the impact they have on delivery of governmental and social services.

The following elective courses are not required for a degree but may be offered "on demand."

SO 126 Introduction to Archaeology of the High Plains (3 Cr. Hr.)

This course introduces archaeology, which studies prehistory and history of peoples of the High Plains, and examines archaeological concepts including research and methods for study of prehistoric cultures. Content includes site location, techniques of excavation, methods of dating artifacts and site analysis of archaeological investigations and interpretation of findings.

SO 299 Independent Study of Sociology (3 Cr. Hr.)

This course explores major issues relating to field of sociology. Topics selected from subspecialties: socialization, social organization, deviance, stratification, race and ethnicity, gender, social institutions, collective behavior, urbanization, and social change. Focus and/or scope differ from other sociology courses currently offered.

Speech

SP 101 Fundamentals of Oral Communication (3 Cr. Hr.)

This course is designed to focus on specific workplace skills for students in the areas of speech and interpersonal communication. This course involves the preparation and performance of oral communications by individuals and small groups. The content of the course should enable the students to explore and evaluate their own speech skills and work relationships and learn specific skills designed to help them improve.

SP 106 Interpersonal Communications (3 Cr. Hr.)

This course focuses on communication between two or more persons. Specific work on self-concept, listening behavior, verbal and non-verbal communication and improving relationships are covered by lecture, text and structured exercises in class.

SP 130 Speech for Special Occasions (1-3 Cr. Hr.)

This course is designed to help students research and prepare speeches for specific occasions within their chosen fields of study and to set up actual speaking engagements in which to test their skills. This course may be used by specific departments to handle the special communication problems in their areas (e.g. livestock, agriculture, radio, nursing), or it might be used for non-specific fields, such as after-dinner speaking and emceeing with individual students focusing on their areas of expertise.

SP 176 Public Speaking (3 Cr. Hr.)

Speech is an introductory oral communications course emphasizing skills in speaking, listening, audience analysis, and speech writing/delivery. The course is designed to increase awareness of the importance of oral communication in today's society and to develop competent speakers. (Offered every semester)

Veterinary Science

VM 108 Obedience Training (1 Cr. Hr.)

This course is designed to instruct students in the techniques and philosophy required to train dogs in basic obedience and to acquaint students with the requirements of responsible pet ownership.

Veterinary Technology

Only students admitted to this program may enroll in these classes.

VT 115 Introduction to Veterinary Technology (1 Cr. Hr.)

This student orientation program for Veterinary Technology students is designed to facilitate transition into college life. Students will become more familiar with peers, college faculty, career objectives and advisors. (Offered fall semester)

VT 120 Animal Facility Management I (1 Cr. Hr.)

Practical techniques in hospital team interactions and daily animal care, including nutrition, applied in the animal laboratory facilities. (Offered spring semester)

VT 125 Cooperative Education Preparation (.5 Cr. Hr.)

This course focuses on job hunting skills, preparation of a resume and cover letter, the job interview, and employer-employee relationships during the summer work experience.

(Offered spring semester)

VT 130 Veterinary Clinical Procedures (3 Cr. Hr.)

Co-requisite: VT131 (Veterinary Clinical Procedures Laboratory). This survey course includes basic responsibilities and duties of veterinary technicians in preparation for summer work experience with emphasis on operating room techniques, general nursing techniques, principles of radiology, emergency medicine, large animal nursing and restraint, and a discussion of laws and ethics relating to veterinary medicine. **(Offered spring semester)**

VT 131 Veterinary Clinical Procedures Laboratory (2 Cr. Hr.)

This laboratory course provides hands-on experience with essential tasks for the Veterinary Technician in preparation for the summer work experience. Practiced skills include restraint of domestic animals, administration of medications, positioning animals for x-rays, developing films, non-sterile surgical assistance, pack preparation, incision site preparation, and emergency procedures. **(Offered spring semester)**

VT 140 Anatomy & Physiology of Domestic Animals (3 Cr. Hr.)

Prerequisites: BI177 (Principles of Biology) or BI285 (Zoology). Three hours of lecture plus dissection laboratory are included. Basic principles of systemic anatomy with an introduction of animal nursing, physiology, pharmacology, pathology and parasitology concepts within the framework of body systems are covered in this course. **(Offered spring semester)**

VT 141 Anatomy & Physiology of Domestic Animals Laboratory (1 Cr. Hr.)

Prerequisite or Co-requisite: VT140 (Anatomy & Physiology of Domestic Animals) or equivalent. Dissection laboratory involving the dog as well as the skeletal system of domestic species. **(Offered spring semester)**

VT 145 Introduction to Clinical Laboratory Techniques (1 Cr. Hr.)

Co-requisite: VT146 (Introduction to Clinical Laboratory Techniques Laboratory). This course provides introduction to pathological laboratory techniques. Basic technical procedures are learned for performance in summer jobs. **(Offered spring semester)**

VT 146 Introduction to Clinical Laboratory Techniques Laboratory (2 Cr. Hr.)

Practical application of various clinical laboratory techniques in preparation for the summer work experience. **(Offered spring semester)**

VT 150 Pharmacology for Veterinary Technicians (2 Cr. Hr.)

Discussion of drug groups, mechanisms of action, and side effects. This course includes federal regulations for ordering, prescribing and dispensing pharmaceuticals and appropriate methods of drug administration and dispensing in the veterinary clinic. **(Offered spring semester)**

VT 167 Cooperative Education Experience I (3 Cr. Hr.)

Prerequisite: VT125 (Coop Education Preparation). A cooperative work experience, which this course offers, is required of all veterinary technology students between the third and fifth terms of the program (summer). It involves securing a job, work experience under the supervision of a veterinarian in practice or in a zoo or animal colony and follow-up seminars and conferences in the third semester. **(Offered summer semester)**

VT 267 Cooperative Education Experience II (3 Cr. Hr.)

Prerequisite: VT125 (Coop Education Preparation). A cooperative work experience, which this course offers, is required of all veterinary technology students between the third and fifth terms of the program (summer). It involves securing a job, work experience under the supervision of a veterinarian in practice or in a zoo or animal colony and follow-up seminars and conferences in the third semester. **(Offered summer semester)**

VT 210 Veterinary Technician National Examination Preparation (1 Cr. Hr.)

This course is designed to review topics covered in the Veterinary Technician National Examination. Additional methods of study will be recommended to prepare students for the VTNE. **(Offered spring semester)**

VT 219 Preceptorship Seminar (.5 Cr. Hr.)

Prerequisite: VT267 (Coop Education Experience). This course, taught in the semester after Cooperative Education Experience, is designed to share preceptorship experience. **(Offered fall semester)**

VT 230 Large Animal Health Management (3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science) and VT145 (Introduction to Clinical Laboratory Techniques). Various aspects of large animal medicine and surgery are covered in this course including anesthesia, surgical procedures, reproduction, diseases, parasites, preventive medicine, and poisonous plants. **(Offered fall semester)**

VT 236 Principles of Anesthesiology & Radiology (3 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures and Lab) Co-requisite: VT237 (Principles of Anesthesiology and Radiology Laboratory). This course is a study of x-ray positioning, dark room techniques, exposure factors, medical record keeping, and principles of anesthesia, including various types of anesthetics, anesthesia machine operation, monitoring and maintenance techniques. **(Offered fall semester)**

VT 237 Principles of Anesthesiology & Radiology Laboratory (2 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures and Lab) This laboratory course teaches essential skills necessary for the Veterinary Technician in the areas of anesthesiology and radiology. **(Offered fall semester)**

VT 240 Clinical Laboratory Procedures I (1 Cr. Hr.)

Prerequisite: VT145 and VT146 (Introduction to Clinical Laboratory Techniques and Lab) Co-requisite: VT241 (Clinical Laboratory Procedures I Laboratory). Theory, principles, practice and study in performing laboratory tests on blood using both established methods and the newest procedures are included in this course. **(Offered fall semester)**

VT 241 Clinical Laboratory Procedures I Lab (2 Cr. Hr.)

Prerequisite: VT145 and VT146 (Introduction to Clinical Laboratory Techniques and Lab) This laboratory course teaches essential skills necessary for the Veterinary Technician in the areas of hematology and cytology. **(Offered fall semester)**

VT 245 Laboratory Animal and Exotic Animal Medicine (2 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures and Lab) Co-requisite: VT246 (Laboratory Animal and Exotic Animal Medicine Laboratory). This course involves a study of laboratory animal medicine, regulatory medicine, and avian medicine. **(Offered fall semester)**

VT 246 Laboratory Animal and Exotic Animal Medicine Laboratory (1 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures and Lab) This hands-on laboratory teaches skills necessary for the Veterinary Technician to work with laboratory animals, pocket pets, and pet birds **(Offered fall semester)**

VT 250 Animal Facility Management II (1 Cr. Hr.)

Prerequisite: VT120 (Animal Facility Management I) Practical techniques of daily animal care, including nutrition, practiced in the animal laboratory facilities, are studied and learned in this course. **(Offered fall semester)**

VT 255 Small Animal Nutrition (2 Cr. Hr.)

Prerequisite: VT140 (Anatomy & Physiology of Domestic Animals) This course covers aspects of basic nutrition, pet food evaluation, client education and life stage nutrition for the well dog and cat, as well as nutritional aspects of disease and therapeutic intervention. **(Offered fall semester)**

VT 260 Large Animal Technology (1 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures & Lab) Students assist in treatment and surgery of large animals. **(Offered fall semester)**

VT 265 Animal Facility Management III (1 Cr. Hr.)

Prerequisite: VT250 (Animal Facility Management II) Practical clinical techniques of daily animal care, including nursing care of the abnormal animal, are practiced and learned in the animal laboratory facilities. Training and supervision of new animal caretaker personnel are also practiced. **(Offered spring semester)**

VT 270 Small Animal Clinical Medicine (1 Cr. Hr.)

Co-requisite: VT276 (Vet Surgical Nursing & Clinical Skills Lab) Practical techniques of small animal clinical medicine are discussed, including dentistry, small animal disease, and vaccination protocols for dogs and cats. **(Offered spring semester)**

VT 275 Veterinary Surgical Nursing & Clinical Skills (3 Cr. Hr.)

Prerequisite: VT236 and VT237 (Principles of Anesthesiology & Radiology & Lab) Co-requisite: VT276 (Veterinary Surgical Nursing & Clinical Skills Laboratory). Animal nursing procedures including practice and study of general nursing care, surgical nursing, anesthesia monitoring, equipment and instrument care animal care, and medical record keeping in the ward or animal colony are covered in this course. **(Offered spring semester)**

VT 276 Veterinary Surgical Nursing & Clinical Skills Laboratory (2 Cr. Hr.)

Prerequisite: VT236 and VT237 (Principles of Anesthesiology & Radiology & Lab) This hands-on laboratory allows the student to practice skills necessary for surgical assisting, both as a sterile and non-sterile assistant. Patient management, surgical team roles, and post-operative management is emphasized. **(Offered spring semester)**

VT 280 Clinical Laboratory Procedures II (2 Cr. Hr.)

Prerequisite: VT240 and VT241 (Clinical Laboratory Procedures I and Lab) Co-requisite: VT281 (Clinical Laboratory Procedures II Laboratory). This course involves continual practice in hematological tests, plus a study of urological tests, fecal analysis, microbiological culturing and other body fluid examinations. **(Offered spring semester)**

VT 281 Clinical Laboratory Procedures II Laboratory (2 Cr. Hr.)

Prerequisite: VT240 and VT241 (Clinical Laboratory Procedures I and Lab) This laboratory course teaches essential skills necessary for the Veterinary Technician in the areas of urinalysis, fecal analysis, microbiological culturing and body fluid examination. **(Offered spring semester)**

VT 285 Microbiology for Veterinary Technicians (2 Cr. Hr.)

Prerequisite: VT240 and VT241 (Clinical Laboratory Procedures I and Lab) Co-requisite: VT286 (Microbiology for Veterinary Technicians Laboratory). This is a survey of the major characteristics and life functions of the bacteria, fungi, viruses and rickettsia with emphasis upon the disease-producing effects of microorganisms. Major emphasis in lecture and laboratory is placed upon solving pathogenic real life bacterial problems encountered in the veterinary clinic. Laboratory work involves microscope techniques, identification of microorganisms and methods involved in handling, culturing and controlling microorganisms. **(Offered spring semester)**

VT 286 Microbiology for Veterinary Technicians Laboratory (1 Cr. Hr.)

Prerequisite: VT240 and VT241 (Clinical Laboratory Procedures I and Lab) This laboratory course studies staining techniques and culture techniques necessary for the identification of microbiological agents. **(Offered spring semester)**

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Phil Harry Custodian

Michael Hillis Bldgs/Grounds Maintenance

Terry Knox Custodian

Robert Lee Bldgs/Grounds Maintenance

Lynn Minium Bldgs/Grounds Maintenance

Jacqueline Shandy Custodian

John Stephens Custodian

Ron Woods Custodian

Scott Williams Bldgs/Grounds Maintenance

Ron Young Custodian

Steve Zerr Maintenance/Grounds Supervisor

Resource and Referral

Reesa Sumaya Infant/Toddler Specialist

Student Support Services Staff

Monica Kane Project Director

Linda Nelson Transfer and Articulation Specialist

Lisa Stithem Counselor/Tutor/Coordinator

Student Union Staff

Jacque Bedore Bookstore Manager

Leisa Hansen Assistant Manager

Brian Stohs Food Service Director

Swimming Pool Staff

Kipp Nelson Pool Manager