



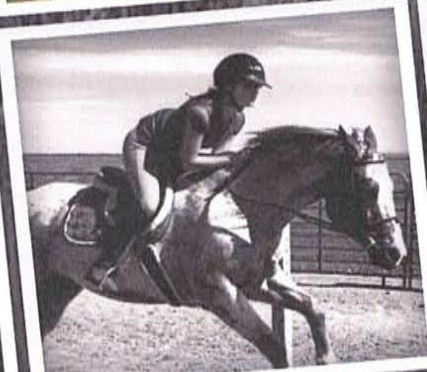
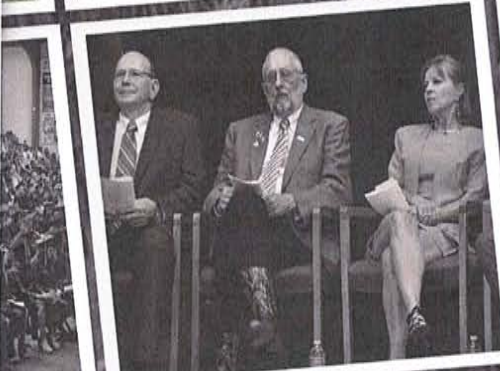
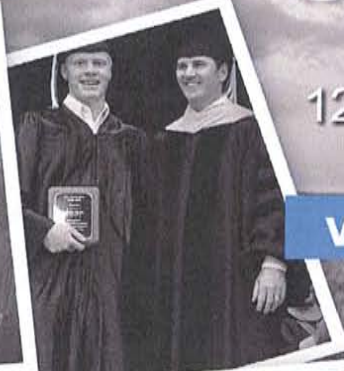
# Colby Community College

1255 South Range Colby, KS 67701

[www.colbycc.edu](http://www.colbycc.edu)

## 2015-2016 Catalog

1.888.634.9350





# Colby Community College Directory

1255 S. Range • Colby, Kansas 67701 • (785) 462-3984

Toll Free (888) 634-9350 • [www.colbycc.edu](http://www.colbycc.edu)

President.....	460-5400
Dean of Academic Affairs.....	460-5403
Vice President of Student Affairs .....	460-5490
Vice President of Business Affairs .....	460-5402
Adult Education & Service Center/GED.....	460-4663
Admissions Office.....	460-4690
Athletic Director .....	460-5548
Beef Barn .....	462-2080
Bookstore/Student Union .....	460-4670
Cafeteria.....	460-4776
Campus Security.....	460-5508
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ITV Health Science FAX .....	460-4780
Library FAX .....	460-4600

# COLBY COMMUNITY COLLEGE

## ACADEMIC CALENDAR F2015-S2016

[ ] Classes not in session, instructors on duty

( ) Administrative Offices Closed

\_ Classes not in session, instructors not on duty

### August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	[13]	[14]	15
16	17	18	19	20	21	22
23/ 30	24/ 31	25	26	27	28	29

### September

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27	28	29	30			

### October

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### November

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29	30					

### December

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27	(28)	29	30	31		

### January

S	M	T	W	T	F	S
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### February

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27	(28)	29	30	31		

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### June

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26	27	28	29	30		

### July

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

August	Fall 2015
13	CCC Faculty/Staff In-Service (Faculty Report)
14	Faculty/Staff Workday
15-16	Residence Halls Open Registration/Orientation
16	End of Summer 2015 Term
17	Fall Classes Begin
24	Last Day to Drop with Full Refund or Add Classes
September	
7	Labor Day-No Classes/Offices Closed
14	Certification Day
October	
2	Last Day to Withdraw from First 8-Week Classes
8	Final Exam for First 8-Week Classes
9	December 2015 Graduation Applications Due
12	Begin Second 8-Week Classes
13	Mid-Term Grades Due 3 p.m.
19	Last Day to Drop with Full Refund or Add Second 8-Week Classes
26	Last Day to Withdraw from Full-Semester and
November	
3	Student/Advisor Day-No Classes Meet with Advisor to Enroll for Spring 2016
18	Last day to Withdraw from Second 8-Week Classes
23-27	Thanksgiving Break-No Classes/Offices Closed
December	
4	May 2016 Graduation Applications Due
14-16	Finals for Second 8-Week, 12-Week and 16-Week Classes
17-18	Faculty Workdays (18-Grades Due at noon)
14-18	Staff Workdays
14	Late Fall Courses Begin
21-31	Winter Break

January	Spring 2016
1	Final Exam for Late Fall Courses
1	Winter Break
4	CCC Administrative Offices Open/Staff Report
7-8	Faculty Report/Workdays
9-10	Residence Halls Open/Registration
10	End of Fall 2015 Term
11	Spring Classes Begin
18	Last Day to Drop with a Full Refund or Add Classes
February	
8	Certification Day
15	President's Day-No Classes/Offices Closed
26	Last Day to Withdraw from First 8-Week Classes
March	
1	Student/Advisor Day/No Classes Meet with Advisor to Enroll for Fall 2016
3	Final Exam for First 8-Week Classes
7	Begin Second 8-Week Classes
9	Mid-Term Grades Due 3 p.m.
14-18	Spring Break-No Classes/Offices Open
25-28	Spring Holiday-No Classes/Offices Closed
31	Last Day to Withdraw from Full-Semester and
April	
22	Last Day to Withdraw from Second 8-Week Classes
May	
10-12	Finals for Second 8-Week, 12-Week and 16-Week Classes
13	Faculty Workday 6 p.m. CCC Commencement-Community Building
16-17	Faculty Workdays (17-Grades Due at Noon)
30	Memorial Day-Offices Closed
June 1	Summer Classes Begin (First Session)
July 4	July 4 <sup>th</sup> Holiday-Offices Closed
July 6	Summer Classes Begin (Second Session)



# *A Message from Seth Carter*



**Seth Carter**  
**President**  
**Colby Community College**

Often we have heard, life is a journey. This journey will take you in many different places and have some unexpected twists and turns. Colby Community College is proud and honored to be a part of your life's journey. With a large variety of in demand and high quality programs, consistently among the top graduation and persistence rates in the state, Colby Community College provides an excellent education at a very affordable value. This catalog details what the college has available and we expect from you as a student. It does not matter if you aspire to be in business or a doctor, our team of faculty and staff are dedicated to helping you get there.

Colby Community College is an excellent place to start your educational journey. At our college, we are as excited about your future as you are. We could not be more pleased to begin the journey with you, best of luck.

*Seth Mason Carter*



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# College Information

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## Notice of Non-Discrimination

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring continuation of employment, promotion, tenure, other employment practices, application for admission, or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation, or religion. For inquiries regarding the non-discrimination policies, contact the Vice President of Student Affairs, Title IX and ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701 (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 non-discrimination 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 a 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, prohibits 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, contact the Vice President of Academic Affairs.

In accordance with the **Family Educational 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) offi-

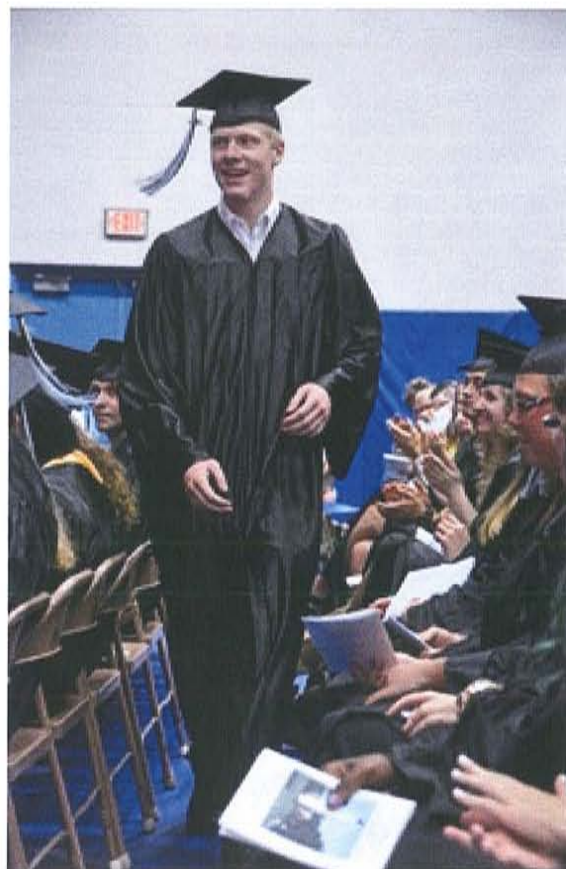
cials of other schools in which the student seeks to enroll or has enrolled. At the request of the student, directory information will be withheld. Upon written request the student may inspect information in his or her official file and will be given the opportunity to challenge information considered 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**.

## Catalog Information Disclaimer

This catalog is informational 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. The college reserves the right to add or delete without notice any course offering or information contained in this catalog.





## Institutional Mission

The mission of Colby Community College is engaging others in learning and service opportunities to positively affect their world.

## Vision

Colby Community College will provide the highest quality education possible while promoting a life of study and service in an ever-changing and diverse society.

## 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.

## Purposes

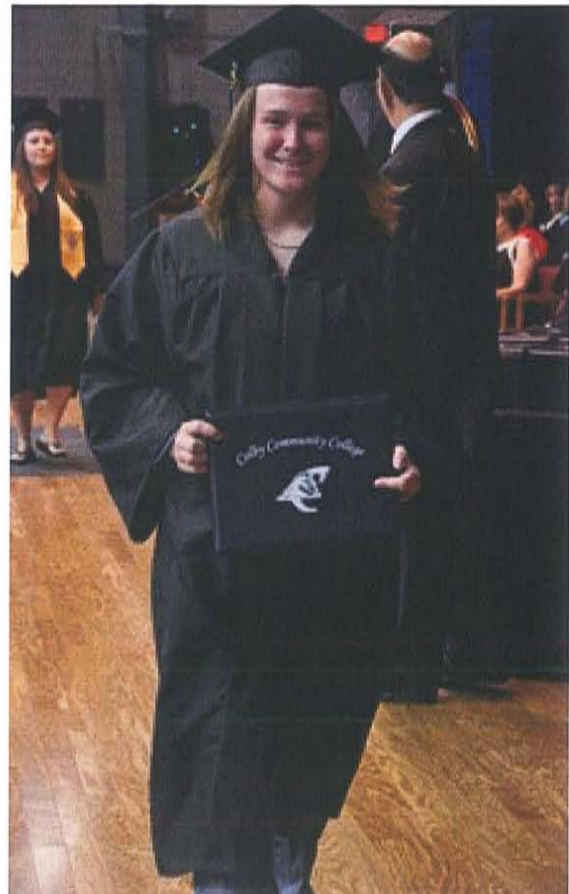
In order to adequately address its institutional mission, Colby Community College has adopted seven Purposes. The Purposes are intended to be dynamic and flexible to meet both student and community needs. The Purposes are as follows:

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 may vary among degrees but are all designed to prepare students for success in their chosen fields, both in additional 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:

- 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.





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# College Information

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## 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 Physical Therapist Association 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 on-campus Veterinary Technology program is accredited by the American Veterinary Medical Association. The Dental Hygiene program is accredited by the Commission on Dental Accreditation. Other accreditation courses include Emergency Medical Technician (EMT), Certified Nurse Aide (CNA), and Certified Medication Aide (CMA). The Institutional Actions Council of the Higher Learning Commission voted to extend the accreditation of the college to include distance delivery of the AGS, AA and the AS coordinated by the EduKan Online Consortium agreement. The Commission Board of Trustees confirmed 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 60604-1411  
(800) 621-7440  
FAX (312) 263-7462  
[www.ncahlc.org](http://www.ncahlc.org)

American Dental Association  
Commission on Dental Accreditation  
211 East Chicago Avenue  
19th Floor  
Chicago, IL 60611  
(312) 440-4653

Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

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

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

Kansas State Board of Nursing  
Landon State Office Building  
900 SW Jackson  
Suite 1051  
Topeka, KS 66612

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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 1,500 students each semester with approximately 1,000 of those on campus. Admission to the college is the first step in pursuing your educational goals.

## Admissions Categories

Students who have not submitted all required documentation are admitted on a provisional basis. Provisionally-admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Admissions.

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# Admissions Information

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Students retain their admission status in the category in which they were originally admitted unless students seek to change their status. Students seeking to change their admission status should contact the CCC admissions office in order to be re-admitted. The college seeks to regularly update student information on the admissions application. This does not constitute reapplication for admission. Students who do not fall into any of the categories and wish to be considered for admission at Colby Community College should contact the Director of Admissions.

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

To be admitted as a full-time student the applicant must:

- Complete an application for admission;
- Graduate from an accredited high school, home school, or be a holder of a GED Diploma;
- Submit official transcripts including high school/ GED and any college/technical schools attended;
- Seek a degree or certificate from CCC or take courses for transfer to another accredited institution in order to complete a degree.

## International Students

International applicants must:

- Complete the International Student Application;
- Submit a processing fee of \$150 with the International Application;
- Submit copies of non-United States secondary and post-secondary academic transcripts. Transcripts must include an English translation. International students wishing to transfer coursework from colleges or universities outside of the continental U.S. must first have the transcript evaluated by an official evaluation service. There is a fee for this service and it often takes two to three months to receive the translated copy;
- Request official copies of United States secondary and post-secondary transcripts be sent directly to CCC;
- Submit proof of support for an academic year in U.S. dollars of at least \$13,000; the estimated cost of tuition, fees, books, miscellaneous expenses and room and board for an academic year. Proof of support must be documented using the CCC Financial Sponsor Form and a photo ID of the sponsor. The student and sponsor must also provide a financial statement and certification from a bank (or other supporting documents) regarding the sponsor's financial position. Both statements must show amounts in U.S. currency.

Document Proficiency in English

- A minimum score of 500 on the TOEFL paper-based test, 173 on the computer-based test, or 80 on the Internet-based test is required of all international student applicants whose primary language is not English. The results must be less than two years old at the expected date of enrollment at CCC. TOEFL scores must be submitted directly to CCC from Educational Testing Services (ETS). If you

have taken the test, you can request that your scores be sent to CCC by writing or calling Educational Testing Services, Princeton, New Jersey 08540, USA. CCC's TOEFL code is 6129.

- International students enrolled in an English as a Second Language Program must show a certificate of completion with a Level of 109 or above.
- Submit an International English Language Standard Test (IELST) with a minimum score of 5.0.
- Complete the Advanced Placement International English Language (APIEL) exam with a score of 3 or higher.
- Students living in highrisk countries maybe required to provide proof of a negative tuberculosis skin test.
- Provide proof of health insurance is optional but recommended.

## Transfer Student

To be admitted as a transfer student the applicant must:

- Complete an application for admission;
- File an official copy of all previous college credits with the Registrar within the first four weeks at CCC. If transcripts are not on file within the first four weeks, a hold will be placed on the student's record and he/she will be dropped from all classes;
- Submit official high school/GED transcripts.

## Part-Time Student

To be admitted as a part-time student the applicant must:

- File an official copy of all previous college credits with the Registrar within the first four weeks at CCC. If transcripts are not on file within the first four weeks, a hold will be placed on the student's record and he/she will be dropped from all classes;
- Have placement tests taken with proper scores on file at CCC prior to enrollment in classes;
- Have an official high school transcript on file after 32 hours have been completed or if student changes to full time status.

## 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 Testing program administered on a national test date. 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.



# Admissions Information

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## High School Student

To be admitted as a high school student the applicant must:

- Complete an application for admission;
- Be enrolled in high school grades 10, 11 or 12, or be a gifted student in grade 9 with an Individualized Educational Plan (IEP) recommending college experience;
- Have placement tests taken with proper scores on file at CCC prior to enrollment in classes;
- Submit a permission form signed by the high school principal for each semester of enrollment;
- Enroll in 11 hours or less per semester. No more than 24 hours may be completed prior to high school graduation. No hours taken can be below 100 level;
- Students who are gifted and in the ninth grade wishing to enroll in courses offered by Colby Community College either on-campus or at an outreach site must obtain approval from their high school principals prior to enrolling. Students must also submit a current (IEP) stating they are part of the gifted program. The COMPASS test and/or ACT/SAT scores are required;
- 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 approved. Eligibility and procedures will follow the established standards of both CCC and the Kansas Board of Regents.

## Students Who Have Not Completed a High School Degree

To be admitted without a high school diploma /GED the applicant must:

- Complete an application for admission;
- Contact the Adult Basic Education office (785-460-4664) for information on earning the Kansas High School Diploma/General Educational Development (GED) diploma;
- Enroll in six credit hours or less until the GED is completed. Students may not take developmental courses while enrolled in adult education classes.

## Reentering Students

Students wishing to reenter college after 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 reentry into college as smooth as possible.

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

Students 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.

## Veterans

Veterans applying for admission to Colby Community College who plan to use their Educational Benefits should provide all service records in addition to the admission requirements. The Department of Veterans Affairs at CCC interprets veterans assistance programs as a financial benefit to aid students with educational expenses. Satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at CCC. Policies are located on page 28 of the 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 credit hours at Colby Community College. All documentation of previous education and experience should be given to the Registrar and/or Veterans Coordinator. Students may contact the Veterans Coordinator at 785-460-5497 for the proper enrollment procedures.

## Outreach Students

Those wishing to enroll in outreach classes (classes in off-campus centers) should contact the local coordinators for enrollment information or call the Outreach Coordinator at (785) 460-4611.

## Non-Credit Courses

Any citizen may take non-credit courses. Information on these classes may be obtained from the office of the Vice President of Academic Affairs (785) 460-5404.



# Admissions Information

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## **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 meet with students and staff. The college is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. For more information, contact the Admissions Office 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](mailto: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 months. To check dead-

lines 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 should file a written request for review with the Registrar within 10 days from the notification date.

## **Early Enrollment**

Students are encouraged to attend an early enrollment program conducted during the spring and summer prior to the fall semester. This early enrollment program assists all incoming freshmen in making a successful transition to college.

In addition to becoming familiar with the role of a college student, enrollees will be counseled in planning a program of study and in completing early enrollment for the first semester at Colby Community College.

## **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.

## **Changing Major/Advisor**

To change majors and/or advisors, students should notify the Registrar's Office and complete the Change of Major and/or Advisor form.

## **Final Examination**

The final schedule is online and in the class schedule. Students must petition the Vice President of Academic Affairs to make the changes to their finals schedule.

## **Class Attendance**

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



# Admissions Information

## 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 if: 1) the student has attended the class during the certification period and 2) the student has missed the following number of classes without any attempt by the student to make arrangements with the instructor.

	16 Week Classes	8 Week Classes
Certification Day (20th Day of Class)	6 absences	3 absences
Midterm	11 absences	No withdrawal, "F" is issued on transcript

The withdrawal will be recorded as a "W." 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 Vice President of Academic Affairs. This appeal must be filed within two weeks of the date the student is notified of the withdrawal.

Withdrawal from classes should be taken seriously as it may impact a student's eligibility to live in the residence halls, receive scholarships, financial aid, participate in athletic events, or satisfy graduation requirements.

## Add/Drop/Last Day to Withdraw Policy

It is the responsibility of the student to check his/her schedule and make any adjustments through the add/drop procedure. Students must attend class within the certification period 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 will have five instructional days to add or drop with a full refund for a full-semester or first 8-week classes. To add a class after five days, the student must first receive written approval from the Vice President of Academic Affairs and then the instructor. After 15 days students will not be allowed to add a full semester or first 8-week class.

Students may withdraw any time after this five-day period and until the date published by the Registrar's Office which is 65% of the class, in which case a "W" will be recorded on their transcripts. After that time, a grade of "W" cannot be given.

**A one-time fee of \$25.00 will be automatically applied to the accounts of students who fail to attend class at the end of the five-day add/drop/last day to withdraw period.**

## Official Withdrawal

An official withdrawal is the written notification to the Registrar of 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 those designated on the form. Students who are withdrawing may obtain the form from the Registrar, Student Services Office, a counselor, or the retention specialist. Completed forms must be filed with the Registrar's Office. Withdrawal from classes must be completed before the published last day 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 the student 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.





# Admissions Information

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## 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 any 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 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.

**All student refunds will be processed electronically and deposited into the student's financial institution on file. The application to complete for this process is available at the student accounts office in admissions.**

## Tuition and Fees Refunds

Students 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 a paper form **MUST** be submitted to the Registrar's Office for refund. Non-attendance of class does not warrant an official drop, and the student will be financially responsible for the classes.

- If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of the 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% Refunds**-No refund of 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 5th instructional day of the semester.
- **5-8 Week Classes**-100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 5th instructional day of the semester.
- **2-4 Week Classes**-100% of tuition and fees will be refunded for withdrawal submitted prior to the end of the 5th instructional day of the semester.
- **Classes less than two 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** - Please refer to [www.edukan.org](http://www.edukan.org) for deadlines.

## 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 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.



## Academic Load

The typical academic load ranges from 14 to 18 semester credit hours. Students carrying 12 hours or more are considered full-time students. Students enrolling in more than 20 hours of credit in the fall or spring semesters must receive approval from the Vice President of Academic Affairs prior to enrollment. Students enrolled in more than two courses in a four-week summer session or 15 credit hours in the summer session must obtain permission from the Vice President of Academic Affairs. Enrollment includes hours taken on-and off-campus, as well as online.

## Course Numbering

Courses numbered 001 to 099 are designed for basic skill development and **do not count toward graduation requirements**. 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" is 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 or course offered a higher level [K.S.A. 1999 Supp. 71-601. (a)].

## Auditing Classes

Students who choose to audit a course attend regular class sessions but do not receive college credit for the course. Students are subject to all of the admissions' policies set forth by Colby Community College. Students may elect to audit a course only during the normal registration period. No change may be made thereafter. Students who choose to audit will be subject to tuition and fees for the course. Examinations are at the request of the student and the consent of the instructor. Audited courses are marked "AU" on the college transcript.

## 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

Life Experience Credit is learning that has not been transcribed by a regularly accredited higher education institution. To encourage and to assist students to complete a degree, Colby Community College may award college credit for life experience. To be awarded life credit you must meet the following requirements:

- All students seeking life credit must be enrolled at CCC and have declared a degree objective that is either an Associate of Applied Science or Certificate of Completion.
- Life Experience Credit will not be awarded for general education classes due to non-transferability.
- Students seeking Life Experience Credit must provide validated documentation stating the knowledge, skills, and/or dates of employment when experience was gained. Failure to supply such will result in non-approval. If requested, students must be able to demonstrate proficiency to the designated party(ies).
- The Vice President of Academic Affairs with the responsible program director will review and approve or disapprove the application for Life Experience Credit.
- Students must complete at least 15 credit hours at CCC with a cumulative 2.0 GPA before Life Experience Credit will be awarded. To qualify for any degree, students must earn at least 15 hours of credit and have a cumulative 2.0 GPA from Colby Community College.
- No student will be awarded more than 12 hours of Life Experience Credit through Colby Community College.
- All Life Experience Credit must be paid for (tuition only) before the credits will be added to their transcript.
- Any questions regarding Life Experience Credit should be directed to the Vice President of Academic Affairs.

## 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 Vice President 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 Academic Renewal.
- d. The student must be currently enrolled and have completed at least **12 hours** with a minimum of a **3.0 GPA** 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" coursework 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.

# Academic Information

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- h. A petition for Academic Renewal will not be considered if the student has completed a degree from CCC.
- i. Students granted academic renewal may not receive the Mosier Award 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.

**Students applying for Academic Renewal are responsible for investigating the potential impact on Financial Aid, transfer admission, Veteran's Affairs 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.

## Credit by Examination

A student who is enrolled in regular semester classes 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. The student must have the necessary qualifications, and the course must be approved by faculty in the discipline and the division chair to qualify for credit by examination. The Vice President of Academic Affairs grants final approval.

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 at CCC.

A student indicating 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 Vice President 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 non-refundable \$15 examination fee will be charged for each examination. 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 Student Accounts office before the examination.

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. It is the responsibility of the student to contact the transfer institution to determine its policy on institutional credit by exam coursework.

## College Level Examination Program (CLEP)

Colby Community College will accept credit for CLEP subject exams provided the student has successfully completed the exam(s) and has requested that credit be placed on the transcript. A list of approved CLEP subject exams is available in the Registrar's office.

The student has the right to ask that the results of the CLEP

exam not be included on the transcript, and the exam will not be used to satisfy graduation requirements. Credits received for CLEP exams may not be used for financial assistance eligibility.

If the student does choose to include a CLEP Exam, the transcript will indicate the exam used to earn the credit. Credit hours will be placed on the transcript with a "P" for "Pass" grade and will be counted toward graduation requirements.

Colby Community College does not guarantee transferability of any credits received via CLEP examination.

A student will receive credit comparable to the courses offered by CCC as indicated by this policy.

The student must complete 15 credit hours at CCC before any CLEP credits can be placed on the transcript. A maximum of 12 credit hours earned from CLEP exams may be included on the transcript for credit.

The college will not require additional testing to verify the results of a CLEP exam.

Colby Community College is not a test site. The student will pay all costs related to administering CLEP exams.

## Military Service Credit

Colby Community College awards credit for military training and experience. Evaluation is based on recommendations given in "A Guide to the Evaluation of Educational Experiences in the Armed Services" published by the American Council on Education as these recommendations apply to students degree programs. Credit hours will be placed on the transcript with a "P" for "Pass" and will be counted toward graduation requirements.

Students must provide documentation of completion of training and of assignment to military duties. Please ensure all prior educational transcripts: DD-295, DD-214, Army/American Council on Education Registry Transcript System (AARTS), Coast Guard Institute Transcripts, and Sailor/Marine/American Council on Education Registry (SMART) are submitted for evaluation in a timely manner. It is the student's responsibility to ensure that all transcripts are submitted to the Registrar.

Academic credit earned for courses appearing on an official transcript from a regionally-accredited college will be evaluated according to college policies and accepted subject to the approval of the Vice President of Academic Affairs. Transfer credits that are based on a different unit of credit than the one utilized by CCC are subject to conversion before being transferred. Only the official transcript and course evaluations performed by the Vice President of Academic Affairs are final. Any preliminary reviews by campus personnel are unofficial, not binding, and subject to change.

- All students must be enrolled in at least six hours at CCC and have declared a degree objective.

- The Vice President of Academic Affairs will review, and if applicable, seek advice from the responsible division chair and/or from full-time faculty to approve or disapprove the military credit.

- Students must complete at least 15 credit hours at CCC with at least a "C" before military credit will be awarded.



## 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, the student 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 Bachelor's or Associate's 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 developmental 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 course 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 retesting 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.

## Advanced Placement Program

Colby Community College will accept credit for Advanced Placement exams provided that the student has successfully completed the exam(s) and has requested that credit be placed on the transcript. The student is responsible for requesting all examination results be sent to the Registrar. The Registrar will contact the appropriate division and/or program chair to determine credit eligibility. The student has the right

to ask that the results of the Advanced Placement exam not be included on the transcript, in which case the exam cannot be used to satisfy graduation requirements. Natural Science exams will not satisfy laboratory science requirements.

Credits received for Advanced Placement exams may not be used for financial assistance eligibility. If a student does choose to include an Advanced Placement exam, the transcript will indicate the exam used to earn the credit. The student may also select either a letter grade based on the equivalency sheets on file in the Registrar's Office or a grade of "P" for "Pass." A student will receive credit comparable to the courses offered by Colby Community College as indicated by a current catalog.

The student must complete 15 credit hours at Colby Community College before any Advanced Placement credits will be placed on the transcript. A student may place no more than 12 credit hours on his/her transcript for credit earned by taking Advanced Placement exams. The college will not require additional testing to verify the results of an Advanced Placement exam. The student will pay all costs related to administering of the Advanced Placement exams. Colby Community College does not guarantee transferability of any credits received through AP examination.

## Transcripts

To request a transcript to be sent to other colleges, universities, or employers, students must first register at [www.parchment.com](http://www.parchment.com). Colby Community College transcripts are exchanged electronically. Students can sign in anytime to select the destinations to send transcripts and are able to track the status of requests. A fee is required for official transcripts as well as transcripts which are faxed. 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 exchange 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, Associate of Science Degree, Associate of General Studies Degree, Associate of Applied Science Degree, or a certificate 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 32 semester hours of credit.
Sophomore	Sophomores are students who have earned 32 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.

# Academic Information

## 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 points per semester hour
I	Incomplete	Conditional grade given only with a signed contract
W	Withdrawn	Student withdrawn from course
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 GPA 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 GPA of 3.75-3.99. Students who have holds on their records are not recognized.

## 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.



## Academic Progress

### 1. Academic Standing

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. Academic standing is determined by all attempted course work at Colby Community College. Attempted course work is defined as any course that has received a grade of A, B, C, D, or F. Courses that have received a grade of W are not included in attempted course work.

### 2. Academic Probation

a. Students are expected to perform at an academic level sufficient for graduation. Any student whose current semester grade point average falls below the following guidelines after attempting 12 or more total credit hours will be placed on academic probation and notified by letter after semester grades have been posted.

Hours Attempted	Required Cumulative GPA
1-11	N/A
12-30	1.75
31+	2.00

b. Students placed on probation shall not enroll in more than twelve (12) credit hours the following semester without consent of the Chief Academic Officer (CAO).

### 3. Academic Improvement Plan

Once placed on academic probation, the student must adhere to each of the following guidelines to continue enrollment in subsequent semesters.

a. The student has one semester to make progress toward the minimum standards outlined above or the student will be suspended from Colby Community College for one semester (fall or spring).

b. At the end of this time period, the student will be readmitted on a probationary basis and required to maintain a 2.0 semester GPA until the minimum cumulative GPA standard is met.

c. The student will complete a course on academic success by the end of the first semester of academic probation.

### 4. Academic Suspension

Any student on academic probation who does not meet each of the criteria under the academic improvement plan outlined above will be suspended from enrollment at Colby Community College for one semester (fall or spring). The student will be notified by letter of the suspension. Upon return to Colby Community College, the student must make academic progress and maintain a semester GPA of 2.00 or higher until the student is in good academic standing. Failure to maintain the semester GPA requirement will result in subsequent academic suspension of one academic year (fall, spring, and summer).

Academically suspended students may appeal in writing to the CAO. All appeals must provide written documentation substantiating the student's reinstatement request.

5. Academic progress standards for recipients of financial aid are outlined in a separate policy.

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# Degree Requirements

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## Application for Graduation

The application for graduation should be filed with the Registrar's Office prior to registration for the 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 the 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 when 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, in addition to Technical Certificates which are listed on page 41.

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 four-year universities. The Associate of Applied Science Degree is intended to prepare students for employment upon satisfactory completion of the degree. The Associate of Applied Science Degree and the Associate of General Studies Degree do not meet the state transfer and articulation agreement requirements.

Developmental courses with 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. Students must complete at least 15 credit hours with CCC.

**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 and AAS.

- 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 CCC and cumulative).

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

## Transfer of Credit

Advisors, the Transfer & Articulation Specialist, and Student Services personnel communicate with other colleges and uni-

versities to ensure that students do not lose credits when transferring. Under typical circumstances, students experience little or no difficulty in transferring all earned credit, particularly when transferring to a Kansas college or university.

Check our website [www.colbycc.edu](http://www.colbycc.edu) under current students for "Transfer Equivalencies."

## Certificates

The certificate programs are designed to provide students with the necessary skills needed to be successfully employed. A grade point average of 2.0 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.

## ASSOCIATE OF ARTS DEGREE

### Standard Degree Requirements

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. 1 credit hour in health/physical education (lifestyle or 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.
3. Minimum of 62 credit hours is required for graduation.

## ASSOCIATE OF SCIENCE DEGREE

### Standard Degree Requirements

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. 1 credit hour in health/physical education (lifestyle or 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.
3. A minimum of 62 credit hours is required for graduation.



# Degree Requirements

## ASSOCIATE OF GENERAL STUDIES DEGREE

### Standard Degree Requirements

1. General Education Requirements
  - a. 6 credit hours in written/oral communication (3 hours 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.
3. A minimum of 62 credit hours is required for graduation.

## 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 42. Students must complete at least 15 credit hours with Colby Community College to be granted a degree.



## 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 expectation and standards to improve access and success;*
  - *Providing access to higher education;*
  - *Providing high quality 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. *To facilitate transfer and articulation across the System, the Board shall provide for a Transfer and Articulation Council with oversight responsibility for implementing the Board's transfer and articulation policy. The Council's mission is to create structures and processes that facilitate student transfer and degree completion with Kansas higher education.*
  - 1) *The Transfer and Articulation Council shall:*
    - (a) *Charge the Kansas Core Outcomes Groups with developing specific course articulations;*
    - (b) *Adjudicate disagreement from the Kansas Core Outcomes Groups, and provide final approval on system-wide transfer of specific courses;*
    - (c) *Assure quality and adherence to the agreed-upon learning outcomes of courses articulated across the institutions; and*
    - (d) *Review proposed revisions to Board policies and bring forward issues and trends that affect transfer and articulation.*
  - 2) *In addition, the Transfer and Articulation Council shall:*
    - (a) *Identify courses acceptable for meeting general education core requirements;*
    - (b) *Create an effective, faculty-led structure for discipline level course articulations based on learning outcomes;*
    - (c) *Ensure that appeals processes exist: (1) for individual students at the institutional level; and (2) at the system level to ensure equitable resolution of transfer concerns between institutions;*
    - (d) *Address barriers to inter-institutional cooperation as they arise;*
    - (e) *Use learning outcomes to determine course equivalency; and*

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# Degree Requirements

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(f) Implement a clear and ongoing transfer structure.

3) The Transfer and Articulation Council shall have a general education/core outcomes subcommittee and a quality control subcommittee.

4) Kansas Core Outcomes Groups - These groups are comprised of faculty within specific disciplines, who shall carry out the work of course transfer articulation in accordance with the Kansas Transfer and Articulation Procedures. Each Kansas core outcomes group shall:

(a) Receive its charge from the Transfer and Articulation Council;

(b) Review specific courses within the discipline to articulate learning outcomes associated with courses and agree upon system-wide transfer of course credit as direct equivalents for transfer; and

(c) Report to the Transfer and Articulation Council.

One Transfer and Articulation Council member shall be appointed by the Council to serve as a non-voting ex officio member liaison to each discipline-specific core outcomes group. The Council liaison's role is to ensure that the mission of the Transfer and Articulation Council is communicated to, and carried out by, each core outcomes group and to ensure excellent communication between the Council and each core outcomes group.

c. Board staff shall support the Board's transfer initiative by:

(1) Maintaining an advising portal for dissemination of transfer information;

(2) Maintaining a Common Course Matrix for all courses that transfer across the system, and a Course Equivalency Guide for courses that transfer partially (across some, but not necessarily all, institutions); and

(3) Collecting and reporting common data on transfer student success and completion as one measure of system effectiveness.

d. In accordance with K.S.A. 72-4453, the board of trustees of each Kansas community college and the governing board of each Kansas technical school and technical college shall 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 those institutions. (1-18-06; 1-17-07)

(1) The Board of Regents shall be notified of each agreement at the time the agreement is executed.

(2) Each agreement shall be effective only after submission to and approval by the Board of Regents. (K.S.A. 72-4453) Preliminary approval shall be given by the Board President and Chief Executive Officer, 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 Board President and Chief Executive Officer shall report to the Board on transfer and articulation agree-

ments 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)

e. In accordance with K.S.A. 72-4454, Kansas technical schools, technical colleges, community colleges and public universities shall establish articulation agreements providing for the transferability of substantially equivalent courses of study and programs that are offered at those institutions in order to facilitate articulation of students in technical programs to and among the Kansas technical schools, technical colleges, community colleges and public universities. (1-17-07).

f. To promote seamlessness, each public postsecondary educational institution shall develop and publicize its transfer policy.

(1) Each public university shall appoint a point person for transfer and articulation issues and shall clearly identify that individual's contact information on the university web site.

(2) An institutional transfer policy shall not conflict with the Board's transfer policy. (1-17-07)

(3) An institutional transfer policy shall include an appeal process. (1-17-07)

(4) An institutional transfer policy shall treat transfer students the same way academically as non-transfer students. (1-17-07)

(5) An institutional transfer policy shall ensure transfer of substantially equivalent courses from any Kansas public postsecondary institution. (1-17-07)

(6) An institutional transfer policy shall ensure transfer of general education courses from any KLC accredited Kansas public postsecondary institution subject to condition in sections j. and k. below. (1-17-07)

(7) Courses not substantially equivalent to a course offered by the receiving institution may be transferred at the discretion of the receiving institution.

g. 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 shall not equate with admission to a professional school or a specific program.

(2) Except as provided in section j., students must complete all graduation requirements of the receiving institution.

(3) Students with a completed associate degree who transfer into a professional school or specialty program may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.

h. Institutions are strongly encouraged to develop program-to-program articulation agreements. Such agreements may provide additional transfer opportunities over and above the

# Degree Requirements

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opportunities named in this policy, but may not conflict with this policy.

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

Although the following distribution of courses does not necessarily correspond to the general education requirements for the bachelor degree at any Kansas public university, it shall 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 shall be required. General education hours totaling less than 45 shall be accepted, but transfer students must complete the remainder of these requirements 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\*
- Theater\*
- Music\*
- Modern Languages (1-17-07)
- Literature
- History
- Philosophy

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

- Sociology
- Psychology
- Economics
- History\*\*
- Geography
- Political Science
- Anthropology

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

\*Performance courses are excluded.

\*\*The receiving institution will determine whether history courses are accepted as humanities or as social sciences.

- k. The Board of Regents approves specific courses to be accepted in transfer for general education credit at any public postsecondary educational institution in Kansas. These courses may be found on the Board's website.
- l. Each course approved and accepted in transfer for general education credit by the Board is identified by a shared course number that supports a student-first philosophy, and is designed to enhance educational planning and effortless course transfer. A Kansas Regents Shared Number (KRSN) uses a 3-letter prefix and a 4-digit course number to differentiate the KRSN number from individual institution course prefixes and numbers. Each institution retains its own unique course prefix and course number.
- m. 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 j. above.
- n. Public universities may develop program-to-program articulation agreements for the AAS degree.
- o. 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 f.(6), j. and m. above.
    - (b) Substantially equivalent courses may be transferred on a course-by-course basis according to section F.(5) above.
    - (c) Other courses may be transferred as electives according to section f.(7) above.
- p. 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.



# Direct Course Equivalency Transfer



## KANSAS BOARD OF REGENTS Transfer Initiative

July 2015

The courses listed below have been approved by the Board based on recommendations from the Transfer and Articulation Council. These recommendations are grounded in the work of discipline-based Kansas Core Outcomes Groups, which consist of faculty representatives selected by each campus who meet annually to determine and approve core outcomes for courses.

There are 56 courses now approved for System Wide Transfer (SWT), which are guaranteed to transfer among all Kansas public postsecondary institutions offering the course.

### KANSAS SYSTEMWIDE TRANSFER COURSES

Approved for 2012-2013	Added for 2013-2014	Added for 2014-2015	Added for 2015-2016
American Government	Acting I	Acting II	Descriptive Astronomy & Lab
Chemistry I & Lab	Anatomy & Physiology	Art History I	Introduction to Drawing
College Algebra	Art Appreciation	Art History II	French II
English Composition I	Calculus I	Chemistry II & Lab	Interpersonal Communication
English Composition II	Ethics	Childhood Growth & Development	International Relations
General Biology & Lab	Human Lifespan / Developmental Psychology	Elementary Statistics	Nutrition
Introduction to Literature	Introduction to Computers & Applications	French I	Spanish III
Introduction to Psychology	Introduction to Cultural Anthropology	Introduction to Linguistic Anthropology	Trigonometry
Introduction to Sociology	Introduction to Philosophy	Logic and Critical Thinking	World History 1500 to Present
Macroeconomics	Introduction to Political Science	Music Theory I	World Religions
Microeconomics	Music Appreciation	Social Problems	
Physical Science I & Lab	Physics II & Lab	Spanish II	
Physics I & Lab	Spanish I	Stagecraft	
Public Speaking	Theatre Appreciation	Theatre Practicum	
US History to 1877	World History to 1500		
US History since 1877			
World Regional Geography			

Total number

of SWT courses: 17

32

46

56

For more information visit: [kansasregents.org/transfer\\_articulation](http://kansasregents.org/transfer_articulation)

# 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
HI124---	American Military History .....	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

### LITERATURE

<i>Number</i>	<i>Name</i>	<i>Hr</i>
EN202---	American Literature I .....	3
EN203---	American Literature II .....	3
EN208---	Introduction to Dramatic Literature .....	3
EN219---	Introduction to Literature .....	3
*LI176---	World Literature .....	3

### MODERN LANGUAGES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
FL176---	Elementary Spanish I .....	5
FL177---	Elementary Spanish II .....	5
ML237---	Spanish Composition and Conversation .....	3

**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

\* These courses are identified as meeting diversity or multiculturalism outcomes.



## 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
PE177---	Personal & Community Health .....	3

#### 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

<b>BASIC</b> <b>(12 hours in 3 areas)</b>		
<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
<b>SOCIAL AND BEHAVIORAL SCIENCE</b> <b>(12 hours in 3 areas)</b>		
<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
<b>HUMANITIES</b> <b>(12 hours in 3 areas)</b>		
<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
<b>NATURAL SCIENCE</b> <b>(9 hours in 2 areas)</b>		
<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

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## 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 CCC 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.
- Determine if the potential transfer school has 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.

## 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 Pre-Professional Skills Test (P.P.S.T.) exam. The student must pass this exam to be admitted into a Kansas Teacher Education Program and must register to take the test well in advance.
- After spring enrollment, students should ascertain that the completion/graduation requirements are met, 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. 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

An important issue for students continuing their education beyond Colby Community College is the transfer of credit from one school to another. Dual advisement is recommended for students who intend to transfer. Dual advisement includes having an advisor at Colby Community College, and one semester before graduating applying to the transfer school and obtaining an advisor there. This will ensure graduation, appropriate course selection for both schools, orderly transfer of credits and provide a contact person at the transfer school.

As a transfer student at Colby Community College, you have a responsibility to make the necessary contacts. We encourage you to visit with your advisor often.

Students seeking training for the purpose of getting a job or for career advancement need to work closely with their advisor within their chosen program.

# Financial Information

## Financial Aid

Colby Community College uses the "Free Application for Federal Student Aid" (FAFSA) to determine 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, Federal 1040 tax return transcripts will 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. Grant money is awarded to students and requires no repayment. The Federal Pell Grant award amount is dependent upon the financial need demonstrated by the student's FAFSA application. The Federal Supplemental Education Opportunity Grant (FSEOG) may be awarded in addition to the Pell Grant to students who demonstrate a high level of financial need.

## Employment

The college participates in the Federal Work Study program allowing students to earn money while attending school. Eligible students are hired for various positions at the college. Typical schedules do not exceed 10 hours of work per week. Every effort is made to place students in jobs that are compatible with students' talents, interests, and educational goals. A limited number of jobs paid by institutional funds are available for students not eligible for Federal Work Study positions.

## Loans

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

The Perkins Loan is available in amounts up to \$2,000 per year. The loan does not accrue interest until nine months after the student completes the academic program or is taking less than a half-time (6 hours) academic load. Interest accrues at 5% at that time.

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. 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 (6 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 (6 hours). The interest rate is a fixed rate set annually for new borrowers. Interest charges begin 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 (6 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. Interest charges begin immediately upon disbursement.

## Satisfactory Academic Progress And Financial Aid (SAP)

It is the philosophy of Colby Community College that every student enrolled in classes should have the opportunity to demonstrate his/her ability to perform acceptable college-level work.

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

Each semester or summer term, students must meet certain criteria (see table).

Paid by Title IV Federal Student Aid for:	Minimum Hrs Completed	Minimum Cumulative GPA
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

If 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](http://www.colbycc.edu) under Future Students/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.

# Financial Information

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## Academic Progress

Complete policy for Academic Progress (standing, probation, suspension) is listed on page 16.

### Academic Standing

A student whose cumulative grade point average (GPA) is 2.00 or above is considered in good academic standing. Academic standing is determined by all attempted course work at Colby Community College. Attempted course work is defined as any course that has received a grade of A, B, C, D, or F. Courses that have received a grade of W are not included in attempted course work.

### Academic Probation

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

## Scholarships

The Colby Community College Foundation Association and friends of the college sponsor a 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, complete the general Colby Community College Scholarship Application Form found on the website. Upon receipt it will be forwarded to the individuals responsible for determining scholarship awards in the various departments.

Students should note that some scholarships including the Presidential Scholarship require additional information and forms to complete. Please contact the Admissions Office for more information.

## Tuition and Fees

Tuition and fees as listed are in effect for the 2015-2016 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 enrolled in 12 or more credit hours.

	Tuition Cr. Hr.	Fee Cr. Hr.	Tech Fees Cr. Hr.	Total Cr. Hr.
Thomas County Resident	\$65	\$28	\$12	\$105
Kansas Resident	\$70	\$28	\$12	\$110
Out-of-State	\$124	\$28	\$12	\$164
Border Resident CO,MO,NE,OK,TX	\$90	\$28	\$12	\$130
International	\$150	\$28	\$12	\$190
EduKan Online Classes	\$147			\$147

\*Some EduKan Courses may have an additional resource fee of \$115.

There is a \$10 wellness fee each semester. Some courses have lab or other additional fees which are indicated in the fees column of listed classes.

A one-time administrative fee of \$25.00 will be automatically applied to the account of students who fail to attend class at the end of the five-day add/drop/last day to withdraw period (Add/Drop/Last Day to Withdraw Policy-page 11).

## Charges for Room & Board

The estimated cost of living on campus for an academic year ranges from \$5,000 - \$6,740 depending on room assignment. This amount covers room charges, food service, cable and Internet. 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](http://www.colbycc.edu);
- Select Current Students;
- Click on FACTS e-cashier.

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

## Incidental Expenses

Students should allow approximately \$1050 per semester for books and supplies. Individual costs such as transportation, clothing care, personal care, and entertainment should be taken into account as the costs of attendance are calculated.



# Financial Information

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## Returned Check Policy

The return of a check issued to Colby Community College will result in a \$30.00 returned check fee for each returned check being placed on the account of the student on whose behalf the check was presented. Persons who submit checks to the college for payment that are subsequently returned for insufficient funds, stopped payment, or the inability to locate could have their semester classes voided. A student whose check is returned for tuition will be dropped from their class.

All returned checks are processed by the bank twice before deemed insufficient. When a check is returned by the bank, the Controller will contact the department or individual who accepted the check. That business unit or person will notify the student or individual first by telephone. If there is not reply within 24 hours, a registered letter will be sent to the person as notification of insufficient funds. If no action has resulted in 7 business days, the check will be turned over to collections. If the returned check was written by a student or on behalf of a student, that student's account will be placed on hold until payment is made for the check as well as the returned check fee.

A person will be allowed two returned checks after payment by check will not be accepted. Return checks must be paid by cash, money order, cashier's check or credit or debit care. The Controller will notify the appropriate campus personnel in writing to not accept checks from students who have violated this policy.

## Senior Citizens Grant

Residents of Thomas County 65 and older are eligible to take classes at a reduced rate. This tuition grant program does not apply to classes that are offered for no college credit.

## Veterans

Veterans applying for admission to Colby Community College who plan to use their Educational Benefits should provide all service records in addition to the admission requirements. The Department of Veterans Affairs at CCC interprets veterans assistance programs as a financial benefit to aid students with educational expenses. Satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at CCC. 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 credit hours at Colby Community College. All documentation of previous education and experience should be given to the Registrar and/or Veterans Coordinator. Students may contact the Veterans Coordinator at 785.460.5497 for the proper enrollment procedures.

## Veterans Assistance

Veterans Assistance is located in Student Services 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 to complete the proper forms.

## 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.



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# Students Rights and Responsibilities

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## **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 should be referred to TITLE IX COORDINATOR, the Vice President of Student Affairs, (785) 460-5490, 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, the 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, the 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 may 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.

## **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. Students wishing to challenge the accuracy of academic records should contact the Registrar.

Colby Community College students are hereby notified that the college publishes bulletins, lists, brochures, catalogs, directories, guidebooks, news releases, sports information, and honor rolls that include information specifically identifying students and containing information about the students.

The college is authorized under Section 43 (Buckley Amendment) to publish, and will publish, such directory information listed below, collectively or individually, unless a stu-

dent notifies the Student Privacy Officer (Registrar) in writing that any or all of the categories which are denominated directory information should not be disclosed.

## **Directory Information**

This includes the students

1. Name
2. Address
3. Telephone listing
4. Date 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 students

1. Grades in all classes
2. Grade point for each semester
3. Grade point average for each semester
4. Cumulative 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 a student's record confidential. All members of the faculty, administration and clerical staff will respect confidential student information. At the same time, the institution will be appropriately flexible in its policies not to hinder the student, the institution or the community in 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 completing the appropriate procedure.
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 stu-

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# Students Rights and Responsibilities

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dent should request another transcript from the original institution.

## **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. 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.
3. Requests from a philanthropic organization supporting a student will be honored without prior approval from the student.
4. 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 the validity of the 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 typically 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. When a subpoena is served, the student whose record is being subpoenaed will be notified if possible prior to compliance.

## **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, such as address, telephone number or location, 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 staff. The guidelines are intended to protect the individual's right to privacy and the confidentiality of academic records.
2. All institutional personnel will be instructed 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, such as faculty advisor.
3. The student who needs an official transcript in connection

with employment should contact the office of the Registrar. The request procedure is available on the website.

## **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. The students are subject to the same federal, state and local laws as non-students, and 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 are responsible 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. The college 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 Integrity**

Colby Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for the college's institutional values of quality, service and integrity. All students, faculty, staff, and administrators are responsible for upholding academic integrity.

**Cheating** is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

**Plagiarism** is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

The following procedure for the Academic Integrity Policy begins with the notification of the first infraction and continues throughout the student's academic tenure at Colby Community College:

- First Offense – Student will receive a zero for the assignment and the student will be reported to the Vice Presi-



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# Students Rights and Responsibilities

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dent of Academic Affairs.

- Second Offense – The student will receive a failing grade in the class and be reported to the Vice President of Academic Affairs and removed from the class in which the second offense occurred.
- Third Offense – The student will be reported to the Vice President of Academic Affairs and dismissed from the college.

Questions about this policy may be referred to the Vice President of Academic Affairs.

## 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.

Any behavior that represents repeated or unwanted sexual attention that is made a condition of reward or penalty is prohibited. 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 Affairs Office or at the OPE Campus Security Statistics Website at <http://ope.ed.gov/security>.

## 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 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 Residence Halls is maintained. The Residence Halls Coordinators or their substitutes are present during all calendar days in which students are on campus. There is no supervision during 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.

## Sexual Assaults Policy

Colby Community College values the health and safety of each 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. It is a violation of the College 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 Statue, 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.

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

The policy and program of the college in this regard are designed to enhance the physical health of 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 students and employees with optimum opportunities for reaching their potential. This commitment is incorporated in the institutional philosophy and outcomes which specify the paramount importance of student welfare.

Colby Community College does not permit or condone the consumption of alcoholic beverages by an individual under the

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# Students Rights and Responsibilities

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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.

## **HIV/AIDS Policy**

The recommendations 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 is educational. Because there is no known specific therapy for HIV/AIDS or HIV/AIDS-related conditions, the most important goals for our institution are those of increasing awareness and providing education to prevent further spread of the disease. Such programs are provided to students, faculty and staff members.

## **Procedures for Requesting A Medical Withdrawal**

International students are required to comply with SEVIS Rules and Regulations by providing documentation to the Vice President 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 Vice President 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. The College does not approve retroactive withdrawals.
2. Contact the Director of College Health Services 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 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 demonstrate 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, fees and room and board, if living in college residence halls.

4. Check out of college residence hall within 24 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 hall staff member.

## **Campus Parking**

All students, faculty members, or employees of the college who drive or park a vehicle on campus must properly register their vehicles, display a current 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 Campus Security office at 460-5508, 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**

Because of 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](http://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 Vice President of Academic Affairs for resolution.

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3. The Vice President 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 Vice President 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 Vice President of Academic Affairs' discussion with the Division Chair and the instructor and any recommendations made.

## 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 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 30 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 and the issue is not resolved, the case is referred by the Division Chair to the Vice President 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 Government Association, one appointed by the Faculty Alliance Executive Board, one by the student and one by the faculty member involved in the case. The Vice President of Academic Affairs will be the chair of the committee.
5. The Vice President 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 Vice President of Academic Affairs to carry out the committee's ruling.

A complete copy of the appeal procedure may be obtained from the Vice President of Academic Affairs.

## 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 the 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. George McNulty, Vice President of Student Affairs, 1255 South Range, Colby, KS 67701; [george.mculty@colbycc.edu](mailto:george.mculty@colbycc.edu) 785-460-5490; 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 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 the college.
7. The right of a person to a prompt and equitable resolution of



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# Students Rights and Responsibilities

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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.

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 students communicate with their roommates or confidential contact person if they plan to be gone for an extended period of time.

These procedures are a Federal mandate.

Contact the office of the Vice President of Student Affairs for additional information. The office is located in the Student Union. 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 and the Vice President 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. "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.

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.

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# Students Rights and Responsibilities

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## 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, 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

The quick guide 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. It is intended to ensure the safety of the identified student and the campus community.

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

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

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

### Once the policy and procedure is activated:

The student receives a mandatory psychological evaluation by professional staff with the college 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, the student receives an immediate involuntary withdrawal from college.

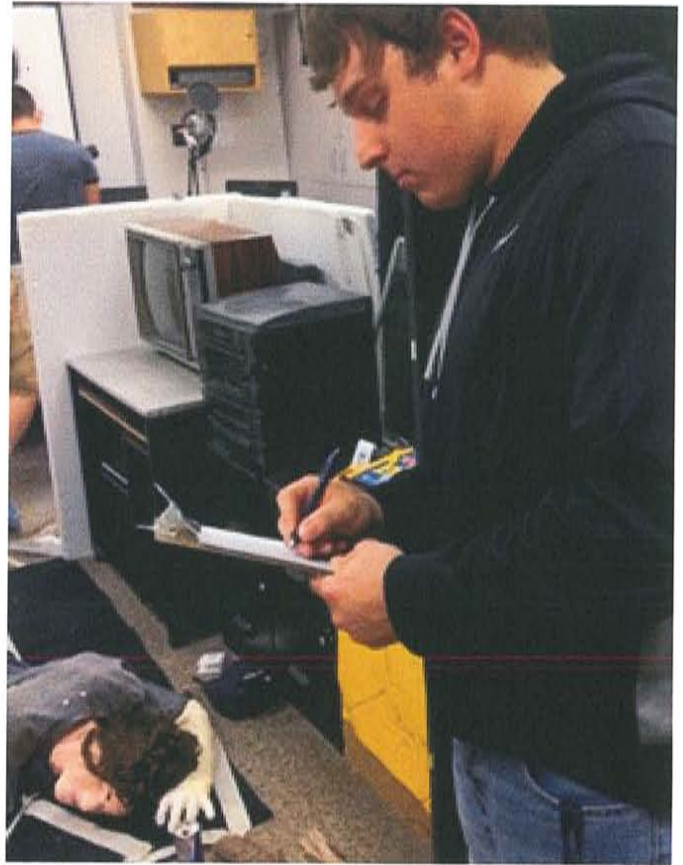
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# Students Rights and Responsibilities

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The 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 the 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 at 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	Fireside Lounge
Student Accounts Office	Student Health Center
Student Senate Office	TV Lounge
Meeting Rooms 103-109	Pool Table
Student Support Services	Housing Director
Campus Life	Outreach

### **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 the 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) are available to eligible students.

Academic and activity scholarships are available to Colby Community College students. The Admissions Director 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 Administrative Assistant to VP of Student Affairs, 460-5495. Consumer information 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 \$8.00 for an official transcript or an unofficial transcript to be mailed or faxed or for a verification letter.

All add/drop slips should be returned to the Registrar's office for processing. Payment for adding classes is due when add slips are returned to the Registrar. Enrollment for a class(es)



# Service Information

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is not official until payment is made.

No grades or transcripts will be released if a student has any unpaid obligations due to 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

The objective of Student Support Services, a federally-funded program, is to provide personal and academic support services to students who are traditionally under-represented in college. These students 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.

## Student Health

The Student Health Center provides services under the direction of a registered nurse and the campus physician. The Health Center is located in the Student Union, in the southeast hall by the multi-purpose room. The Center is open from 9:00 a.m. to 3:00 p.m. Monday through Thursday. Students are seen on a walk-in basis, or by making prior arrangements with the nurse. Appointments are required for consultation with the physician or mid-level provider. Appointments need to be scheduled by 2 p.m. on Mondays. The physician or health provider will be in the office from 9:00 a.m. to 10:00 a.m. on Tuesday mornings. Physician or midlevel provider visits off campus can also be scheduled through the Student Health Center. The off-campus visits may also be scheduled through the Student Health Center. Services that are available in the Student Health Service Center include, but are not limited to; health counseling, student health insurance information, athletic injuries, athletic insurance claim reports, community agency referrals, health records, health education, ability to screen and treatment for sexually transmitted diseases, family planning, limited immunizations, allergy shots, flu vaccinations, laboratory testing, basic first-aid, and blood pressure monitoring. All health records are maintained

in the Student Health Service Center and follow the FERPA guidelines. If records are requested to be sent to another facility, a medical release form must be signed prior to the records being released. If a situation occurs that is mandated to be reported to law enforcement, Kansas Health Department, or other institutions/persons, the laws for the mandated reports will be followed. Any fees for services are to be paid at time of service. If a student is unable to pay at the time of service, the fees will be charged to the students account.

## Counseling Services

Counseling services assist students with personal growth and development. Services are available on a walk-in or appointment basis. Counseling services and referrals are located in the Bedker Memorial Complex.

## 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, and patrols the campus to provide a secure and safe place for students. The Campus Security Officer assists with vehicles that are inoperable. All crimes committed on campus should be reported to the Campus Security Office.

Campus Security prepares a handout each year, "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 the Vice President of Student Affairs.

## 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 few exceptions, a book not currently in stock may be ordered for students.

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

1. Personal check of the student or parent.
2. The check must not be more than \$20 more than the cost of the merchandise purchased.

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

1. The time limit for a full refund is one week after classes begin, except for summer session when the time limit is one week for regular length classes. Refunds can-

# Service Information

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not be granted after this period.

2. You must present receipt for full refunds.
3. Refunds will be granted in full, provided the following conditions are met:
  - A. A register receipt is presented.
  - B. Price tags are not removed.
  - C. A new textbook which has been written in or soiled may be returned at a used book price prior to the refund deadline.

## 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, students may receive up to 50% of the new price, depending on Bookstore need.
3. If the book will not be used for a future class, it may have wholesale value.
4. Workbooks, study guides and books with tear-out or fill-in pages will not be bought back.
5. Summer school books can be bought back at anytime. Amounts paid will depend on Bookstore and wholesale needs.

## Food Service

The cafeteria offers an 14 or 18 meal plan. This consists of three meals a day, Monday through Thursday, two meals on Friday-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 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.

Box lunches are prepared for those on road trips or those who must work through meal times. Food service must have advance notice to prepare sack lunches.

Students are expected to keep the eating area clean. The following behaviors may 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 Thursday

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 7:00 p.m.

### Friday through Sunday

Brunch - 10:30 a.m. to 12:30 p.m.

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

## 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 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. Changes students wish to make concerning their advisors may be accomplished 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 enrolled in the 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 students 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 three residence halls at Colby Community College house 270 students.

Additional conveniences offered by the Residence Halls include coin-operated laundry facilities, microwaves, piano, pool table, computers, a lounge with television and Internet service. Each Residence Hall has an outdoor barbecue grill and a recreation area. Residence Halls are under the supervision of a coordinator and 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. Contact the Admissions Office for a current list.

## Computer Service

Colby Community College provides computers 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 Hall Lobbies (student must be living in residence hall)

These computers are for student use only. Most computer rooms are open for students weekdays and weekends as posted. The Comprehensive Learning Center and Bedker Memorial Complex post available hours on the doors.

# Service Information

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## **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. Certified peer tutors are on staff to help students in courses at no cost. Students are encouraged to make appointments with tutors, but drop-ins are welcome.

In addition to the computer-assisted learning lab, the CLC offers supplemental materials to aid students in math, science, English, social science, business and humanities courses. Materials include instructor's notes, DVDs, audio discs and other items unique to each instructor.

Students have access to computers, wireless access, printing, individual study areas and tables for study groups. The well qualified staff in the CLC is enthusiastic and willing to help students.

## **H. F. Davis Memorial Library**

Centrally located on campus, the H. F. Davis Memorial Library supports a positive learning experience by providing service to faculty, staff, students and citizens of north-west Kansas. The library offers wireless computing, printing, database usage, photocopying and faxing services. In addition, the library is also the chief study area on campus.

The library holdings include 45,000 volumes of books, audio visual resources (DVD, books on CD,) ebooks, periodicals, program journals, U.S. Government Documents and Kansas State Documents, online databases and online access to program journals and periodicals.

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.

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# Student Activities

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## **Student Clubs and Organizations**

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

- Alpha Rho Tau (Art Club)
- Band Club and Sunflower Singers
- 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
- Livestock Judging Team
- OPTIC
- Phi Beta Lambda (PBL - Business Club)
- Phi Theta Kappa (Honor Society)
- PTA Club (Physical Therapist Assistant)
- Rodeo Club
- Student Government Association
- Student Veterinary Technician Association
- Massage Therapy Club

## **Student Government**

The Student Government represents the needs and concerns of the entire student body. The group coordinates various activities.

Student Government representatives are located in the Student Campus Life office in the 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 students can participate in a variety of activities such as volleyball, basketball, softball, and flag football.

## **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 for students to use at designated times. Living centers also have facilities for social and recreation areas.



# Community Service

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## **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**

General education courses are offered in the outreach program. 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 Individual Educational Plan (IEP) which recommends the student to complete college credit work. This applies directly to all high school students, freshmen through seniors.

## **Adult Education -**

### **General Educational Development**

The Adult Basic Education program is for adults who lack basic skills. The program prepares adults to take the General Educational Development (GED) exam, to transition successfully into postsecondary education, to obtain skills necessary to enter and retain employment, and to acquire basic technology skills.

Beginning in 2014, the GED will be newly aligned to common core standards. Candidates will take the exam on computers in certified testing centers.

## **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)**

The 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 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, senior citizens volunteer in an activity or program suiting their interests and abilities while serving community needs.

# Distance Learning

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## Online Courses for the e-Learning Community

Colby Community College has a 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 classes.

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

EduKan is an alternative course delivery system that Colby Community College offers to all students who may desire the opportunity and the flexibility of doing coursework through the Internet. Six community colleges in Kansas have joined to offer 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. For more information go to [www.edukan.org](http://www.edukan.org).

## Interactive Television

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

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.



# 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**

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  
Technical Studies  
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

## **Technical Certificates**

Farm & Ranch Management:  
Beef Management

Business Management and Administration:  
Accounting  
Management/Marketing

Computer Specialist:  
Computer Support Specialist

Criminal Justice:  
Criminal Justice

Sustainable/Renewable Energy:  
Small Wind Technology  
Solar Photovoltaics

## **One Year Technical Certificate**

Feedlot	Medical Coding
Health Specialist	Practical Nursing
Massage Therapy	Virtual Office Assistant
Veterinary Technology	Office Assistant

## **Certificate of Completion**

Certified Nurse Aide (CNA)  
Certified Medication Aide (CMA)  
Computer Application Essentials  
Emergency Medical Technician (EMT)  
Leadership  
Police Science  
Restorative Aide  
Social Service Designee  
Solar Photovoltaic  
Small Wind Technology  
Veterinary Office Assistant

## **Associate of Arts**

Criminal Justice/Pre-Law  
Early Childhood Education  
Elementary Education  
English  
General Studies  
Graphic Design  
History  
Music  
Physical Education/K-12 Education/Coaching  
Political Science  
Psychology  
Secondary Education  
Social Work  
Sociology  
Visual Arts

## **Associate of Science**

Agri-Business or Agriculture Economics  
Agriculture Education  
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

Physical Education/Exercise Physiology/Athletic Training  
Physical Science  
Physics  
Wildlife Biology

## **Associate of Arts: Pre-Professional** (Pre-Medical) Nursing

## **Associate of Science: Pre-Professional**

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



# 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.

## Equestrian Team

The Colby Community College Equestrian Team is a member of Zone 8 Region 5 of the intercollegiate Horse Show Association (IHSA). IHSA allows student riders of all skill levels and economic backgrounds to compete and succeed at their own level of skill and experience. Students compete against other students within a five-state region in both hunt seat and western disciplines. Students practice on college and individually-owned horses. Scholarships are available. Come be a part of our success!

## 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 north-west Kansas, is an excellent setting for Intercollegiate Rodeo. Team members have extensive practice opportunities and facilities, as well as top quality competition.

## Farm Bureau Chapter

The Collegiate Farm Bureau chapter at Colby Community College is a student organization of Kansas Farm Bureau. This campus organization provides students the opportunity to enhance their leadership skills as future ag leaders through experiences within the Farm Bureau organization. Like its parent grassroots organization, the Collegiate Farm Bureau chapter provides a place for like-minded individuals to spend their time and effort in their shared dedication to the future of agriculture.



Spring 2015 Ag Olympics



## Associate of Science: Agriculture Programs

These courses of study are transfer programs for the student interested in pursuing a career in the Agriculture Industry within the realm of Agri-Business/Economics, Ag Education, Agronomy, and Animal Science. 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.**

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 Programs of Study

#### Agri-Business or Agriculture Economics Agriculture Education

1st Semester (fall) - 18 Credit Hours		
Number	Course Name	Hr.
AG101	Agriculture Orientation	1
AG106	Principles of Agricultural Economics	3
AG149	Principles of Animal Science	3
EN176	English Composition I	3
CH176	Fundamentals of Chemistry w/Lab	5
MA178	College Algebra	3
2nd Semester (spring) - 14 Credit Hours		
Number	Course Name	Hr.
AG126	Principles of Livestock Nutrition	3
AG150	Principles of Animal Science Lab	1
BII100	General Biology w/Lab	4
EC276	Principles of Macroeconomics	3
FHSU transfer students - EC277 Principles of Microeconomics		
EN177	English Composition II	3
3rd Semester (fall) - 17 Credit Hours		
Number	Course Name	Hr.
AG107	Crops Science w/Lab	4
AG118	Marketing of Ag Products	3
AG205	AG Finance	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
4th Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
AG117	Soils w/Lab	4
AG209	AG Law	3
SP176	Public Speaking	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
<b>Minimum credit hours to graduate:</b>		<b>62</b>

#### Animal Science or Agronomy

1st Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
AG101	Agriculture Orientation	1
AG106	Principles of Agricultural Economics	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
EN176	English Composition I	3
MA178	College Algebra	3
	Physical Education - Lifestyle or Skill	1
2nd Semester (spring) - 15 Credit Hours		
Number	Course Name	Hr.
AG126	Principles of Livestock Nutrition	3
	Social & Behavioral Science Gen. Ed.	3
<b>Suggested:</b> EC276 Principles of Macroeconomics		
EN177	English Composition II	3
SP176	Public Speaking	3
	Arts & Humanities	3
3rd Semester (fall) - 18 Credit Hours		
Number	Course Name	Hr.
AG107	Crops Science w/Lab	4
AG118	Marketing of Ag Products	3
AG205	Ag Finance	3
AG226	Applied Livestock Nutrition	3
CH177	Chemistry I w/Lab	5
4th Semester (spring) - 18 Credit Hours		
Number	Course Name	Hr.
AG117	Soils w/Lab	4
AG209	AG Law	3
CH178	Chemistry II w/Lab	5
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
<b>Minimum credit hours to graduate:</b>		<b>62</b>

## 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

1st Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
AG101	Agriculture Orientation	1
AG149	Principle of Animal Science	3
AG150	Principle of Animal Science Lab	1
EN176	English Composition I	3
	Mathematics Gen. Ed.	3
	Oral Communications Gen. Ed.	3
	Physical Education-Lifestyle or Skill	1
2nd Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.
AG126	Principles of Livestock Nutrition	3
AG153	Reproduction of Farm Animals	3
AG176	Horse Production	3
BI177	Principles of Biology w/Lab	5
EN177	English Composition II	3
3rd Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
AG106	Principles of Ag Economics	3
AG226	Applied Livestock Nutrition	3
AG259	Equine Production	1
AG261	Equine Anatomy	1
CH176	Chemistry I w/Lab	5
	Arts & Humanities Gen. Ed.	3
4th Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.
CH178	Chemistry II w/Lab	5
	Ag Elective	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	6
	<b>Suggested - EC276 Principles of Macroeconomics or EC277 Principles of Microeconomics</b>	
<b>Minimum credit hours to graduate:</b>		<b>62</b>

## 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 recommended 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.**

1st Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
AG101	Agriculture Orientation	1
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG168	Equine Management Technology I	4
AG290	Agriculture Equipment Safety	1
EN176	English Composition I	3
CO176	Computer Concepts & Applications	3
2nd Semester (spring) - 15 Credit Hours		
Number	Course Name	Hr.
AG126	Principles of Livestock Nutrition	3
AG153	Reproduction of Farm Animals	3
AG169	Equine Management Technology II	4
AG176	Horse Production	3
AG209	AG Law	2
3rd Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
AG259	Equine Reproduction	1
AG260	Equine Nutrition	1
AG261	Equine Anatomy	1
AG268	Equine Management Technology III	4
	Agriculture Elective	3
	General Education Course	3
	Oral Communication Gen. Ed.	3
4th Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
AG109	Farm Records & Accounts	3
AG269	Equine Management Technology IV	4
BU225	Marketing	3
	Agriculture Elective	3
	General Education Course	3
<b>Minimum credit hours to graduate:</b>		<b>62</b>



## 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.**

### Suggested Program of Study

1st Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
AG101	Agriculture Orientation	1
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
EN176	English Composition I	3
MA178	College Algebra	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
2nd Semester (spring) - 15 Credit Hours		
Number	Course Name	Hr.
AG126	Principles of Livestock Nutrition	3
AG290	AG Law	3
EN177	English Composition II	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
3rd Semester (fall) - 18 Credit Hours		
Number	Course Name	Hr.
AG106	Principles of Agricultural Economics	3
AG107	Crops Science w/Lab	4
AG226	Applied Livestock Nutrition	3
CH176	Fundamentals of Chemistry or	5
CH177	Chemistry I	
	Arts & Humanities Gen. Ed.	3
4th Semester (spring) - 15 Credit Hours		
Number	Course Name	Hr.
AG117	Soils w/Lab	4
AG153	Reproduction of Farm Animals	3
BI177	Principles of Biology or	5
CH178	Chemistry II	
	Social & Behavioral Science Gen. Ed.	3
<b>Minimum credit hours to graduate:</b>		<b>62</b>

## Feedlot Technical Certificate

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.

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

Fall Semester - 16 Credit Hours		
Number	Course Name	Hr.
AG101	Agriculture Orientation	1
AG118	Marketing of Agricultural Products	3
AG180	Feedlot Management Techniques I	4
AG232	Farm & Ranch Management Techniques I	4
AG240	Market Beef Production	3
AG290	Agriculture Equipment Safety	1
Spring Semester - 14 Credit Hours		
Number	Course Name	Hr.
AG109	Farm Records & Accounts	3
AG233	Farm and Ranch Management Techniques II	4
AG236	Farm Welding	3
AG280	Feedlot Management Techniques II	4
<b>Credit hours required to graduate</b>		<b>30</b>

## 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
AG126	Principles of Livestock Nutrition
AG149	Principles of Animal Science
AG150	Principles of Animal Science Lab
AG153	Reproduction of Farm Animals
AG205	Agricultural Finance
AG208	Agri-Business Management Techniques
AG209	Agricultural Law
AG226	Applied Livestock Nutrition
AG232	Farm and Ranch Mgmt Techniques I
AG233	Farm and Ranch Mgmt Techniques II
AG240	Market Beef Production
AG247	Animal Breeding
AG249	Artificial Insemination
AG290	Agriculture Equipment Safety
AG293	Agriculture Entomology

## Associate of Applied Science: Farm and Ranch Management

### Technical Certificate: Beef 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.

These programs are approved by the Kansas Board of Regents and must be completed per the curriculum guide.

#### AAS: Farm & Ranch Management and Certificate: Beef Management

Fall Semester - 18 Credit Hours		
Number	Course Name	Hr.
AG101	Agriculture Orientation	1
AG106	Principles of Agricultural Economics	3
AG131	Range Management <b>or</b> AG118 Marketing of Agricultural Products	3
AG232	Farm & Ranch Management Techniques I	4
AG290	Ag Equipment Safety	1
EN176	English Composition I	3
	Social & Behavioral Science Gen. Ed.	3
Spring Semester - 16 Credit Hours		
Number	Course Name	Hr.
AG109	Farm Records & Accounting	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG233	Farm & Ranch Management Techniques II	4
	Oral Communications Gen. Ed.	3
Fall Semester - 15-17 Credit Hours		
Number	Course Name	Hr.
AG226	Applied Livestock Nutrition	3
AG240	Market Beef Production	3
AG249	Artificial Insemination	2
AG252	Beef Management Techniques I	4
	Mathematics or Natural Science Gen. Ed.	3-5
Spring Semester - 15 Credit Hours		
Number	Course Name	Hr.
AG125	Techniques of Livestock Selection	2
AG151	Beef Cattle Science	3
AG153	Reproduction of Farm Animals	3
AG209	AG Law	3
AG253	Beef Management Technique II	4
Credit hours required to graduate		64

#### Beef Management Technical Certificate One Year

Fall Semester - 16 Credit Hours		
Number	Course Name	Hr.
AG131	Range Management <b>or</b> AG118 Marketing of Agricultural Products	3
AG226	Applied Livestock Nutrition	3
AG240	Market Beef Production	3
AG249	Artificial Insemination	2
AG252	Beef Management Techniques I	4
AG290	Agriculture Equipment Safety	1
Spring Semester - 10 Credit Hours		
Number	Course Name	Hr.
AG109	Farm Records & Accounts	3
AG151	Beef Cattle Science I	3
AG253	Beef Management Techniques II	4
Credit hours required to graduate		26



# Veterinary Technology

The on-campus Veterinary Technology 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 students in 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 on-campus 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 was 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 in Veterinary Technology 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 taught by Kansas licensed veterinarians and a Kansas registered veterinary technician in a contemporary veterinary teaching hospital and clinical pathology laboratory utilizing modern veterinary equipment. In addition to the main 105-acre campus in Colby, the college operates a 60-acre agricultural center east of the city. Students in the on-campus Veterinary Technology program utilize the college farm as a hands-on laboratory for their large animal coursework.

## 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 minimum time and effort.
3. Develop a paraprofessional with the skills of an x-ray, anesthetic, laboratory, medical and surgical technician.
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.

## 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 22-26 credit hours.**

**Program specific courses total 60 credit hours.**

**Total required for graduation is 82 credit hours.**

**All Veterinary Technology prerequisite and program specific courses must be passed with a grade of "C" or better to meet graduation requirements.**

**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 organization, which provides professional, social, and community service opportunities. SVTA members may also 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.

<b>First Term - Summer Prerequisites</b>		
EN176	English Composition I	3
CH176	Fundamentals of Chemistry w/Lab or CH177 Chemistry I w/Lab	4-5
<b>Total</b>		<b>7-8</b>
<b>Second Term - Fall Prerequisites</b>		
AG149	Principles of Animal Science	3
AL102	Medical Terminology or EN110 Medical Terminology	1 or 3 3
BI177	Principles of Biology w/Lab (preferred) or BI285 Zoology w/Lab	4-5
	Social/Behavioral Science - Gen.Ed.	3
	Oral Communications Gen. Ed.	3
VT115	Introduction to Veterinary Technology	1
<b>Total</b>		<b>15-18</b>
<b>Third Term - Spring</b>		
MA108	Math for Health Professionals & Vet Tech	2
VT119	Breeds of Domestic Animals	1
VT120	Animal Facility Management I	1
VT121	Medical Records and Veterinary Office Skills	2
VT130	Veterinary Clinical Procedures	2
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	Veterinary Technician Pharmacology I	1
<b>Total</b>		<b>18</b>
<b>Fourth Term - Summer</b>		
VT167	Cooperative Education Experience I	3
VT267	Cooperative Education Experience II	3
<b>Total</b>		<b>6</b>
<b>Fifth Term - Fall</b>		
VT230	Large Animal Medicine and Surgery	1
VT236	Principles of Anesthesiology and Radiology	4
VT237	Principles of Anesthesiology and Radiology Lab	2
VT240	Clinical Laboratory Procedures I	2
VT241	Clinical Laboratory Procedures I Lab	2
VT246	Lab Animal & Exotic Animal Med Lab	1
VT250	Animal Facility Management II	1
VT260	Large Animal Technology	1
VT268	Laboratory Animal and Exotic Pet Medicine	2
VT277	Veterinary Technician Microbiology	2
VT286	Veterinary Technician Microbiology Lab	0
<b>Total</b>		<b>18</b>
<b>Sixth Term - Spring</b>		
VT123	Basic Nutrition of Domestic Animals	1
VT151	Veterinary Technician Pharmacology II	3
VT210	VT National Exam Preparation	1
VT265	Animal Facility Management III	1
VT275	Vet Surgical Nursing & Clinical Skills	4
VT276	Vet Surgical Nursing & Clinical Skills Lab	2
VT280	Clinical Lab Procedures II	2
VT281	Clinical Lab Procedures II Lab	2
VT289	Common Animal Diseases	2
<b>Total</b>		<b>18</b>
<b>Credit hours required for graduation</b>		<b>82</b>

## **Associate of Applied Science: Distance Learning (Online) Veterinary Technology**

The Colby Community College Distance Learning (Online) Veterinary Technology Program was developed to meet the needs of students who prefer online education. The Colby Community College Distance Learning Veterinary Technology Program, which began offering classes in March 2012, is based on American Veterinary Medical Association (AVMA) guidelines. The college is actively seeking AVMA accreditation for this new program.

Students in the Distance Learning Veterinary Technology Program gain hands-on experience by working with animals such as dogs, cats, horses, cattle, rabbits, rodents, and birds in veterinary hospitals. Traditional classroom coursework for the program is completed online. Graduates of the program earn an Associate of Applied Science degree in Veterinary Technology. This program has a part-time and full-time options.

The Colby Community College Distance Learning Veterinary Technology Program students are trained to function effectively as x-ray, anesthetic, laboratory, medical, and surgical technicians. The program is directed and coordinated by Kansas licensed veterinarians and is taught by Kansas licensed veterinarians and a Kansas registered veterinary technician.

The Distance Learning (online) Veterinary Technology Program 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. 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 the 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.

### **Accreditation**

The Veterinary Technology program at Colby Community College is currently seeking accreditation from the American Veterinary Medical Association (AVMA) for the new online program.

Being a graduate of an AVMA accredited veterinary technology program is required by most state regulatory boards and state credentialing agencies in order to take the Veterinary Technician National Examination (VTNE) and other applicable state examinations. Interested individuals should check their state's licensing agency for information on specific credentialing requirements. Some states do not offer credentialing for Veterinary Technicians.

### **Associate of Applied Science: Veterinary Technology Veterinary Technology Program Goals**

1. Provide individuals with the knowledge required to adapt to veterinary employers needs.
2. Establish a foundation on which the veterinarian can give advanced training with minimum 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.

### **Program Entry**

Rabies pre-exposure immunization is strongly recommended.

### **Admissions Procedure**

Applicants are accepted year-round for the Colby Community College Distance Learning Veterinary Technology Program (CCC DLVTP). Courses begin in January, June, and August. Applications should be completed at least two months prior to the start of the term. This program does not have an enrollment limit.

If you need additional information or have any questions, contact Dr. Jennifer Martin, Veterinary Technology Program Director, by phone at 785-460-5466 or by email at [jennifer.martin@colbycc.edu](mailto:jennifer.martin@colbycc.edu).

1. Apply to Colby Community College online at [www.colbycc.edu](http://www.colbycc.edu).

Choose "Undergraduate/Assoc of Applied Sci/Veterinary Tech ONL" as your academic program.

2. Visit the Colby Community College Financial webpage at [www.colbycc.edu/students/financial-aid/index](http://www.colbycc.edu/students/financial-aid/index) for information regarding financial aid. Please feel free to contact a CCC Financial Aid Counselor at [financialaid@colbycc.edu](mailto:financialaid@colbycc.edu) or 785-460-4677 with your financial aid questions.

3. Submit all official high school (or GED) and college transcripts, ACT and/or SAT scores, and placement test scores (e.g. COMPASS test) (if applicable) to the Colby Community College Registrar's office. By submitting these documents to CCC, you are granting permission to share these documents among the CCC DLVTP, the Registrar, and the Admissions Office.

### **Entrance Requirements**

Demonstrate readiness for MA109 Math for Veterinary Technicians through your ACT/SAT scores and/or the COMPASS placement test scores. One of the following is required to enroll in MA109 Math for Veterinary Technicians.

1. ACT Mathematics Score: 14 or higher  
or
2. SAT Mathematics Score : 340-419  
or
3. COMPASS Mathematics Score: Pre-Algebra 22-100  
Algebra 0-30.

Applicants who do not qualify for MA109 Math for Veterinary Technicians must successfully complete MA050 Math Essentials (offered on-campus) or MA075 Basic Applied Math (offered via EduKan), prior to enrolling in MA109 Math for Veterinary Technicians.

Demonstrate readiness for the prerequisite course EN176 English Composition I through your ACT/SAT scores and/or the COMPASS placement test scores. One of the following is required to enroll in EN176 English Composition I:

1. ACT English Score: 18 or above AND  
ACT Reading Score: 18 and above  
or
2. SAT Writing Score: 431 or above AND  
SAT Reading Score: 460 or above  
or
3. COMPASS Writing Score: 55 and above AND  
COMPASS Reading Score: 73 and above

## Entrance Requirements (cont.)

Students who are exempt from placement testing include:

1. Students who have earned a Bachelors or an Associate's 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.
6. In addition to successfully completing the prerequisite coursework with a grade of "C" or better in each course, applicants will also need to complete at least 30 hours of observation/work experience in a veterinary hospital. These hours may be completed while you are enrolled in prerequisite coursework if not completed previously.

### Technical Standards

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

Students applying to the program must be computer literate and have a computer with reliable high-speed Internet access. A web cam and headset with a microphone are also required. Mentorship courses will also require access to a video camcorder and tripod for use when recording AVMA Essential and Recommended Skills that are hands-on tasks.

Students must also be able to work independently and take initiative.

Students must work with generally more than one veterinary hospital to complete the mentorship and veterinary clinical experience coursework.

Students are required to have a recent version of Microsoft Word and Microsoft PowerPoint to access course material. Compatible open source word processing and presentation software may be obtained at <http://www.openoffice.org>. Assignments must be submitted in .docx or .rft formats.

Use of antivirus software is strongly recommended.

Students are required to have all necessary software and have all equipment operational prior to the beginning of the courses. Students assume responsibility for their own software and/or hardware issues. Students with technical difficulties should obtain technical support as soon as possible.

**Students must be at least 18 years of age to enroll in the mentorship and veterinary clinical experiences courses.**

**Once your application is complete, the Distance Learning Veterinary Technology Program will notify you of your acceptance status.**

## Associate of Applied Science: Distance Learning (Online) Veterinary Technology Prerequisites

Students in the Distance Learning Veterinary Technology Program gain hands-on experience by working with animals such as dogs, cats, horses, cattle, rabbits, rodents, and birds in veterinary hospitals. Traditional classroom coursework for the program is completed online.

The online DLVTP core program coursework consists of 43 credit hours of didactic courses, 13 credit hours of mentorship courses, and 4 credit hours of veterinary clinical experiences. During the mentorships, students practice and then demonstrate the successful completion of AVMA Essential Skills under the supervision of a licensed veterinarian or credentialed veterinary technician by making video recordings of themselves successfully completing the tasks.

These videos are reviewed by program faculty members to ensure successful completion of each skill. During the veterinary clinical experience courses, students gain additional hands-on experiences in a veterinary hospital.

### Prerequisites

EN176	English Composition I	3
CH176	Fundamentals of Chemistry w/Lab <b>or</b>	
CH177	Chemistry I w/Lab	4-5
BI177	Principles of Biology w/Lab (preferred) <b>or</b>	
BI285	Zoology w/Lab	4-5
AG149	Principles of Animal Science	3
	Oral Communication Gen. Ed.	3
AL102	Medical Terminology <b>or</b>	1 or 3
EN110	Medical Terminology	
	Social/Behavioral Science Gen. Ed.	3
VT116	Orientation to Veterinary Technology	1
<b>Total</b>		<b>22-26</b>

This program requires selective admission.

Students with at least 12 credit hours of the prerequisite coursework completed with a "C" or better may enroll in First Term and Second Term courses with the approval of the Colby Community College Veterinary Technology Program Director.

# Associate of Applied Science: Distance Learning (Online) Veterinary Technology

## Suggested Part-Time Curriculum

**\*Please Note:**

- BI177 Principles of Biology w/Lab or BI285 Zoology w/Lab and CH176 Fundamentals of Chemistry w/Lab or CH177 Chemistry I w/Lab are prerequisites for VT122 Anatomy and Physiology for Veterinary technicians.
- AG149 Principles of Animal Science is a prerequisite for VT123 Basic Nutrition.
- VT122 Anatomy & Physiology for Veterinary Technicians is a prerequisite or corequisite for VT150 Veterinary Technician Pharmacology I.
- BI177 Principles of Biology w/Lab or BI285 Zoology w/Lab is a prerequisite and VT122 Anatomy and Physiology for Veterinary Technicians is a prerequisite or co-requisite for VT134 Veterinary Immunology.

All prerequisite and First and Second Term courses must be successfully completed with a "C" or better before a student accepted into the program may enroll in Third Term courses and above.

All prerequisite and program-specific coursework must be completed with a grade of "C" or better to meet prerequisite, co-requisite, and graduation requirements.

### Suggested Part-Time Curriculum

All prerequisite and First and Second Term courses must be successfully completed with a "C" or better before a student accepted into the program can enroll in Third Term courses and above.

#### Year 1

**First Term**

MA109	Math for Veterinary Technicians	2
VT119	Breeds of Domestic Animals	1
VT121	Medical Records and Veterinary Office Skills	2
VT133	Introduction to Veterinary Parasitology	<u>0.5</u>
<b>Total</b>		<b>6</b>

**Second Term**

VT122	Anatomy and Physiology for Veterinary Technicians	4
VT123	Basic Nutrition of Domestic Animals	1
VT124	Mentorship Preparation	0.5
VT132	Introduction to Veterinary Pharmacology	<u>0.5</u>
<b>Total</b>		<b>6</b>

**Third Term**

VT134	Small Animal Immunology	1
VT137	Animal Facility Management and Sanitation	1
VT138	Animal Facility Management and Sanitation Mentorship	0.5
VT142	Veterinary Pharmacology	3
VT147	Small Animal Diseases	1
<b>Total</b>		

#### Year 2

**Fourth Term**

VT135	Small Animal Clinical Procedures	1
VT136	Small Animal Clinical Procedures Mentorship	1
VT143	Veterinary Parasitology	1.5
VT144	Veterinary Parasitology Mentorship	1
VT273	Veterinary Hematology	1.5
VT274	Veterinary Hematology Mentorship	<u>1</u>
<b>Total</b>		<b>7</b>

**Fifth Term**

VT148	Veterinary Clinical Chemistry	1
VT149	Veterinary Clinical Chemistry Mentorship	1
VT277	Veterinary Technician Microbiology	2
VT278	Veterinary Technician Microbiology Mentorship	0.5
VT272	Veterinary Clinical Experience I	<u>1.5</u>
<b>Total</b>		<b>6</b>

**Sixth Term**

VT263	Large Animal Clinical Procedures	2
VT264	Large Animal Clinical Procedures Mentorship	1.5
VT289	Large Animal Diseases	1.5
VT268	Laboratory Animal and Exotic Pet Medicine	2
VT269	Laboratory Animal and Exotic Pet Medicine Mentorship	<u>1</u>
<b>Total</b>		<b>8</b>

#### Year 3

**Seventh Term**

VT282	Veterinary Coagulation and Transfusion Medicine	0.5
VT283	Veterinary Anesthesiology and Analgesia	3
VT284	Veterinary Anesthesiology and Analgesia Mentorship	1.5
VT287	Veterinary Cytology	1
VT288	Veterinary Cytology Mentorship	1
VT279	Veterinary Clinical Experience II	<u>0.5</u>
<b>Total</b>		<b>7</b>

**Eighth Term**

VT290	Veterinary Radiology	1.5
VT291	Veterinary Radiology Mentorship	1
VT292	Veterinary Dentistry	1
VT293	Veterinary Dentistry Mentorship	0.5
VT294	Veterinary Clinical Experience III	<u>2</u>
<b>Total</b>		<b>6</b>

**Ninth Term**

VT210	Veterinary Technician National Examination Preparation	1
VT296	Veterinary Surgical Nursing	1.5
VT297	Veterinary Surgical Nursing Mentorship	1.5
VT298	Veterinary Critical Care and Clinical Skills	2.5
VT299	Veterinary Critical Care and Clinical Skills Mentorship	<u>0.5</u>
<b>Total</b>		<b>7</b>

Prerequisites total 22-26 credit hours.

Program specific courses total 60 credit hours.

Total required for graduation is 82 credit hours.

All Veterinary Technology prerequisite and program specific courses must be passed with a grade of "C" or better to meet graduation requirements.



# Associate of Applied Science: Distance Learning (Online) Veterinary Technology

## Suggested Full-Time Curriculum

Students with at least 12 credit hours of prerequisite course work completed with a "C" or better can enroll in the First Term courses with the approval of the Colby Community College Veterinary Technology Program Director.

All prerequisites and program specific course work must be successfully completed with a "C" or better before a student accepted into the program may enroll in Second Term course and above.

### Year 1

#### First Term

MA109	Math for Veterinary Technicians	2
VT119	Breeds of Domestic Animals	1
VT121	Medical Records and Veterinary Office Skills	2
VT122	Anatomy & Physiology for Vet Technicians	4
VT123	Basic Nutrition of Domestic Animals	1
VT124	Mentorship Preparation	1
VT150	Veterinary Technician Pharmacology I	1
<b>Total</b>		<b>12</b>

#### Second Term

VT134	Veterinary Immunology	1
VT135	Small Animal Clinical Procedures	3
VT136	Small Animal Clinical Procedures Mentorship	0
VT137	Animal Facility Management and Sanitation	1
VT138	Animal Facility Management and Sanitation Mentorship	0
VT143	Veterinary Parasitology	3
VT144	Veterinary Parasitology Mentorship	0
VT151	Veterinary Technician Pharmacology II	3
VT272	Veterinary Clinical Experience I	2
VT273	Veterinary Hematology	3
VT274	Veterinary Hematology Mentorship	0
<b>Total</b>		<b>16</b>

### Year 2

#### Third Term

VT148	Veterinary Clinical Chemistry	2
VT149	Veterinary Clinical Chemistry Mentorship	0
VT263	Large Animal Clinical Procedures	3
VT264	Large Animal Clinical Procedures Mentorship	0
VT268	Laboratory Animal and Exotic Pet Medicine	2
VT269	Laboratory Animal and Exotic Pet Medicine Mentorship	1
VT277	Veterinary Technician Microbiology	2
VT278	Veterinary Technician Microbiology Mentorship	0
VT279	Veterinary Clinical Experience II	2
VT287	Veterinary Cytology	2
VT288	Veterinary Cytology Mentorship	0
VT289	Common Animal Diseases	2
<b>Total</b>		<b>16</b>

#### Fourth Term

VT210	Veterinary Technician National Examination Preparation	1
VT283	Veterinary Anesthesiology and Analgesia	5
VT284	Veterinary Anesthesiology and Analgesia Mentorship	0
VT290	Veterinary Imaging	3
VT291	Veterinary Imaging Mentorship	0
VT292	Veterinary Dentistry	1
VT293	Veterinary Dentistry Mentorship	0
VT296	Veterinary Surgical Nursing	3
VT297	Veterinary Surgical Nursing Mentorship	0
VT298	Veterinary Critical Care and Clinical Skills	3
VT299	Veterinary Critical Care and Clinical Skills Mentorship	0
<b>Total</b>		<b>16</b>

VT210 Veterinary Technician National Examination Preparation and VT289 Common Animal Diseases are offered during both fall and spring semesters.

**Prerequisites total 22-26 credit hours. Program specific courses total 60 credit hours. Total required for graduation is 82 credit hours.**

**All Veterinary Technology prerequisite and program specific courses must be passed with a grade of "C" or better to meet graduation requirements.**



## Veterinary Technology Office Assistant Technical Certificate - Online Program

### Fall Semester - 10 Credit Hours

Number	Course Name	Hr.
AL102	Medical Terminology	3
AG149	Principles of Animal Science	3
EN176	English Composition I	3
VT116	Orientation to Veterinary Technology	1

### Spring Semester - 8 Credit Hours

Number	Course Name	Hr.
MA109	Math for Veterinary Technicians	2
	Oral Communications Gen. Ed.	3
VT119	Breeds of Domestic Animals	1
VT121	Medical Records & Veterinary Office Skills	2

**Credit hours required to graduate 18**

### Career Opportunities

This veterinary technology office assistant certificate program will prepare individuals for a positions working as veterinary technology office assistants in veterinary hospitals. Individuals completing this certificate will obtain training in veterinary office and computer skills, communications skills, medical terminology, animal breed identification, medical record keeping, veterinary drug dosage calculations, and the basics of animal agriculture. This certificate is designed to provide individuals with the skills necessary to be successfully employed in a veterinary office setting.

The courses within this certificate (18 credit hours) can be taken fall or spring or divided between the two semesters.



## Veterinary Office Assistant Certificate of Completion - Online Program

### Fall or Spring Semesters- 13 Credit Hours

Number	Course Name	Hr.
AL102	Medical Terminology	1
AG149	Principles of Animal Science	3
EN176	English Composition I	3
MA109	Math for Veterinary Technicians	2
VT116	Orientation to Veterinary Technology	1
VT119	Breeds of Domestic Animals	1
VT121	Medical Records & Veterinary Office Skills	2

**Credit hours required to graduate 13**

### Career Opportunities

This online veterinary office assistant certificate will prepare students for a position working as a veterinary office assistant. Students completing this certificate will obtain training in veterinary office and computer skills, medical terminology, animal breed identification, medical record keeping, veterinary drug dosage calculations, and the basics of animal agriculture. This certificate is designed to provide students with the necessary skills necessary to be successfully employed.



# Associate of Applied Science: Dental Hygienist

This associate degree program prepares individuals for a career as a Dental Hygienist. The Dental Hygienist is a member of the dental team and helps individuals maintain oral health and prevent oral diseases. Under the supervision of a dentist, the hygienist inspects the mouth, removes stains and deposits from teeth, applies preventative agents, prepares clinical and diagnostic tests, completes dental x-rays, and performs many other services related to oral care. Dental Hygienists counsel patients about preventive measures such as nutrition, oral hygiene and dental care. Potential occupations include: Dental Sales representative, Dental Treatment Coordinator, and Dental Hygienist.

## 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 is 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. Model dental hygiene professional code of ethics;
2. Counsel clients/patients to reduce health risks;
3. Provide community oral health services in a variety of settings;
4. Manage infection and hazard control;
5. Assess data on all aspects of patient/client health using methods consistent with dental hygienist scope of practice and legal principles;
6. Formulate a comprehensive dental hygiene care plan in collaboration with the client and other health professionals;
7. Provide preventive and therapeutic services that promote oral health according to the needs of the patient/client.
8. Evaluate the effectiveness of the implemented client/patient dental hygiene care plan.

### 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

Mary Thao (NTC) 715-675-3331, ext 1634

### 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

CH177	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 <b>and</b>	4
BI277	Anatomy & Physiology II w/Lab <b>or</b>	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 <b>or</b>	
PS276	Developmental Psychology	3

## CCC Curriculum Program Hours

(Upon Acceptance Into Program)

### 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	
*10-508-111	General & Oral Pathology (DH118)	3
DH112	Dental Hygiene Process II	4
DH115	Periodontology	3

### Third Semester - Fall

*10-508-114	Dental Pharmacology	2
*10-508-115	Dental Public Health (DH119)	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**

**70**



## 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.

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

Fall Semester - 14 Credit Hours		
Number	Course Name	Hr.
MT120	Structural Anatomy	2
MT130	Basic Massage Techniques	2
MT140	Ethics & Business Practices	2
MT150	Massage Lab I	4
MT160	Clinic I	2
MT178	Anatomy & Physiology for Massage Therapy I	2
Spring Semester - 17 Credit Hours		
Number	Course Name	Hr.
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



## Medical Coding Certificate

Medical Coding prepares individuals to perform specialized data entry, classification, and recordkeeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. The program includes instruction in medical records, insurance software applications, basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and regulations relating to Medicare and insurance documentation.

Prerequisites - 8 Credit Hours		
Number	Course Name	Hr.
AL102	Medical Terminology	3
BI278	Anatomy & Physiology	5
Fall Semester - 16 Credit Hours		
Number	Course Name	Hr.
AL170	Introduction to Health Information	3
AL173	Coding Classification Systems	3
AL281	Pathophysiology	4
EN176	English Composition I	3
CO176	Computer Concepts & Applications	3
Spring Semester - 15 Credit Hours		
Number	Course Name	Hr.
AL171	Legal Ethical issues in Health Care	3
AL174	CPT Coding	3
AL172	Reimbursement	3
AI177	Computers in Healthcare	3
AL236	Pharmacology	3
Summer Semester - 7 Credit Hours		
Number	Course Name	Hr.
AL178	Electronic Healthcare Records	3
AL176	Health Care Practicum	4
Credit hours required to graduate		46

## 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.
First Semester (Fall or Spring)		
AL102	Medical Terminology	1
AL104	Certified Nurse Aide	5
PS225	Death and Dying	1
Second Semester (Fall or Spring)		
AL101	Basic Nutrition	3
AL110	Certified Medication Aide	4
PI276	Introduction to Ethics	3
Credit hours to graduate:		17



## Certificate: Practical Nursing Associate of Applied Science: 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, Norton, and Quinter. 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, ADN which qualifies the student to apply to write the licensure exam for registered nursing, is offered only at Colby, Norton, and Quinter. 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 Campus, Norton, KS, and at the Quinter Campus, Quinter KS.

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.

Number	Course Name	Hr.
<b>Prerequisites</b>		<b>12 hours</b>
AL101	Basic Nutrition	3
AL102	Medical Terminology	1
BI278	Anatomy & Physiology w/Lab	5
PS276	Developmental Psychology	3
Prerequisites: AL101 & BI278 Must have taken within the last 10 yrs.		
<b>Summer</b>		
NS100	Fundamentals of Nursing with Lab	4
<b>Fall</b>		
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
<b>Spring</b>		
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
<b>Credit hours to graduate:</b>		<b>46</b>

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.

#### ADN Curriculum

**The student MUST be a Licensed Practical Nurse (LPN) or Paramedic/RRT 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 offered on the Colby campus although theory content can be received at Norton and WaKeeney 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 evening ADN program. Application is also available to RRTs or Paramedics with one-year experience to complete three transition courses prior to admittance into the ADN program.

Number	Course Name	Hr.
<b>Fall</b>		
PI276	Introduction to Ethics	3
Must have taken with the last 10 years		
BI284	Nursing Microbiology w/Lab*	2
PS176	General Psychology	3
NS210	KSPN Mental Health Nursing	3
NS225	Medical Surgical Nursing III	4
<b>Spring</b>		
EN176	English Composition I	3
	Oral Communications Gen. Ed.	3
NS215	Professional Issues in Nursing	1
NS220	Maternal Child Care II	3
NS235	Medical Surgical Nursing IV	4
<b>Credit hours to graduate:</b>		<b>29</b>

### 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.

**Colby Community College**  
Associate Degree Nurse Education  
RRT/Paramedic to ADN program

Students must be a graduate of an accredited program and be a RRT (Registered Respiratory Therapist) or a Paramedic with one year of experience.

<b>Current Day Program- Must be an LPN</b>	<b>Credit Hours</b>	<b>RRT/Paramedic to ADN Program</b>	<b>Credit Hours</b>
<b>Prerequisite Courses*</b>		<b>General Ed. Courses</b>	
<i>*Anatomy and Physiology with lab</i>	5	General Psych.	3
		Principles of Microbiology	5
<b>Fall Semester</b>		English Composition	3
Mental Health Nursing	3	Speech or IPC	3
Maternal Child Care II	3	Introduction to Ethics	3
Nursing Microbiology with lab	2	Developmental Psychology	3
General Psychology	3	<b>Totals</b>	<b>20</b>
English Composition	3		
<b>Semester total</b>	<b>14</b>	<b>Summer Semester #1</b>	
<b>Spring Semester</b>		RRT/MICT to ADN Transition Concepts	2
Medical Surgical Nursing III	4	RRT/MICT to ADN Articulation Concepts	2
Medical Surgical Nursing IV	4	RRT/MICT to ADN Concepts of Care	4
		<b>Semester Total</b>	<b>8</b>
Professional Issues	1	<b>Fall Semester #2</b>	
Introduction to Ethics	3	Mental Health Nursing	3
		Maternal Child Care II	3
Speech or IPC	3	*Pharmacology	3
		*Health Assessment	3
		<b>Semester Total</b>	<b>9 (12 possible)</b>
<b>Semester total</b>	<b>15</b>	<b>Spring Semester #3</b>	
<b>Nursing total</b>	<b>17</b>	Medical Surgical Nursing III	4
<b>Total</b>	<b>29</b>	Medical Surgical Nursing IV	4
*RN Review Course	3	Professional Issues	1
*Pharmacology	3	*RN Review course	3
*Health Assessment	3	<b>Semester Total</b>	<b>9 (12 possible)</b>
		<b>Total</b>	<b>Nursing 25 hours 49 hours possible</b>

\* Recommended

\*\*Students who intend to transfer to a BSN program need to take the 5 credit hour Microbiology course.

General education courses may be completed prior to or during the program of study. They must be completed prior to graduation

## 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 7% (3-year average 2011-2014) attrition rate in the sophomore year. Board pass rate (3-year average 2010-2013) is 89%.

<b>Fall Semester (Freshman) - 16 Credit Hours</b>		
Number	Course Name	Hr.
PT103	Current Issues in PT or	
SO100	Student Success Seminar	1
AL102	Medical Terminology	1
BI276	Anatomy & Physiology I w/Lab	4
EN176	English Composition I	3
PS176	General Psychology	3
PE107	Concepts of Wellness	1
	Oral Communications Gen. Ed.	3
<b>Spring Semester (Freshman) - 16 Credit Hours</b>		
Number	Course Name	Hr.
PT205	Introduction to Physical Therapy	1
BI277	Anatomy & Physiology II w/Lab	4
EN177	English Composition II	3
PS276	Developmental Psychology	3
PH101	Our Physical World w/Lab	5
	Recommended if the student did not take high school physics.	
<b>Specialization &amp; Related Contextual Component</b>		
<b>Sophomore Level</b>		
PT210	Physical Therapy Procedures I	6
PT215	Clinical Education I	3
PT220	Physical Therapy Procedures II	6
PT222	Medical Lectures	5
PT225	Clinical Education II	3
PT226	Clinical Education III	1
PT227	Clinical Education IV	8
PT230	Physical Therapy Procedures III	6
PT231	Physical Therapy Procedures IV	6
PT239	Functional Musculoskeletal Anatomy	4
PT242	Physical Therapy Seminar	1
<b>Credit hours required to graduate</b>		<b>74</b>
<b>7 credit hrs optional = 81 credit hours</b>		

## 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.

<b>Emergency Medical Training</b>		
Number	Course Name	Hr.
AL125	Emergency Medical Training	12
<b>Students must also take the State Licensing Exam to qualify.</b>		

<b>Medication Aide</b>		
Number	Course Name	Hr.
AL110	Medication Aide	4
<b>Must have Nurse Aide Licensure Approval</b>		
<b>Students must also take the State Licensing Exam to qualify.</b>		
For subsequent required updates the following are offered:		
AL123	Medication Aide Update I	1

<b>Nurse Aide</b>		
Number	Course Name	Hr.
AL104	Nurse Aide	5
<b>Students must also take the State Licensing Exam to qualify.</b>		

<b>Restorative Aide</b>		
Number	Course Name	Hr.
AL116	Restorative Aide	2
<b>Must have Nurse Aide Licensure Approval</b>		

## 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.

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.

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

### Suggested Program of Study



#### Program Electives

AE176	Introduction to Wind & Other Alternative Energy	1
AE177	Energy Efficiency	3
AE178	AG / Rural Wind Applications	3
AE179	Community Wind	3
AE180	Wind/Solar PV Hybrid Systems	3
AE181	Small Wind Turbines	3
AE190	Electronics	3
AE199	Introduction to Construction	5
AE241	Power Storage/Transmission & Conversion	3
AE275	Introduction to Solar Photovoltaics	2
AE276	Introduction to Energy Technologies	3
AE277	Solar PV Fundamentals & Applications	3
AE279	Solar Photovoltaic Intermediate	3
AE280	Solar Photovoltaic Advanced	3
AE281	Solar Installation	3
AE298	Internship	4
BU212	Business Communications	3

#### 1st Semester (fall) - 16 Credit Hours

Number	Course Name	Hr.
SO100	Student Success Seminar	1
EN176	English Composition I	3
MA178	College Algebra	3
AE176	Intro to Wind & Alternative Energy	1
AE275	Intro to Solar Photovoltaics	2
	Oral Communications Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1

#### 2nd Semester (spring) - 15 Credit Hour

Number	Course Name	Hr.
AE276	Introduction to Energy Technologies	3
EN177	English Composition II	3
MA185	Plane Trigonometry	3
	Arts & Humanities Gen. Ed	3
	Social & Behavioral Science Gen. Ed.	3

#### 3rd Semester (fall) - 19 Credit Hours

Number	Course Name	Hr.
AE190	Electronics	3
MA205	Elements of Statistics	3
CH176	Fundamental of Chemistry or	5
CH177	Chemistry I	
PH207	General Physics I w/Lab	5
	Social & Behavioral Science Gen. Ed.	3

#### 4th Semester (spring) - 16 Credit Hours

Number	Course Name	Hr.
MA190	Pre-Calculus	3
CH178	Chemistry II	5
PH227	General Physics II w/Lab	5
	Arts & Humanities Gen. Ed.	3

**Minimum credit hours to graduate: 62**



# Associate of Applied Science: Sustainable/Renewable Energy

## Technical Certificates: Small Wind Technology/Solar Photovoltaic

This program is divided into two one-year certificates from which the student may choose. They are Solar Photovoltaic 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.

<b>AAS Sustainable/Renewable Energy Degree Completion</b>		
<b>Technical Certificate Credit Hours</b>		<b>37</b>
Number	Course Name	Hr.
<b>General Education Component</b>		<b>17 hrs</b>
EN176	English Composition I	3
CH176	Fundamentals of Chemistry w/Lab	5
SP106	Interpersonal Communications or	
SP176	Public Speaking	3
	Gen. Ed. Electives	6
<b>Additional Technical Track</b>		<b>12 hrs</b>
Wind Technical Track or Solar Photovoltaic Technical Track		
<b>Credit hours required to graduate:</b>		<b>66</b>

<b>Solar Photovoltaic Technical Certificate</b>		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
AE190	Electronics	3
AE199	Introduction to Construction	5
AE276	Introduction to Energy Technologies	3
AE298	Internship	4
BU212	Business Communications	3
<b>Solar Photovoltaic Track</b>		<b>12</b>
AE277	Solar PV Fundamentals & Applications	
AE279	Solar Photovoltaic Intermediate	
AE280	Solar Photovoltaic Advanced	
AE281	Solar Installation	
<b>Technical Electives</b>		<b>6</b>
AE176	Introduction to Wind & Alternative Energy (1 cr hr)	
AE177	Energy Efficiency (3 cr. hrs)	
AE241	Power Storage/Transmission and Conversion (3 cr hrs)	
AE275	Introduction to Solar Photovoltaics (2 cr hrs)	
<b>Credit hours required to graduate</b>		<b>37</b>

<b>Certificate of Completion</b>	
Number	Course Name
<b>Solar Photovoltaic Track</b> (each course 3 cr hrs)	
AE277	Solar PV Fundamentals & Applications
AE279	Solar Photovoltaic Intermediate
AE280	Solar Photovoltaic Advanced
AE281	Solar Installation
<b>Wind Track</b> (each course 3 cr hrs)	
AE178	AG / Rural Wind Applications
AE179	Community Wind
AE180	Wind/Solar PV Hybrid Systems
AE181	Small Wind Turbines

<b>Small Wind Technology Technical Certificate</b>		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
AE190	Electronics	3
AE199	Introduction to Construction	5
AE276	Introduction to Energy Technologies	3
AE298	Internship	4
BU212	Business Communications	3
AE177	Energy Efficiency	3
<b>Wind Technical Track</b>		<b>12</b>
AE178	AG/Rural Wind Applications	
AE179	Community Wind	
AE180	Wind/Solar PV Hybrid Systems	
AE181	Small Wind Turbines	
<b>Technical Electives</b>		<b>3</b>
AE176	Introduction to Wind & Alternative Energy (1 cr hr)	
AE241	Power Storage/Transmission and Conversion (3 cr hrs)	
AE275	Introduction to Solar Photovoltaics (2 cr hrs)	
<b>Credit hours required to graduate</b>		<b>37</b>

## 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.

\*Only 3 workshops may count towards graduation. Does not fulfill Kansas Transfer & Articulation Requirements

### Suggested Programs of Study

Political Science			Psychology, Social Work, Sociology		
<b>1st Semester (fall) - 16 Credit Hours</b>			<b>1st Semester (fall) - 15 Credit Hours</b>		
Number	Course Name	Hr.	Number	Course Name	Hr.
SO100	Student Success Seminar	1	SO100	Student Success Seminar	1
EN176	English Composition I	3	EN176	English Composition I	3
CJ110	Introduction to Criminal Justice	3	PS176	General Psychology	3
PO176	American Government	3	PS225	Death & Dying	1
	Mathematics Gen. Ed.	3		Mathematics Gen. Ed.	3
	Oral Communications Gen. Ed.	3		Oral Communications Gen. Ed.	3
				Physical Education-Lifestyle or Skill	1
<b>2nd Semester (spring) -16-17 Credit Hours</b>			<b>2nd Semester (spring) - 18 Credit Hours</b>		
Number	Course Name	Hr.	Number	Course Name	Hr.
CO176	Computer Concepts & Application	3	CO176	Computer Concepts & Application	3
EN177	English Composition II	3	EN177	English Composition II	3
PO105	State and Local Government	3	PS276	Developmental Psychology	3
	Natural Science w/Lab Gen. Ed.	4-5	SO176	Introduction to Sociology	3
	Social & Behavioral Science Gen. Ed.	3		Arts & Humanities	3
				Elective	3
<b>3rd Semester (fall) - 18 Credit Hours</b>			<b>3rd Semester (fall) - 14-15 Credit Hours</b>		
Number	Course Name	Hr.	Number	Course Name	Hr.
SO176	Introduction to Sociology	3	PS112	Anger/Stress	1
	Arts & Humanities Gen. Ed.	3	PS280	Child Development	3
	Social & Behavioral Gen. Ed.	3		Arts & Humanities	3
	Electives	9		Natural Science w/Lab Gen. Ed.	4-5
				Social & Behavioral Science Gen. Ed.	3
<b>4th Semester (spring) - 16 Credit Hours</b>			<b>4th Semester (spring) - 15 Credit Hours</b>		
Number	Course Name	Hr.	Number	Course Name	Hr.
GE176	World Regional Geography	3	PS214	Abnormal Psychology	3
	Arts & Humanities - Gen. Ed.	3	PS230	Adolescent Psychology	3
	Electives	9	SO182	Sociology of Families	3
	Physical Education-Lifestyle or Skill	1		Electives	6
<b>Minimum credit hours to graduate:</b>		<b>62</b>	<b>Minimum credit hours to graduate:</b>		<b>62</b>

## Associate of Science: Business Administration/Accounting or Business Education,

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

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

### Suggested Programs of Study

Business Administration / Accounting		
1st Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
AC101	Accounting Fundamentals (if needed) or	
AC177	Accounting I	3
BU178	Introduction to Business	3
CO176	Computer Concepts & Applications	3
EN176	English Composition I	3
MA178	College Algebra	3
2nd Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.
AC178	Accounting II	3
EN177	English Composition II	3
MA210	Calculus: For Business & Liberal Arts	3
	Social & Behavioral Science Gen. Ed.	3
	Natural Science w/Lab Gen. Ed.	5
3rd Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
EC277	Principles of Microeconomics	3
MA205	Elements of Statistics	3
SP176	Public Speaking	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
4th Semester (spring) - 15 Credit Hours		
Number	Course Name	Hr.
AC257	Managerial Accounting	3
BU217	The Legal Environment of Business	3
EC276	Principles of Macroeconomics	3
	Arts & Humanities Gen. Ed.	3
	Business Elective	3
Minimum credit hours to graduate:		62

Business Education		
1st Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
AC101	Accounting Fundamentals (if needed) or	
AC177	Accounting I	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU253	Business Finance	3
EN176	English Composition I	3
2nd Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.
AC178	Accounting II	3
EC277	Principles of Microeconomics	3
EN177	English Composition II	3
CO176	Computer Concepts & Applications	3
	Natural Science w/Lab Gen. Ed.	5
3rd Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
ED177	Foundations of Modern Education	3
EC276	Principles of Macroeconomics	3
SP176	Public Speaking	3
MA178	College Algebra	3
	Arts & Humanities Gen. Ed.	3
4th Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
AC257	Managerial Accounting	3
BU217	The Legal Environment of Business	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	6
	Physical Education-Lifestyle or Skill	1
Minimum credit hours to graduate:		62

## Associate of Science: General Business

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 an Associate of Science Degree.

### Suggested Program of Study

<b>1st Semester (fall) - 16 Credit Hours</b>		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
EN176	English Composition I	3
	General Business Concentration Hours	6
	Mathematics Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
<b>2nd Semester (spring) - 18 Credit Hours</b>		
Number	Course Name	Hr.
EN177	English Composition II	3
	General Business Concentration Hours	3
	Arts & Humanities Gen. Ed.	3
	Math, Science, or Business Elective	6
	Oral Communications Gen. Ed.	3
<b>3rd Semester (fall) - 17 Credit Hours</b>		
Number	Course Name	Hr.
	General Business Concentration Hours	3
	Math, Science, or Business Elective	6
	Natural Science w/Lab Gen. Ed.	5
	Social & Behavioral Science Gen. Ed.	3
<b>4th Semester (spring) - 16 Credit Hours</b>		
Number	Course Name	Hr.
	General Business Concentration Hours	3
	Arts & Humanities Gen. Ed.	3
	Math, Science, or Business Electives	9
	Physical Education - Lifestyle or Skill	1
<b>Minimum credit hours to graduate:</b>		<b>62</b>

### General Business Concentration Hours Must take a minimum of 5 course from this list

Number	Course Name	Hr.
AC101	Accounting Fundamentals	3
AC177	Accounting I	3
AC178	Accounting II	3
AG106	Principles of Agriculture Economics	3
AG109	Farm Records & Accounts	3
BU178	Introduction to Business	3
BU212	Business Communications	3
CO176	Computer Concepts & Applications	3
EC277	Principles of Microeconomics	3
EC276	Principles of Macroeconomics	3

## Leadership Certificate of Completion

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. This curriculum is offered online only.

### Leadership Certificate of Completion

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
<b>Credit hours required to graduate</b>		<b>27</b>





# Associate of Applied Science: Business Management and Administration

## Technical Certificates: Accounting, Management/Marketing, Virtual Office Assistant

The Business Management and Administration Program offers two-year degree options, as well as Certificates in Accounting, Management/Marketing. Each of the three 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.**

<b>AAS Business Management and Administration Degree Completion</b>		
<b>Technical Certificate Credit Hours</b>		<b>33</b>
Number	Course Name	Hr.
<b>General Education Component</b>		<b>16 hrs</b>
SO100	Student Success Seminar	1
BU212	Business Communications	3
EC276	Principles of Macroeconomics	3
EC277	Principles of Microeconomics	3
	Humanities Gen. Ed.	3
	Oral Communications Gen. Ed.	3
<b>Business Component</b>		<b>18 hrs</b>
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
<b>Credit hours required to graduate:</b>		<b>67</b>

<b>Virtual Office Assistant Online Technical Certificate</b>		
Number	Course Name	Hr.
AC177	Accounting I	3
AC219	QuickBooks	3
BT210	Creating a Virtual Office	3
BT212	Applied Office Procedures	5
BT218	Advanced Word	3
BU222	Customer Service	3
BU281	Effective Time Management	1
BU245	Management of Small Business	3
CO176	Computer Concepts & Applications	3
CO223	Advanced Electronic Spreadsheets	3
CO276	Web Page Design	3
<b>Credit hours required to graduate:</b>		<b>33</b>

<b>Accounting Technical Certificate</b>		
Number	Course Name	Hr.
AC101	Accounting Fundamentals	3
AC177	Accounting I	3
AC178	Accounting II	3
AC219	QuickBooks	3
AC247	Income Tax I	3
AC257	Managerial Accounting	3
BU222	Customer Service	3
BU241	Management of Small Business	3
BU298	Seminar in Business	3
CO176	Computer Concepts & Applications	3
CO223	Advanced Electronic Spreadsheets	3
<b>Credit hours required to graduate:</b>		<b>33</b>

<b>Management/Marketing Technical Certificate</b>		
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
BU222	Customer Service	3
BU241	Management of Small Business	3
BU244	Retail Management	3
BU245	Principles of Selling	3
BU298	Seminar in Business	3
CO176	Computer Concepts & Applications	3
<b>Credit hours required to graduate:</b>		<b>33</b>

According to the National Business Educators Association Virtual Office Assistant is one of the fastest growing fields. Trained assistants are working from home and thus should be able to be trained at home. Virtual Assistants are independent contractors who support multiple clients in a variety of industries providing administrative, creative and technical services. The fully-online program is designed so virtual assistants can create, manage, and market a virtual office-or convert a current home-based business to a virtual office.

**Associate of Applied Science:  
Computer Specialist  
Technical Certificates: Computer Support Specialist**

**Career Opportunities**

The Computer Specialist program allows students to specialize in business and computer skills. Students have the opportunity to gain practical experience while completing an associate's degree. The course content is continually assessed for the appropriate material to meet the changing demands, expectation, and technology advancement.

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

<b>AAS Computer Support Specialist Degree Completion</b>		
<b>Technical Certificate Credit Hours</b>		<b>34</b>
Number	Course Name	Hr.
<b>General Education Component</b>		<b>13 hrs</b>
SO100	Student Success Seminar	1
EC276	Principles of Macroeconomics	3
MA177	Intermediate Algebra or	
MA178	College Algebra	3
	Humanities Gen. Ed.	3
SP101	Fundamentals of Oral Communication or	
SP176	Public Speaking	3
<b>Business Component</b>		<b>12 hrs</b>
BU178	Introduction to Business	3
BU212	Business Communications	3
EC277	Principles of Microeconomics	3
BU298	Seminar in Business	3
<b>ELECTIVE HOURS (Select two courses)</b>		<b>6 hrs.</b>
CO195	Network+	3
CO196	Server+	3
CO197	Security+	3
<b>Credit hours required to graduate:</b>		<b>62</b>

<b>Computer Support Specialist Technical Certificate</b>		
Number	Course Name	Hr.
AR125	Computer Graphics I	3
BT218	Advanced Word Processing	3
BU222	Customer Service	3
BU281	Effective Time Management	1
CO176	Computer Concepts & Applications	3
CO186	Introduction to Database	3
CO199	CompTIA A+ Essentials	3
CO198	CompTIA A+ Practical Applications	3
CO223	Advanced Electronic Spreadsheets	3
CO276	Web Page Design	3
<b>ELECTIVE HOURS (Select two courses)</b>		<b>6 hrs.</b>
AC219	Quickbooks	3
AR225	Computer Graphics II	3
BU225	Marketing	3
CS125	Visual Basic Programming	3
CS135	C Language Programming	3
<b>Credit hours required to graduate:</b>		<b>34</b>



<b>Computer Application Essentials Certificate of Completion</b>		
Number	Course Name	Hr.
BT218	Advanced Word Processing	3
CO176	Computer Concepts & Applications	3
CO223	Advanced Electronic Spreadsheets	3
<b>ELECTIVE HOURS (Select two courses)</b>		<b>6 hrs.</b>
AR125	Computer Graphics I	3
AR225	Computer Graphics II	3
CO186	Introduction to Database	3
CO276	Web Page Design	3
<b>Total Credit Hours:</b>		<b>15</b>

## Associate of Applied Science: Criminal Justice

### Technical Certificate: Criminal Justice

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.

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.**

<b>Criminal Justice Technical Certificate</b>		
<b>1st Semester (fall) - 19 Credit Hours</b>		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
CJ110	Introduction to Criminal Justice	3
CJ210	Juvenile Delinquency and Justice	3
CJ215	Criminal Law	3
	Criminal Justice Elective	3
EN176	English Composition I	3
	Oral Communications Gen. Ed.	3
<b>2nd Semester (spring) - 18 Credit Hours</b>		
Number	Course Name	Hr.
CJ211	Law Enforcement Operations & Procedures	3
CJ214	Criminal Investigation	3
CJ233	Criminal Procedures	3
	Criminal Justice Elective	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
<b>3rd Semester (fall) - 15 Credit Hours</b>		
Number	Course Name	Hr.
CJ216	Criminal Justice Interview & Report Writing	3
CJ237	Professional Responsibility in Criminal Justice	3
CJ240	Agency Administration	3
	Criminal Justice Elective	3
	General Education Course	3
<b>Total credit hours to graduate:</b>		<b>51</b>

<b>Criminal Justice Associate of Applied Science</b>	
Technical Certificate Hours	51 hrs
Upon completion of the Criminal Justice Technical Certificate a student may choose to enter the KLETC or equivalent law enforcement academy training. Upon completion of the academy training a student may choose to transfer those credits back to CCC to be awarded the Associate of Applied Science through CCC.	
	12 hrs
<b>Total credit hours to graduate</b>	<b>63</b>

<b>Police Science Certificate of Completion</b>		
Number	Course Name	Hr.
CJ210	Juvenile Delinquency and Justice	3
CJ211	Law Enforcement Operations & Procedures	3
CJ215	Criminal Law	3
<b>ELECTIVE HOURS (Select one course)</b>		<b>3</b>
CJ214	Criminal Investigation	
CJ233	Criminal Procedures	
CJ240	Agency Administration	
<b>Total Credit Hours</b>		<b>12</b>



## 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.**

### Suggested Program of Study

Criminal Justice/Pre-Law		
1st Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
CJ110	Introduction to Criminal Justice	3
EN176	English Composition I	3
	Criminal Justice Elective	3
	Oral Communications Gen. Ed.	3
	Mathematics Gen. Ed.	3
2nd Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
EN177	English Composition II	3
	Criminal Justice Elective	3
	Arts & Humanities Gen. Ed.	3
	Natural Science w/Lab Gen. Ed.	4
	Social & Behavioral Science Gen. Ed.	3
3rd Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
	Criminal Justice Electives	6
	General Education Course	6
	Social & Behavioral Science Gen. Ed.	3
4th Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
	Criminal Justice Electives	9
	Arts & Humanities Gen. Ed.	3
	General Education Course	3
	Physical Education - Lifestyle or Skill	1
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 consider using the elective hours to fulfill additional requirements of the four-year institution.

### Criminal Justice Electives

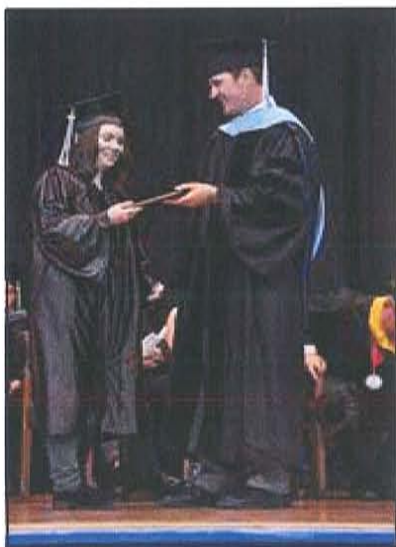
AN185	Introduction to Forensic Anthropology
BU282	Cyber Security
BU283	Cyber Forensics
CJ110	Introduction to Criminal Justice
CJ210	Juvenile Delinquency and Justice
CJ211	Law Enforcement Operations & Procedures
CJ212	Introduction to Corrections
CJ213	Introduction to Judicial Functions
CJ214	Criminal Investigations
CJ215	Criminal Law
CJ216	Criminal Justice Interview & Report Writing
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 Procedures
CJ236	Rules of Evidence
CJ237	Professional Responsibility in Criminal Justice
CJ240	Agency Administration
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 Applied Science: Technical Studies

This Technical Studies degree allow students to design an individualized program of study in order to fulfill a unique career goal that cannot be met through any single technology program offered by the college. **Students completing this degree must complete a minimum of fifteen credit hours from at least two technical disciplines and develop a coherent technical program with a technical focus directly related to the student's career objective.** This degree is two years in length and utilizes previous approved courses in Kansas Board of Regents (KBOR) approved programs.

Number	Course Name	Hr.
<b>General Education Component</b>		<b>15 hrs</b>
	Written Communication Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	9 hours from the following disciplines:	9
	Humanities Gen. Ed.	
	Social & Behavioral Science Gen. Ed.	
	Natural Science & Mathematics Gen. Ed.	
<b>Specialization/Contextual Component</b>		
A student must complete the general education requirements and two approved Kansas Board of Regents Technical Certificates.		
<b>For example:</b> Massage Therapy Certificate and Management/Marketing Certificate.		
<b>Credit hours required to graduate:</b>		<b>62</b>
<b>Not to exceed 68 credit hours</b>		



## Associate of Arts: Early Childhood

### Elementary or 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 Program of Study

<b>1st Semester (fall) - 16 Credit Hours</b>		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
EN176	English Composition I	3
	Oral Communications Gen. Ed.	3
	Mathematics Gen. Ed.	3
ED177	Foundations of Modern Education	3
ED277	Childrens Literature	3
<b>2nd Semester (spring) - 15-16 Credit Hours</b>		
Number	Course Name	Hr.
ED236	Observation & Participation	2-3
EN177	English Composition II	3
	Social & Behavioral Science Gen. Ed.	3
	Arts and Humanities Gen. Ed.	3
	General Education Course	3
	Physical Education Gen. Ed.	1
<b>3rd Semester (fall) - 16-17 Credit Hours</b>		
Number	Course Name	Hr.
PS280	Child Development	3
	General Education Gen. Ed.	3
	Natural Science w/Lab Gen. Ed.	4-5
	Social & Behavioral Science Gen. Ed.	3
	Arts & Humanities Gen. Ed.	3
<b>4th Semester (spring) - 18 Credit Hours</b>		
Number	Course Name	Hr.
AR106	Elementary Art Education	3
CO176	Computer Concepts & Applications	3
	General Education Course	3
	Elective Hours	9
<b>Minimum credit hours to graduate:</b>		<b>62</b>

## Physical Education

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 K-12 Education/Coaching

1st Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
PS176	General Psychology	3
	Oral Communications Gen. Ed.	3
2nd Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.
BI177	Principles of Biology w/Lab	5
EN177	English Composition II	3
PE198	History & Foundations of PE	3
PS276	Developmental Psychology	3
SO176	Introduction to Sociology	3
3rd Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
BI276	Anatomy & Physiology I w/Lab	4
PE177	Personal & Community Health	3
	Mathematics Gen. Ed.	3
	Arts & Humanities Gen. Ed.	6
4th Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.
BI277	Anatomy & Physiology II w/Lab	4
ED177	Foundations of Modern Education	3
PE107	Concepts of Wellness	1
	Arts & Humanities Gen. Ed.	3
	General Education Courses	6
Minimum credit hours to graduate:		62

### Associate of Science: Physical Education Exercise Physiology/Athletic Training

1st Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
	Oral Communications Gen. Ed.	3
2nd Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.
EN177	English Composition II	3
CH178	Chemistry II w/Lab	5
PS176	General Psychology	3
SO176	Introduction to Sociology	3
	Arts & Humanities Gen. Ed.	3
3rd Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
BI276	Anatomy & Physiology I w/Lab	4
PH101	Our Physical World w/Lab	5
PE177	Personal & Community Health	3
	Mathematics Gen. Ed.	3
4th Semester (spring) - 14 Credit Hours		
Number	Course Name	Hr.
BI277	Anatomy & Physiology II w/Lab	4
ED177	Foundations of Modern Education	3
PE107	Concepts of Wellness	1
PE198	History & Foundations of PE	3
	Arts & Humanities Gen. Ed.	3
Minimum credit hours to graduate:		62

## Associate of Arts: Graphic Design, Visual Arts, Music

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.

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.

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

### Suggested Programs of Study

#### Graphic Design / Visual Arts

1st Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
AR102	2-D Design	3
AR103	Drawing I	3
AR175	Art Appreciation	3
EN176	English Composition I	3
	Mathematics Gen. Ed.	3
2nd Semester (spring) - 16-17 Credit Hours		
Number	Course Name	Hr.
AR203	Drawing II	3
EN177	English Composition II	3
	Art Elective	3
	Oral Communications Gen. Ed.	3
	Natural Science w/Lab Gen. Ed.	4-5
3rd Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
AR125	Computer Graphics I	3
AR176	Art History I	3
	General Education Course	3
	Physical Education - Lifestyle or Skill	1
	Social & Behavioral Science Gen. Ed.	3
	Art Elective	3
4th Semester (spring) - 18 Credit Hours		
Number	Course Name	Hr.
AR177	Art History II	3
AR225	Computer Graphics II	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
	Art Elective	6
Minimum credit hours to graduate:		62

#### Music

1st Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
EN176	English Composition I	3
MU176	Introduction to Music	3
	Instrumental or Vocal Electives	3
	Mathematics Gen. Ed.	3
	Oral Communication Gen. Ed.	3
2nd Semester (spring) - 14-15 Credit Hours		
Number	Course Name	Hr.
EN177	English Composition II	3
	Arts & Humanities Gen. Ed.	3
	Instrumental or Vocal Electives	3
	Natural Science w/Lab Gen. Ed.	4-5
	Physical Education - Lifestyle or Skill	1
3rd Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
CO176	Computer Concepts & Applications	3
	General Education Courses	6
	Instrumental or Vocal Elective	3
	Social & Behavioral Science Gen. Ed.	3
4th Semester (spring) - 18 Credit Hours		
Number	Course Name	Hr.
	Arts & Humanities Gen. Ed.	3
	Instrumental or Vocal Elective	3
	Social & Behavioral Science Gen. Ed.	3
	Elective	9
Minimum credit hours to graduate:		62

## 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.

### Suggested Programs of Study

1st Semester - 14 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
EN176	English Composition I	3
CO176	Computer Concepts & Applications	3
	Oral Communication Gen. Ed.	3
	Mathematics Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
2nd Semester - 16-17 Credit Hours		
Number	Course Name	Hr.
EN177	English Composition II	3
	Natural Science w/Lab Gen.Ed.	4-5
	Social & Behavioral Science Gen. Ed.	3
	Arts & Humanities Gen. Ed.	3
	Elective	3
3rd Semester - 15 Credit Hours		
Number	Course Name	Hr.
	Arts & Humanities	3
	Social & Behavioral Science Gen. Ed.	3
	General Education Course	3
	Elective	6
4th Semester - 18 Credit Hours		
Number	Course Name	Hr.
	Electives	12
	General Education Courses	6
Minimum credit hours to graduate:		62

1st Semester 15-16 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
EN176	English Composition I	3
	Oral Communication Gen. Ed.	3
	Mathematics Gen. Ed.	3
	Natural Science w/Lab Gen. Ed.	4-5
2nd Semester - 17-19 Credit Hours		
Number	Course Name	Hr.
EN177	English Composition II	3
	Arts & Humanities Gen. Ed.	3
	Mathematics Gen. Ed. - Higher Level	3-5
	Natural Science w/Lab Gen.Ed.	5
	Social & Behavioral Science Gen. Ed.	3
3rd Semester - 17 Credit Hours		
Number	Course Name	Hr.
CO176	Computer Concepts & Applications	3
	Arts & Humanities Gen. Ed.	3
	Mathematics Gen. Ed. - Higher Level	5
	Natural Science w/Lab Gen. Ed.	5
	Physical Education Gen. Ed.	1
4th Semester - 17 Credit Hours		
Number	Course Name	Hr.
	Mathematics Gen. Ed. - Higher Level or Natural Science Gen. Ed.	5
	Social & Behavioral Science Gen. Ed.	3
	Electives	9
Minimum credit hours to graduate:		62



## Associate of Arts: English

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.

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

### Suggested Program of Study

<b>1st Semester - 16 Credit Hours</b>		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
EN176	English Composition I	3
CO176	Computer Concepts & Applications	3
	English Elective	3
	Oral Communication Gen. Ed.	3
	Mathematics Gen. Ed.	3
<b>2nd Semester - 16-17 Credit Hours</b>		
Number	Course Name	Hr.
EN177	English Composition II	3
	English Elective	3
	Arts & Humanities Gen. Ed.	3
	Natural Science w/Lab Gen.Ed.	4-5
	Social & Behavioral Science Gen. Ed.	3
<b>3rd Semester - 15 Credit Hours</b>		
Number	Course Name	Hr.
	Arts & Humanities Gen. Ed.	3
	English Elective	3
	Social & Behavioral Science Gen. Ed.	3
	General Education Courses	6
<b>4th Semester - 16 Credit Hours</b>		
Number	Course Name	Hr.
	English Elective	3
	General Education Courses	3
	Physical Education - Lifestyle or Skill Electives	1
		9
<b>Minimum credit hours to graduate:</b>		<b>62</b>

### 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.

### 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 Reading Across the Disciplines 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 is worth three credit hours. Literature courses meet general education requirements for graduation and easily transfer to four-year colleges. Students should check with transfer institutions for literature course choices that best fit their program of study.

## Associate of Arts: History

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.

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

### Suggested Program of Study

<b>1st Semester (fall) - 16 Credit Hours</b>		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
EN176	English Composition I	3
HI104	World Civilization to 1600	3
HI176	American History to 1865	3
	Mathematics Gen. Ed.	3
	Oral Communication Gen. Ed.	3
<b>2nd Semester (spring) - 16-17 Credit Hours</b>		
Number	Course Name	Hr.
CO176	Computer Concepts & Applications	3
EN177	English Composition II	3
HI177	American History 1865 to Present	3
HI204	World Civilization 1600 to Present	3
	Natural Science w/Lab Gen. Ed.	4-5
<b>3rd Semester (fall) - 16 Credit Hours</b>		
Number	Course Name	Hr.
GE176	World Regional Geography	3
PO176	American Government	3
	Arts & Humanities Gen. Ed.	3
	Physical Education Gen. Ed.	1
	Electives	6
<b>4th Semester (spring) - 15 Credit Hours</b>		
Number	Course Name	Hr.
	History Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
	Electives	9
<b>Minimum credit hours to graduate:</b>		<b>62</b>



## Associate of Science: Biological Science / Chemistry

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.

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.

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

### Suggested Programs of Study

Biological Science		
1st Semester (fall) - 17 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
	Mathematics Gen. Ed.	3
2nd Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
BI280	Principle of Microbiology w/Lab	5
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
	Social & Behavioral Science Gen. Ed.	3
3rd Semester (fall) - 17 Credit Hours		
Number	Course Name	Hr.
BI276	Anatomy & Physiology I w/Lab	4
CH225	Organic Chemistry I w/Lab	5
MA220	Analytic Geometry & Calculus I	5
	Arts & Humanities Gen. Ed.	3
4th Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
BI277	Anatomy & Physiology II w/Lab	4
CH235	Organic Chemistry II w/Lab	5
	Arts & Humanities Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
	Social & Behavioral Science Gen. Ed.	3
Minimum credit hours to graduate:		62

Chemistry		
1st Semester (fall) - 18 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
MA178	College Algebra	3
	Arts & Humanities Gen. Ed.	3
	Oral Communications Gen. Ed.	3
2nd Semester (spring) - 14 Credit Hours		
Number	Course Name	Hr.
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
MA245	Differential Equations	3
	Social & Behavioral Science Gen. Ed.	3
3rd Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
CH225	Organic Chemistry I	5
MA220	Analytical Geometry & Calculus I	5
	Arts & Humanities Gen. Ed.	3
	General Education Course	3
15		
4th Semester (spring) - 14 Credit Hours		
Number	Course Name	Hr.
CH235	Organic Chemistry II	5
MA230	Analytical Geometry & Calculus II	5
	Physical Education-Lifestyle or Skill	1
	Social & Behavioral Science Gen. Ed.	3
Minimum credit hours to graduate:		62

## Associate of Science: Computer Science, Engineering

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

### Suggested Programs of Study

Computer Science			Engineering		
1st Semester (fall) - 16 Credit Hours			1st Semester - 17 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
SO100	Student Success Seminar	1	SO100	Student Success Seminar	1
CS115	HTML Language Programming	3	EN176	English Composition I	3
CS125	Visual Basic Language Programming	3	CH177	Chemistry I w/Lab	5
EN176	English Composition I	3	MA220	Analytic Geometry & Calculus I	5
	Mathematics Gen. Ed.	3		Oral Communications Gen. Ed.	3
	Arts & Humanities Gen. Ed.	3			
2nd Semester (spring) - 17-19 Credit Hours			2nd Semester - 17 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
CO176	Computer Concepts & Applications	3	EN177	English Composition II	3
CS135	C Language Programming	3	CH178	Chemistry II w/Lab	5
EN177	English Composition II	3	MA230	Analytical Geometry & Calculus II	5
	Mathematics Gen. Ed. - Higher Level	3-5		Physical Education Gen. Ed.	1
	Natural Science w/Lab Gen. Ed.	5		Social & Behavioral Science Gen. Ed.	3
3rd Semester (fall) - 17-19 Credit Hours			3rd Semester - 16 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
	Arts & Humanities Gen. Ed.	3	MA240	Analytic Geometry & Calculus III	5
	Mathematics Gen. Ed. - Higher Level	3-5	MA205	Statistics	3
	Natural Science w/Lab Gen. Ed.	5	PH208	Engineering Physics I w/Lab	5
	Oral Communications Gen. Ed.	3		Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3			
4th Semester (spring) - 15-17 Credit Hours			4th Semester - 17 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
	Mathematics Gen. Ed. - Higher Level	3-5	MA245	Differential Equations	3
	Natural Science Gen. Ed.	5	PH228	Engineering Physics II w/Lab	5
	Physical Education - Lifestyle or Skill	1	PH249	Statics	3
	Social & Behavioral Science Gen. Ed.	3		Arts & Humanities Gen. Ed.	3
	Electives	3		Social & Behavioral Science Gen. Ed.	3
Minimum credit hours to graduate:		62	Minimum credit hours to graduate:		62



## Associate of Science: Earth, Geology, Natural Science, Mathematics

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.

### Suggested Programs of Study

Earth/Geology/Natural Science			Mathematics		
1st Semester - 15 Credit Hours			1st Semester (fall) - 17 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
SO100	Student Success Seminar	1	SO100	Student Success Seminar	1
EN176	English Composition I	3	CH177	Chemistry I w/Lab	5
PH101	Our Physical World w/Lab	5	EN176	English Composition I	3
	Mathematics Gen. Ed.	3	MA220	Analytical Geometry & Calculus I	5
	Oral Communications Gen. Ed.	3		Oral Communications Gen. Ed.	3
2nd Semester - 14-16 Credit Hours			2nd Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
EN177	English Composition II	3	CH178	Chemistry II w/Lab	5
BI100	Genarl Biology w/Lab	4	EN177	English Composition II	3
	Mathematics Gen. Ed. - Higher Level	3-5	MA230	Analytical Geometry & Calculus II	5
	Arts & Humanities Gen. Ed.	3		Physical Education - Lifestyle or Skill	1
	Physical Education - Lifestyle or Skill	1		Social & Behavioral Science Gen. Ed.	3
3rd Semester - 17-19 Credit Hours			3rd Semester (fall) - 19 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
PH207	General Physics I w/Lab	5	MA205	Elements of Statistics	3
	Arts & Humanities Gen. Ed.	3	MA240	Analytical Geometry & Calculus III	5
	Mathematics Gen. Ed. - Higher Level	3-5	PH208	Engineering Physics I w/Lab	5
	Social & Behavioral Science Gen. Ed.	6		Arts & Humanities Gen. Ed.	3
4th Semester - 17-19 Credit Hours			4th Semester (spring) - 17 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
CO176	Computer Concepts & Applications	3	CO176	Computer Concepts & Applications	3
PH208	General Physics II w/Lab	5	MA245	Differential Equations	3
	Mathematics Gen. Ed. - Higher Level	3-5	PH249	Statics	3
	Electives	6	PH228	Engineering Physics II w/Lab	5
				Arts & Humanities Gen. Ed.	3
Minimum credit hours to graduate:		62	Minimum credit hours to graduate:		62

## Associate of Science: Physical Science / Physics

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

Physical Science			Physics		
1st Semester - 18 Credit Hours			1st Semester - 15 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
SO100	Student Success Seminar	1	SO100	Student Success Seminar	1
CH177	Chemistry I w/Lab	5	EN176	English Composition I	3
EN176	English Composition I	3	MA220	Analytic Geometry & Calculus I	5
MA190	Pre-Calculus	3		Arts & Humanities Gen. Ed.	3
	Arts & Humanities Gen. Ed.	3		Oral Communications Gen. Ed.	3
2nd Semester - 15 Credit Hours			2nd Semester - 15 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
CH178	Chemistry II w/Lab	5	EN177	English Composition II	3
EN177	English Composition II	3	MA230	Analytic Geometry & Calculus II	5
MA205	Elements of Statistics	3	MA245	Differential Equations	3
	Physical Education Gen. Ed.	1		Physical Education Gen. Ed.	1
	Social & Behavioral Science Gen. Ed.	3		Social & Behavioral Science Gen. Ed.	3
3rd Semester - 16 Credit Hours			3rd Semester - 16 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
MA220	Analytic Geometry & Calculus I	5	MA240	Analytic Geometry & Calculus III	5
PH208	Engineering Physics I w/Lab	5	PH208	Engineering Physics I w/Lab	5
	Oral Communications Gen. Ed.	3		Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3		Elective	3
4th Semester - 16 Credit Hours			4th Semester - 17 Credit Hours		
Number	Course Name	Hr.	Number	Course Name	Hr.
MA230	Analytic Geometry & Calculus II	5	PH249	Statics	3
PH228	Engineering Physics II w/Lab	5	PE228	Engineering Physics II w/Lab	5
	Arts & Humanities Gen. Ed.	3		Electives	6
	Elective	3		Social & Behavioral Science Gen. Ed.	3
Minimum credit hours to graduate:		62	Minimum credit hours to graduate:		62

## Associate of Science: 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

Wildlife Biology		
1st Semester - 15 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
	Physical Education - Lifestyle or Skill	1
2nd Semester - 16 Credit Hours		
Number	Course Name	Hr.
BI256	Botany w/Lab or	5
BI285	Zoology w/Lab	
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
MA178	College Algebra	3
3rd Semester - 17-19 Credit Hours		
Number	Course Name	Hr.
CH225	Organic Chemistry w/Lab	5
MA208	Elements of Statistics or	3-5
MA220	Analytic Geometry & Calculus I	
	Arts & Humanities Gen. Ed.	3
	Oral Communications Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
4th Semester - 16 Credit Hours		
Number	Course Name	Hr.
BI256	Botany w/Lab or	5
BI285	Zoology w/Lab	
CH235	Organic Chemistry II w/Lab	5
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
Minimum credit hours to graduate:		62

## 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.

Associate of Arts: (Pre-Medical) Nursing		
1st Semester (fall) - 15 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI177	Principles of Biology w/Lab	5
EN176	English Composition I	3
	Mathematics Gen. Ed.	3
	Oral Communications Gen. Ed.	3
2nd Semester (spring) - 15 Credit Hours		
Number	Course Name	Hr.
AL102	Medical Terminology	3
BI280	Principles of Microbiology	5
EN177	English Composition II	3
	Arts & Humanities Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
3rd Semester (fall) - 17 Credit Hours		
Number	Course Name	Hr.
AL101	Basic Nutrition	3
BI277	Anatomy & Physiology w/Lab	5
CO176	Computer Concepts & Applications	3
	Social & Behavioral Science Gen. Ed.	3
	General Education Course	3
4th Semester (spring) - 15 Credit Hours		
Number	Course Name	Hr.
AL236	Pharmacology	3
	Arts & Humanities Gen. Ed.	3
	Social & Behavioral Science Gen. Ed.	3
	General Education Courses	6
Minimum credit hours to graduate:		

## 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.

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.**

### Suggested Programs of Study

Pre-Chiropractic		
1st Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI276	Anatomy & Physiology I w/Lab	4
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
MA178	College Algebra	3
2nd Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
BI277	Anatomy & Physiology II w/Lab	4
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
MA205	Statistics	3
	Physical Education - Lifestyle or Skill	1
3rd Semester (fall) - 16 Credit Hours		
Number	Course Name	Hr.
CH225	Organic Chemistry I w/Lab	5
PH207	General Physics I w/Lab	5
PS176	General Psychology	3
	Arts & Humanities Gen. Ed.	3
4th Semester (spring) - 19 Credit Hours		
Number	Course Name	Hr.
CH235	Organic Chemistry II w/Lab	5
BI177	Principles of Biology w/Lab	5
SO176	Introduction to Sociology	3
	Oral Communication Gen. Ed.	3
	Humanities Gen. Ed.	3
<b>Minimum credit hours to graduate:</b>		

Pre-Dentistry/Pre-Medicine		
1st Semester (fall) - 19 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
MA220	Analytical Geometry & Calculus I	5
2nd Semester (spring) - 18 Credit Hours		
Number	Course Name	Hr.
BI280	Principles of Microbiology w/Lab	5
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
MA230	Analytical Geometry & Calculus II	5
3rd Semester (fall) - 16-17 Credit Hours		
Number	Course Name	Hr.
CH225	Organic Chemistry I w/Lab	5
BI276	Anatomy & Physiology I w/Lab or	4-5
PH208	Engineering Physics I w/lab	
	Oral Communication Gen. Ed.	3
	Arts & Humanities Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
4th Semester (spring) - 18-19 Credit Hours		
Number	Course Name	Hr.
CH235	Organic Chemistry II w/Lab	5
BI276	Anatomy & Physiology I or	4-5
PH208	Engineering Physics I w/Lab	
	Social and Behavioral Science Gen. Ed.	6
	Arts & Humanities Gen. Ed.	3
<b>Minimum credit hours to graduate:</b>		



## Associate of Science: Pre-Optometry, Pre-Pharmacy

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.

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

### Suggested Programs of Study

#### Pre-Optometry

1st Semester (fall) - 19 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
MA220	Analytical Geometry & Calculus I	5
2nd Semester (spring) - 19 Credit Hours		
Number	Course Name	Hr.
BI280	Principles of Microbiology w/Lab	5
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
MA230	Analytical Geometry & Calculus II	3
PS176	General Psychology	3
3rd Semester (fall) - 16-17 Credit Hours		
Number	Course Name	Hr.
CH225	Organic Chemistry I w/Lab	5
BI276	Anatomy and Physiology I w/Lab and/or	4-5
PH280	Engineering Physics I w/Lab	
	Oral Communications Gen. Ed.	3
	Arts & Humanities Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
4th Semester (spring) - 15-16 Credit Hours		
Number	Course Name	Hr.
CH235	Organic Chemistry II w/Lab	5
BI276	Anatomy and Physiology I w/Lab and/or	4-5
PH280	Engineering Physics w/Lab	
SO176	Introduction to Sociology	3
	Arts & Humanities Gen. Ed.	3
Minimum credit hours to graduate:		

#### Pre-Pharmacy

1st Semester (fall) - 19 Credit Hours		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
MA220	Analytical Geometry & Calculus I	5
2nd Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
BI280	Principles of Microbiology w/Lab	5
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
	Social & Behavioral Science Gen. Ed.	3
3rd Semester (fall) - 17 Credit Hours		
Number	Course Name	Hr.
CH225	Organic Chemistry I w/Lab	5
BI276	Anatomy & Physiology I w/Lab	5
	Oral Communications Gen. Ed.	3
	Arts & Humanities Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
4th Semester (spring) - 16 Credit Hours		
Number	Course Name	Hr.
CH235	Organic Chemistry II w/Lab	5
BI277	Anatomy & Physiology II w/Lab	5
	Social and Behavioral Science Gen. Ed.	3
	Arts & Humanities Gen. Ed.	3
Minimum credit hours to graduate:		

## 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 ensure 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.**

### 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.

<b>Pre-Physical Therapy</b>		
<b>1st Semester (fall) - 20 Credit Hours</b>		
Number	Course Name	Hr.
SO100	Student Success Seminar	1
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
MA178	College Algebra	3
	Oral Communications Gen. Ed.	3
<b>2nd Semester (spring) - 19 Credit Hours</b>		
Number	Course Name	Hr.
BI280	Principles of Microbiology w/Lab	5
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
MA185	Plane Trigonometry	3
SO176	Introduction to Sociology	3
<b>3rd Semester (fall) - 16 Credit Hours</b>		
Number	Course Name	Hr.
BI276	Anatomy & Physiology I w/Lab	4
PH207	General Physics I w/Lab	5
MA205	Elements of Statistics	3
PS176	General Psychology	3
	Physical Education - Lifestyle or Skill	1
<b>4th Semester (spring) - 18 Credit Hours</b>		
Number	Course Name	Hr.
BI277	Anatomy & Physiology II w/Lab	4
PH277	General Physics II w/Lab	5
	Arts & Humanities Gen. Ed.	6
	Social and Behavioral Science Gen. Ed.	3
<b>Minimum credit hours to graduate:</b>		<b>62</b>

\*\*Calculus I could be substituted for College Algebra and Trigonometry based on the transfer school.

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.

<b>Pre-Veterinary Medicine</b>		
<b>1st Semester (fall) - 17 Credit Hours</b>		
Number	Course Name	Hr.
VM101	Pre-Veterinary Medicine Orientation	1
BI177	Principles of Biology w/Lab	5
CH177	Chemistry I w/Lab	5
EN176	English Composition I	3
MA178	College Algebra	3
<b>2nd Semester (spring) - 17 Credit Hours</b>		
Number	Course Name	Hr.
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
BI280	Principles of Microbiology w/Lab	5
CH178	Chemistry II w/Lab	5
EN177	English Composition II	3
<b>3rd Semester (fall) - 17 Credit Hours</b>		
Number	Course Name	Hr.
CH225	Organic Chemistry I w/Lab	5
PH207	General Physics I w/Lab	5
	Social and Behavioral Science	3
	Oral Communications Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
<b>4th Semester (spring) - 16 Credit Hours</b>		
Number	Course Name	Hr.
CH235	Organic Chemistry II w/Lab	5
PH277	General Physics II w/Lab	5
	Arts & Humanities Gen. Ed.	3
	Social and Behavioral Science Gen. Ed.	3
<b>Minimum credit hours to graduate:</b>		<b>62</b>

# Accounting

## **AC 101 Accounting Fundamentals (3 Cr. Hr.)**

This course will enable the student who has no previous accounting background to develop a solid understanding of the basic principles of accounting. The student will explore topics that include accounting cycles of service and merchandising businesses, accounting for cash, payables and receivables, worksheets and financial statements. The student must achieve a grade of "C" to proceed to AC 177 Accounting I. **(Offered fall and spring semesters)**

## **AC 177 Accounting I (3 Cr. Hr.)**

**Prerequisite:** High school accounting or AC 101 Accounting Fundamentals. This course will enable the student to develop a thorough knowledge of the fundamental accounting principles and basic accounting procedures applicable to the sole proprietorship form of business enterprise. Students will learn basic principles and assumptions, cash receipts, cash payments, purchases, sales, receivables, payables, accruals and deferrals, fixed assets, intellectual property, depreciation, and inventory. The student must achieve a grade of "C" to proceed to AC 178 Accounting II. **(Offered fall and spring semesters)**

## **AC 178 Accounting II (3 Cr. Hr.)**

**Prerequisite:** AC 177 Accounting I. This course will enable the student to develop a solid understanding of partnerships, limited liability companies, corporations, stocks, earnings per share, dividends, bonds, investments, fair value accounting, statement of cash flows, financial statement analysis, and an introduction into management accounting. **(Offered fall and spring semesters)**

## **AC 219 QuickBooks (3 Cr. Hr.)**

**Prerequisite:** AC101 Accounting Fundamentals or AC177 Accounting I. This course will enable the student to utilize the current edition of QuickBooks. The student will apply his or her knowledge by organizing accounting information, recording the data, and generating reports. The student will also apply his or her accounting knowledge to record transactions, including receivables and payables, job costing, invoices, customer and vendor reports, payroll and payroll tax reports, inventory, financial reports and business analysis.

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

**Prerequisite:** Accounting II This course will enable the student to develop a basic understanding of individual income tax preparation and the Federal Tax Code. The student will prepare individual income tax returns utilizing current income tax software/programs.

## **AC 257 Managerial Accounting (3 Cr. Hr.)**

**Prerequisite:** AC177 Accounting I. This course will enable the student to develop analytical tools for accounting information necessary to manage a business and to make sound business decisions. The student will explore 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. **(Offered spring semester)**

# Agriculture

## **AG 101 Agriculture Orientation (1 Cr. Hr.)**

This course provides the student exposure to a brief history of the development of American agriculture. The student will consider career opportunities for graduates in agriculture and related areas as well as examine the role of the agricultural college in the industry. **(Offered fall semester)**

## **AG 102 Agriculture Seminar (1 Cr. Hr.)**

This course will enable the student to discuss job experiences, industry tours, problems and phases of the agricultural industry. Students will be acquainted with the skills, jobs and knowledge required of personnel in the field of agriculture. **(Offered fall and spring semesters)**

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

This course will enable the student to apply economic principles to production, supply and demand applied to economic problems of agriculture. **(Offered fall and spring semesters)**

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

This course enables the student to be exposed to a study of the fundamental principles of production, marketing, storage and utilization of major crops grown in Kansas. The student will discuss management decisions on planting, harvesting, irrigation and production economics. **(Offered fall semester)**

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

This course will enable the student to apply 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; CH176 Fundamentals of Chemistry or CH177 Chemistry I. This course enables the student to have 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 will enable the student to apply 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. This course will give the student an understanding of 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.)**

**Co-requisite:** AG149 Principles of Animal Science. This course will enable the student to understand the 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.)**

This course will enable the student to understand 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. **(Offered fall and spring semesters)**

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

This course will enable the student to gain practical experience through hands-on instruction in the animal environment, meat handling procedures, reproduction and breeding process, nutrition and general animal care. **(Offered fall and spring semesters)**

**AG151 Beef Cattle Science I (3 Cr. Hr.)**

This course will enable the student to incorporate best practices in beef production; 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)**

**AG153 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)**

**AG157 Fundamentals of Hunt Seat Disciplines (1 Cr. Hr.)**

This course enables the student to learn the fundamentals of the riding discipline and apply these fundamentals to the skills on horseback.

**AG158 Fundamentals of the Western Disciplines (1 Cr. Hr.)**

The course enable students to learn the fundamentals of the riding discipline and apply these fundamentals to the skills used on horseback.

**AG 162, 163, 165, 167 I-IV Horsemanship for Horse Training (1 Cr. Hr.) Mandatory for Equestrian Team Members**

This course will allow students to ride horses at the college farm to attain the skills necessary to properly exercise and train horses to prepare for competition. Students ride college and privately owned horses in order to achieve the horsemanship skills covered in class. Instructor Permission Required. **(Offered fall and spring semesters)**

**AG 168 Equine Management Technology I (4 Cr. Hr.)**

This course provides on-the-job training with various phases of the horse production area. Students are involved with specific management operations and decisions in addition to acquiring specific management skills for the equine industry. **(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 enables students with an overview of the U.S. horse industry. It covers equine technology and up-to-date management practices. Students will explore 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 enable the student to identify sick cattle and administration appropriate treatment. In addition, the student will also be able to 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.)**

This course will enable the student to prepare and analyze all farm financial statements. The student will explore 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 will enable the student to gain 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 will enable the student to get 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)**

**AG226 Applied Livestock Nutrition (3 Cr. Hr.)**

**Prerequisite:** AG126 (Principles of Livestock Nutrition) or instructor's permission. This course will enable the student to formulate 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 given to anatomical and physiological differences as they affect the use of particular feedstuffs for each species. **(Offered fall semester)**

**AG 232 Farm & Ranch Management Techniques I (4 Cr. Hr.)**

This course will enable the student to identify sick cattle and administration of appropriate treatment. In addition, the student will also be able to incorporate low stress handling techniques of livestock in a feedlot setting at the college farm. Students will also be able to formulate daily feed sheets and operate large equipment needed for feeding cattle in a dry lot situation. **(Offered fall semester)**

**AG 233 Farm & Ranch Management Techniques II (4 Cr. Hr.)**

This course will enable the student to identify signs of calving and assist with difficult calving situations. In addition, the student will also be able to utilize estrous synchronization and artificial insemination techniques in a production setting. Students will also be able to formulate daily feed sheets and operate large equipment needed for feeding cattle in a dry lot situation. **(Offered spring semester)**

**AG 236 Farm Welding and Equipment Maintenance (3 Cr. Hr.)**

This course will enable students to apply 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)**

**AG 239 Ag E-Marketing & Web Design (2 Cr. Hr.)**

This course will enable the student to identify the marketing strategies focusing on the 4P's of marketing. The student will explore WYSIWYG software to create basic web sites that will meet various business needs. **(Offered spring semester)**

**AG 240 Market Beef Production (3 Cr. Hr.)**

This course will enable the student to gain a better understanding of all the market beef production platforms. Students will gain knowledge in management and marketing strategies from birth to consumption. **(Offered fall semester)**

**AG 245 Advanced Livestock Judging (2 Cr. Hr.)**

**Prerequisite:** AG125 Techniques of Livestock Selection.

This course provides the student an in-depth study of the principles of livestock selection and judging: analysis of animals, procedures for giving reasons and livestock judging. **(Offered fall and spring semesters)**

**AG 247 Animal (Equine) Breeding (1 Cr. Hr.)**

This course will enable the student to learn 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 will enable the student to successfully incorporate estrous synchronization and artificial insemination methods into a beef production setting. The course also 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 will enable the student to gain 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 enable the student to apply 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 will enable the student to gain 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.)**

**Instructor Permission 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 259 Equine Reproduction (1 Cr. Hr.)**

**Prerequisite:** AG153 Reproduction of Farm Animals or instructor's permission. This course will enable students to 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 enables the student to learn the functional anatomy of the horse. The student will understand the structural basis for locomotion and be able to properly communicate in regards to organs of locomotion, digestion, respiration, and reproduction. **(Offered fall semester)**

**AG 263 Beginning Equine Training (3 Cr. Hr.)**

This course enables the student to learn the basic training of yearling and two-year-old horses. 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. This course will enable students to 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 will enable the student with 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 equine facility. 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 will enable the student with 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 equine facility. Internships are available to fulfill this credit. **(Offered spring semester)**

**AG 280 Feedlot Management Techniques II (8 Cr. Hr.)**

This course enables the student to be temporarily employed 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 will enable the student to apply safe operation techniques for all 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 will enable the student to gain 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)**

**AG299 Directed/Independent Study: Agriculture (1-4 Cr. Hr.)**

**Prerequisite:** Approval of instructor and division chair. This course will enable students a structured learning experience and is offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of principles of , and their grasp of, competencies associated with selected programs. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. **(Offered fall and spring semester)**

## 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. **(Offered fall, spring and summer semesters)**

**AL102 Medical Terminology (1 or 3 Cr. Hr.)**

This course will enable the student to study basic word structure, organization of the body, prefixes, roots, 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. **(Offered fall, spring and summer semesters)**

**AL 104 Nurse Aide (5 Cr. Hr.)**

Successful completion of this course will enable the student to perform basic nursing skills in a supervised setting. The student will apply the fundamental concepts of nursing care in a lab and clinical setting. The student will prepare to meet basic physiological and psychological needs of individuals in a health care setting. The student will explore the regulations and requirements for providing care in a nursing facility. The student will successfully complete this 90-hour course to be eligible to take the Kansas Certified Nurse Aide exam for licensure.

**AL 110 Medication Aide (4 Cr. Hr.)**

**Prerequisites:** Certified Nurse Assistant licensure and a reading level of eighth grade or above. Successful completion of this course will enable the student to take the Kansas Certified Medication Assistant exam for licensure. The student will perform mathematical functions, including learning and converting the metric and apothecary systems, and medication calculations. The student will practice medication administration skills in a supervised setting. The student will explore drug categories and basic pharmacology. The student will review body systems functions in this course.

**AL 116 Restorative Aide (2 Cr. Hr.)**

**Pre-requisite:** CNA Restorative aide is a progression for certified nurse's aide improving knowledge and skill in treatment of rehabilitation patients. The student will be able to apply techniques of basic physical therapy treatment under the direct supervision and direction of a licensed physical therapist in a hospital or nursing home setting.

**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.)**

This course will provide the student with 10 hours of continuing education required by KDADS to maintain CMA certification.

**AL 125 EMT (12 Cr. Hr.)**

This course will provide the student the opportunity to gain the knowledge and develop the skills necessary to administer basic life support to ill or injured patients. Upon successful completion, the student is eligible to take the National Registry EMT certification test.

**AL169 ICD-9 CM Coding (3 Cr. Hr.)**

**International Classification of Disease, 9th Revision, Clinical Modification.**

**Prerequisite:** AL102 Medical Terminology, AL170 Introduction to Health Information, and BI278 Anatomy and Physiology. This is a beginning course in the study and practice of the principles and guidelines that are used with the International Classification of Disease, 9th Revision Clinical Modification coding system in both inpatient and outpatient settings. Students will have the opportunity to apply these guidelines to a variety of healthcare settings.

**AL 170 Introduction to Health Information (3 Cr. Hr.)**

This course introduces the student to the health care field and health records emphasizing the roles of health information management professionals and the various functions of the health information department, including content and analysis of health records, storage and retrieval of health information, and common registries in various healthcare settings. **(Offered fall semester)**

**AL 171 Legal & Ethical Issues in Health Care (3 Cr. Hr.)**

This course is an introduction to the United States legal system and the legal and ethical issues as they relate to the healthcare environment.

**AL 172 Reimbursement Methodologies (3 Cr. Hr.)**

This course teaches the basic reimbursement methodologies for billing in both the inpatient hospital setting and physician office setting.

**AL173 ICD-10 (International Classification of Diseases, 10th Revision, Clinical modification)**

**Prerequisite:** AL102 Medical Terminology, AL170 Introduction to Health Information, and BI278 Anatomy and Physiology. This class teaches basic coding principles using the ICD-10 for the identification coding and sequencing of principal, primary, and secondary diagnosis of medical record for a patient encounter.

**AL 174 CPT (Current Procedural Terminology) (3 Cr. Hr.)**

This course teaches Current Procedural Terminology (CPT) coding for outpatient surgery and physicians' office settings and some of the issues of reimbursement in ambulatory care settings.

**AL 175 Speciality Coding (3 Cr. Hr.)**

In-patient hospital coding and other classification systems for medical specialties.

**AL 176 Health Care Coding Practicum (4 Cr. Hr.)**

Supervised learning experience at affiliated facilities designed to give students clinical experience with in-patient and ambulatory coding.

**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 LPNs. 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. **(Offered summer semester)**

**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 therapies are examined as well as specific drug actions, indications for use and side effects. Legal, ethical, and cultural considerations are examined and discussed. **(Offered spring semester)**

**AL 281 Pathophysiology (4 Cr. Hr.)**

**Prerequisite:** Completion of Anatomy and Physiology: BI 278, BI276 & BI277, or equivalent with a minimum grade of C.

This course will enable the student to identify phenomena that produce alterations in human physiologic function and the resulting human response. The student will demonstrate an understanding of pathophysiological changes including how pathological processes are manifested, their progress in the body, and the primary and secondary effects of these changes. **(Offered spring semester)**

# Anthropology

## **AN 176 Native American Cultures (3 Cr. Hr.)**

In this course students examine major elements of the complex relationship among history, culture, and majority-minority relations with regard to the unique circumstances of Native Americans. Students explore major cultural, political and economic issues in both historical and contemporary terms. Students examine the fundamental paradigms and methods of social science, particularly anthropology, sociology and history through a study of contemporary and historical Native American Studies. Class involves students in lectures, discussions and field trips to local sites so students will become familiar with the variety of historical and contemporary Native societies and the manner in which social scientists have and continue to dialogue with Native peoples in the present. Students use organizational, oratorical and critical thinking skills, by doing topical projects and commentaries on contemporary Native issues in which the student integrates classroom learning with a deeper investigation of a specific topic.

## **AN 177 Cultural Anthropology (3 Cr. Hr.)**

In this course students do a comparative study of past and present human societies and cultures. In this class, students explore culture as the basis for human experience with the study of human diversity and universals. Student outcomes include examination of the world views of peoples and the areas where they live from an international and interdisciplinary perspective. Students utilize theories and practices of anthropology in field research and in learning by practical experience, involvement and investigation. The student will demonstrate knowledge of several cultural traditions through exposure to ethnographic and analysis. **(Offered fall and spring semesters)**

## **AN 185 Introduction to Forensic Anthropology (3 Cr. Hr.)**

In this course students compare human biological diversity and commonalities. Students will examine the broad field of forensic anthropology from an international and interdisciplinary perspective. Students practice crime scene investigation, assessment, excavation, mapping, and documentation. Students apply of the theories and methods of archeology to forensic work. Students engage in using the theories and practices of forensic work in field research and experiential learning, involvement, and investigation. The student will gain practical, analytical, and interpretative skills in forensic archaeology; training in discipline skills to pursue careers in Crime Scene Investigation (CSI) and Forensic Archeology. Students will work in teams to problem solve.

# Art

## **AR 101 Art Survey (3 Cr. Hr.)**

This course will enable the student to study non-Western or Native American visual arts.

## **AR 102 2-D Design (3 Cr. Hr.)**

This course will introduce the student to the important concepts of visual design. It has been created to promote an awareness of the visual elements, the principles of design and the language of form. Students will be expected to demonstrate a working knowledge of the compositional factors within a work of art through a wide variety of projects. **(Offered fall semester)**

## **AR 103 Drawing I (3 Cr. Hr.)**

This course emphasizes the basic elements in drawing. Students will study the fundamentals of drawing including: value, contrast, perspective, subject matter, and composition. Students will also develop skills with pencil, chalk, charcoal, pen and ink, crayon, and oil pastel as the media and be encouraged to pursue contemporary visualization. Students wishing to major in art should enroll in AR103 their first semester. **(Offered fall semester)**

## **AR 104 Watercolor Painting I (3 Cr. Hr.)**

The student will study a variety of techniques in gouache, acrylic wash, and watercolor media and will be encouraged to develop individual expression in their artworks. Students will work with a variety of application techniques: dry brush, wet on wet/dry, mixed media, and fell confident with translucent washes and experimentation of the medium. A strong emphasis will be placed on fundamental composition and its relationship to water media painting. **(Offered fall semester)**

## **AR 105 Oil Painting (3 Cr. Hr.)**

This course is an introduction to oil painting beginning with color application and work in value relationships. The student will practice brush painting, palette knife application, impasto, dripping, and variety of application techniques. Composition, content and creativity are major considerations in painting. This course enables the student to feel confident with working with opaque mediums, painting surfaces, stretching canvas, making frames, and introducing mixed media into the composition. **(Offered fall semester)**

## **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. This course will empower future teachers to incorporate art and creative activities into their regular education classroom to offer a varied learning style for all students. **(Offered spring semester)**

## **AR 111 Ceramics I (3 Cr. Hr.)**

This course is an introduction to the use of clay as an art medium. This class will enable the student to work in a variety of clay-working techniques, including hand built and wheel thrown. **(Offered fall and spring semesters)**

## **AR 115 Beginning Sculpture (3 Cr. Hr.)**

The course is designed so that students can experiment with mediums when creating sculptures that express gesture, feeling, movement, etc. Students will experiment in creating sculptures in the round and relief. Students will be encouraged to



create mixed medium sculptures and use a variety of materials in the classroom to help complete their forms. This course enables a student to work in both additive and subtractive processes while applying 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. This class will enable the student to write in 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 are introduced in this course. This course will enable the student to mix medias and look at the unique opportunities of combining materials. (Offered spring semester)

**AR 119 Printmaking (3 Cr. Hr.)**

This beginning course in print process enables the student to complete works in woodcuts, linocuts, lithography, monoprining and engraving. (Offered spring semester)

**AR123 Introduction to Crafts (1-3 Cr. Hr.)**

The student will create projects in a variety of fine crafts and materials. This course is designed to help the student with experimentation of and applying elements, principles of design, media, materials, aesthetics, criticism, theory and history to art. The student will create projects with paper, leather, glass, clay, fabric, and metal. (Offered spring semester).

**AR 125 Computer Graphics I (3 Cr. Hr.)**

This course will enable the student to use design software to develop projects. (Offered every other fall semester)

**AR175 Art Appreciation (3 Cr. Hr.)**

This is a general education course designed to introduce the student to general aspects of art including visual elements, principles of design, media, materials, aesthetics, criticism, theory and history. (Offered fall and spring semesters)

**AR 176 Art History I (3 Cr. Hr.)**

This course is the study of the history of art, including architecture, sculpture, painting and other 2-D media. General art concepts, terminology, and styles important to the understanding of the visual arts from the beginning of written language up to 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. Art History II is a study of the history of art, including architecture, sculpture, painting and other 2-D media. Students will learn art concepts, terminology, and styles necessary to understand the visual arts from the Renaissance Period through Modern Art. (Offered spring semester)

**AR 185 The Fine Arts Experience (3 Cr. Hr.)**

This course is designed to supplement studies with travel. The student may visit art museums, galleries, historic architectural sites, and /or attend dramatic and musical performances. This course enables a student to experience and reflect on cultures different than his or her own.

**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; it will enable the student to evaluate a composition based on good design elements and principles.

**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; this course will enable the student to sketch and record ideas with confidence. The student will study composition, materials, contemporary drawing approaches and techniques. (Offered spring semester)

**AR 204 Watercolor Painting II (3 Cr. Hr.)**

Designed for the development of the serious painter, this course enables the student to work on his or her individual style; creativity and material exploration are encouraged.

**AR 205 Problems in Drawing (1-5 Cr. Hr.)**

Advanced techniques and skill development in drawing are included in this course; this course enables the student to work on his or her individual style.

**AR 206 Problems in Painting (1-5 Cr. Hr.)**

Advanced techniques and skill development in painting are included in this course; this course enables the student to work in his or her individual style.

**AR 214 Ceramics II (1-3 Cr. Hr.)**

**Prerequisite:** AR111 Ceramics I. Students continue study in the clay medium. This course enables the student to create more complex pieces and show proficient skill levels. (Offered fall and spring semesters)

**AR 215 Advanced Crafts (1-3 Cr. Hr.)**

This class enables the student to 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 enables the student 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. (Offered fall, spring and summer semesters)

**AR 225 Computer Graphics II (3 Cr. Hr.)**

This course will enable the student to use design software to create complex images and animations. (Offered every other 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. This course will enable the student to use 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 an interest in Photography. No prior knowledge of camera or computers is required. (Offered fall semester)

**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. This course will enable the student to use color printers, Photoshop CS4 and movie-making software to create/organize files and perfect photography skills. The student will also work on and develop complete portfolio files, write an artists statement about their work, 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.

**(Offered spring semester)**

## Biology

**AL 281 Pathophysiology (4 Cr. Hr.)**

**Prerequisite:** Completion of Anatomy and Physiology: BI 278, BI276 & BI277, or equivalent with a minimum grade of C within the last five years. This course will enable the student to identify phenomena that produce alterations in human physiologic function and the resulting human response. The student will demonstrate an understanding of pathophysiological changes including how pathological processes are manifested, their progress in the body, and the primary and secondary effects of these changes **(Offered spring semester)**

**BI 100 General Biology (w/Lab) (4 Cr. Hr.)**

This course will enable the student to apply basic biological principles to perceive the need for continued questioning of present ecological practices and to keep abreast of biological advances and research that directly affect the student's personal life. The student will apply the scientific method in the laboratory to stress the nature of scientific thinking, data handling, and problem solving. This course is designed for non-science majors. **(Offered fall and spring semesters)**

**BI 177 Principles of Biology (w/Lab) (5 Cr. Hr.)**

This course will enable the student to apply life characteristics common to both plants and animals to perceive the need for continued questioning of present molecular practices, keeping abreast of biological advances in the student's chosen field of study, understanding the impact of established biological concepts on future advances in biology, and future explorations in biological research regarding philosophical and political implications. The student will apply the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving. This course is designed for students in areas of study that require a strong biology background. **(Offered fall and spring semester)**

**BI 256 Botany (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** BI 177 Principles of Biology. This course will enable the student to develop an understanding of the plant kingdom with consideration given to plant morphology and function, principles of heredity, the theory of evolution, classification, life cycles, and propagation methods. The student will explore and practice field and laboratory techniques focused on plants. **(Offered spring semester every other year)**

**BI 276 Anatomy & Physiology I (w/Lab) (4 Cr. Hr.)**

This course will enable the student to identify the basic biological concepts of structure and function of the human body. Students will study body systems including integumentary, skeletal, muscular, nervous systems, and special senses. The student is encouraged to develop an integrated understanding of homeostatic regulation within the human body. This introductory course is part one of a two-course continuum. **(Offered fall semester)**

**BI 277 Anatomy & Physiology II (w/Lab) (4 Cr. Hr.)**

**Prerequisite:** BI276 Anatomy & Physiology I. This course will enable the student to explore the integral relationship between structure and function with regard to the following organ systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. The student's coursework will place an emphasis on the process of homeostasis, metabolism, growth and development. This class is a continuation of Anatomy and Physiology I. **(Offered spring semester)**

**BI 278 Anatomy & Physiology (5 Cr. Hr.)**

This course will enable the student to develop a working knowledge of the structure and function of the human body. The student's coursework will place an emphasis on the study of function of the human body and a basic knowledge of gross anatomy. **(Offered fall and spring semester)**

**BI 280 Principles of Microbiology (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** BI 177 Principles of Biology or permission from the instructor. This course will enable the student to develop an understanding of the major characteristics and life functions of microorganisms including bacteria, fungi, protists, helminths and viruses with emphasis upon the disease-producing effects of these microorganisms. The student will explore and apply microscope techniques, methods for microorganism identification, and methods involved in handling, culturing, and controlling microorganisms in the laboratory. **(Offered fall and spring semesters)**

**BI 285 Zoology (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** BI 177 Principles of Biology. This course will enable the student to develop an understanding of the animal kingdom with consideration given to animal morphology and function, principles of heredity, the theory of evolution, classification, and life cycles. The student will explore and practice field and laboratory techniques focused on animals. **(Offered spring semester every other year)**



# Business

## **BU 131 Organizational Leadership (3 Cr. Hr.)**

This course will enable the student to focus on the process of influencing individuals and groups toward organizational goals including such topics as the evolution of leadership, leadership effectiveness, and situational leadership. The student will explore 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 enable the student to incorporate values of a transformational leader into their personal leadership style. The student will apply a research-based approach to expand knowledge of transformational leadership and innovation.

## **BU 133 Critical and Creative Thinking in Business (3 Cr. Hr.)**

This course will enable the student to become creative leaders/problem-solvers. This course focuses on the characteristics of creative and critical thought in the business setting. The student will apply 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 enable the student to explore the formal and informal functions of organizations. The student will investigate 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 enable the student to handle business at the global level focusing on the essential tools important for global leadership. The student will explore organizational leaders and the ability to conduct business, not only in the United States, but also abroad.

## **BU 141 Leading Organizational Change (3 Cr. Hr.)**

This course will enable the student to develop the fundamental areas necessary to lead effective individual, team, and organizational change. The student will explore change as a vital component for the 21st century individual and organization.

## **BU 142 Theory of Leadership in Business (3 Cr. Hr.)**

This course will enable the student to focus on the writings and theories of leadership. The students will explore 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 Behaviors in Organizations (3 Cr. Hr.)**

This course will enable the student to differentiate between be-

haviors present in organizations focusing on individual, interpersonal, intrapersonal, and small group behavior. The student will explore leaders demonstrating the individual leadership behavior to achieve organizational goals. The student will apply 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 will enable the student to integrate theory, research, and practice pertaining to knowledge creation and knowledge management. The student will explore the creation and management of knowledge as a central topic in all sectors in business.

## **BU 157 Trends in Hospitality Management (3 Cr. Hr.)**

This course will enable the student to explore current issues and industry practices in the hospitality environment, applying current hospitality trends with general management practices.

## **BU176 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.

## **BU177 Human Relations (3 Cr. Hr.) EduKan**

This course is designed to help students develop more effective interpersonal communications 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 will enable the non-business and business student to explore 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 will enable the student to develop mastery in the composition and preparation of written business communication. The student will plan and compose effective business letters, memorandums, reports and other routine office communications through practical career applications. The student will explore the job market and prepare a resume. **(Offered fall and spring semesters)**

## **BU 217 The Legal Environment of Business (3 Cr. Hr.)**

This course will enable the student to receive an overview of the legal system including civil law, criminal law, and the legal environment. The student will receive an overview of the court system and how it affects and regulates business. The student will review current cases and learn to apply a critical thinking approach to the legal system. The student will gain knowledge about 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 course will enable the student to explore the general field of human resource management (HRM). The student will practice 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 222 Customer Service (3 Cr. Hr.)**

This course will focus on the needs and requirements of internal and external customers, the enhancement of customer relationships, the significance of market research with respect to customers, the design and redesign of customer service strategies, and differentiate between internal and external customers in a service and manufacturing organization. **(Offered fall semester)**

**BU 225 Marketing (3 Cr. Hr.)**

This course will enable the student to demonstrate strategic concepts in a global environment, social responsibility and ethics, customer behavior, E-marketing, product and distribution decisions, promotion and pricing. The student will explore the marketing strategic planning process, creating a marketing plan, and implementing strategies. **(Offered spring semester)**

**BU 237 Principles of Management (3 Cr. Hr.)**

This course will enable the student to gain knowledge regarding the evolution of management and to develop management skills. The student will practice teamwork, leadership, motivation and the basic management functions of planning, organizing, leading and controlling. The student will explore current management topics such as globalization, diversity, ethics, social responsibility, quality, productivity and participative management. **(Offered spring semester)**

**BU 241 Management of Small Business (3 Cr. Hr.)**

This course will enable the student to explain the dynamic role of small business in our economy. The student will explore the planning and organization of a business, marketing goods and services, managing and operating a business, and planning for the financial aspects of a small business. **(Offered every other fall semester)**

**BU 244 Retail Management (3 Cr. Hr.)**

This course will enable the student to explain a strategic approach to fundamental retail principles. The student will explore 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 also be explored. **(Offered every other fall semester)**

**BU 245 Principles of Selling (3 Cr. Hr.)**

This course will enable the student to explain persuasive communication and study the fundamentals of successful selling. The student will apply prospective buyer motivation, the approach, and varying techniques, and the closing. **(Offered every other spring semester)**

**BU 253 Business Finance (3 Cr. Hr.)**

This course will enable the student to develop an understanding of business math/finance that provides the necessary foundation for a student interested in business careers. The student will apply business math/finance concepts including 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)**

**BU281 Effective Time Management (1 Cr. Hr.) \***

This course enables the student 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. Students will explore how to deal with change so that they can enjoy less stress and more success, and focus on personal growth.

**\* A maximum of three credit hours from workshops may be counted toward the 62 hours required for graduation.**

**BU 282 Cyber Security (3 Cr. Hr.)**

This course will enable the student to have an introductory understanding of computer and Internet threats and response. The student will explore the importance of sound security policies in organizational management as well as in security design methodology associated with hardware, software, operating systems and networks.

**BU 283 Cyber Forensics (3 Cr. Hr.)**

This course will enable the student to analyze computer and Internet evidence related to criminal activity. The student will apply solvability factors, handling and treatment of computer related evidence and the use of tracking and analysis applications.

**BU 298 Seminar in Business (3 Cr. Hr.)**

This capstone course will enable the student to demonstrate measurable program objectives and skills by completing a research project in the student's area of concentration. The student will create an e-portfolio, a resume, a cover letter, and various employment documents related to the student's field of study. The student will have the opportunity to complete an internship. **(Offered spring semester)**



# Business Technology

## **BT 203 Veterinary Office & Computer Skills (2 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman or sophomore in veterinary technology.

This course will enable the student to develop the business and professional aspects of a practice, including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. The student will develop the use of computer applications including word processing, spreadsheet, database and veterinary office management software. **(Offered spring semester)**

## **BT 210 Creating a Virtual Office (3 Cr. Hr.)**

This course will enable the student to explore issues to be addressed when creating a virtual office. The student will apply time management skills. The student will practice setting up a home-based business, customizing the workplace, evaluating hardware and software, marketing the business, using business ethics, and communicating effectively and efficiently utilizing technology. **(Offered online)**

## **BT 212 Applied Office Procedures (5 Cr. Hr.)**

This course will enable the student to develop the specialized skills and abilities needed to perform at both the operational and managerial levels in today's office. The student will gain knowledge regarding 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 online)**

## **BT 218 Advanced Word Processing (3 Cr. Hr.)**

This course will enable the student to complete and solve business problems using Microsoft Word. **(Offered every other fall semester)**

# Chemistry

## **CH176 Fundamentals of Chemistry (w/Lab) (5 Cr. Hr.)**

This course will enable the student to apply the basic principles, laws and theories of physical science, and is designed for the student needing five or more hours of general chemistry. Topics include atomic theory, stoichiometry, quantum mechanics, bonding theory, equilibrium, electrochemistry, radioactivity, and various aspects of modern materials. The student will apply the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving. This course is recommended for certain students of agriculture, home economics, nursing, biology and general education. **(Offered fall, spring and summer semesters)**

## **CH 177 Chemistry I (w/Lab) (5 Cr. Hr.)**

This course will enable the student to apply the basic principles, laws and theories of physical science, and

is designed for the student needing a more rigorous background in chemistry in preparation for more advanced courses. This course is designed to give the student a better understanding of various aspects of modern chemistry, including an understanding of atomic structure, stoichiometry, chemical bonding, properties of gases, liquids, and solids, thermodynamics, and quantum mechanics. This course is designed for students of chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. The student will also apply the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving. **(Offered fall semester)**

## **CH 178 Chemistry II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** CH177 Chemistry I. This course is a continuation of Chemistry I, with the intention of giving the student an understanding of colligative properties, electrochemistry, thermodynamics, chemical kinetics, chemical equilibrium, acids and bases, and coordination chemistry. The student will also apply the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving. **(Offered spring semester)**

## **CH 225 Organic Chemistry I (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** CH178 Chemistry I or concurrent enrollment.

This course will enable the student to apply the basic principles, laws and theories of organic chemistry, with an emphasis on modern spectroscopy, including UV, IR, MS, <sup>1</sup>H, <sup>13</sup>C and DEPT NMR, as well as mechanisms of reactions and bonding in organic compounds. This is designed for students of chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. The student will also apply the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving with more advanced organic laboratory techniques with an emphasis on the basic techniques for the preparation, separation, and purification of organic compounds, as well as the application of modern spectroscopic methods for determining the structure and purity of organic compounds. **(Offered fall semester)**

## **CH 235 Organic Chemistry II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** CH225 Organic Chemistry I.

This course is a continuation of Organic Chemistry I, with the intention of giving the student an increased understanding of reaction mechanisms, aromaticity, oxidations, reductions, applications of carbonyl chemistry, organic acids and acid derivatives, various aspects of synthetic chemistry, as well as applications to biochemistry, including a study of carbohydrates, amino acids, proteins, lipids, and nucleotides. This course is for the student needing 10 hours of organic chemistry: chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. The student will also apply the scientific method in the laboratory to stress the nature of scientific thinking, experimentation, data handling, and problem solving with more advanced organic laboratory techniques with an emphasis on modern spectroscopic methods for determining the structure and purity of organic compounds. **(Offered spring semester)**

# Computer Applications

## **CO 176 Computer Concepts & Applications (3 Cr. Hr.)**

Prior knowledge of keyboarding is essential. Minimum Keyboarding Requirement: 25wpm/5 errors/5 minutes is recommended. This course will enable the student to explain computing technology concepts and the basic structure and organization of computers. The student will practice using application software by completing projects to provide students with a hands-on experience using Windows, word processing, spreadsheets, presentations, database applications, and web browsers. Students will explore how to make purchasing decisions for computers and programs. **(Offered fall and spring semesters)**

## **CO 186 Introduction to Database (3 Cr. Hr.)**

This course will enable the student to use a relational database to manage information. The student will practice development and implementation of actual database files. The student 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 every other fall semester)**

## **CO 199 Introduction to Operating Systems & Network Concepts (3 Cr. Hr.)**

This course will enable the student to explain the fundamentals of how a network works. The student will explore different types of networks and different operating systems. **(Offered every other fall semester)**

## **CO 223 Advanced Electronic Spreadsheets (3 Cr. Hr.)**

This course will enable the student to build on existing knowledge of Excel and gain experience using analysis tools, analyzing data with pivot tables, exchanging data with other programs, and programming Excel macros using Visual Basic applications. **(Offered every other spring semester)**

## **CO 276 Web Page Design (3 Cr. Hr.)**

This course will enable the student to use HTML programming language and WYSIWYG software to create basic web sites that will meet various business needs. The student will explore style sheets, database-driven sites, forms, tags, tables and frames, basic design principles, color and typography, scripting, hosting, and web mastering concepts. **(Offered spring semester)**

# Computer Science

## **CS 115 HTML Language Programming (3 Cr. Hr.)**

This course will enable the student to use a text editor to read and write Web pages in the Hyper Text Markup Language (HTML). The student will write HTML code to produce Web pages using proper syntax of the language, formatted text, lists, links, images, colors, tables, forms, frames, styles, and scripts. The student will apply the new standard of HTML5 and Cascading Style Sheets using CSS3 while exploring previous versions of HTML. This is an introductory programming course.

## **CS 125 Visual Basic Language Programming (3 Cr. Hr.)**

**Prerequisite:** MA 177 Intermediate Algebra This course will enable the student to use a text editor to read and write programs in the Visual Basic (VB) language. The student will write VB code to produce programs using proper syntax of the language, input, output, arithmetic, logical expressions and decisions, subroutines, loops, strings, file processing, and arrays. This is an introductory programming course.

## **CS 135 C Language Programming (3 Cr. Hr.)**

**Prerequisite:** MA 177 Intermediate Algebra This course will enable the student to use a text editor to read and write programs in the C++ language. The student will write C++ code to produce programs using proper syntax of the language, input and output, control structures, functions, loops, file processing, arrays, classes, and pointers. This is an introductory programming course.

# Criminal Justice

## **CJ 105 Police Administration (3 Cr. Hr.)**

This course will enable the student to survey management practices associated with police agencies. The student will explore legal issues and liabilities associated with organizational policies and procedures.

## **CJ 110 Introduction to Criminal Justice (3 Cr. Hr.)**

This course is an introduction to the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student will illustrate how these interrelated components result in the administration of justice today. **(Offered fall semester)**

**CJ 210 Juvenile Delinquency and Justice (3 Cr. Hr.)**

This course enables the student to examine the historical precedents and philosophical reasons for treating juveniles differently from adults. The student will review empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institutions. **(Offered fall semester)**

**CJ 211 Law Enforcement Operations and Procedures (3 Cr. Hr.)**

This course enables the student to examine the role of police in society and the application of key concepts to policing scenarios. The student will identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations. **(Offered spring semester)**

**CJ 212 Introduction to Corrections (3 Cr. Hr.)**

This course will enable the student to understand the correctional field as a function of the administration of justice. The student will explore historical and contemporary trends within the various agencies involved with corrections work.

**CJ 213 Introduction to the Judicial Function (3 Cr. Hr.)**

In this course the student will examine the criminal court system and criminal process. The student analyzes the major judicial decision-makers such as prosecutors, defense attorneys, judges, and the courtroom workgroup. The student discusses the historical development and contemporary structure of state and federal trial courts and courts of appellate review. The student will review the empowerment of the judiciary and its influences on social policies.

**CJ 214 Criminal Investigation (3 Cr. Hr.)**

This course enables the student to explore issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation. **(Offered spring semester)**

**CJ 215 Criminal Law (3 Cr. Hr.)**

This course enables the student to examine the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses. It will cover the elements of misdemeanor and felony crimes. **(Offered fall semester)**

**CJ 216 Criminal Justice Interview and Report Writing (3 Cr. Hr.)**

This course enables students to focus on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system. **(Offered fall semester)**

**CJ 220 Loss Prevention & Private Security (3 Cr. Hr.)**

In this course the student will discuss the legal restrictions, scope of authority, and functional role of security in modern society. The student reviews loss prevention, internal theft, property and personal protection, and the three "C's" associated with fraud; cash, checks, and credit card. The student will examine the history, nature and scope of private security in modern society. The student explores the basic principles of physical security, internal loss prevention, defensive systems, force prevention and safety, and the security function in the corporate structure. The student will overview operations and career opportunities exemplified in such specific areas as retail, hospital, cargo and computer security, and contract and proprietary security services.

**CJ 222 Introduction to Forensic Science (3 Cr. Hr.)**

In this course the student will examine the basic science concepts and techniques used in a forensic science laboratory. Student will explore the nature and significance of physical evidence and the underlying chemical and biological principles of the scientific techniques employed for analysis and interpretation. The student considers the basics of career options in forensic science and its application in criminal cases through various scientific forensic disciplines such as pathology, anthropology, engineering, and bloodstain pattern analysis.

**CJ 223 Criminalistics (3 Cr. Hr.)**

In this course the student explores the underlying principles to understand the laboratory procedures of forensic science. The student will recognize the potential value and limitations of evidence recovery and analysis as practiced in laboratory settings. Students will participate in simulations and mock crime scene investigation. The student articulate informed opinions about crime scene analysis and investigative response. **(Offered spring semester)**

**CJ 224 Medicolegal Death Investigation (3 cr. hr.)**

In this course the student will analyze systems and methods of determining time, cause, and means of death in criminal investigations and trials. The student will demonstrate and describe the basic principles and the role of crime scene investigators in forensic and legal procedures. The student will recognize the legal and criminalistic concepts and procedures for the medicolegal investigation of death due to natural, accidental, suicidal or criminal cause. The student will examine basic concepts of forensic science and crime solving techniques of establishing identity through human remains.

**CJ 225 Biohazard Readiness (3 Cr. Hr.)**

In this course the student will overview the basic facts and fundamental principles in biological and chemical hazard preparedness and response. The student will participate in critical incident exercises about biohazard readiness and preparedness. The student will analyze case study methods.

**CJ 227 Victimology (3 Cr. Hr.)**

This course will enable the student the conceptual boundaries and basic concepts and literature of Victimology as a subfield of criminology. The student will examine the historical and emerging roles of Victimology and apply personal experiences with the human dimensions of victimization.

**CJ 230 Introduction to Homeland Security (3 Cr. Hr.)**

In this course the student will identify the important components of homeland security. The student will recognize the agencies associated with homeland security and their interrelated duties and relationships. The student will explore the historical events that have impacted homeland security, the state, national, and international laws affecting homeland security, and the most critical threats, especially terrorism, confronting homeland security. The student will develop critical skills to become a better evaluator of cutting-edge public policy questions and to prepare for a career in homeland security-related professions. The student will focus on the intelligence and counterintelligence aspects of homeland security as they relate to the four central missions of a homeland security agency: domestic security, emergency preparedness, technology policy, and timely intelligence for preemptive action and improved policy making.

**CJ 233 Criminal Procedures (3 Cr. Hr.)**

This course introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics included confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence. **(Offered spring semester)**

**CJ 235 Citizen Involvement in Law Enforcement (3 Cr. Hr.)**

This course will enable the student to focus on the relationship between the police and communities. The student will explore recommendations for ways of working together to reduce crime and the practice of policing a culturally diverse society.

**CJ 236 Rules of Evidence (3 Cr. Hr.)**

This course will enable the student to explore criminal law focusing on the rules and use of evidence in criminal proceedings. The student will focus on federal and state rules of evidence, various types of evidence, legal issues essential to the collection and seizure of admissible evidence, and legal interrogation.

**CJ 237 Professional Responsibility in Criminal Justice (3 Cr. Hr.)**

The course enables the student to explore the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and the ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities. **(Offered fall semester)**

**CJ 240 Agency Administration (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. **(Offered fall semester)**

**CJ 241 Justice and the Community (3 Cr. Hr.)**

This course will enable the student to understand the challenges of the justice system developing and maintaining meaningful community relationships. The student will participate in topics of discussion that include public/community relations, community policing, crime prevention programs, media relations, and special issues associated with juveniles, the elderly and cultural diversity.

**CJ 242 Communications Strategy (3 Cr. Hr.)**

This course will enable the student to be introduced to specific communication skills and techniques designed to reduce offender resistance and individual criminal risk. The student will apply these skills and techniques at a personal level.

**CJ 245 Critical Incident Management (3 Cr. Hr.)**

In this course the student practices direct response, operations and management of man-made and natural critical incidents. The student analyzes the theoretical and applied models with concepts for managing disasters, terrorism, school/workplace violence, or other critical incidents. The student recognizes the incident command concepts and examines mitigation, prevention and preparedness issues. The student will critique actual incidents. The student will 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 will enable the student the opportunity to study special topics of interest. The student will pursue instructional material that lends itself to current trends or topics.

**CJ 261 Directed Study in Criminal Justice (1-3 Cr. Hr.)**

This course will enable the student to conduct individual research on an advanced level. The student will explore a specialized topic of interest in the criminal justice field as approved and directed by the instructor. Permission of instructor required.

**CJ 262 Internship in Criminal Justice (3-12 Cr. Hr.)**

This course will enable the student to gain exposure to the work environment and/or apply classroom learning to the work site. The student will work a minimum of 50 hours throughout the semester for each credit awarded. Internships are for a specific period of time and may serve as a precursor to professional employment.

**CJ 290 Criminal Justice Forum (1 Cr. Hr.)**

This course will enable the student to review the knowledge gained from the core competencies of the criminal justice curriculum. The student will prepare for upper-division studies in the discipline or for entry-level career positions in the criminal justice system. The student develops and prepares a research project that will result in an end of class presentation.



# Dental Hygienist

To apply to the Dental Hygienist program, students 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 the 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 web page for complete instructions.** ([colbycc.edu/majors/healthcare/dental\\_hygiene](http://colbycc.edu/majors/healthcare/dental_hygiene))

**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.) Students may take either Principles of Microeconomics or Developmental Psychology. Students do not need both courses. 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 are located on the Dental Hygiene web site.

**Step 5:** Complete the Transfer Credit Evaluation form located on the webpage.

**Step 6:** Complete the Permission to Exchange Student Information form located on the webpage.

**Step 7:** Complete the Application for Admissions to NTC located on the webpage.

**Step 8:** Attach your non-refundable application fee to the portfolio. (The amount is located 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 adjust to college life and prepares them 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 WTCS aligned.

## **DH 104/10-508-105 Dental Hygiene Process I (4 Cr. Hr.)**

Introduces dental hygiene students to the basic technical/clinical skills required for 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 develop 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 ultrasonic 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 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.

## Drama

### **DR120 Theatre Appreciation (3 Cr. Hr.)**

The course will enable the student to increase their 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.

### **DR135, 145, 235, 245 I-IV (3 Cr. Hr.)**

Students have supervised participation in all aspects of theatrical production (excluding acting or performing). Including building and painting scenery, lighting, costumes, makeup, gathering properties, designing, stage managing assistant directing, box office and design research.

## Economics

### **EC 276 Principles of Macroeconomics (3 Cr. Hr.)**

This course will enable the student to explain 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. The student will apply the process of monetary and fiscal policy, and each policy's impact on national economic performance. Recommended at the sophomore level. (Offered fall and spring semesters)

### **EC 277 Principles of Microeconomics (3 Cr. Hr.)**

This course will enable the student to explain the economic way of thinking by applying the following: scarcity, specialization, opportunity cost, marginal analysis, and production possibilities. The student will apply the supply/demand model for economic analysis. The student will analyze the relationship between production and cost as it pertains to total, average, and marginal cost. The student will compare and contrast the operation of different market structures and critique the cause and effect of market failures. Recommended at the sophomore level. (Offered fall and spring 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 program 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 enable the student to focus on the preparation for the CDA credential. The student will write competency statements, prepare 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 course is an introductory course for students considering teaching as a career. Covered in this course are the historical, philosophical and sociological foundations, and the organization of teaching and learning. Includes a variety of classroom activities. Students examine and develop basic concepts and attitudes toward teaching. Some critical issues of education are examined.

### **ED 236 Observation and Participation (1-3 Cr. Hr.)**

**Prerequisite:** ED 177 Foundations of Modern Education.

This course allows the student to be placed in an internship with competent teachers in areas of 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. (Offered fall and spring semesters)

### **ED 277 Children's Literature (3 Cr. Hr.)**

This course enables the student to focus on criteria for choosing and using literature with children. The course provides an in-depth look at the various genres and explores the teaching, planning and evaluating of a literature based program. (Offered fall semester)

**The following elective courses are not required for a degree but may be offered "on demand."**

### **ED 124 Expressive Media for Children (3 Cr. Hr.)**

**Prerequisite:** None. 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. The student will 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 199 Problems in Education (3 Cr. Hr.)**

This course provides the student the opportunity to explore changing trends and challenges in America's schools and 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 and also discussed.

### **ED 299 Direct Independent Study (1-3 Cr. Hr.)**

This course is designed for the student who desires to study selected topics in a specific field. The student will investigate a topic that is one not normally investigated in depth in existing courses.

# Energy

## **AE 176 Introduction to Wind & Other Alternative Energy (1 Cr. Hr.)**

This course will enable the student to understand 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. The student will explore the history and development of wind industry, terminology used in the industry, types and applications of various wind turbines. The student will gain knowledge in environmental and economic issues of the wind industry and the future of this industry. **(Offered fall semester)**

## **AE 177 Energy Efficiency (3 Cr. Hr.)**

This course will enable the student to gain a fundamental understanding in energy conservation, energy efficiency, and energy auditing. The student will apply techniques that will reduce the customer's utility bill. The student will also propose a solar photovoltaic array and/or wind turbine to further reduce the customer's utility bill. **(Offered spring semester)**

## **AE178 AG/Rural Wind Applications (3 Cr. Hr.)**

This course will enable the student to understand practical field applications regarding the use of small wind turbines supplying electrical needs on farms and other rural environments. The student will explore global applications in developing countries and the use of small wind turbines in remote areas of the world. **(Offered spring semester)**

## **AE 179 Community Wind (3 Cr. Hr.)**

This course will enable the student to understand the economics of incorporating community wind technology to reduce utility expense for groups, organizations, or single entities. The student will apply an analysis of utilities and proper sizing of the turbines and matching customer electrical load to required number of turbines. **(Offered spring semester)**

## **AE 180 Wind/Solar PV Hybrid Systems (3 Cr. Hr.)**

This course will enable the student to design and install hybrid wind/solar PV systems and incorporate them into an overall renewable energy plan. The student will apply research of global hybrid applications and possible application in developing countries. **(Offered summer semester)**

## **AE 181 Small Wind Turbine (3 Cr. Hr.)**

This course will enable the student to explore small wind construction from site analysis to the safety and maintenance of an installed system. The student will explore the different types of small wind turbines, determining wind potential, system sizing types of towers and installation, and the essential steps toward a successful wind-electric system. **(Offered fall semester)**

## **AE 190 Electronics (3 Cr. Hr.)**

This course will enable the student to understand basic electrical principles and laws associated with resistance, power, voltage, and current. The student will apply electric fundamentals that are pertinent to both wind and solar PV systems. The student will explore topics including charge controllers, inverters, proper grounding and lock-out, tag-out requirements. **(Offered fall semester)**

## **AE 199 Introduction to Construction (5 Cr. Hr.)**

This course will enable the student to gain knowledge in construction. The student will explore the fundamentals necessary 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. **(Offered summer semester)**

## **AE 241 Power Storage/Transmission and Conversion (3 Cr. Hr.)**

This course will enable the student to gain knowledge with battery-based systems. Students will install, test, and commission a battery-based PV and/or wind system in the one day boot camp in this course. The student will explore both stand-alone and grid-tied with battery back-up systems, and include both AC and DC coupled systems. The student will explore generators used as a back-up. The student will practice battery safety, wiring, and maintenance, and will wire balance of system components including: combiner boxes, disconnects, power centers, controllers, battery banks, and inverters. Students will set-up equipment, perform basic programming, and test components for specific battery-based applications. Students will learn fundamental procedures for safe installation and commissioning practices. **(Offered fall semester)**

## **AE 275 Introduction to Solar Photovoltaics (2 Cr. Hr.)**

This course will enable the student to apply a broad range of information that is valuable to entry-level photovoltaic installers including system components, design considerations, environmental effects, and site analysis. The student will gain knowledge in Solar Photovoltaics that 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. **(Offered fall semester)**

## **AE 276 Introduction to Energy Technologies (3 Cr. Hr.)**

This course will enable the student to explore Alternative Energy, Biomass and Biofuels, Nuclear Power, Solar Power, and Wind Power. The student will practice working on both stand-alone and grid-tied photovoltaic and wind turbine systems at the one-day boot camp. **(Offered spring semester)**

## **AE 277 Solar PV Fundamentals & Applications (3 Cr. Hr.)**

This course will enable the student to perform a site survey for a photovoltaic system. The student will explore photovoltaic applications, installation planning, system components, and preparing proposals. The student will explore how to effectively incorporate photovoltaic systems into stand-alone or interconnected electrical systems. The student will practice using standard industry tools such as a Solar Path Finder, angle finder, irradiance meter, multi-meter, and temperature gun. **(Offered fall semester)**



**AE 279 Solar Photovoltaic Intermediate (3 Cr. Hr.)**

This course will enable the student to explore cells, modules, arrays, batteries, charge controllers, inverters, system sizing, and mechanical integration. The student will practice using irradiance meter, multi-meter, and temperature gun. The student will practice installing and testing system components. **(Offered spring semester)**

**AE 280 Solar Photovoltaic Advanced (3 Cr. Hr.)**

This course will enable the student to gain knowledge in electrical integration, utility interconnection, permitting and inspection, commissioning, maintenance, and troubleshooting photovoltaic systems. The student will apply their technical skills to install, commission, test, and perform maintenance on both off-grid and grid-tie solar photovoltaic systems. The student will explore proper design and installation of NEC code-compliant solar photovoltaic (PV) systems for use on residential and commercial buildings. The student will practice sizing of solar electric systems specifications of system components and sizing of DC/AC wiring. This course prepares the student for the North American Board of Certified Energy Practitioners (NABCEP) Solar Photovoltaic (PV) System Installer certification exam. **(Offered spring semester)**

**AE 281 Solar Installation (3 Cr. Hr.)**

This course will enable the student to install solar photovoltaic systems. The student will practice site assessment, system design, system installation and inspection, and maintenance and troubleshooting. The student will practice using a variety of tools and test instruments. **(Offered summer semester)**

**AE 298 Internship (4 Cr. Hr.)**

This course will enable the student to gain real world hands-on experience outside of the traditional classroom and lab environment. The student will perform work in the solar photovoltaic and/or the wind turbine industry. This course will enable the student to gain 160 hours of training and experience to qualify him or her for permanent future employment in the industry. **(Offered summer semester)**

## English

**EN 014 Reading and Study Skills I (3 Cr. Hr.)**

This course will enable the student to be successful in his or her college classes. The student will learn to study efficiently using good time management, memory techniques, note-taking and test-taking skills. The student will improve reading comprehension and fluency skills. The student must complete with a "C" or better to advance to EN 160 Reading Across the Disciplines. This course does not meet graduation or transfer requirements. **(Offered fall and spring semesters)**

**EN 077 Fundamentals of Writing I (3 Cr. Hr.)**

This developmental course will enable the student to learn how to write effective paragraphs and how to revise and edit his or her writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements. **(Offered fall and spring semesters)**

**EN 078 Fundamentals of Writing II (3 Cr. Hr.)**

**Prerequisite:** Appropriate COMPASS or ACT score or successful completion of Fundamentals of Writing I with a "C" or better. This developmental course will enable the student to learn how to write effective essays, how to revise, and how to edit his or her writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements. **(Offered fall and spring semesters)**

**EN 107 Creative Writing (3 Cr. Hr.)**

This course will enable the student to use an imaginative and satisfying form of self-expression and help the student prepare work for publication. The student will explore the writing of poetry, fiction, drama, and nonfiction.

**EN 160 Reading Across the Disciplines (3 Credit Hours)**

This course will enable the student to learn basic vocabulary and comprehension skills as well as inferential and critical reading skills. The student will learn essential reading skills needed in the academic disciplines. **(Offered fall and spring semesters)**

**EN 176 English Composition I (3 Cr. Hr.)**

**Prerequisite:** Appropriate COMPASS or ACT score or successful completion of Fundamentals of Writing II and, if test scores warrant, Reading Across the Disciplines with a "C" or better. This course will enable the student to write in the following rhetorical modes: personal essay, expository essay, and critical essay based on one source. A grade of "D" may not transfer to four-year colleges and universities. **(Offered fall and spring semesters)**

**EN 177 English Composition II (3 Cr. Hr.)**

**Prerequisite:** EN176 (English Composition I).

This course will enable the student to write persuasively and argumentatively. The student will learn and apply techniques of evaluating and using sources as he or she completes a major argumentative research project. A grade of "D" may not transfer to four-year colleges and universities. **(Offered fall and spring semesters)**

**EN 202 American Literature I (3 Cr. Hr.)**

This course will enable the student to read and examine American literature up to the Civil War. The student will study representative works in non fiction, prose and poetry, with emphasis placed upon those writers whose works still affect and illustrate modern American thought.

**EN 203 American Literature II (3 Cr. Hr.)**

This course will enable the student to survey American literature from the Civil War to the present. The student will study representative works in prose and poetry, with emphasis placed upon those writers whose works still affect and illustrate modern American thought.

**EN 219 Introduction to Literature (3 Cr. Hr.)**

This course will enable the student to critically analyze and interpret a variety of classic and modern literature. The student will learn and apply literary terminology in the study of fiction, poetry, and drama.

**LI 176 World Literature (3 Cr. Hr.)**

This course will enable the student to critically analyze and interpret literature from around the world. The student will explore many cultures, studying humanity's differences because of cultural norms and humanity's similarities because of basic human needs and desires. The student will apply these ideas in a focused study dealing with influences on the creation of a literary work.

**The following elective courses are not required for a degree but may be offered "on demand."**

**EN 208 Introduction to Dramatic Literature (3 Cr. Hr.)**

This course will enable the student to discover the diversity of theatre, including recognition of cultural and historical contexts. The student will examine, analyze, and evaluate plays in written form and in performance.

**EN 211 American Frontier Literature (3 Cr. Hr.)**

This course will enable the student to examine the times and places that are identified with American frontier literature. The student will analyze and apply the tie between the literature and frontier culture.

**EN 215 The American Short Story (3 Cr. Hr.)**

This course will enable the student to read, discuss, analyze, and interpret some of the great literature of our nation. The student will compare the written literature to film versions.

**EN 217 The Bible As Literature (3 Cr. Hr.)**

This course will enable the student to read, discuss, analyze, and interpret the literary content of the Holy Bible. The student will discover and apply specific historical and cultural contexts while deriving a sense of the book as a unified whole.

## Geography

**GE176 World Regional Geography (3 Cr. Hr.)**

In this course students locate regions and realms of the world using outline maps, atlas, and text. Students will discuss geographic spatial realities and perspectives. Students map and analyze cultural and natural environments. Students will overview 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. **(Offered fall and spring semesters)**

## 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 1500s. This course will enable the student to explore principal themes of the course centering on interactions of religion, knowledge, and political power within European, African, and Asian civilizations and the dynamics of cultural exchange and conflict among them. **(Offered fall semester)**

**HI 122 Contemporary European History (3 Cr. Hr.)**

This course will enable the student to examine political, social, and cultural developments facing the contemporary Europeans.

**HI 124 American Military History (3 Cr. Hr.)**

The course will enable students to investigate the military history of the United States from colonial times to the 21st century. In addition to military developments, the course will also cover the political and social environments that lead to the major conflicts in American 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 will enable the student to apply methods used to identify individuals and their ancestors by using the scientific approach of research rather than chance. The course has 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 will enable the student to gain a basic understanding of music, art, history, literature, drama, and philosophy mainly from the classical Greek and Roman cultures. The course enables the student to recognize the factors that have produced the age and knowledge of our present life.

**HI 142 History of Medieval & Renaissance Culture (3 Cr. Hr.)**

This course is an interdisciplinary course which focuses on the European Medieval and Renaissance eras. This course will enable the student to explore human experience in all times.

**HI 176 American History to 1865 (3 Cr. Hr.)**

This course will enable the student to explore the events of colonial and revolutionary America, the Federal Union, Civil War, and Reconstruction. **(Offered fall and spring semester)**

**HI 177 American History 1865 to Present (3 Cr. Hr.)**

This course will enable the student to explore the history of the United States from Reconstruction to the present with emphasis on political, economic, and social development. **(Offered fall and spring semester)**

**HI 201 The Great Plains Experiences (3 Cr. Hr.)**

This course will enable the student to study Great Plains history by community-based learning activities. Classes will meet at local historical societies and field locations with authentic learning experience. The class will include information from museum-based classes and field trips on local culture, history, geography, and visits to historical sites.

**HI204 World Civilization 1600 to Present (3 Cr. Hr.)**

This course will enable the student to study 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. **(Offered spring semester)**

## Massage Therapy

**MT 120 Structural Anatomy (2 Cr. Hr.)**

In this course, the student will learn to identify, locate, and palpate areas of the body's skeletal, muscular and connective tissue structures for the purpose of assessment and the performance of safe, effective massage therapy techniques. **(Offered fall semester)**

**MT 130 Basic Massage Techniques (2 Cr. Hr.)**

This course is the beginning foundation for the basic massage techniques necessary to provide the student hands-on work in the massage therapy field. The student will study axial and appendicular skeleton along with muscle attachment to skeleton with joints. **(Offered fall semester)**

**MT 140 Ethics and Business Practices for Massage Therapy (2 Cr. Hr.)**

This course enables the student to learn the basics needed for being self-employed, 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 the student. **(Offered fall semester)**

**MT 150 Massage Lab 1 (4 Cr. Hr.)**

This course exposes the student to an active learning environment with teamed pairs utilizing massage tables. The student will develop skills in the practical implementation of learned massage strokes and their application to the actual physical body. The student will realize the emphasis given to physical danger zones, the development of cohesive massage routines and the importance of proper table dressing as well as patient draping. **(Offered fall Semester)**

**MT 160 Massage Clinic 1 (2 Cr. Hr.)**

The student will interview, chart and administer massage therapy techniques according to his or her level of learning to members of the community-at-large under direct supervision. Fees will be set for community participants. **(Offered fall Semester)**

**MT 178 Anatomy and Physiology for Massage Therapy (2 Cr. Hr.)**

This course will provide the student an introduction to the human body as well as the skeletal, muscular, integumentary and nervous systems. **(Offered fall Semester)**

**MT 220 Pathology Basics for Massage Therapy (2 Cr. Hr.)**

In this course the student will cover the major pathologies of the body systems along with their indications and contraindications for massage therapy. **(Offered spring Semester)**

**MT 230 Advanced Massage Techniques (2 Cr. Hr.)**

The student will cover these topics: Prenatal Massage, Reflexology, Trigger Point Release, Hot Stone massage, Reiki, Shiatsu and Modalities from the Far East. **(Offered spring semester)**

**MT 240 Kinesiology for Massage Therapy (2 Cr. Hr.)**

The student will cover the muscular-skeletal systems and how these systems provide the body with both support and movement. The student will develop an understanding of how to assess and correct deviations in body movement. **(Offered spring semester)**

**MT 250 Massage Lab 11 (4 Cr. Hr.)**

This course will enable the student to be part of an active learning environment with teamed pairs utilizing massage tables. The student 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. **(Offered spring semester)**



**MT 260 Massage Clinic 11 (2 Cr. Hr.)**

The student will interview, chart and administer massage therapy techniques according to his or her level of learning to members of the community-at-large under direct supervision. Proceeds will be used to provide program funding. (Offered spring semester)

**MT 278 Anatomy and Physiology for Massage Therapy 11 (2 Cr. Hr.)**

This course will enable the student to cover the major body systems, their functions and how these systems are affected by Massage and Physiology for Massage Therapy 1 and to cover the circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. This course is a continuation of Anatomy. (Offered spring semester)

## Math

**MA 050 Mathematics Essentials (3 Cr. Hr.)**

This course will enable the student to add, subtract, multiply, and divide integers, fractions, and decimals. The student will apply these operations to working with ratios and proportions, percents, and geometry. The student will also learn about the real number system and will also learn simple algebra. This course does not count toward graduation. (Offered fall and spring semesters)

**MA 076 Beginning Algebra (3 Cr. Hr.)**

**Prerequisite:** Either "C" or above in Math Essentials or high enough score on testing determined by the Mandatory Placement Guide. This course will enable the student to solve simple linear equations. Also, the student will be able to solve, graph, and create simple linear equations. The course will also enable the student to work with exponents. Another component of the course will be for the student to multiply and divide polynomials. The course will enable the student to factor second degree polynomials. This course does not count toward graduation. (Offered fall and spring semesters)

**MA 108 Math for Health Professionals & Veterinary Technicians (On-campus Program) (2 Cr. Hr.)**

This course will enable students enrolled in the Veterinary Technology program and health professional program to work with fractions, decimals, per cents, ratio and proportions, and systems of measure. The course will enable the student to accurately determine solutions, medication, and dosage. (Offered spring semester)

**MA 177 Intermediate Algebra (3 Cr. Hr.)**

**Prerequisite:** Either "C" or above in Beginning Algebra or high enough score on testing determined by the Mandatory Placement Guide.

This course will enable students to build on the competencies obtained in previous courses. This course will enable students to learn to work with rational expressions; rational exponents and radicals; linear relations and functions; and quadratic equa-

tions and inequalities, absolute value equations and new factoring methods. (Offered fall and spring semesters)

**MA 178 College Algebra (3 Cr. Hr.)**

**Prerequisite:** MA 177 Intermediate Algebra with a grade of "C" or better or placement. This course will enable the student to work and solve mathematics and quantitative problems involving functions and graphs, the 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. (Offered fall, spring and summer semesters)

**MA 185 Plane Trigonometry (3 Cr. Hr.)**

**Prerequisite:** MA178 College Algebra with a grade of "C" or better or the equivalent. This course enables students to work with 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:** MA 178 College Algebra with a grade of "C" or better or the equivalent. This course will enable the student to work and solve mathematic and quantitative problems involving college algebra and trigonometry, function analysis (including the use of graphing calculators with a Computer Algebra System), introductory analytic geometry and introductory concepts of limits. Pre-Calculus is designed to be a "stepping stone" course between College Algebra (MA 178) and Calculus (MA 210) or (MA 220). 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. No textbook is required for the course, but a TI-89, TI-92, TI-Voyage or TI-Inspire CAS calculator is required. (Offered 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 course will enable the student to work and solve mathematic and quantitative problems involving statistics and statistics terminology, descriptive statistics (including frequency distributions, graphical representations of a distribution, measures of center, measures of dispersion, standard scores, percentile rank, the normal distribution and the 5-number summary), probability including probability distributions, the normal distribution, hypothesis testing, tests of significance appropriate to populations, correlations, regression analysis, and analysis of variance. (Offered fall and spring semesters)

**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 will enable the student to work and solve mathematic and quantitative problems involving concepts of differential and integral calculus (limits, derivatives and integrals of common polynomial, rationale, exponential and log functions)



pertaining to problems found in business, social science and general science. (The course does not include trigonometric limits, differentiation or integration.)

**(Offered spring semester)**

**MA 220 Analytical Geometry & Calculus I (5 Cr. Hr.)**

**Co- or Prerequisite:** MA 178 College Algebra and MA 185 Plane Trigonometry or equivalent. This course will enable the student to work and solve mathematic and quantitative problems involving limits, differentiation, differentiation applications, integration and integration applications of polynomial, rationale, trigonometric, exponential and logarithmic functions.

**(Offered fall semester)**

**MA 230 Analytical Geometry & Calculus II (5 Cr. Hr.)**

**Prerequisite:** MA 185 Plane Trigonometry and MA 220 Analytical Geometry and Calculus I. This course will enable the student to work and solve mathematic and quantitative problems involving integration methods and methodology, applications of the definite integral, derivatives and integrals associated inverse and hyperbolic trigonometric functions, alternate representations of functions (polar and parametric functions), introductory analytic geometry, sequences & series and differential equations. **(Offered spring semester)**

**MA 240 Analytical Geometry & Calculus III (5 Cr. Hr.)**

**Prerequisite:** MA 230 Analytical Geometry and Calculus II. This course will enable the student to work and solve mathematic and quantitative problems involving 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:** MA 240 Analytic Geometry and Calculus III. This course will enable the student to work and solve mathematic and quantitative problems involving 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

**ML 237 Spanish Composition and Conversation (3 Cr. Hr.)**

This course will enable the student to develop basic skills in conversational Spanish. This course emphasizes that students determine career and professional performance language pathways. Students utilize verbal, written, and auditory skills to build vocabulary and composition activities.

The student will recognize everyday terms and expressions. Students enact scenarios, simulations, and dialogues. The student converses with authentic language methods.

**FL 176 Elementary Spanish I (5 Cr. Hr.)**

The 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 im-

provement of foreign language abilities. The student will demonstrate comprehension of simple written material in Spanish through speaking, writing or other appropriate response. The student will compare and contrast aspects of Spanish-speaking cultures with their own cultures.

**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. The student will converse in Spanish at phrase/sentence level using everyday vocabulary to convey and request basic information related to personal and course topics. The student will demonstrate a basic understanding of temporal references (past, present, and future) through speaking, writing, listening, and reading.

## Music

**MU102 Harmony I (3 Cr. Hr.)**

This course will enable the student to study 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 will enable the student to aurally dictate musical intervals, scales (Major and 3 types of minor), rhythms, melodies, and harmonic passages. The student will be able to apply knowledge gained in his or her respective performance ensembles, resulting in more technically sound performances. The student will explore different methods of listening, sight-singing, solfege, and types of rhythms. **(Offered fall semester)**

**MU 108 Fundamentals of Music (3 Cr. Hr.)**

This course will enable the student to fully understand the rudiments of music and skills of simple notation (basic note and rhythm reading). Musical terms, intervals, chords, key signatures, and scales will be introduced. The student will apply this knowledge in their respective ensemble classes as well as demonstrating basic proficiency on the piano. **(Offered fall and spring semesters)**

**MU 113, 123, 233, 243 Choir I, II, III, IV (1 Cr. Hr.)**

This course will enable the student to perform a wide range of music in various styles and present in concerts during each semester. Students will place an emphasis on 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. Enrollment is open to all students who wish to sing. **(Offered fall and spring semesters)**

**MU 114, 124, 234, 244 Concert Band I, II, III, IV (1 Cr. Hr.)**

This course will enable the student to effectively work within a group setting, using a team approach. This performance ensemble is open to the instrumental student wishing to expand his or her knowledge of wind ensemble literature. Quality of musicianship is emphasized. Public performance is considered part of the course requirement. **(Offered fall and spring semesters)**

**MU 115, 125, 235, 245 Chorale I, II, III, IV (1 Cr. Hr.)**

This course will enable the student to place an emphasis on superior performance standards. The music is selected for its broad public appeal. Numerous public performances are scheduled throughout the school year. 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. **(Offered both semesters)**

**MU 116, 126, 236, 246 Instrumental Ensemble I, II, III, IV (1 Cr. Hr.)**

This course will enable the student to hone his or her technique on a selected instrument. 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 class will enable the student to recognize harmonic progressions and construct basic improvisational solos, within an ensemble setting. The student will be expected to operate within this atmosphere with a "team-first" approach. This performing group is open to all qualified wind and percussion players selected by audition. Emphasis is given to a broad spectrum of jazz styles and improvisation. Public performance is considered part of the course requirement. **(Offered fall and spring semesters)**

**MU 119, 129, 239, 249 Pep Band I, II, III, IV (1 Cr. Hr.)**

This performing group is open to all qualified wind and percussion players. The pep band student helps create school spirit and enthusiasm during basketball games. Attention is given to the performance of current popular tunes. **(Offered fall and spring semesters)**

**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 fall and spring semesters)**

**MU 150 Music Literature (3 Cr. Hr.)**

This course is recommended for the second year student in preparation for a 4-year institution. Depending upon the student's needs, the course will cover key events in history, composers and literature. The student(s) will also obtain critical listening skills to identify key components in music literature.

This student will study music scores, listen to recordings, observe in the classroom, and attend live performances. **(Offered spring 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 I. This course will enable the student to aurally dictate musical intervals, scales (Major and 3 types of minor), rhythms, melodies, and harmonic passages. The student will be able to apply knowledge gained in his or her respective performance ensembles, resulting in more technically sound performances. The student will explore different methods of listening, sight-singing, solfege, and types of rhythms. This class is a continuation of MU 103 and will build on the skills learned. **(Offered spring Semester)**

**MU 176 Introduction to Music (3 Cr. Hr.)**

This course will enable the student to increase his or her knowledge and understanding of music through classroom activities and discussion. The purpose is to provide an opportunity for the student to become a more discriminating consumer of music. This course is offered for all general education students. It satisfies a humanities requirement for transfer students. **(Offered fall and spring semesters)**

**MU Applied Music Courses (1 Cr. Hr.)**

Enrollment in the courses listed below is with the permission of the instructor. Applied Music courses include private lessons designed to build the student's musical techniques, improve basic musicianship and increase 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: **(Offered fall and spring semesters by appointment)**

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 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 will enable the student to aurally dictate musical intervals, scales (major and 3 types of minor), rhythms, melodies, and harmonic passages. The student will be able to apply knowledge gained in his or her respective performance ensembles, resulting in more technically sound performances. The student will explore different methods of listening, sight-singing, solfege, and types of rhythms. This class is a continuation of MU 153 and will build on the skills learned. **(Offered fall semester)**

**MU 252 Harmony IV (3 Cr. Hr.)**

This course will enable the student to demonstrate 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 will enable the student to aurally dictate musical intervals, scales (major and 3 types of minor), rhythms, melodies, and harmonic passages. The student will be able to apply knowledge gained in his or her respective performance ensembles, resulting in more technically sound performances. The student will explore different methods of listening, sight-singing, solfege, and types of rhythms. This class is a continuation of MU 203 and will build on the skills learned. **(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.)**

Students apply fundamental concepts, principles and skills of basic nursing care. This course identifies general knowledge of human needs. A laboratory component is included. Simulated nursing care situations are utilized. **(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. Medication administration, and medication math is included.

**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, client 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. 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 Nursing 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 Nursing 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.)****Prerequisite: NS 167 Medical Surgical Nursing I**

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. (Elective Course)

**NS 210 Mental Health Nursing (3 Cr. Hr.)**

**Prerequisite:** Current LPN license and admission in Level II Nursing Program. This course will enable the student to explore basic concepts and trends in mental health nursing. Mental health and alterations in mental health across the lifespan utilizing a nursing process approach are examined. A laboratory component is included. Simulated and actual care situations are utilized. (Lab fee required) (Offered fall Semester)

**NS 215 Professional Issues in Nursing (1 Cr. Hr.)**

Current issues relevant to the associate degree nurse are explored. Topics such as career mobility, leadership, reality shock, stress management, delegation, communication, healthcare ethics, theorists, and evidence-based practice are explored.

**NS 220 Maternal and Child Care II (3 Cr. Hr.)**

**Prerequisite:** NS235 Medical-Surgical IV

This course is an advanced course which will enable students to provide 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.)**

**Prerequisite:** NS178 Medical-Surgical Nursing 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.)**

**Prerequisite:** Currently enrolled in Level II or a Graduate from an Associate Degree, Diploma or Bachelor of Science Nursing Program. Eligible to sit for NCLEX RN Exam. This course will enable graduate nurses to prepare for the NCLEX-RN exam. This is an online course utilizing Virtual ATI NCLEX Review which is individualized and aligned with the NCLEX test plan. (Course fee required) (Elective Course)

**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 course is designed to help students acquire the skills they need to perform assessments in today's health care environment. Content will include collection of objective and subjective data, and use of critical thinking skills to detect client problems. (Elective course)

**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 client 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 client safety, health promotion, and documentation. The legal and ethical responsibilities affecting the transition to the RN role are explored. (Offered summer semester)

**NS 251 RRT/MICT to A.D.N. Articulation Course (2 Cr. Hr.)**

This course will enable the RRT/MICT to transition 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. (Offered summer semester)

**NS 252 RRT/MICT to A.D.N. Concepts of Care (4 Cr. Hr.)**

This course will enable the student to expand on the concepts necessary to provide a safe caring environment for clients whose psychosocial and physiological integrity is compromised. The course 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. (Offered summer semester)

**BI 284 Nursing Microbiology (2 Cr. Hr.)**

**Prerequisite:** None. This course will enable the student to develop an understanding of medical microbiology as related to nursing health care with consideration given to the identification and control of human pathogens. Students will understand and apply microscopy techniques, clinical laboratory tests, association of disease with bacterial scientific names, and methods involved in handling, culturing, and controlling microorganisms in the laboratory and health care facility. This course includes one hour of lecture and 1.5 hours of laboratory per week. (Offered fall semester)



# Philosophy/Religion

## PI 101 Introduction to Philosophy (3 Cr. Hr.)

This course enables the student to explore 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. **(Offered spring semester)**

## PI 120 Academic Excellence Challenge I (3 Cr. Hr.)

This course enables the student the opportunity 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 is an introduction both to logic and critical thinking. The student will know the distinction between logic and rhetoric, the distinction between deductive and inductive arguments, the analysis of ambiguities and the nature of common fallacies in reasoning. Through the works of great philosophers the student will develop a system of symbolic logic, to probabilistic reasoning and evaluation of deductive arguments. The student will also look at extensions of classical logic (such as modal logics, epistemic and deontic logics, multi-valued logics), as well as discuss some fundamental issues pertaining to the nature of reasoning and logic more generally. The student will develop skills in analysis and evaluation of reasoning in everyday situations; improves insights into argument construction and exact methods of proof. **(Offered fall semester)**

## 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, and determinism. **(Offered fall and spring semesters)**

# Physical Education

## PE 001-015 Physical Activity Water Exercise (1 Cr. Hr.)

**This course does not meet graduation requirements.**

By the end of this course, the student will have performed water exercises combining stretching, swimming and a variety of movements providing low to medium intensity. **(Offered fall and spring semesters)**

## PE 172 Theory and Practices of Coaching I (1 Cr. Hr.)

This course is an introduction to the techniques of coaching, emphasizing a particular sport. By the end of this course students will know theories and techniques applicable to either several sports or an individual sport.

## PE173 Theory and Practice of Baseball (2 Cr Hr.)

This course enables the student to be exposed to theories and practices of coaching as they apply to the mental aspect of baseball.

## PE 177 Personal and Community Health (3 Cr. Hr.)

By the end of this course students will be able to explain the following: proper nutrition, fitness, environmental health, psychological health, sexual disease and avoidance, body composition, and drug abuse and avoidance. The course looks at these areas through a global perspective. **(Offered fall semester)**

## PE 198 History and Foundations of PE (3 Cr. Hr.)

This course enables students to develop a wide range of perspectives in the fields of P.E., and sports and recreation. Students will learn different professions in the field of sport and exercise, gain knowledge of the programs and fields of study available, the settings in which these programs are implemented and the qualifications needed to enter the professional practice, and basic exercise principles/program creation. This course will also address issues of race, age, gender, and economic status in physical education, participation, coaching and other aspects in the field of sport and exercise.

## PE 199 Techniques of Officiating (2 Cr. Hr.)

By the end of this course students will know how to officiate games at the NCAA, NJCAA, and high school level. This does not mean they will get certified at any of these levels.

## 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 107 Concepts of Wellness (1 Cr. Hr.)

This course will include a variety of lectures and tests on a variety of health topics that are combined with circuit training. The course is designed for the fitness beginner. By the end of the course the student will be able to explain cardiovascular health, describe flexibility, explain muscle strength and endurance, explain nutrition, and describe proper weight gain and loss. **(Offered fall and spring semesters)**

**PE 112 Lifestyle Dance (1 Cr. Hr.)**

By the end of this course, the student will have participated in an exercise program which incorporates different social dances, such as ballroom, line dance, country and modern square dance. This course will include a variety of lectures and tests on a variety of health topics that are combined with circuit training. The course is designed for the fitness beginner. By the end of the course the student will be able to explain cardiovascular health, describe flexibility, explain muscle strength and endurance, explain nutrition, and describe proper weight gain and loss. **(Offered fall semester)**

**PE176 Lifestyle Management (2 Cr. Hr.) (eduKan)**

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. By the end of the course the student will be able to explain cardiovascular health, describe flexibility, explain muscle strength and endurance, explain nutrition, and describe proper weight gain and loss.

**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 203 Bowling (1 Cr. Hr.)**

By the end of this course students will know how to bowl at a beginning level. The course begins in the classroom for lectures and moves to the lanes for instruction in techniques. **(Offered fall and spring semesters)**

**PE 209, 210, 211, 215 Martial Arts I-IV (1 Cr. Hr.)**

By the end of this course students will know the basics of Taekwondo, including the philosophy of the sport. The use of basic techniques, forms, one-steps, moves to sparring, and advanced self-defense will be used to achieve this goal. **(Offered fall and spring semesters)**

**PE219 Lifeguard Training (2 Cr. Hr.)**

The course will enable the student to develop the skill and knowledge necessary for non-surf lifeguarding. Successful completion of the course leads to American Red Cross certification at the lifeguard training level. Students must be at least 15 years of age by the completion date.

**PE 224 Yoga (1 Cr. Hr.)**

The course will enable the student to participate in an exercise program which incorporates yoga poses at different intensities in order to promote health and wellness through aerobic exercise, strength and muscular training. It is an overall fitness program that may become a lifetime skill.

**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 Trojans 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.)

# Physical Science

## **PH 101 Our Physical World (w/Lab) (5 Cr. Hr.)**

This course includes three hours of lecture and three hours of laboratory per week. The student will explore fundamental physical principles which govern nature, including motion, forces, momentum, energy, fluids, heat, electricity, magnetism, waves, sound, light atoms, the periodic table, atomic nuclei and radioactivity. The student will practice these principles in the laboratory. This course is not intended for science majors. **(Offered fall and spring semester)**

## **PH 103 Earth Science (w/Lab) (5 Cr. Hr.)**

This course includes three hours of lecture and three hours of laboratory per week. The student will explore basic principles of geology, meteorology, and astronomy. The geology portion will include rocks and minerals, erosion processes, plate tectonics, earthquakes, and geologic time. The meteorology portion will include oceans, Earth's atmosphere, atmospheric moisture, pressure, wind, fronts, and storms. The astronomy portion will include the solar system, stars, galaxies, cosmology, and relativity. The student will practice these principles in the laboratory. This course is not intended for science majors.

## **PH 180 Descriptive Astronomy (w/Lab) (4 Cr. Hr.)**

This course includes three hours of lecture and one and one-half hours of laboratory per week. This course will enable the student to explore fundamental physical principles which govern large objects including constellations, moon, planets, smaller solar system objects, telescopes, spectrum analysis, sun, stars, star groups, nebulae, and galaxies. The student will practice these principles in the laboratory.

## **PH 207 General Physics I (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** MA 185 Plane Trigonometry. This course includes three hours of lecture and three hours of laboratory per week. The student will apply fundamental principles of physics including translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry. The student will practice these principles in the laboratory. **(Offered fall semester)**

## **PH 208 Engineering Physics I (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** MA 220 Analytical Geometry & Calculus I or concurrent enrollment. This course includes three hours of lecture and three hours of laboratory per week. The student will apply fundamental principles of physics including translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of calculus. The student will practice these principles in the laboratory. **(Offered fall semester)**

## **PH 227 General Physics II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** PH 207 General Physics I. This course includes three hours of lecture and three hours of laboratory per week. The student will apply fundamental principles of physics including electricity and magnetism, waves, optics, and an introduction to modern physics using the tools of algebra and trigonometry. The student will practice these principles in the laboratory. **(Offered spring semester)**

## **PH 228 Engineering Physics II (w/Lab) (5 Cr. Hr.)**

**Prerequisite:** PH 208 Engineering Physics I. This course includes three hours of lecture and three hours of laboratory per week. The student will apply fundamental principles of physics including electricity and magnetism, waves, optics, and an introduction to modern physics using the tools of calculus. The student will practice these principles in the laboratory. **(Offered spring semester)**

## **PH 249 Statics (3 Cr. Hr.)**

**Prerequisite:** MA 220 Analytical Geometry & Calculus I and PH 208 Engineering Physics I. This course will enable students to apply vector algebra, composition and resolution of forces, movements of forces and couples, equilibrium, structural analysis, centers of gravity, internal forces, and friction to rigid bodies. **(Offered spring semester)**

# 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, 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. By the completion of this course students will apply understanding of resources found at Colby Community College to enhance their educational experience.

## **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 inter-workings with other health professionals. Students are introduced to ethics, standards and the national organization. Practical and observational skills will be introduced and practiced. By the completion of this course students will summarize and distinguish between correct and incorrect tasks to be performed by a PTA. 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. By the completion of this course a student will have clinical competence in the following procedures: 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 Education 1 (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. By completion of this course a student will be able to explain and apply the skills necessary to succeed in a clinical setting including: disablement model, professional behavior, self-management, self-evaluation, documentation, legal issues, safety, and patient rights.

**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 are included per week. The principles and practices of physical therapy are examined. By the completion of this course a student will show clinical competence in the following procedures: 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 Education 1, PT220 Physical Therapy Procedures II, and PT239 Functional Musculoskeletal Anatomy. 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. By completion of this course student will correctly consider and recommend appropriate PT intervention for common pathologies covered in class.

**PT 225 Clinical Education 2 (3 Cr. Hr.)**

**Prerequisite:** PT215 Clinical Education 1. 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. Class topics include professional licensure application, professional goal-setting, the responsibilities of a new staff member, diversity in clinical settings, resume and interview skills, continuous quality improvement and ethical issues. By completion of this course a student will correctly apply all principles covered in class to the clinical setting and prepare application for professional licensure.

**PT 226 Clinical Education 3 (1 Cr. Hr.)**

**Prerequisite:** PT225 Clinical Education 2. Two classroom hours per week for eight weeks. This course provides further application of physical therapy regulation and guidelines, with emphasis on applied theoretical knowledge of job and career including a professional presentation. By completion of this course a student will plan, organize, and critique an appropriate professional presentation. A student will distinguish and select appropriate licensure exam preparation techniques.

**PT 227 Clinical Education 4 (8 Cr. Hr.)**

**Prerequisite:** Completion of all P.T.A. coursework. Forty clinical hours per week for 10 weeks. This course take 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 upon completion will apply all previously learned skills to the clinical setting and perform as an entry level physical therapist assistant prepared for employment.

**PT 230 Physical Therapy Procedures III (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** PT215 Clinical Education 1. Three classroom hours and six laboratory hours per week are included. By completion of this course a student will show clinical competence in the following procedures: developmental sequence, PNF, Bobath, Rood, Brunnstrom, cardiopulmonary rehabilitation and therapeutic exercise as it pertains to neurological and medical conditions.

**PT231 Physical Therapy Procedures IV (w/Lab) (6 Cr. Hr.)**

**Prerequisite:** PT215 Clinical Education I. Three classroom hours and six laboratory hours per week are included. By completion of this course a student will show clinical competence in the following procedures: therapeutic exercise as it pertains to orthopedics and surgical conditions, goniometry, MMT, joint mobilization, stretching and postural examination.

**PT239 Functional Musculoskeletal Anatomy for Physical Therapy (w/Lab) (4 Cr. Hr.)**

**Prerequisite:** Admission to P.T.A. program. Six hours of lecture and one and one-half hours of lab per week are included. This course explores normal muscle and joint function as related to physiological and mechanical principles. In addition, it introduces the student to the normal and abnormal functional aspects of the musculoskeletal system. By completion of this course the student will explain, apply and relate musculoskeletal anatomy principles to all aspects of patient care.

**PT242 Physical Therapy Seminar (1 Cr. Hr.)**

**Prerequisite:** Completion of Clinical Education 4. The student returns to campus for a two day capstone course. The student will participate in and explore additional topics not covered in the entry level curriculum. By completion of this course a student will summarize, critique, and apply additional PT techniques in the clinical setting. Students express in written and verbal form a program critique prior to receiving diploma for completion.



# Political Science

## **PO 105 State & Local Government (3 Cr. Hr.)**

This course will enable the student to synthesize facts related to state and local government, including constitutions, elections, and structure. The student will be able to recognize relationships between state and local government and current events as well as the concerns of diverse populations including citizenry, parties, and interest groups.

## **PO120 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 will enable the student to internalize facts related to federalism, including the Constitution, the media, political parties, the branches of government and foreign policy. The student will be able to recognize relationships between the federal government and current events as well as the concerns of diverse populations.

# Psychology

## **PS112 Anger/Stress (1-2 Cr. Hr.) \***

This course will enable the student to be acquainted with the stress and anger response, both mentally and physically. The student will be able to emphasize physiological changes, adaptation, and health consequences of perceptions and assessment of stress and anger. The student will understand the body's response to stress and anger, as well as mitigation methods for both stress and anger.

## **PS 162 Topics in Applied Psychology**

This course will enable the student to have an understanding of sport and exercise psychology with an emphasis on sport coaching and participation. The student will cover basic concepts including how psychology can affect sport and exercise experience

## **PS 163 Sports Psychology-Gender Issues (1 Cr. Hr.)**

This course will enable the student to examine the psychosocial aspect of participating in sport and/or exercise, particularly as it pertains to girls and women as well as gays and lesbians. Covering fundamental topics such as common definitions, the role of sport in society and the lives of females, socialization of females into sport an exercise, how women are portrayed in as athletes, current events and social influences on the participation by gays and lesbians, body image, development issues, parenting issues and psychophysiological aspects of exercise for women.

## **PS164 Positive Psychology (1 Cr. Hr.)**

Postitive psychology is the branch of psychology that focuses on improving the mental functioning of human beings above that of normal mental health. The focus of the field is on what makes human beings happy and how an individual can lead a fulfilling and satisfying life. As a field of inquiry, its purpose it to understnad and foster the factors that allow individuals, communities, and societies to flourish, adapting what is best in the scientific method to the unique problems that human behavior present.

## **PS 176 General Psychology (3 Cr. Hr.)**

This course will enable the student to be introduced to a basic study of behavior and the mental process. The student will survey methods, data and principles of psychology combined with the practical use of psychology for everyday living. **(Offered fall, spring and summer semesters)**

## **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. DSM-V are out in May 2013 **(Offered spring semester)**

## **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 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)**

**\*A maximum of three credit hours from workshops may be counted toward the 62 hours required for graduation.**

## **PS265 Criminal Profiling (3 Cr. Hr.)**

This course will enable the student to learn the techniques of sociological and behavioral profiling to establish leads and detect patterns of criminal behavior. Students will apply the principles of forecasting and assessing typology, patterns, personality and demographics. Students will rely on case studies to analyze details.

## **PS 269 Terrorism (3 Cr. Hr.)**

This course will enable the student to articulate the history, nature, characteristics and responses to terrorism. The student will study concepts of terror and terrorism, historical aspects, the role of the media, terrorist groups and their ideologies, methods of terror, and counter responses to terrorism.

## **PS 276 Developmental Psychology (3 Cr. Hr.)**

This course is a survey of the development of the individual from birth through old age. The student will examine development from the behavioral, social, emotional, intellectual and linguistic areas of development. **(Offered fall and spring semesters)**

**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 childhood. The student will explore development from the behavioral, social, emotional, intellectual and linguistic areas. (Offered fall semester)

## Sociology

**SO100 Student Success Seminar (1 Cr. Hr.)**

This course is designed to facilitate transition into college life, and prepare students to successfully enter the workforce. 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, should take the class. Students will become more familiar with career objectives, peers, college faculty, and advisors. (Offered fall and spring semesters)

**SO 123 Criminology (3 Cr. Hr.)**

This course will enable the student to develop an understanding of the science of crime. The student will examine the roles of social, cultural, economic, political, psychological, chemical, biological, and ideological factors in causing criminal behavior. The student will explore the major theoretical perspectives in the field, as well as the critiques and uses of these perspectives in the prevention and response to crime.

**SO 135 Women's Studies: A Transnational View (3 Cr. Hr.)**

This course enables students to study 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 breath 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 systematic study of social life, ranging in size from small to social institutions to entire societies. Organized around the themes of culture, social interaction, social inequality, and social change, it presents the sociological approach to understanding human interaction action. Sociology considers how particular life experiences, attitudes, and values are shaped by membership in ascribed and achieved social categories such as social class, race/ethnicity, sex, sexuality and nationality and how social justice and inequality are conceived. This course is designed to apply sociology concepts to the interpretation of everyday experiences and connect them to the social world. (Offered fall and spring semesters)

**SO177 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. This course deals with the psychological, sociological and biological causes of juvenile delinquency. The course also covers the juvenile court, juvenile police, social service agencies, and juvenile detention facilities.

**SO182 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. (Offered spring semester).

**SO182 Sociology of Discrimination (3 Cr. Hr.)**

This course will enable the student to evaluate diversity and inequality effect the basic institutions of society, which include family, religion, education, government and medicine. The student will examine identity construction, prejudice, immigration, discrimination, and ethnic and cultural differences while developing strategies for improving relationships.

## Speech

**SP 101 Fundamentals of Oral Communication (3 Cr. Hr.)**

This course will enable the student to focus on workplace skills in the area of oral communication. The student will explore the areas of individual and group communication skills. The student will practice the best ways to organize and present speeches. Students will show proper research and have an understanding about the purpose of the topic and using proper language. This course will enable the student to explore and evaluate his or her own speech skills, work relationships, and to learn specific skills designed to improve oral communication. (Offered fall and spring semesters)

**SP 106 Interpersonal Communications (3 Cr. Hr.) (EduKan)**

This course will enable students to focus on communication between two or more persons. The student will work on understanding self-concept, will exhibit listening behavior, and will understand how verbal and non-verbal communications affect relationships—topics that are covered by lecture, text, and structured exercises in class.

**SP 176 Public Speaking (3 Cr. Hr.)**

This course will enable students to show proper research, have a clear understanding of the topic, and use proper language while presenting speeches. The student will practice ways to organize speeches and to present them effectively. This course is designed to increase awareness of the importance of oral communication in today's society and to develop competent speakers. (Offered fall, spring and summer semesters)

# Veterinary Technology

## On-Campus Program

*Only students admitted to this program may enroll in these classes.*

### **MA 108 Math for Health Professionals & Veterinary Technicians (2 Cr. Hr.)**

This course will enable students enrolled in the Veterinary Technology Program and health professional program to work with fractions, decimals, percents, ratio and proportions, and systems of measure. This course will enable the student to accurately determine solutions, medication and dosage.

### **VT 115 Introduction to Veterinary Technology (1 Cr. Hr.)**

The course will enable the student to develop an understanding of career and degree opportunities within the field of veterinary technology. This course will facilitate the student's transition to college life and will cover principles of basic personal finance. (Offered fall semester)

### **VT119 Breeds and Domestic Animals (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary technology. This course will enable the student to understand normal domestic animal behavior and to recognize various breeds of small and large animals species. (Offered spring semester)

### **VT 120 Animal Facility Management I (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary technology. This course will enable students to gain experience and practice techniques in hospital team interactions and daily animal care, including sanitation and nutrition, in the animal laboratory facilities. (Offered spring semester)

### **VT121 Medical Records and Veterinary Office Skills (2 Cr. Hr.)**

**Perquisite:** Current standing as a freshman in veterinary technology. This course will enable the student to understand the veterinary technician's role in performing physical examinations on animal patients and documentation in the medial record. This course will also enable the student to understand the legal aspects of medical record keeping and the business and professional aspects of a veterinary practice including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. The student will also gain exposure to computer applications utilizing word processing, spreadsheet, database and veterinary office management software. (Offered spring semester)

### **VT123 Basic Nutrition of Domestic Animals (1 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. **Prerequisite or Co-requisite:** VT140 Anatomy and Physiology of Domestic Animals. This course will enable the student to understand basics aspects of nutrition of domestic animals species including pet food evaluation, life stage nutrition for the well dog and cat, client education, nutritional aspects of disease and therapeutic

intervention. The course will also enable the student to understand livestock feeds and basic feeding principles of large animal species. (Offered spring semester)

### **VT 130 Veterinary Clinical Procedures (3 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary technology. **Co-requisite:** VT131 Veterinary Clinical Procedures Laboratory. This course will enable the student to understand the basic responsibilities and duties of a veterinary technician in preparation for the summer work experience with emphasis on operating room techniques, general nursing techniques, principles of radiology, emergency medicine, large animal nursing and restraint. This course will also enable the student to develop the skills necessary to apply for a preceptorship position under the supervision of a licensed veterinarian for the summer semester. The student will develop job hunting skills, gain experience preparing a resume and cover letter, and understand how to prepare for the job interview. The student will also gain an understanding of the employer-employee relationship, veterinary laws and ethics, euthanasia, and grief. (Offered spring semester)

### **VT 131 Veterinary Clinical Procedures Laboratory (2 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary technology. **Co-requisite:** VT130 Veterinary Clinical Procedures. This course will enable the student to gain hands-on experience with essential skills of a veterinary technician in preparation for the summer work experience. The student will practice skills including restraint of domestic animals, administration of medications, positioning animals for x-rays, developing films, non-sterile surgical assistance, pack preparation, incision site preparation, dental prophylaxis, basic anesthetic machine care, and crash cart maintenance. (Offered spring semester)

### **VT140 Anatomy & Physiology of Domestic Animals (3 Cr. Hr.)**

**Prerequisite:** BI177 Principles of Biology with Laboratory or BI285 Zoology with Laboratory; current standing as a freshman in veterinary technology. **Prerequisite or Co-requisite:** VT141 Anatomy and Physiology of Domestic Animals Laboratory. This course will enable the student to understand basic principles of systemic anatomy with an introduction of animal nursing, physiology, pharmacology, pathology and parasitology concepts within the framework of body systems. (Offered spring semester)

### **VT 141 Anatomy & Physiology of Domestic Animals Laboratory (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT140 Anatomy and Physiology of Domestic Animals and current standing as a freshman in veterinary technology. This course will enable the student to gain experience with dissection of the dog as well understand the skeletal system of domestic animal species. (Offered spring semester)

### **VT 145 Introduction to Clinical Laboratory Techniques (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary technology. **Co-requisite:** VT146 Introduction to Clinical Laboratory Techniques Laboratory. This course will enable the student to understand basic veterinary clinical laboratory techniques and basic technical procedures in preparation for the summer work experience. (Offered spring semester)

**VT 146 Introduction to Clinical Laboratory Techniques Laboratory (2 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary technology. **Co-requisite:** VT145 Introduction to Clinical Laboratory Techniques. This course will enable the student to practice various veterinary clinical laboratory techniques in preparation for the summer work experience. **(Offered spring semester)**

**VT 150 Veterinary Technician Pharmacology (1 Cr. Hr.)**

**Prerequisite:** Current standing as a freshman in veterinary technology. This course will enable the student to understand federal regulations for ordering, prescribing and dispensing pharmaceuticals. This course will also enable the student to understand appropriate methods of drug administration and dispensing in the veterinary hospital, as well as known abbreviations commonly used in drug orders. This course will enable the student to understand principles of pharmacokinetics and pharmacodynamics. **(Offered spring semester)**

**VT151 Veterinary Technician Pharmacology II (3 Cr. Hr.)**

**Prerequisite:** VT150 Veterinary Technician Pharmacology I. This course will enable the student to understand selected drug groups, mechanisms of action, and side effects of medications. **(Offered fall semester)**

**VT 167 Cooperative Education Experience I (3 Cr. Hr.)**

**Prerequisite:** VT130 Veterinary Clinical Procedures and VT131 Veterinary Clinical Procedures Laboratory. This course will enable the student to gain real-world work experience under the supervision of a licensed veterinarian in practice or in a zoo or animal colony. The veterinary technology student is required to complete this work experience between the third and fifth terms of the program (summer). **(Offered summer semester)**

**VT 210 Veterinary Technician National Examination Preparation (1 Cr. Hr.)**

**Prerequisite:** Current standing as a spring semester sophomore in veterinary technology. This course will enable the student to review topics covered in the Veterinary Technician National Examination. The student will understand additional methods of preparing for the VTNE. **(Offered spring semester)**

**VT 267 Cooperative Education Experience II (3 Cr. Hr.)**

**Prerequisite:** VT130 Veterinary Clinical Procedures and VT131 Veterinary Clinical Procedures Laboratory. This course will enable the student to gain real-world work experience under the supervision of a licensed veterinarian in practice or in a zoo or animal colony. The veterinary technology student is required to complete this work experience between the third and fifth terms of the program (summer). **(Offered summer semester)**

**VT 230 Large Animal Medicine and Surgery (1 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science and current standing as a fall semester sophomore in veterinary technology. This course will enable the student to understand various aspects of large animal medicine and surgery including anesthesia, surgical procedures, reproduction, preventive medicine, and poisonous plants. **(Offered fall semester)**

**VT 236 Principles of Anesthesiology & Radiology (4 Cr. Hr.)**

**Prerequisite:** VT130 Veterinary Clinical Procedures, VT131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary technology.

**Co-requisite:** VT237 Principles of Anesthesiology and Radiology Laboratory. This course will enable the student to understand principles of anesthesia and radiology, including various types of anesthetics, anesthesia machine operation, anesthetic monitoring, anesthetic machine maintenance techniques, x-ray positioning, dark room techniques, exposure factors, and medical record keeping. **(Offered fall semester)**

**VT237 Principles of Anesthesiology & Radiology Laboratory (2 Cr. Hr.)**

**Prerequisite:** VT130 Veterinary Clinical Procedures, VT131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary technology.

**Co-requisite:** VT236 Principles of Anesthesiology and Radiology. This course will enable the student to understand 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 Introduction to Clinical Laboratory Techniques, VT146 Introduction to Clinical Laboratory Techniques Laboratory, and current standing as a fall semester sophomore in veterinary technology. **Co-requisite:** VT241 Clinical Laboratory Procedures I Laboratory. This course will enable the student to understand the theory, principles, and practice of performing laboratory tests on blood using both established methods and the latest procedures. **(Offered fall semester)**

**VT 241 Clinical Laboratory Procedures I Laboratory (2 Cr. Hr.)**

**Prerequisite:** VT145 Introduction to Clinical Laboratory Techniques, VT146 Introduction to Clinical Laboratory Techniques Laboratory, and current standing as a fall semester sophomore in veterinary technology. **Co-requisite:** VT240 Clinical Laboratory Procedures I. This course will enable the student to understand essential skills for the veterinary technician in the areas of hematology and cytology. **(Offered fall semester)**

**VT 246 Laboratory Animal and Exotic Animal Medicine Laboratory (1 Cr. Hr.)**

**Prerequisite:** VT130 Veterinary Clinical Procedures, VT131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary technology. **Co-requisite:** VT268 Laboratory Animal and Exotic Pet Medicine. This course will enable the student to gain hands-on experience with skills necessary for the veterinary technician to work with laboratory animals, exotic pets, and pet birds. **(Offered fall semester)**

**VT 250 Animal Facility Management II (0.5 Cr. Hr.)**

**Prerequisite:** VT120 Animal Facility Management I and current standing as a fall semester sophomore in veterinary technology. This course will enable the student to apply practical techniques of daily animal care, including sanitation and nutrition, in the animal laboratory facilities. **(Offered fall semester)**



**VT 260 Large Animal Technology (1 Cr. Hr.)**

**Prerequisite:** VT130 Veterinary Clinical Procedures, VT131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary technology.

This course will enable the student to assist in treatment and surgery of large animals. **(Offered fall semester)**

**VT 265 Animal Facility Management III (0.5 Cr. Hr.)**

**Prerequisite:** VT250 Animal Facility Management II and current standing as a spring semester sophomore in veterinary technology. This course will enable the student to apply practical clinical techniques of daily animal care including facility record keeping, sanitation, nutrition and nursing care of the abnormal animal in the animal laboratory facilities. The student will also practice training and supervision of new animal caretaker personnel. **(Offered spring semester)**

**VT268 Laboratory Animal and Exotic Pet Medicine (2 Cr. Hr.)**

**Prerequisite:** VT130 Veterinary Clinical Procedures, VT131 Veterinary Clinical Procedures Laboratory, and current standing as a fall semester sophomore in veterinary technology.

**Co-requisite:** VT246 Laboratory Animal And Exotic Pet Medicine Laboratory. This course will enable the student to understand laboratory animal medicine, exotic pet medicine, and avian medicine. **(Offered fall semester)**

**VT 275 Veterinary Surgical Nursing & Clinical Skills (4 Cr. Hr.)**

**Prerequisite:** VT236 Principles of Anesthesiology and Radiology, VT237 Principles of Anesthesiology and Radiology Laboratory, and current standing as a spring semester sophomore in veterinary technology. **Co-requisite:** VT276 Veterinary Surgical Nursing and Clinical Skills Laboratory. This course will enable the student to understand animal nursing procedures including general nursing care, surgical nursing, anesthesia monitoring, equipment and instrument care, animal care, critical care procedures, and medical record keeping in the ward or animal colony. In addition, this course will enable the student to understand techniques of small animal clinical medicine including dentistry, small animal disease, and vaccination protocols for dogs and cats. **(Offered spring semester)**

**VT 276 Veterinary Surgical Nursing & Clinical Skills Laboratory (2 Cr. Hr.)**

**Prerequisite:** VT236 Principles of Anesthesiology and Radiology, VT237 Principles of Anesthesiology and Radiology Laboratory, and current standing as a spring semester sophomore in veterinary technology. **Co-requisite:** VT276 Veterinary Surgical Nursing and Clinical Skills Laboratory. This course will enable the student to understand animal nursing procedures including general nursing care, surgical nursing, anesthesia monitoring, equipment and instrument care, animal care, and medical record keeping in the ward or animal colony. In addition, this course will enable the student to understand techniques of small animal clinical medicine including dentistry, small animal disease, and vaccination protocols for dogs and cats. **(Offered spring semester)**

**VT 277 Veterinary Technician Microbiology (2 Cr. Hr.)**

**Prerequisite:** Current standing as a fall semester sophomore in veterinary technology. **Co-requisite:** VT286 Veterinary Technician Microbiology Laboratory. This course will enable the student to understand the major characteristics and life functions of the bacteria, fungi, protists, and viruses with emphasis upon the disease-producing effects of these microorganisms. The student will apply this information to solve pathogenic real-life bacterial problems encountered in the veterinary setting. **(Offered fall semester)**

**VT 280 Clinical Laboratory Procedures II (2 Cr. Hr.)**

**Prerequisite:** VT240 Clinical Laboratory Procedures I, VT241 Clinical Laboratory Procedures I Laboratory, and current standing as a spring semester sophomore in veterinary technology.

**Co-requisite:** VT281 Clinical Laboratory Procedures II Laboratory. This course will enable the student to understand hematological tests, 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 Clinical Laboratory Procedures I, VT241 Clinical Laboratory Procedures I Laboratory, and current standing as a spring semester sophomore in veterinary technology. **Co-requisite:** VT280 Clinical Laboratory Procedures II. This course will enable the student to practice skills necessary for the veterinary technician in the areas of urinalysis, fecal analysis, microbiological culturing and body fluid examination. **(Offered spring semester)**

**VT 286 Veterinary Technician Microbiology Laboratory (0 Cr. Hr.)**

**Prerequisite:** Current standing as a fall semester sophomore in veterinary technology. **Co-requisite:** VT277 Veterinary Technician Microbiology. This course will enable the student to explore and apply microscopy techniques, bacteria staining techniques, methods for microorganism identification, and methods involved in handling, culturing, and controlling microorganisms. This course includes 1 hour of laboratory per week. **(Offered fall semester)**

**VT 289 Common Animal Diseases (2 Cr. Hr.)**

**Prerequisite:** VT140 Anatomy and Physiology of Domestic Animals. This course will enable the student to understand infectious and non-infectious disease affecting large and small animal species. **(Offered spring semester)**

# Veterinary Technology

## Online Program

Only students admitted to this program may enroll in these classes.

### **MA 109 Math for Veterinary Technicians (2 Cr. Hr.)**

**Prerequisite:** ACT Math Score of 14 or above or equivalent; Students with at least 12 credit hours of the DLVTP prerequisite coursework completed with a "C" or better may enroll in this DLVTP course with the approval of the Colby Community College Veterinary Technology Program Director. This course will enable students enrolled in the Distance Learning Veterinary Technology Program to work with fractions, decimals, percents, ratio and proportions, and systems of measure. This course will enable the student to accurately determine solutions, medication and dosage.

### **VT 116 Orientation to Veterinary Technology (1 Cr. Hr.)**

This course will enable the student to develop an understanding of career and degree opportunities within the field of veterinary technology. This course will facilitate the student's transition to college life as an online student. The student will become familiar with peers, college faculty, career objectives, and advisors.

### **VT 119 Breeds of Domestic Animals (1 Cr. Hr.)**

**Prerequisite:** Students with at least 12 credit hours of the DLVTP prerequisite coursework completed with a "C" or better may enroll in this DLVTP First Term course with the approval of the Veterinary Technology Program Director. This course will enable the student to understand normal domestic animal behavior and to recognize various breeds of small and large animals species.

### **VT 121 Medical Records (2 Cr. Hr.)**

**Prerequisite:** Students with at least 12 credit hours of the DLVTP prerequisite coursework completed with a "C" or better may enroll in this DLVTP course with the approval of the Veterinary Technology Program Director. This course will enable the student to understand the veterinary technician's role in performing physical examinations on animal patients and documentation in the medical record. This course will also enable the student to understand the legal aspects of medical record keeping and the business and professional aspects of a veterinary practice including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. The student will also gain exposure to computer applications utilizing word processing, spreadsheet, database and veterinary office management software.

### **VT 122 Anatomy and Physiology for Veterinary Technicians (4 Cr. Hr.)**

**Prerequisite:** BI177 Principles of Biology with Laboratory or BI285 Zoology with Laboratory; CH176 Fundamentals of Chemistry with Lab or CH177 Chemistry I with Lab. Students with at least 12 credit hours of the DLVTP prerequisite coursework completed with a "C" or better and who have completed BI177 or BI285 and CH176 or CH177 with a grade of "C" or better may

enroll in this DLVTP course with the approval of the Veterinary Technology Program Director. This course will enable the student to understand the fundamentals of comparative anatomy in domestic animal species with an emphasis on identifying anatomical regions and landmarks. This course will also enable the student to understand general physiology of major body systems in domestic animals.

### **VT 123 Basic Nutrition of Domestic Animals (1 Cr. Hr.)**

**Prerequisite:** AG149 Principles of Animal Science. Prerequisite or Co-requisite: VT122 Anatomy and Physiology for Veterinary Technicians. Students with at least 12 credit hours of the DLVTP prerequisite coursework completed with a "C" or better and who have completed AG149 with a grade of "C" or better and who have either completed VT122 with a grade of "C" or better or who are concurrently enrolled in VT122 may enroll in this DLVTP course with the approval of the Colby Community College Veterinary Technology Program Director. This course will enable the student to understand basics aspects of nutrition of domestic animals species including pet food evaluation, life stage nutrition for the well dog and cat, client education, and nutritional aspects of disease and therapeutic intervention. The course will also enable the student to understand livestock feeds and basic feeding principles of large animal species.

### **VT 124 Mentorship Preparation (1Cr. Hr.)**

**Prerequisite:** Students with at least 12 credit hours of the DLVTP prerequisite coursework completed with a "C" or better may enroll in this DLVTP course with the approval of the Colby Community College Veterinary Technology Program Director. This course will enable the student to develop the skills necessary to prepare for mentorship and veterinary clinical experience positions under the supervision of a licensed veterinarian. The student will develop job hunting skills, gain experience preparing a resume and cover letter, and understand how to prepare for the job interview. The student will also gain an understanding of the employer-employee relationship, veterinary ethics, euthanasia, and grief.

### **VT134 Veterinary Immunology (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT122 Anatomy and Physiology for Veterinary Technicians. This course will enable the student to understand concepts of basic immunology, vaccination, core and non-core vaccinations, and diseases commonly prevented through vaccination.

### **VT 135. Small Animal Clinical Procedures (3 Cr. Hr.)**

**Prerequisite:** VT122 Anatomy and Physiology for Veterinary Technicians and VT124 Mentorship Preparation. Co-requisite: VT136 Small Animal Clinical Procedures Mentorship. This course will enable the student to understand basic responsibilities and duties of the small animal veterinary technician with emphasis on small animal nursing and restraint. This course will also enable the student to understand zoonotic diseases and laws relating to veterinary medicine.

**VT 136 Small Animal Clinical Procedures Mentorship  
(0 Cr. Hr.)**

**Prerequisite:** VT122 Anatomy and Physiology for Veterinary Technicians and VT124 Mentorship Preparation. **Co-requisite:** VT135 Small Animal Clinical Procedures. This course will enable the student to gain hands-on experience with essential small animal skills for the veterinary technician including restraint and handling, physical examination, nail trimming, anal gland expression, otic examination, enema administration, venipuncture, and administration of medications in the dog and cat.

**VT 137 Animal Facility Management and Sanitation.  
(1 Cr. Hr.)**

**Prerequisite:** VT119 Breeds of Domestic Animals and VT124 Mentorship Preparation. **Co-requisite:** VT138 Animal Facility Management and Sanitation Mentorship. This course will enable the student to understand principles of general sanitation and basic veterinary hospital sanitation in regards to both large and small animal facilities. The student will also understand appropriate interactions with veterinary health care team members and routine animal care procedures, including animal behavior issues that arise in a group housing setting.

**VT 138 Animal Facility Management and Sanitation Mentorship (0 Cr. Hr.)**

**Prerequisite:** VT124 Mentorship Preparation. **Co-requisite:** VT137 Animal Facility Management and Sanitation. This course will enable the student to gain experience with regard to practical techniques in veterinary health care team interactions, sanitation of hospital facilities, and routine animal care, including nutrition, in the veterinary hospital setting.

**VT143 Veterinary Parasitology (3 Cr. Hr.)**

**Prerequisite:** VT124 Mentorship Preparation. **Co-requisite:** VT144 Veterinary Parasitology Mentorship. This course will enable the student to understand common parasites of domestic animals and their life cycles, method of transmission, basic pathogenesis, clinical manifestation, and methods for control. This course will also enable the student to understand parasite identification and parasitic zoonotic diseases.

**VT144 Veterinary Parasitology Mentorship (0 Cr. Hr.)**

**Prerequisite:** VT124 Mentorship Preparation. **Co-requisite:** VT143 Veterinary Parasitology. This course will enable the student to understand and practice techniques for sample analysis and identify common domestic animal parasites.

**VT148 Veterinary Clinical Chemistry (2 Cr. Hr.)**

**Prerequisite:** VT124 Mentorship Preparation and VT122 Anatomy and Physiology for Veterinary Technicians.

**Co-requisite:** VT149 Veterinary Clinical Chemistry Mentorship. This course will enable the student to understand essential skills necessary for the veterinary technician in the area of clinical chemistries. (Offered fall semester)

**VT149 Veterinary Clinical Chemistry Mentorship  
(0 Cr. Hr.)**

**Prerequisite:** VT124 Mentorship Preparation. **Co-requisite:** VT148 Veterinary Clinical Chemistry. This course will enable the student to gain hands-on experience in the area of veterinary clinical chemistries. (Offered fall semester)

**VT150 Veterinary Technician Pharmacology I (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT122 Anatomy and Physiology for Veterinary Technicians. Students with at least 12 credit hours of the DLVTP prerequisite coursework completed with a "C" or better and who have completed VT122 with a grade of "C" or better or who are concurrently enrolled in VT122 may enroll in this DLVTP course with the approval of the Veterinary Technology Program Director. This course will enable the student to understand federal regulations for ordering, prescribing and dispensing pharmaceuticals. This course will also enable the student to understand appropriate methods of drug administration and dispensing in the veterinary hospital, as well as know abbreviations commonly used in drug orders. This course will enable the student to understand principles of pharmacokinetics and pharmacodynamics.

**VT151 Veterinary Technician Pharmacology II (3 Cr. Hr.)**

**Prerequisite:** VT150 Veterinary Technician Pharmacology I. This course will enable the student to understand drug groups, mechanisms of action, and side effects of medications.

**VT210 Veterinary Technician National Examination Preparation (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT298 Veterinary Critical Care and Clinical Skills. This course will enable the student to review topics covered in the Veterinary Technician National Examination. The student will understand additional methods of preparing for the VTNE. (Offered fall and spring semester)

**VT263 Large Animal Clinical Procedures (3 Cr. Hr.)**

**Prerequisite:** VT122 Anatomy and Physiology for Veterinary Technicians and VT124 Mentorship Preparation. **Co-requisite:** VT264 Large Animal Clinical Procedures Mentorship. This course will enable the student to understand basic responsibility and duties of large animal veterinary technicians with emphasis on large animal nursing and restraint. This course will also enable the student to understand various aspects of large animal medicine and surgery including instruments commonly used in large animal practice, physical examinations, identification methods, anesthesia monitoring, surgical procedures, reproduction, neonatal care, preventative medicine, and external coaptation. The student will also understand plants poisonous to large animals and necropsy techniques. (Offered fall semester)

**VT264 Large Animal Clinical Procedures Mentorship**

**(0 Cr. Hr.) Prerequisite:** VT122 Anatomy and Physiology for Veterinary Technicians and VT124 Mentorship Preparation. **Co-requisite:** VT263 Large Animal Clinical Procedures. This course will enable the student to gain hands-on experience with essential large animal tasks for the veterinary technician such as restraint of large animals and administration of medications. The student will also gain experience with assisting in treatment and surgery of large animals. (Offered fall semester)

**VT 268 Laboratory Animal and Exotic Pet Medicine (2 Cr. Hr.)**

**Prerequisite:** VT135 Small Animal Clinical Procedures.

**Co-requisite:** VT269 Laboratory Animal And Exotic Pet Medicine Mentorship. This course will enable the student to understand laboratory animal medicine, exotic pet medicine, and avian medicine. **(Offered fall semester)**

**VT269 Laboratory Animal and Exotic Pet Medicine Mentorship (1 Cr. Hr.)**

**Prerequisite:** VT136 Small Animal Clinical Procedures Mentorship. **Co-requisite:** VT268 Laboratory Animal And Exotic Pet Medicine. This course will enable the student to gain hands-on experience with essential tasks for the veterinary technician working with laboratory animals, exotic pets, and pet birds. **(Offered fall semester)**

**VT272 Veterinary Clinical Experience I (2 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT136 Small Animal Clinical Procedures Mentorship and VT138 Animal Facility Management and Sanitation Mentorship. This course will enable the student to gain the veterinary clinical experience required of all Distance learning Veterinary Technology Program students. The student will obtain veterinary clinical experience under the supervision of a licensed veterinarian in a veterinary hospital or zoo.

**VT273 Veterinary Hematology (3 Cr. Hr.)**

**Prerequisite:** VT122 Anatomy and Physiology for Veterinary Technicians and VT124 Mentorship Preparation. **Co-requisite:** VT274 Veterinary Hematology Mentorship. This course will enable the student to understand the theory, principles, and practice of performing laboratory tests on blood and also understand veterinary coagulation and transfusion medicine.

**VT274 Veterinary Hematology Mentorship (0 Cr. Hr.)**

**Prerequisite:** VT122 Anatomy and Physiology for Veterinary Technicians and VT124 Mentorship Preparation. **Co-requisite:** VT273 Veterinary Hematology. This course will enable the student to gain hand-on experience with essential skills necessary for the veterinary technician in the area of hematology and also understand veterinary coagulation and transfusion medicine.

**VT277 Veterinary Technician Microbiology (2 Cr. Hr.)**

**Prerequisite:** BI177 Principles of Biology with Lab or BI285 Zoology w/Lab; VT124 Mentorship Preparation. **Co-requisite:** VT278 Veterinary Technician Microbiology Mentorship. This course will enable the student to understand the major characteristics and life functions of the bacteria, fungi, protists, and viruses with emphasis upon the disease-producing effects of these microorganisms. The student will apply this information to solve pathogenic real-life bacterial problems encountered in the veterinary setting. **(Offered fall semester)**

**VT278 Veterinary Technician Microbiology Mentorship (0 Cr. Hr.)**

**Prerequisite:** BI177 Principles of Biology with Lab or BI285 Zoology w/Lab; VT124 Mentorship Preparation. **Co-requisite:** VT277 Veterinary Technician Microbiology. This course will enable the student to explore and apply microscopy techniques, bacteria staining techniques, methods for microorganism identification, and methods involved in handling, culturing, and controlling microorganisms. **(Offered fall semester)**

**VT279 Veterinary Clinical Experience II (2 Cr. Hr.)**

**Prerequisite:** VT272 Veterinary Clinical Experience I. This course will enable the student to gain the veterinary clinical experience required of all Distance learning Veterinary Technology Program students. The student will obtain veterinary clinical experience under the supervision of a licensed veterinarian in a veterinary hospital or zoo. **(Offered fall semester)**

**VT283 Veterinary Anesthesiology and Analgesia (5 Cr. Hr.)**

**Prerequisite:** VT135 Small Animal Clinical Procedures and VT150 Veterinary Technician Pharmacology I. **Co-requisite:** VT284 Veterinary Anesthesiology and Analgesia Mentorship. This course will enable the student to understand principles of anesthesia, including various types of anesthetics and anesthetic adjuncts, preanesthetic procedures, endotracheal intubation, anesthesia machine operation, anesthetic monitoring, and anesthetic machine maintenance techniques. This course will also enable the student to understand management of anesthetic emergencies and various aspects of pain management. **(Offered spring semester)**

**VT284 Veterinary Anesthesiology and Analgesia Mentorship. (0 Cr. Hr.)**

**Prerequisite:** VT136 Small Animal Clinical Procedures Mentorship and VT150 Veterinary Technician Pharmacology I. **Co-requisite:** VT283 Veterinary Anesthesiology and Analgesia. This course will enable the student to gain hands-on experience with essential skills necessary for the veterinary technician in the area of anesthesiology, including anesthesia monitoring, endotracheal tube intubation, and pain management. **(Offered spring semester)**

**VT287 Veterinary Cytology (2 Cr. Hr.)**

**Prerequisite:** VT122 Anatomy and Physiology for Veterinary Technicians and VT124 Mentorship Preparation. **Co-requisite:** VT288 Veterinary Cytology Mentorship. This course will enable the student to understand normal and abnormal cytology in domestic animals. **(Offered fall semester)**

**VT288 Veterinary Cytology Mentorship (0 Cr. Hr.)**

**Prerequisite:** VT124 Mentorship Preparation. **Co-requisite:** VT287 Veterinary Cytology. This course will enable the student to gain hand-on experience with essential skills necessary for the veterinary technician in the area of cytology. **(Offered fall semester)**



**VT289 Common Animal Diseases (2 Cr. Hr.)**

**Prerequisite:** VT122 Anatomy and Physiology for Veterinary Technicians. This course will enable the student to understand infectious and non-infectious disease affecting large and animal species. **(Offered fall and spring semester)**

**VT290 Veterinary Imaging (3 Cr. Hr.)**

**Prerequisite:** VT135 Small Animal Clinical Procedures. **Co-requisite:** VT291 Veterinary Imaging Mentorship. This course will enable the student to understand x-ray positioning, dark room techniques, and exposure factors with respect to dogs, cats, horses, birds, and laboratory animals. This course also enables the student to understand digital radiography, ultrasonography, endoscopy, and advanced imaging modalities. **(Offered spring semester)**

**VT291 Veterinary Imaging Mentorship (0 Cr. Hr.)**

**Prerequisite:** VT136 Small Animal Clinical Procedures Mentorship. **Co-requisite:** VT290 Veterinary Imaging. This course will enable the student to gain essential skills necessary for the veterinary technician in the areas of veterinary radiology, ultrasonography, and endoscopy. **(Offered spring semester)**

**VT292 Veterinary Dentistry (1 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT283 Veterinary Anesthesiology and Analgesia and VT290 Veterinary Imaging. **Co-requisite:** VT293 Veterinary Dentistry Mentorship. This course will enable the student to understand dental charting, dental instruments, teeth cleaning, and dental radiographic positioning of companion animals. **(Offered spring semester)**

**VT293 Veterinary Dentistry Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT284 Veterinary Anesthesiology and Analgesia Mentorship and VT291 Veterinary Imaging Mentorship. **Co-requisite:** VT292 Veterinary Dentistry. This course will enable the student to gain hand-on experience with skills relating to veterinary dentistry including dental charting, teeth cleaning, and dental radiography. **(Offered spring semester)**

**VT296 Veterinary Surgical Nursing (3 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT283 Veterinary Anesthesiology and Analgesia. **Co-requisite:** VT297 Veterinary Surgical Nursing Mentorship. This course will enable the student to understand veterinary surgical nursing procedures including general nursing care, surgical assisting, and equipment and instrument care. **(Offered spring semester)**

**VT297 Veterinary Surgical Nursing Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT284 Veterinary Anesthesiology and Analgesia Mentorship. **Co-requisite:** VT296 Veterinary Surgical Nursing. This course will enable the student to gain hands-on experience with surgical assisting, both as a sterile and non-sterile assistant. This course will also enable the student to understand patient management, surgical team roles, and post-operative management. **(Offered spring semester)**

**VT298 Veterinary Critical Care and Clinical Skills (3 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT283 Veterinary Anesthesiology and Analgesia. **Co-requisite:** VT299 Veterinary Critical Care and Clinical Skills Mentorship. This course will enable the student to understand veterinary critical care and clinical skills including emergency medicine, triage, the crash cart, shock, oxygen therapy, fluid therapy, ventilation, electrocardiograms, and ophthalmology. **(Offered spring semester)**

**VT299 Veterinary Critical Care and Clinical Skills Mentorship (0 Cr. Hr.)**

**Prerequisite or Co-requisite:** VT284 Veterinary Anesthesiology and Analgesia Mentorship. **Co-requisite:** VT298 Veterinary Critical Care and Clinical Skills. This course will enable the student to practice hands-on skills related to critical care and clinical skills including placement of nasogastric tubes, urinary catheterization, oxygen therapy, and ophthalmology. **(Offered spring semester)**

## Veterinary Science

**VM 101 Pre-Veterinary Medicine Orientation (1 Cr. Hr.)**

This course will enable the student to develop an understanding of career opportunities in veterinary medicine and become familiar with the college of veterinary medicine application process. This course will facilitate the student's transition to college life and will cover principles of basic personal finance. **(Offered fall semester)**

**VM 108 Obedience Training (1 Cr. Hr.)**

This course will enable the student to understand the techniques required to train dogs in basic obedience and the requirements of responsible pet ownership.

# Personnel

## Administration

Seth Carter ..... President  
 A.A., Allen County Community College, Iola, KS  
 B.A., Emporia State University, Emporia, KS  
 M.S., Pittsburg State University, Pittsburg, KS

Greg Nichols ..... Vice President of Academic Affairs  
 B.B.A., University of Oklahoma, NEB  
 M.S., Emporia State University, Emporia, KS

Carolyn Kadorf ..... Vice President of Business Affairs  
 B.S., Christopher Newport University, Newport News, VA  
 M.B.A., Colorado State University, Fort Collins, CO

Dr. George McNulty ..... Vice President of Student Affairs  
 A.A., Feather River College, Quincy, CA  
 A.S., Feather River College, Quincy, CA  
 B.A., California State University, Chico, CA  
 M.A., University of Nevada, Reno, NV  
 Ph.D., University of Nevada, Reno NV

## Administrative Support Staff

Ryan Carter ..... Baseball Coach  
 B.A., University of Redlands, Redlands, CA

John Cersovsky ..... Campus Security Officer  
 Kansas Law Enforcement Training School,  
 Hutchinson, KS

Monique Eaton ..... Student Health Director  
 A.D.N., Colby Community College, Colby, KS  
 Registered Nurse (RN)

Antowin Edwards ..... Women's Basketball Coach  
 B.A., Park University, Parkville, MO  
 M.Ed., Park University, Parkville, MO

Christine Ellison ..... Controller/Director of Federal Grants  
 B.S., Northern Illinois University, DeKalb, IL  
 M.B.A., Rockford College, Rockford, IL

Rusty Grafel ..... Men's Basketball Coach  
 B.S., Fort Hays State University, Hays, KS  
 M.S., Fort Hays State University, Hays, KS

Danell Hemel ..... Financial Aid Associate Director  
 B.A., Metropolitan University, Denver, CO  
 M.A., University of Phoenix, Denver, CO

Nate Horinek ..... Computer Technician  
 A.S., Intellitec College, Grand Junction, CO

Douglas Johnson ..... Director of Public Information  
 A.A., Colby Community College, Colby, KS  
 B.A., Fort Hays State University, Hays, KS  
 M.L.S., Fort Hays State University, Hays, KS

Carey Jones ..... Volleyball Coach  
 A.A., Cottey College, Nevada, MO  
 B.S., University of Saint Mary, Leavenworth, KS

Charles Keefer ..... Director of Student Life  
 Residence Halls Assistant Director  
 B.A., Fort Hays State University, Hays, KS  
 M.L.S., Fort Hays State University, Hays, KS

Jerod Kersey ..... Men's/Women's XC/Track Coach  
 A.A., Colby Community College, Colby, KS  
 B.S., University of Central Oklahoma, Edmond, OK  
 M.S., University of Central Oklahoma, Edmond, OK

Steve Kinnett ..... Softball Coach  
 B.S., Kansas State University, Manhattan, KS

Cindi Kriss ..... Financial Aid Director  
 B.A., Texas A&M University, College Station, TX  
 C.P.A., Certified Public Accountant

Christopher Lee ..... Registrar  
 A.S., Citrus College, Glendora, CA  
 B.A., Azusa Pacific University, Azusa, CA  
 M.S., Argosy University, Phoenix, AZ  
 M.B.A., Argosy University, Phoenix, AZ

Douglass McDowall ..... Information Technology Director

Amy Melikova ..... Admissions Director  
 B.S., Friends University, Wichita, KS

Conley Moorhous ..... IT Technician

Angel Morrison ..... Director of Data Management  
 B.A., University of Colorado, Denver, CO

Nance Munderloh ..... Adult Basic Education Director  
 B.S., University of Nebraska, Lincoln, Nebraska

Kipp M. Nelson ..... Head Athletic Trainer/Pool Manager  
 B.A., Coe College, Cedar Rapids, IA  
 M.S., Eastern New Mexico University, Portales, NM

Linda Nelson ..... Transfer and Articulation Specialist  
 B.A., Coe College, Cedar Rapids, IA  
 M.L.S., Fort Hays State University, Hays, KS

David Nordhues ..... Wrestling Coach  
 B.S., Fort Hays State University, Hays, KS

Dian Organ.....Adult Education  
 B.A., Fort Hays State University, Hays, KS  
 M.L.S., Fort Hays State University, Hays, KS

Matt Perdue.....Director of Outreach  
 A. A., Colby Community College, Colby, KS  
 B.A., Fort Hays State University, Hays, KS  
 M.P.S., Fort Hays State University, Hays KS

Cameron Rieth.....Mens & Womens XC & Track Coach  
 B.S., Fort Hays State University, Hays, KS

Jim Rorabaugh.....Residence Hall Director  
 B.A., Chadron State College, Chadron, NE  
 M.S., William Penn University, Okaloosa, IA

Tara Schroer.....Library Director  
 A.A., Colby Community College, Colby, KS  
 B.B.A., Oklahoma Panhandle University, Goodwell, OK

Lisa Stithem ..... Student Support Services Director  
 B.A., Fort Hays State University, Hays, KS  
 M.L.S., Fort Hays State University, Hays, KS

Ryan Sturdy.....Athletic Director/Softball Coach  
 A.A., Colby Community College, Colby, KS  
 A.S., Colby Community College, Colby, KS  
 B.S., Fort Hays State University, Hays, KS

Samantha Tolle..... Admissions Counselor  
 A.A.S., Colby Community, Colby, KS  
 B.S., Fort Hays State University, Hays, KS

Joe Vyzourek.....CCC Radio Station Manager  
 A.A.S., Colby Community College, Colby, KS

Laura Withington ..... Northwest Kansas RSVP Director

# Academic Faculty

Brad Bennett ..... Business  
 B.A., Metro State College, Denver, CO  
 M.B.A., University of Phoenix, Phoenix, AZ

Randy Berls.....Vocal Music  
 B.S., Emporia State University, Emporia, KS  
 M.S., Emporia State University, Emporia, KS

Deborah Bickner ..... English  
 B.A., Yankton College, Yankton, SD  
 M.A., Fort Hays State University, Hays, KS

Michaelle Bliss.....Nursing  
 A.S., North Central Kansas Technical School, Hays KS  
 RN (Registered Nurse)  
 B.S.N., Chamberlain University, Arlington, VA  
 B.S., Fort Hays State University, Hays KS

Jason Bowey.....Animal Science/Livestock Judging Team  
 A.S., Northeastern Junior Colorado, Sterling CO  
 B.S., Colorado State University, Denver CO  
 M.S., University of Wyoming, Laramie WY

Heidi Bulfer.....Biology  
 B.A., Gustavus Adolphus College, St. Peter, MN  
 M.S., University of Nebraska, Lincoln, NE

Mark Carlton.....Philosophy/Religion  
 B.B.S., Colorado Christian University, Lakewood, CO

Krista Carter ..... Behavioral Science  
 A.A., Colby Community College, Colby, KS  
 B.S., Oklahoma Panhandle State University, Goodwell, OK  
 M.Ed., University of West Alabama, Livingston, AL

Shad Clymer.....Veterinary Technology  
 A.A.S., Colorado Mountain College, Glenwood Springs, CO  
 B.S., Kansas State University, Manhattan, KS  
 D.V.M., Kansas State University, Manhattan, KS

Nick Consulo.....Farm and Ranch/Beef Production  
 B.S., University of Wyoming, Laramie, WY

Jeanne Cox ..... Art  
 B.A., Fort Hays State University, Hays, KS

Linda Davis-Stephens ..... Social Sciences  
 B.A., Wichita State University, Wichita, KS  
 M.A., Wichita State University, Wichita, KS  
 J.D., Washburn University, Topeka, KS

Patricia Erickson ..... Physical Therapy  
 B.S., University of Kansas, Lawrence, KS  
 D.P.T., Creighton University, Omaha, NE

Beth Fenton.....Veterinary Technology B.S.N., Washburn University, Topeka, KS D.V.M., Kansas State University, Manhattan, KS	Michelle Meyer.....Instrumental Music B.A., Kansas State University, Manhattan KS M.A., Radford University, Radford, VA
Dana Foss .....Dental Hygiene A.A.S., Northcentral Technical College, Wausau, WI	Nance Munderloh ..... ABE Director/Instructor B.S., University of Nebraska, Lincoln, NE M.S., Fort Hays State University, Hays, KS
Brad Griffith ..... Math B.S., Emporia State University, Emporia, KS M.S., Fort Hays State University, Hays, KS	John Olson ..... Mathematics B.A., Augustana College, Rock Island, IL M.A., University of Kansas, Lawrence, KS
Ryan Hale.....Behavioral Science B.S., Kansas State University, Manhattan, KS M.A., University of Northern Colorado, Greeley, CO M.A., University of Northern Colorado, Greeley, CO	Dian Organ ..... ABE Instructor B.A., Fort Hays State University, Hays, KS M.L.S., Fort Hays State University, Hays, KS
Bill Hudson.....Nursing B.A., MidAmerica Nazarene University, KS City, KS B.S.N., MidAmerica Nazarene University, KS City, KS	Tenley Ortiz.....Massage Therapy Certificate, Colby Community College, Colby, KS B.S., Texas State University, San Marcos, TX
Hailey Hudson ..... English B.A., University of Nebraska, Kearney, NE M.A., Fort Hays State University, Hays, KS	Crystal Pounds ..... Business B.A., Fort Hays State University, Hays, KS M.L.S., Fort Hays State University, Hays, KS
Jana Huse.....Business B.S., Baker University, Baldwin City, KS M.B.A., University of Phoenix, Denver, CO	Christopher Price.....History B.A., Western Virginia University, Morgantown, WV M.A., Marshall University, WV D.A., University of North Dakota, Grand Forth, ND
Rebel Jay.....Art A.A., Cloud County, Concordia, KS B.A., Fort Hays University, Hays, KS M.L.S., Fort Hays State University, Hays, KS	Derek Reilley.....Sustainable/Renewable Energy A.A., Colby Community College, Colby, KS A.S., Northwest Kansas Technical College, Goodland, KS B.S., Pittsburg State University, Pittsburg, KS M.S., Pittsburg State University, Pittsburg, KS
Julie Juenemann.....Nursing A.D.N., Colby Community College, Colby, KS B.S.N., Western Governors University, Salt Lake City, UT	Kathryn Robert ..... Physical Therapy A.A.S., Colby Community College, Colby, KS B.S., Pittsburg State University, Pittsburg, KS
Sadie Kenney.....Veterinary Technology A.A.S., Colby Community College, Colby, KS	Jessica Rush.....Dental Hygiene A.A., Colby Community College, Colby, KS A.S., Wichita State University, Wichita, KS
Robbyn Lamb ..... English B.A., Hastings College, Hastings, NE M.A., Hastings College, Hastings, NE	Allen Russell ..... Agriculture Economics/Rodeo Coach A.A., Fort Scott Community College, Ft. Scott, KS B.S., Kansas State University, Manhattan, KS M.S., Kansas State University, Manhattan, KS
Bobette Maier .....Dental Hygiene A.A., University of South Dakota, Vermillion, SD B.S., Pittsburg State University, Pittsburg, KS	Michael Samuels.....Biology A.A., Miami Dade College, Miami, FL M.A., American Military University, Charles Town, WV M.D., Central University of the East, Dominican Republic
Jennifer Martin ..... Veterinary Technology D.V.M., Purdue University, West Lafayette, IN	Tina Schrick.....Nursing L.P.N., Kaw Area Vocational Technical School, Topeka, KS B.S.N., Washburn University, Topeka, KS
Sheri Martin .....Dental Hygiene A.A.S., Colby Community College, Colby, KS A.S., Wichita State University, Wichita, KS B.S., Pittsburg State University, Pittsburg, KS	
Shanda Mattix.....Equine Program Director/Equestrian Team A.A., Colby Community College, Colby, KS B.S., Kansas State University, Manhattan, KS	



Jay Sekavec ..... Dental Hygiene  
 B.S., Fort Hays State University, Hays, KS  
 D.D.S., University of Missouri at Kansas City, KS. City, MO

Jason Tew.....Chemistry  
 B.S., Utah State University, Logan, UT  
 M.S., Utah State University, Logan, UT  
 M.S., Michigan State University, East Lansing, MI

Michael Thompson ..... Criminal Justice Director  
 B.A., University of Central Oklahoma, Edmond, OK  
 M.A., University of Central Oklahoma, Edmond, OK  
 J.D., Oklahoma City University, Oklahoma City, OK

Melissa Vogt.....Veterinary Technology  
 A.A.S., Colby Community College, Colby, KS

Todd Voss.....Speech  
 B.A., Fort Hays State University, Hays, KS  
 M.S., Fort Hays State University, Hays, KS

Rikki Wait.....Nursing  
 A.D.N., Colby Community College, Colby, KS  
 B.S.N., Kaplan University, Chicago, IL  
 M.S.N., Western Governors University, Salt Lake City, UT

Brent Wilson.....Physical Science  
 B.S., University of California, Davis, CA  
 M.S., California State University, Fresno, CA

Jean Ann Wilson ..... Nursing  
 B.S., Fort Hays State University, Hays, KS  
 R.N., Fort Hays State University, Hays, KS  
 Nurse Clinician, Wichita State University, Wichita, KS

Deena Woodall.....Nursing  
 A.D.N., Colby Community College, Colby, KS  
 B.S.N., Tabor College, Hillsboro, KS

Pat Ziegelmeier ..... Music/Humanities  
 B.A., University of Wyoming, Laramie, WY  
 M.S., Fort Hays State University, Hays, KS

## Farm Staff

Ted Juenemann..... Farm Maintenance Technician

## Residence Halls Staff

Jim Rorabaugh.....Residence Halls Director  
Charles Keefer.....Residence Halls Assistant Director

## Office Staff

Regena Barnum ..... Printing Department Manager  
Daniel Blake.....Library Associate  
Penny Cline ..... Executive Assistant to President &  
Vice President of Academic Affairs  
Carol Custard ..... Dental Hygiene Receptionist  
Nichelle Erskine.....Admissions Administrative Assistant  
Connie Green.....Administrative Assistant Norton Annex  
Mallory Green.....Allied Health Administrative Assistant  
Alisha Janousek.....Administrative Assistant to  
Vice President of Student Affairs  
Vanessa Jones.....Financial Aid Counselor  
Megan Kistler.....Library Associate  
Tashia Kuper.....Vehicle Coordinator  
Jennifer Lindsey.....Registrar Administrative Assistant  
Jane McDougal.....Accounts Payable  
Jeanie Quist ..... Student Support Services Secretary  
Lacy Ralston-Rohr.....Payroll/Accounting Specialist  
Michelle Waugh.....Students Accounts  
Patty Westbrook.....Receptionist

## Physical Plant Staff

Virgil Brungardt.....Fleet Maintenance Technician  
Lynn Cameron.....Maintenance/Custodian  
Scot Carver.....Bldgs/Grounds Maintenance  
Phil Harry ..... Custodian  
David Koch..... Bldgs/Grounds Maintenance  
Terry Knox.....Custodian  
Tashia Kuper.....Custodial/Maintenance Secretary  
Arthur Larson.....Bldgs/Grounds Maintenance  
Lynn Minium ..... Bldgs/Grounds Maintenance  
John Stephens ..... Custodian  
Scott Williams ..... Facilities Supervisor  
Ron Young.....Custodian

## Student Support Services Staff

Linda Nelson ..... Transfer and Articulation Specialist  
Lisa Stithem ..... Counselor/Tutor/Coordinator

## Student Union Staff

Jacque Bedore ..... Bookstore Manager  
Leisa Hansen.....Bookstore Assistant Manager  
Rita Billips.....Mailroom Manager

## Swimming Pool Staff

Kipp Nelson ..... Pool Manager