



*Colby
Community
College*

CATALOG 2008-2010

Colby Community College

1255 S. Range • Colby, Kansas 67701 • (785) 462-3984
Toll Free (888) 634-9350 • www.colbycc.edu

Directory

President	460-5400
Vice President 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
Computer Center Director	460-5481
Economic Development	460-5429
Farm	460-2004
Financial Aid	460-4695
H. F. Davis Memorial Library	460-5487
Horse Barn	462-2911
KTCC Radio Station	460-5455
Living Center East	460-4680
Living Center North	460-4790
Norton Annex	877-2735
Nursing LPN/RN	460-4797
Outreach/Continuing Education	460-5406
Physical Therapy	460-5445
Public Information Director	460-5411
Registrar	460-5509
Student Accounts	460-4664
Student Health Nurse	460-5502
Administration FAX	460-4699
Admissions/Registrar/Student Services FAX	460-4691
Ag/Vet/Athletic FAX	460-4666
ITV Health Science FAX	460-4780
Library FAX	460-4600

2008-2009 Academic Calendar

<p>4 Independence Day 11 End of Summer School</p>	<p>2008 July</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>2009 January</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>1-11 Christmas Break 12 Faculty Report 13 Classes Begin</p>
<p>15 Faculty Report 18 Orientation/Registration 19 Classes Begin</p>	<p>2008 August</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24/ 31 25 26 27 28 29 30</p>	<p>2009 February</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28</p>	<p>9 Certification Day 16 President's Day</p>
<p>1 Labor Day 16 Certification Day</p>	<p>2008 September</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>2009 March</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>2 Last Withdrawal Date - 8 weeks 3 Faculty In-Service 13 End of First Eight Weeks 16-20 Spring Break 23 Begin Second Eight Weeks</p>
<p>8 Last Withdrawal Date - 8 weeks 14 Faculty In-Service 16 End of First Eight Weeks 17 Begin Second Eight Weeks</p>	<p>2008 October</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>2009 April</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p>10-13 Spring Holiday</p>
<p>3-5 Advisement/Spring Enrollment 25 Last Withdrawal Date 26-28 Thanksgiving Break</p>	<p>2008 November</p> <p>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 25 26 27 28 29</p>	<p>2009 May</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24/ 31 25 26 27 28 29 30</p>	<p>4 Last Withdrawal Date 16 Graduation 18-20 Finals 21 Faculty Workday 25 Memorial Day</p>
<p>15-17 Finals 17 End of Semester 18 Faculty Workday 19-31 Christmas Break</p>	<p>2008 December</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>2009 June</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	

2009-2010 Academic Calendar

<p>4 Independence Day</p>	<p>2009 July</p> <table style="margin: auto;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>2010 January</p> <table style="margin: auto;"> <tr><td></td><td></td><td>1</td><td>2</td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>^{24/}₃₁</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>			1	2			3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	^{24/} ₃₁	25	26	27	28	29	30	<p>1-10 Christmas Break 11 Faculty Report 12 Classes Begin</p>			
	1	2	3	4																																																																					
5	6	7	8	9	10	11																																																																			
12	13	14	15	16	17	18																																																																			
19	20	21	22	23	24	25																																																																			
26	27	28	29	30	31																																																																				
		1	2																																																																						
3	4	5	6	7	8	9																																																																			
10	11	12	13	14	15	16																																																																			
17	18	19	20	21	22	23																																																																			
^{24/} ₃₁	25	26	27	28	29	30																																																																			
<p>14 Faculty Report 17 Orientation/ Registration 18 Classes Begin</p>	<p>2009 August</p> <table style="margin: auto;"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>^{23/}₃₀</td><td>^{24/}₃₁</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>						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	<p>2010 February</p> <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							<p>8 Certification Day 15 President's Day 26 Last Withdrawal Date - 8 weeks</p>
					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																																																																			
1	2	3	4	5	6																																																																				
7	8	9	10	11	12	13																																																																			
14	15	16	17	18	19	20																																																																			
21	22	23	24	25	26	27																																																																			
28																																																																									
<p>7 Labor Day 15 Certification Day</p>	<p>2009 September</p> <table style="margin: auto;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p>2010 March</p> <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>8 End of First Eight Weeks 9 Begin Second Eight Weeks 15-19 Spring Break</p>
	1	2	3	4	5																																																																				
6	7	8	9	10	11	12																																																																			
13	14	15	16	17	18	19																																																																			
20	21	22	23	24	25	26																																																																			
27	28	29	30																																																																						
1	2	3	4	5	6																																																																				
7	8	9	10	11	12	13																																																																			
14	15	16	17	18	19	20																																																																			
21	22	23	24	25	26	27																																																																			
28	29	30	31																																																																						
<p>5 Last Withdrawal Date - 8 weeks 13 End of First Eight Weeks 14 Begin Second Eight Weeks</p>	<p>2009 October</p> <table style="margin: auto;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>			1	2	3			4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>2010 April</p> <table style="margin: auto;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>				1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>2-5 Spring Holiday 15 Faculty In-Service 30 Last Withdrawal Date</p>
		1	2	3																																																																					
4	5	6	7	8	9	10																																																																			
11	12	13	14	15	16	17																																																																			
18	19	20	21	22	23	24																																																																			
25	26	27	28	29	30	31																																																																			
			1	2	3																																																																				
4	5	6	7	8	9	10																																																																			
11	12	13	14	15	16	17																																																																			
18	19	20	21	22	23	24																																																																			
25	26	27	28	29	30																																																																				
<p>11 Faculty In-Service 25-27 Thanksgiving Break 30 Last Withdrawal Date</p>	<p>2009 November</p> <table style="margin: auto;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>2010 May</p> <table style="margin: auto;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>^{23/}₃₀</td><td>^{24/}₃₁</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>							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	<p>15 Graduation 17-19 Finals 20 Faculty Workday 31 Memorial Day</p>
1	2	3	4	5	6	7																																																																			
8	9	10	11	12	13	14																																																																			
15	16	17	18	19	20	21																																																																			
22	23	24	25	26	27	28																																																																			
29	30																																																																								
						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																																																																			
<p>14-16 Finals 16 End of Semester 17 Faculty Workday 18-31 Christmas Break</p>	<p>2009 December</p> <table style="margin: auto;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>2010 June</p> <table style="margin: auto;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	1	2	3	4	5																																																																				
6	7	8	9	10	11	12																																																																			
13	14	15	16	17	18	19																																																																			
20	21	22	23	24	25	26																																																																			
27	28	29	30	31																																																																					
	1	2	3	4	5																																																																				
6	7	8	9	10	11	12																																																																			
13	14	15	16	17	18	19																																																																			
20	21	22	23	24	25	26																																																																			
27	28	29	30																																																																						

A Message from Dr. Lynn Kreider



Dr. Lynn Kreider
President
Colby Community College

Congratulations on your choice to attend Colby Community College. I take great pride in welcoming you to our campus. We have an incredible faculty who will help you excel in your academic and professional life. Please take full advantage of all the services we have to offer to ensure your success.

Your experience at CCC will include both classroom and extracurricular learning opportunities. I encourage you to be an active learner and please participate in our many extracurricular activities.

Welcome to Colby Community College. Please stop by my office in Thomas Hall so I can personally welcome you to our campus.

Dr. Lynn Kreider
CCC President

Table of Contents

I	Institutional Mission, Vision, Philosophy, Purposes, Student Outcomes, Accreditation	3
II	Admissions Information	4-7
	A. Standards, Application	4-5
	B. Selective Admissions Programs, Campus Visits, Residency, Early Enrollment, Student Registration, Late Enrollment, Dropping Classes	5
	C. Drop-Add Policies, Refund Policy	6
	D. Class Attendance, Withdrawal for Non-Attendance, Official Withdrawal	7
III	Academic Information	7-10
	A. Academic Load, Course Numbering, Credit Definition, Vocational Courses, Transfer Agreement and Articulation Guide, Military Service Credit, Auditing Classes, Credit by Examination, Assessment, Placement Testing Policy	7-10
	B. Advanced Placement Program, Repeating a Course, Transcripts, Transfer Students, Student Classification, Grading System, Honor Roll, Academic Progress	10
IV	Degree Requirements	11-13
	A. Application for Graduation, Graduation Fee, Degrees & Certifications Granted, Degree Requirements, Certificate Programs, Transfer of Credit, Transfer and Articulation Agreement	11-13
V	General Education Requirements	14-17
	A. Transfer and Articulation 45 Credit Hour Checklist	16
	B. Transfer Checklists	17
VI	Financial Information	18-19
	A. Financial Aid, Employment, Academic Progress, Scholarships, Thomas County Tuition Grant	18
	B. Veterans' Assistance, Veterans' Satisfactory Progress Policy, Children of Service Personnel, Tuition and Fees, Determination of Residency, Incidental Expenses, Room and Board, Refund Policy	19
VII	Students' Rights and Responsibilities	20-24
	A. Civil Rights Comprehensive Notification for Colby Community College	20
	B. Student Educational Records Rights of Privacy, Directory Information, Private Information, Guide for the Release of Information About Students	20-21
	C. Student Citizenship	21-22
	D. Crime Awareness and Campus Security Act of 1990, Drug-Free Policy, Campus Parking, Grade Appeal Policy, Grievance Procedure	23-24
VIII	Service Information	24-25
	A. Student Advisement, Student Orientation, Counseling Services	24
	B. Student Support Services, On-Campus Living Centers, Off-Campus Living, Childcare Referral Assistance, Student Health Center, Comprehensive Learning Center, H. F. Davis Memorial Library, Activities & Organizations, Student Union	25
IX	Community Service	26
	A. Community Education, Community Service, Outreach Classes, Classes for High School Students, Adult Basic Education, Continuing Education, Continuing Education Unit, Older American Program, RSVP	26
X	Distance Learning	27-29
	A. EduKan, Interactive Television, Education To Go	27-29
XI	Curriculum Guides	30-74
XII	Course Descriptions	75-110
XIII	Personnel	111-115
XIV	Index	116-118
XV	Application For Admission	119

Catalog Information Disclaimer

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

Notice of Non-Discrimination

Colby Community College respects the right of all persons to work and advance on the basis of merit, ability and potential, free from social, personal or institutional barriers of prejudice and discrimination. The college does not discriminate against qualified individuals on the basis of race, color, national origin, sex, age, religion, status as a veteran or disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of its program and activities, as specified by applicable federal laws and regulations. The designated coordinator for college compliance with Section 504 of the Rehabilitation Act of 1973, Title VI, and Title IX is the Vice-President of Student Affairs. The designated coordinator for ADA is the Vice-President of Student Affairs.

Institutional Mission

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

Vision

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

Philosophy

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

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

Purposes

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

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

Student Outcomes

For each degree offered there is a specifically defined core curriculum. The courses vary to some extent between degrees but are all designed to prepare students for success in their chosen fields, both in further academic endeavors as well as in the workplace. All students successfully completing a degree at Colby Community College will be expected to demonstrate the following skills:

- effective oral and written communication skills;
- a higher level of critical and creative thinking processes;
- ability to solve problems using a variety of techniques and methods;
- ability to utilize the technology relevant to the learner's discipline;
- an awareness of personal wellness; and
- an awareness in diversity in both local and global cultures.

Accreditation

Colby Community College is coordinated by the Kansas Board of Regents and accredited by the Higher Learning Commission; a member of the North Central Association. In addition, many of the special programs are accredited by their respective professional associations. The PTA program is accredited by the Commission of Accreditation on Physical Therapy Education. Nursing is accredited by the National League of Nursing and the Kansas State Board of Nursing. The Veterinary Technology program is accredited by the American Veterinary Medical Association. The EMT program is licensed by the State Board of Emergency Medical Technicians. The program in dental hygiene is accredited by the Commission on Dental Accreditation. The CCC Business Department associate degree programs are currently in candidacy status with the Association of Collegiate Business Schools and Programs (ACBSP). The Institutional Actions Council of the Higher Learning Commission voted to extend our accreditation to include distance delivery of the AGS, AA and the AS coordinated by the EduKan Online Consortium agreement. The Commission Board of Trustees validated that action through its validation process concluded on March 1, 2002.

Higher Learning Commission of the North Central Association of Colleges and Schools
30 North LaSalle Street Suite 2400
Chicago, IL 60602
(800) 621-7440
FAX (312) 263-7462
www.ncahigherlearningcommission.org

Commission on Dental Accreditation 211 East Chicago Avenue 19th Floor Chicago, IL 60611 (312) 440-4653	National League for Nursing Accrediting Commission 61 Broadway New York, NY 10006 (212) 812-0390
--	--

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
--	---

Association of Collegiate Business Schools and Programs
7007 College Boulevard, Suite 420
Overland Park, KS 66212
(913) 339-9356
www.acbsp.org

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 2000 students each semester with approximately 1000 of those on campus. Students are in attendance from all areas of Kansas, other states and many other countries.

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

General standards for admission are any of the following:

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

Application for Admission

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

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

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

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

For Home Schooled Students

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

For Re-Entering Students

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

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

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

Additional Requirements For:

International Students

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

Transfer Students

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

Part-Time Students

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

Outreach Students

Those wishing to enroll in outreach classes (classes in off-campus centers) should contact their local coordinators for enrollment information or call the **Director of Outreach**.

Those Wishing to Take Non-Credit Courses

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

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

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

Veterans

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

The Department of Veterans Affairs at CCC interprets veterans' assistance programs as a financial benefit to aid students with educational expenses. Therefore, satisfactory academic progress will be monitored using the criteria approved for all financial assistance programs at CCC. These policies are printed on page 18-19 of the 2008-2010 official college catalog.

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

High School Gifted Students

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

Selective Admissions Programs

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

- a. Dental Hygienist
- b. Physical Therapist Assistant (2nd yr.)
- c. Practical Nurse Education
- d. Associate Degree Nursing
- e. Veterinary Technology

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

Determination of Residency

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

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

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

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

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

Early Enrollment

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

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

Student Registration

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

Late Enrollment

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

Dropping Classes

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

Admissions Information

Drop-Add Policies

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

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

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

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

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

Refund Policy

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

Regular Enrollment: Official Withdrawal

100% of Tuition and Fees will be refunded for withdrawal prior to the end of the 10th day of a regular semester, or approximately 10% of summer terms. (Dates are published by the Registrar each term.) Online drop must be processed or paper form must have been received.

0% of Tuition and Fees will be refunded for withdrawal after the end of the 10th day of a regular semester or the 10% point of summer terms as published by the Registrar.

STUDENTS ARE GIVEN A 10-DAY PERIOD TO ADJUST SCHEDULES WITHOUT A PENALTY. THERE IS NO REFUND FOR ANY CLASS DROPPED AFTER THE 10th INSTRUCTIONAL DAY OF THE SEMESTER, INCLUDING WEEKEND AND 8-WEEK CLASSES.

Outreach Enrollment: Official Withdrawal

100% of Tuition and Fees will be refunded by the college for withdrawal **before the day of** session three for a full semester class.

No Refund is available for withdrawal from classes which have a duration of from one to six days after the class begins.

INSTITUTIONAL ROOM AND BOARD CHARGES WILL BE CALCULATED ACCORDING TO THE TERMS OF THE DORM CONTRACT.

THIS POLICY DOES NOT APPLY TO EDUKAN ONLINE COURSES. SEE THE EDUKAN HOME PAGE FOR EDUKAN POLICIES.

Definitions:

Official Withdrawal: A written notification to the Registrar of total and complete withdrawal from all classes. The *Official Withdrawal* form must be complete with signatures from each person involved and presented to the Registrar's Office.

Change of Schedule: A written notification to the Registrar of an addition (ADD) or withdrawal (DROP) from a class or classes. The *Change of Schedule* form must be completed with signatures of instructors and advisor and presented to the Registrar's Office.

Unofficial Withdrawal: A cessation of attendance to a class or classes without written notification to the Registrar. The student forfeits any refund of personal funds which might be due.

Books as Institutional Charges: Books which are charged against federal Title IV funds are considered part of institutional charges. Books purchased without such records, whether from the college bookstore or other sources, such as the online book stores, are excluded from institutional costs.

The college refund policy and the federal return of Title IV funds policy are independent of each other. The return of Title IV funds may result in college costs not paid and due from the student. Transcripts and/or grade reports will not be issued to students for whom college costs are not paid.

Federal Return of Title IV Funds Policy

The *Higher Education Amendments of 1998* established a *Return of Title IV Funds* policy to replace pro-rata and refund/repayment policies established by earlier amendments. This new policy requires **both schools and students** to return to 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.

Admissions Information

Class Attendance

Colby Community College views class attendance as a mandatory activity. Students are expected to attend courses in which they are enrolled.

If you are sick, you are encouraged to visit the Health Center. If bed rest is required, the nurse will inform your instructors or visit with them if you desire.

Withdrawal for Non-Attendance

Excessive absences may result in a student being withdrawn from class by the instructor. An instructor may withdraw a student for non-attendance **ONLY AT MID-SEMESTER** and **ONLY IF** (1) the student **HAS ATTENDED** the class during the certification period **AND** (2) **IF** the student **HAS MISSED** more than 1/3 of the total class meetings without any attempt by the student to make arrangements with the instructor. This withdrawal will be recorded as a WF. The instructor must provide the dates of attendance and complete the withdrawal form. A student withdrawn for non-attendance may file an appeal with the Vice-President of Academic Affairs. This appeal must be filed by the 12th week of classes.

Official Withdrawal

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

Academic Information

Academic Load

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

Course Numbering

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

Credit Definition


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

Academic Information

CCC Articulation Agreements

Colby Community College has a cooperative relationship with several colleges and universities ensuring the mobility of students who complete associate degree programs at CCC to transfer to these institutions. For information about these programs, contact the Director of Admissions at the participating institutions.

Be a Wildcat Wherever You Live!
Kansas State University-Colby Community College 2 + 2 Partnership
 Earn a K-State bachelor's degree without leaving your community.
 Kansas State University has joined with Colby Community College to develop 2 + 2 agreements, allowing students to complete their associate degree through Colby Community College and transfer credits to complete a bachelor's degree at K-State through distance education.
 K-State at Colby offers 2 + 2 bachelor's degree programs in:
 • Arts to General Business
 • General Business to General Business
 • General Studies to General Business
 • Veterinary Technology to Technology Management
 For more information on K-State at Colby 2 + 2 programs, visit the website at www.dce.k-state.edu/affiliations/colby




Denver, Colorado
 Maximum of 90 credit hours from CCC. Online programs leading to the completion of a Bachelor of Science degree in: Accounting, Business Administration, Technology Management, Computer Information Systems, Computer Networking, Computer Science, Criminology, Finance, Marketing, Public Administration and Communications.



Online
 Parkville, Missouri
 Maximum of 75 credit hours from CCC apply toward a Bachelor of Science degree.


Southwestern College
 100 College St. Winfield, KS 67156 1-800-846-1543
 Maximum of 64 credit hours from CCC apply toward a minimum 124 credit hour degree from Southwestern.




Garden City, Kansas
 Paramedic program accredited curriculum available to CCC students through various interactive distance learning technologies.




Wichita, Kansas
 Organizational Management and Leadership Program
 Bachelor's Degree Program



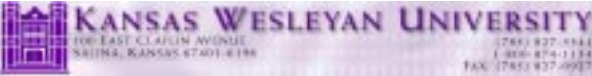
Earn your degree online and on time!
 Complete a Washburn University Bachelor's degree online in just two years after your Associate's degree.



Liberal, Kansas
 Medical Laboratory Technician
 One + One Program



Sterling, Kansas
 Maximum of 60 credit hours from CCC. Teacher Education Online (TEO) bachelor degree program available to CCC graduates



Students who complete an Associate of Arts degree or an Associate of Science degree at Colby Community College are guaranteed general admission to the bachelor's level degree program at Kansas Wesleyan, and courses taken for the completion of the degree program at Colby Community College will be accepted toward fulfillment of KWU's liberal education program.



Fort Hays State University
 AccessUs brings you three degree programs:
 Bachelor of General Studies: Business Emphasis
 Bachelor of Science in Technology Studies
 Bachelor of Science in Nursing (RN-to-BSN)

Military Service Credit

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

Auditing Classes

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

Credit by Examination

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

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

A student indicating a background knowledge in a college course offered by Colby Community College may contact the appropriate division chairperson to obtain information on credit by examination. The student must petition the 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 \$15 examination fee will be charged for each examination and is non-refundable. The student will be required to be enrolled in the class for which he/she desires credit and pay the current standard rate for tuition and fees. The test fee and tuition and fees must be paid to the Business Office before the examination will be administered.

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

Assessment

It is the mission of Colby Community College to enable students to achieve their potential. For this reason, student assessment is part of the college's educational program.

From the time students apply to the college until the time they leave, they may participate in a series of tests and surveys designed to do the following:

1. assess the students' backgrounds and academic skills for accurate advisement and course placement at entry;
2. obtain information on students' satisfaction with college programs and services; and
3. measure gains that students have made academically and personally while studying at the college.

These tests and surveys will be used to help students achieve their goals and to improve college programs and services.

The college encourages students to become partners in the assessment and learning process. The students' earnest and sincere participation in tests, learning tasks, exit exams and surveys will provide the college with accurate information that will be used in planning effective programs and services. It will also help students reach their goals.

Assessment activities are coordinated through the offices of Admissions, Counseling or the Vice-President of Academic Affairs. Assessment of basic skill levels is an important component of student success in college. Students planning to enroll for credit at Colby Community College are expected to take an assessment package which will help them determine which courses and programs will afford them the greatest opportunity for success.

Other services offered through assessment include provision for ACT testing, instructional make-up testing, learning style inventories, career inventories and interest surveys, telecourse testing and testing for credit and advanced placement.

Placement Testing Policy

To ensure the success of students at Colby Community College, all students are required to take development courses if placement testing has indicated that they are not fully prepared for college work. 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 a wide variety of development 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 they must demonstrate readiness for coursework through their ACT or SAT scores and/or a placement test called COMPASS.

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 better) and have followed the developmental sequence in math, writing or reading are exempt from the requirement for assessment in that subject only.
3. Students who have successfully completed ("C" or better) a 100-level or above course in English and reading.
4. Students who have successfully completed ("C" or better) a 100-level or above course in mathematics (unless they want to enroll in a higher level math course).

Academic Information

5. Students who have taken the ACT/SAT test within two years prior to enrollment and have scores within the acceptable range (see placement guide.) These students 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.

Students may retake COMPASS 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

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

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

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

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

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.

Transcripts

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

Transfer Students

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

Student Classification

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

Grading System

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

Honor Roll

President's Honor Roll -- A student must be enrolled in 15 or more hours receiving letter grades only, with no F's or Incompletes and a G.P.A. of 4.0. Students who have holds on their records are not recognized.

Dean's Honor Roll -- A student must be enrolled in 15 or more hours receiving letter grades only, with no F's or Incompletes and a G.P.A. of 3.75-3.99. Students who have holds on their records are not recognized.

Academic Progress

A full-time student who completes a minimum of 10 hours with an overall grade point average of 2.0 for the current semester is achieving satisfactory academic progress. A student who completes seven hours with an overall grade point average of 2.0 for the current semester is achieving satisfactory academic progress on a three-fourths time basis. A student who completes five hours with an overall grade point average of 2.0 for the current semester is achieving satisfactory academic progress on a half-time basis.

Degree Requirements

Application for Graduation

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

Graduation Fee

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

Degrees and Certificates Granted

Colby Community College grants four degrees (Associate of Arts, Associate of Science, Associate of General Studies and Associate of Applied Science) and three certificates (Certificate in Practical Nursing, Office Technology Certificate, and Certificate of Therapeutic Massage).

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 Art and the Bachelor of Science degrees offered by state universities. The Associate of Applied Science Degree is intended to prepare students for employment upon satisfactory completion of the degree. The Associate of General Studies Degree is intended to recognize the attainment of a broad general education at the lower division level. Neither the Associate of Applied Science Degree nor the Associate of General Studies Degree was developed with transfer as a primary consideration; however, part of the credit may be transferred to state universities on a case-by-case basis.

Courses designated as developmental (Colby course numbers below 100) do not count toward degree requirements. Courses that are repeated only count one time to meet degree requirements. A maximum of three credit hours from workshops will count toward graduation. Colby Community College has designated certain courses that fulfill degree requirements as General Education courses. These are listed on pages 15-16.

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

Standard Degree Requirements

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

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

ASSOCIATE OF ARTS DEGREE

Standard Degree Requirements and

1. General Education Requirements*
 - a. 6 credit hours in written communication (English Comp I and English Comp II)
 - b. 3 credit hours in oral communication
 - c. 6 credit hours in natural science and mathematics
 - d. 6 credit hours in social and behavioral sciences

- e. 6 credit hours in arts and humanities
 - f. 2 credit hours in health/physical education (one credit hour of lifestyle course and one credit hour of skill course)
2. A total of at least 30 credit hours of general education* courses in the areas of written and oral communication, social and behavioral sciences, and arts and humanities.

ASSOCIATE OF SCIENCE DEGREE

Standard Degree Requirements and

1. General Education Requirements*
 - a. 6 credit hours in written communication (English Comp I and English Comp II)
 - b. 3 credit hours in oral communication
 - c. 8 credit hours in mathematics and a laboratory science class
 - d. 6 credit hours in social and behavioral sciences
 - e. 6 credit hours in arts and humanities
 - f. 2 credit hours in health/physical education (one credit hour of lifestyle course and one credit hour of skill course)
2. A total of at least 30 credit hours of general education courses in sciences and mathematics*, business, computer or agriculture technologies as designated by the program of study.

ASSOCIATE OF GENERAL STUDIES DEGREE

Standard Degree Requirements and

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. other general education* courses to total 30 credit hours

ASSOCIATE OF APPLIED SCIENCE DEGREE

Standard Degree Requirements and

1. General Education Requirements*

A total of at least 15 credit hours of general education* courses from not less than two of the following areas

 - a. Oral and written communication
 - b. Mathematics and natural science
 - c. Social and behavioral sciences
 - d. Arts and humanities
 - e. Health and physical education
2. Specialization and related contextual courses (minimum of 45 college credits). Students must satisfactorily complete specific program requirements maintaining a minimum of a 2.0 grade point average. The mix of offerings from a. and/or b. is to be determined by the requirements of the occupation.
 - a. Specialization courses/competencies
 1. technical knowledge (theory)
 2. technical skills (laboratory)
 - b. Contextual courses/competencies appropriately distributed among
 1. mathematics
 2. science
 3. communications
 4. interpersonal skills
 5. courses from other technical disciplines

* See Pages 14-15

Degree Requirements

Certificate Programs

The certificate programs are designed to afford students the necessary and special skills needed to be successfully employed after one year of preparation. The Practical Nursing program and the two-semester Business Technology certificate program comprise the offerings available to those wishing to earn a certificate. A grade point average of 2.00 (both Colby and cumulative) is required. Developmental courses do not count toward fulfilling certificate requirements, repeated courses only count once toward requirements, and specific program requirements must be completed.

Transfer of Credit

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

Students may check how courses transfer to the Kansas universities via the "web" by selecting "Information & Media" on the Colby Community College home page then choosing "Transfer Equivalencies."

Kansas Board of Regents Transfer and Articulation Policy (Excerpt)

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

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

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

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

(3) *The President and CEO shall report to the Board on transfer and articulation agreements annually. Such report shall include a description of the agreements preliminarily approved during the last year and a request for ratification by the Board. (1-18-06)*

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

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

- (1) *An institutional transfer policy shall not conflict with KBOR's transfer policy. (1-17-07)*
- (2) *An institutional transfer policy shall include an appeal process. (1-17-07)*
- (3) *An institutional transfer policy shall treat transfer students the same way academically as non-transfer students. (1-17-07)*
- (4) *An institutional transfer policy shall ensure transfer of substantially equivalent courses from any Kansas public postsecondary institution. (1-17-07)*
- (5) *An institutional transfer policy shall ensure transfer of general education courses from any HLC accredited Kansas public postsecondary institution subject to conditions in sections h and i below. (1-17-07)*
- (6) *Courses not substantially equivalent to a course offered by the receiving institution may be transferred at the discretion of the receiving institution.*

e. *Each Kansas public postsecondary educational institution shall establish its residency requirements, graduation requirements, and any admission requirements to professional or specific programs.*

- (1) *Admission to an institution will not constitute admission to a professional school or a specific program.*
- (2) *Except as provided in section h, students must complete all graduation requirements of the receiving institution.*
- (3) *Students with a completed associates degree who transfer into professional school or specialty programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.*

f. *Institutions are strongly encouraged to develop program-to-program articulation agreements. Such agreements may provide additional transfer opportunities over and above the opportunities named in this policy, but may not conflict with this policy.*

g. *General requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:*

- (1) *Effective July 2006 and thereafter, transfer coursework must be transcribed in credit hours.*
- (2) *Students transferring to Kansas public universities with a completed AA or AS degree will be given junior standing.*

Degree Requirements

h. Transfer of general education to and among Kansas Public Universities, including state universities and Washburn University, must follow the requirements below. (1-17-07)

Although the following distribution of courses does not correspond to the general education requirements for the bachelor degree at any Kansas public university, it will be accepted as having satisfied the general education requirements for the bachelor degree of all Kansas public universities.

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

12 hours of Basic Skills courses, including:

- 6 hours of English Composition*
- 3 hours of Public Speaking or Speech Communication*
- 3 hours of college-level Mathematics; College Algebra and/or Statistics will be required of transfer students where the curriculum of the receiving institution requires it*

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

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

**Performance courses are excluded.*

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

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

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

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

i. Although a transfer general education curriculum has not been established for associate degrees, the transfer curriculum is assumed to be a subset of the curriculum in section h above.

j. Universities may develop program-to-program articulation agreements for the AAS degree; Fort Hays State university and Washburn University have these agreements in place.

k. Completed technical programs (non-degree) and completed AAS degrees shall transfer according to option (1) or (2) below:

- (1) As a block to articulated programs at community colleges, technical colleges, and to those universities that have program-to-program articulation agreements.*
- (2) On a course-by-course basis*
 - (a) General education courses may be transferred according to sections d(5), h and i above.*

(b) Substantially equivalent courses may be transferred on a course-by-course basis according to section d(4) above.

(c) Other courses may be transferred as electives according to section d(6) above.

l. Students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.

m. This policy shall be reviewed three years after the date of implementation. Interim reports may be requested by the Board.

GENERAL EDUCATION REQUIREMENTS (30 hours toward Arts degree)

Courses that fulfill WRITTEN & ORAL COMMUNICATION REQUIREMENTS

WRITTEN

Number	Name	Hr
EN176---	English Composition I	3
EN177---	English Composition II	3

ORAL

Number	Name	Hr
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

Number	Name	Hr
AN177---	Cultural Anthropology	3

PSYCHOLOGY

Number	Name	Hr
PS176---	General Psychology	3
PS214---	Abnormal Psychology	3
PS230---	Adolescent Psychology	3
PS276---	Developmental Psychology	3

ECONOMICS

Number	Name	Hr
EC276---	Principles of Macroeconomics	3
EC277---	Principles of Microeconomics	3

SOCIOLOGY

Number	Name	Hr
SO176---	Introduction to Sociology	3
SO182---	Sociology of Families	3

GEOGRAPHY

Number	Name	Hr
GE176---	World Regional Geography	3

POLITICAL SCIENCE

Number	Name	Hr
PO105---	State and Local Government	3
PO176---	American Government	3

Courses that fulfill HUMANITIES REQUIREMENTS

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

FINE ARTS -- ART

Number	Name	Hr
AR175---	Art Appreciation	3
AR176---	Art History I	3
AR177---	Art History II	3

LITERATURE

Number	Name	Hr
EN200-219	3
LI176---	World Literature	3

FINE ARTS -- MUSIC/THEATRE

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

MODERN LANGUAGES

Number	Name	Hr
FL176---	Elementary Spanish I	5
FL177---	Elementary Spanish II	5
*ML237---	Spanish Composition & Conversation	3-5

***ML237 does not fulfill transfer and articulation agreement requirements.**

HISTORY

Number	Name	Hr
HI104---	World Civilization to 1660	3
HI140---	History of Classical Cultures	3
HI142---	History of Medieval & Renaissance Cultures	3
HI176---	American History to 1865	3
HI177---	American History 1865 to Present	3
HI204---	World Civilization 1600 to Present	3

PHILOSOPHY/RELIGION

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

GENERALEDUCATIONREQUIREMENTS

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
BI282---	Human Anatomy with lab	4
BI283---	Human Physiology with lab	4
BI285---	Zoology with lab	5
BI280---	Principles of Microbiology 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
PE105---	Fitness Lab Consultation I	1
PE109---	Cross Training Fitness	1
PE112---	Lifestyle Dance	1
PE113---	Aerobic Swimming	1
PE114---	Step Aerobics	1
PE176---	Lifestyle Management	1

SKILL COURSES

<i>Number</i>	<i>Name</i>	<i>Hr</i>
AG166---	Horsemanship Lab	1
PE200-PE298	1

Transfer and Articulation 45 Credit Hour Checklist

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

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

Transfer Checklists*

FIRST YEAR STUDENTS

- Make sure the Registrar is aware of any college level coursework you have already completed. Have the previous college send the Registrar an official transcript.
- If you haven't already met and visited with your advisor, do so.

Research the different types of degrees Colby offers and how they will transfer.

- Know the requirements to graduate from Colby with an Associate degree.
- Research the specific degree requirements for the career field you have chosen.
- Begin researching transfer schools. Consider which degrees they offer and how much tuition is. Will you be considered an out-of-state student and have higher tuition?
- Does the potential transfer school have a Transfer and Articulation Agreement with Colby Community College?
- Request information from several different potential transfer schools.
- If possible, visit your potential transfer school.
- It is not too early to do research and ask questions.

STUDENTS READY TO TRANSFER

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

If you have questions about transferring or would like more information, please visit Student Support Services located in the Student Union and ask for the Transfer and Articulation Specialist.

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

Financial Information

Financial Aid

Colby Community College uses the [Free Application for Federal Student Aid \(FAFSA\)](#) in determining eligibility for Federal Financial Aid programs. The resulting Institutional Student Information Record (ISIR) is used by the Financial Aid office to award aid. If the ISIR is selected for verification, copies of the Federal 1040 series tax forms will also be required.

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

Loans are also allocated based on the student's level of need but must be repaid upon completion of his or her program. The Perkins Loan is available in varied amounts up to \$2,000 per year. The loan does not accrue interest until nine months after the student completes his or her academic program or is taking less than a half-time (six hours) academic load. The Subsidized Stafford Loan is also awarded according to need. First-year students may apply for as much as \$2,625 of Federal Stafford Loan. Additional unsubsidized Stafford Loans (for independent students) and Parent Loans (PLUS) (for dependent students) are available beyond the limits of the regular Stafford Loan and for students who do not have the demonstrated financial need to qualify for other Federal Aid programs. Banks across Kansas and the nation participate in the Federal Family Educational Loan program.

The Rush Loan (originally funded by the Rush family) is a campus fund for short-term, emergency loans. It is usually extended to full-time students who have experienced a delay in other types of educational funding.

Employment

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

Satisfactory Academic Progress and Financial Aid

To maintain eligibility for Federal Financial Aid, students must maintain satisfactory academic progress toward a degree or certificate. Each term, students with federal aid must meet the following criteria:

<u>Paid Federal Aid for:</u>	<u>Minimum</u>	<u>Minimum</u>
	<u>Hrs Completed</u>	<u>Term GPA</u>
Full Time (12 hours or more)	10	2.00
Three Quarter Time (9-11 hours)	7	2.00
Half Time (6-8 hours)	5	2.00
Less Than Half Time (3-5 hours)	3	2.00

When a student fails to meet the criteria, he or she is prohibited from receiving federal student aid at Colby Community College until he or she either 1) completes a similar term successfully at the student's own expense or 2) appeals successfully to the Vice-President of Student Affairs for reinstatement of federal aid.

Detailed information on satisfactory academic progress and other student aid policies is provided in the *Consumer Information* publication available in the Student Services Office.

Scholarships

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

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

Thomas County Tuition Grant

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

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

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

The tuition grant is for tuition only. Students are responsible for books and all fees. Credit hour courses taken solely through the Internet are not eligible for tuition grants.

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

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

Financial Information

Veterans' Assistance

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

Veterans' Satisfactory Academic Progress Policy

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

Children of Service Personnel

Children of service personnel considered as missing in action or killed in action during the Vietnam conflict will be admitted tuition free to Colby Community College. The student must present evidence of qualifying for the above.

Tuition and Fees

Tuition and fees as listed are in effect for the 2008-2009 school year and are subject to change by the Colby Community College Board of Trustees in the future.

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

	Tuition	Fees	Total
Kansas Residents	\$48/cr. hr.	\$33/cr. hr.	\$81/cr. hr.
Out-of-State	\$87/cr. hr.	\$33/cr. hr.	\$120/cr. hr.
*Border	\$58/cr. hr.	\$33/cr. hr.	\$91/cr. hr.
International	\$112/cr. hr.	\$33/cr. hr.	\$145/cr. hr.

Additional fees may be assessed by the Board of Trustees and some courses have additional fees.

*Colorado and Nebraska residents.

Determination of Residency

The college Determination of Residency is printed on page 5.

Incidental Expenses

Students should allow \$400-\$500 per semester for books and supplies. Individual costs of transportation, clothing care, haircuts, personal hygiene products, entertainment, etc. should be taken into account as the costs of attendance are calculated.

Charges for Room & Board

The estimated cost of living on campus for an academic year is \$4,600. This amount covers food service, cable TV, Internet and telephone services and room rent. This amount is subject to change by the Colby Community College Board of Trustees. (Please review the housing contract for current charges.)

Meal ticket plans are available for students who live off campus and wish to eat meals on campus.

Refund Policy

The college Refund Policy is printed on page 6.

Students' Rights and Responsibilities

Civil Rights Comprehensive Notification for Colby Community College

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

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

Specific complaints of alleged discrimination under Title IX (sex) should be referred to TITLE IX COORDINATORS, Glenn "Skip" Sharp, Vice-President of Student Affairs, (785) 460-5490, or the Vice-President of Academic Affairs, (785) 460-5403, Colby Community College, Administration Building, 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, Glenn "Skip" Sharp, Vice-President of Student Affairs, Colby Community College, Administration Building, 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, Glenn "Skip" Sharp, Vice-President of Student Affairs, Colby Community College, Student Union, 1255 S. Range, Colby, KS 67701, (785) 460-5490.

Title VI, Title IX, ADA, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to Regional Office for Civil Rights, 324 East 11th, Kansas City, MO 64106.

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

Student Educational Records Rights of Privacy

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

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

The college is authorized under Section 43 (Buckley Amendment) to publish, and will publish, such directory information, listed below, collectively or individually, UNLESS a student notifies the Student Privacy Officer (Registrar) in writing that any or all of the categories which are denominated directory information should not

be released without prior written consent. This notification by the student must be made by the end of the third week of classes in the fall and spring semesters and by the end of the first week of classes for the summer session.

Directory Information

This includes the student's

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

Private Information

This includes the student's

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

Guide for the Release of Information About Students

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

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

Disclosure to Students

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

Students' Rights and Responsibilities

Disclosure to Faculty and Administrative Officers of the Institution

1. Faculty and administrative officers of Colby Community College who have a legitimate interest in the material and demonstrate a need to know will be permitted to look over the academic records of any student.
2. The contents of the official folder of a student will not be sent outside the Office of the Registrar or other records office except in circumstances specifically authorized by the dean or the custodian of the other records. A permanent record will never leave the Office of the Registrar.

Disclosure to Parents, Educational Institutions and Agencies

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

Release of Information to Non-Educational Agencies

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

Disclosure in Response to Telephone Inquiries

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

Disclosure by Other Offices of the Institution

1. The foregoing guidelines are applicable to handling any request for academic information about students or former students received by any member of the faculty, administration or clerical staff. The guidelines are intended to protect the individual's right to privacy and the confidentiality of his or her academic records throughout the institution.
2. All institutional personnel will be alerted to refer promptly to the Office of the Registrar or other appropriate officers' requests for transcripts, certifications or other information which that office typically provides. Faculty members and the various institutional offices will restrict their responses to acknowledging, when

appropriate, the receipt of requests for student information or limit their response to that information germane to their sphere of responsibility in relation to the student, e.g., faculty advisor.

3. Whenever there is need for the institution to issue a transcript of the student's educational record in connection with employment, it should be specifically requested from the Office of the Registrar by the student.

When Records May Be Withheld

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

Student Citizenship

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

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

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

2. **Academic Honesty**--In accordance with the mission of Colby Community College--*to provide for the development of better futures for its students*--it is essential that the principles of academic honesty and professional ethics be stressed throughout the educational process. The college, faculty and students have responsibilities in addressing this issue.

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

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

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

- A. Threatening the life or physical safety of others;
- B. Disrupting, impeding or interfering with the operation of the college;
- C. Infringing upon or invading the rights of others;
- D. Inflicting damage to college equipment or facilities;

Students' Rights and Responsibilities

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

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

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

The college will emphasize in its daily operations the understanding as formulated by the Board of Trustees that all policies and procedures will be administered in a manner

which is both fair and applicable to all persons. Therefore, the emphasis of all disciplinary actions will be to do everything possible to keep the student in college and to assist the student in the fulfillment of his or her educational objectives.

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

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

- (1) The right of the student to have legal counsel present,
- (2) The right of the student to hear or read a full report of testimony of witnesses against the student,
- (3) The right of the student to present witnesses in person or their testimony by affidavit,
- (4) The right of the student to testify and give reasons for conduct,
- (5) The right of the student to have an orderly hearing and
- (6) The right of the student to a fair and impartial decision based on substantial evidence.

- d. Level IV---The student has the right to appeal the decision of the Committee to the President of the college. Appeals to the President will address procedural matters only. Appeals to the President will be made by the student and will be made in writing within three (3) days of the order of the committee.

Students' Rights and Responsibilities

The Crime Awareness and Campus Security Act of 1990

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

- A. Students are encouraged to inform appropriate college officials, e.g. the Campus Security Officer, Living Center Coordinators, Vice-President of Student Affairs and Director of Facilities Management of any illegal activities. Students will be informed that these are the appropriate officials through the use of their College Catalog, Student Handbook and during orientation activities.
- B. Twenty-four hour supervision of the Living Centers is maintained. The Living Center Coordinators or their substitutes are present during all calendar days in which students are on campus. There is no supervision during the spring break. Dorms 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 and in close relationship 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.

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

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

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

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

Campus Parking

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

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

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

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

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

Grade Appeal Policy

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

1. The student should make every effort to resolve problems with the instructor before filing an appeal. If the issue cannot be resolved, a student may file an appeal within thirty days after the grade is officially recorded by the Registrar.
2. The faculty member named in the appeal and the student presenting the appeal will submit written statements on the case to the division chair. After reviewing the case, the division chair should form a judgment and/or attempt to resolve the issue without exerting pressure on either the instructor or the student.
3. After the division chair has made a recommendation and the issue is not resolved, the case is referred by the division chair to the Vice-President of Academic Affairs who will then form a committee to hear the case.
4. The Academic Appeal Committee will consist of four members: one member appointed by the Student Senate, one appointed by the Faculty Alliance Executive Board, one by the student and one by the faculty member involved in the case. The Vice-President of Academic Affairs will be the non-voting chair of the committee.

Students' Rights and Responsibilities

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. If the faculty member is not on campus during the hearing, the faculty may appoint a proxy from the available faculty on campus.

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 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 Glenn Sharp, Vice-President of Student Affairs, 1255 South Range, Colby, KS 67701; 785-460-5490; skip@colbycc.edu, who has been designated to coordinate Section 504/ADA compliance efforts.

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

Service Information

Student Advisement

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

Advisors are assigned by the Registrar's Office. Any changes students wish to make concerning their advisors may be accomplished at the Student Services counter.

Student Orientation

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

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

Counseling Services

Personal counseling is available to all Colby Community College students. The Counseling Services Office is located in the Robert Burnett Memorial Student Union. Students are encouraged to seek counsel for personal, academic, occupational, and social concerns.

The following services are provided:

PERSONAL--Professional guidance to help people solve problems in a confidential relationship. Services are geared toward students and their issues: fitting in, depression, anxiety, relationships, substance abuse, etc.

CAREER--Interest, ability, and personality inventories regarding occupational and career decision-making are available.

ACADEMIC--Faculty notifies counseling services when problems arise for students. Academic alerts include absenteeism, falling behind in coursework, and failing grades. Counselors contact students to ascertain difficulties and offer assistance.

RE-ENTRY--Adult students (age 24 and older) who are returning to the classroom or entering college for the first time have special needs. Competition with younger students can be intimidating and academic skills may need rejuvenation. Assistance is accessible.

REFERRAL--Students with serious mental health and substance abuse issues will be referred to professional services in the area.

Student Support Services (SSS)

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

The SSS program provides individualized tutoring; study groups; career, academic and personal counseling; transfer coordination and workshops on selected topics. In addition, cultural enrichment opportunities are also provided for the students. The SSS program is located in the Student Union.

On-Campus Living Centers

Living on campus at Colby Community College is fun and convenient. Being a part of campus housing puts you only steps away from any place on campus. More than a place to live, Living Centers are social centers, a place to study and a focus for student life. The three living facilities at Colby Community College house 390 students, with 120 men and women in Living Center North, 110 women in Living Center East and 160 in a newly-constructed dormitory.

The Living Centers are designed in units. Each unit has four bedrooms, a living room and bath shared by eight students. They are not high-rise dormitories, but rather apartment-like settings.

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

Each Living Center has an outdoor barbecue grill and a recreation area. Each living center is under the supervision of a coordinator. The coordinator lives in an apartment adjacent to the lounge of each Living Center. Each Living Center also employs resident assistants.

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

Off-Campus Living

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

Colby Community College recognizes that independent living is a viable option for many students. This living arrangement involves a relationship between a landlord and student. Deciding to live off campus involves many economic factors which can result in added costs to the student.

Childcare Referral Assistance

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

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

Student Health Center

The college maintains a Health Center under the direction of registered nurses, providing first-aid, dispensary services, testing and immunization, as well as a wide array of other health services for full-time students. Services

of a private physician provide on-campus availability for health care and medical consultation at a modest charge for each campus visit.

Students will submit a completed health history form, which is sent to them in the application packet, prior to registration.

Students are encouraged to maintain their own medical health insurance coverage. Such a plan could be of vital assistance in the event of unexpected illness or accident. Information about student insurance can be obtained from the Health Center. Many students can continue to be covered under their parent's insurance policy.

The Comprehensive Learning Center

The Comprehensive Learning Center (CLC) is located in Thomas Hall. Students frequent the CLC to take advantage of the free tutoring service provided by trained peer tutors.

The CLC also offers supplemental materials to aid students in their college course work. These materials include computer-assisted instruction, video tapes, audio tapes and instructors' notebooks.

IBM compatible computers and internet access are also provided.

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

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

H. F. Davis Memorial Library

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

The library holdings include 27,000 volumes of books; over 300 print, bound and microfilmed periodicals; various audio-visual resources; U.S. Government Publications and Kansas State Documents and online databases.

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

Student Activities and Organizations

The following is a list of clubs, organizations and special teams: Alpha Roa Tau, Future Teachers, Phi Beta Lambda, Phi Theta Kappa, Student Broadcasters Association (KAB), Band Club, Block & Bridle, COADNS, COPNS, Criminal Justice Association, Horsemen's Association, Music Club, Physical Therapist Assistant Club, Rodeo Club, Student Senate, Student Veterinary Technician Association, Academic Bowl, Intercollegiate Horse Show Association and Livestock Judging, Collegiate Farm Bureau.

Robert Burnett Student Union

The Robert Burnett Student Union houses the bookstore, dining room, lounge area, health center, counseling services, conference rooms, Student Services Office, Student Support Services, Registrar, admissions, financial aid, student accounts and housing.

The campus bookstore has the latest texts, supplies and materials for the classroom, as well as gift and snack items.

The dining service provides a well-balanced diet with a convenient quick-serve schedule.

The lounge area has a pool table, television and computers available for students.

Community Service

Community Education

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

Community Service

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

Outreach Classes

Classes from each academic division of the college are offered in the outreach program. The outreach program is a means of taking the learning to the student. Twenty-plus centers in the fourteen-county service area of northwest Kansas have 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 juniors and seniors to take college courses. Classes are organized to be taught in the high school as part of the high school schedule or after regular school hours. Written permission of the high school principal is required for high school students to participate in the program.

Gifted students may complete college credit courses. Written permission of the school principal is required along with a photocopy of the current IEP which recommends the student to complete college credit work.

Adult Basic Education - General Educational Development

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

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

Continuing Education

Constantly emerging knowledge has made continual learning a necessity. Continuous adaptation to change is a necessity for each professional in order to remain a viable member of society and to maintain a high level of job skill.

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

Continuing Education Unit (CEU)

Colby Community College has adopted a continuing education unit as the mode of measurement for all appropriate continuing education programs. All educational work has value whether it can be applied to a college program or not. The continuing education unit recognizes all educational programs that are non-credit and indicates the amount of effort to finish them. It is an excellent indicator of a student's conscientiousness and his or her desire for personal enrichment and professional or vocational improvement.

Older American Program

The staff of Community Services and Older Americans offers educational and social programs for senior citizens 65 years of age and older who are residents of Thomas County. The program is funded with grants from the Thomas County Council on Aging and other foundations.

Retired Senior Volunteer Program (RSVP)

More older Americans are helping their community by putting their energies and talents to valuable use. As each community taps its natural resource of experienced older Americans, they are helping open new opportunities, not only for themselves but also for their community. This program is open to individuals 55 years of age and older. Through a variety of volunteer stations in four northwest Kansas counties, these senior citizens volunteer in an activity or program suiting their interests and abilities while serving community needs.

Mission and Vision

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

EduKan Mission Statement

EduKan provides student access to quality higher education via distance learning through associate degree programs, individual courses, and support services that render a premier student learning environment.

EduKan Vision Statement

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

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

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

EduKan

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

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

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

(See Assessment and Prerequisites paragraphs on this page and the following page.)

Registration on EduKan

When the student registers in EduKan and selects Colby Community College, the student is also enrolling as a Colby Community College student. The student must arrange for payment for courses through the Colby Community College business office prior to the first day of class. For questions, contact 1-888-634-9350.

Admissions Before Enrollment

When a student registers online, an admissions officer at the college receives an email notification of the enrollment. The student is admitted to the college and is contacted by admissions personnel to complete the procedure. This adds to the student's sense of community. EduKan students complete the same admissions documentation required for on-campus students. To contact the Admissions Office, call 1-888-634-9350.

Access Class

To log on to class(es), go to the EduKan web page www.edukan.org and choose Login from the menu on the left-hand side. Enter login identification and password. The login identification is the student's social security number (with dashes) and a password chosen by the student at enrollment. The student may click on the link below the login boxes to receive a password via e-mail.

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

To access a class, simply click on that class. Classes cannot be accessed until the first day of class.

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

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

Advising

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

Assessment

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

Prerequisites

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

Math & English Prerequisites

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

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

Distance Learning

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

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

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

Financial Aid

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

Refunds

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

Drop Class

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

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

How do I order my books?

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

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

Interactive Television

Interactive technology on the Colby Community College campus is available in many forms. With interactive television, the mode of teaching and learning is instantaneous. Video cameras, television monitors, and video recorders are at the heart of the system. Fax machines and Internet access allow for instantaneous transfer of hard-copy material.

Teachers and students in up to four classrooms can see and hear each other with no loss of access or time delays. Interactive television allows communities to expand and enhance their curriculum by offering a wider range of elective courses, thus permitting students access to subject matter which otherwise might have been difficult to offer due to low enrollment or lack of a qualified instructor.

Fiber-optic cable connects Colby Community College to outreach sites via two interactive television networks. Sites connected on the **Northwest Kansas Network** are Winona, Brewster, Oakley, Grinnell, Rexford, the Northwest Kansas Educational Service Center (Oakley), and Colby Community College. On the **I-CAN Network**, the sites connected are Agra, Grainfield, Logan, Palco, Quinter, Hill City, Victoria, Natoma, Kensington, and Osborne. Most classrooms are located in the local school.

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

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

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

Education To Go

"Education To Go" classes are exclusively on the Internet. Students may update their skills, discover a new talent, or chart career paths at their own pace and at their convenience with new online courses.

Each course runs for 6 weeks and consists of 12 lessons. All courses start during the second week of each month. Enrollment is permitted one week prior to the beginning of each class. Interactive quizzes, assignments, tutorials, and online discussion areas are available via the world wide web to supplement the lessons. Students read their lessons and ask questions of the instructor at the time most convenient to the student.

Over 150 courses are available from ed2go. Courses in computer, writing, speaking, medical fields, business and others are included. In addition certificate training is available in the following:

- LSAT Test Preparation
- SAT/ACT Test Preparation
- GED Test Preparation
- Legal Assistant
- Graphic Design
- Digital Design
- Multimedia
- New Media Marketing
- Web Design
- Computer TIX Security

More information is available at the ed2go website: <http://www.ed2go.com>.

Curriculum Guides

The following represent suggested programs of study. Each curriculum meets the minimum requirements for graduation as determined by the Kansas Board of Regents. If the student's transfer institution requires the Transfer and Articulation agreement, some curriculums may be modified. If the student's transfer institution does not require the agreement, a dual advisement program may be utilized to obtain specific general education and core curriculum requirements.

Applied Science Degree programs are terminal two year programs and are not designed for transfer. Applied Science programs with **selective admission**** are Dental Hygiene, Physical Therapist Assistant, Practical Nursing, Associate Degree Nursing, and Veterinary Technology. Certificate programs are: Administrative Assistant, Business Management, Feedlot Management, Practical Nursing, and Therapeutic Massage.

Arts & Letters Division

Developmental Education

Curriculums

English

English - Drama Emphasis

General Education

Agriculture/Veterinary Technology Division

Curriculums

Agri-Business

Agriculture Economics

Agriculture Education

Agriculture Journalism

Agronomy

Animal Science

Farm and Ranch Management

Feedlot Certification Program

Horse Production and Management

Pre-Veterinary Medicine

Veterinary Technology**

Business & Industry Division

Curriculums

Business Administration/Accounting

Business Education

Business Management - Accounting

Business Management - Entrepreneurship

Business Management - Hospitality Management

Business Management - Management

Business Management - Marketing/Retailing

Business Technology - Administrative Assistant

Business Technology - Administrative Medical Assisting

Business Technology - Office Management

Computer Support Specialist

Computer Support Specialist - Hardware

Computer Support Specialist - Software

Communications

Drama

Journalism

Radio

Television

Graphic Design

Hospitality Management

Music

Speech

Visual Arts

Health and Applied Sciences Division

General Allied Health

Curriculums

Dental Hygienist**

Massage Therapy

Physical Therapist Assistant**

Pre-Physical Therapy

AD Nursing**

Practical Nursing**

Physical Education

Pre-Medical Nursing

Mathematics & Sciences Division

Curriculums

Biology Science

Chemistry

Computer Science

Engineering

Geology/Earth Science

Mathematics

Natural Science

Physical Science

Physics

Pre-Chiropractic

Pharmacy

Pre-Dentistry

Pre-Medicine

Wildlife Biology

Social Sciences Division

Curriculums

Criminal Justice

Early Childhood Education

Elementary Education

History

Political Science

Psychology

Secondary Education

Sociology

Social Work

Associate of Applied Science:

Agri-Business

This course of study is designed for the student who wants to work in a business related to agriculture. It involves intensive training in one of three areas of choice: Agri-Business - General; Agri-Business - Animal Science; Agri-Business - Agronomy. Your Program of study can be tailored to meet your individual needs. The General Option is designed for the student who is interested in business, animal science, and agronomy. The Animal Science Option, on the other hand, is designed for those interested primarily in livestock production, plus Agri-Business. For those students interested in plants and soil, the Agronomy Option may be their choice. The Agri-Business classes are still the core classes for any of the three program options. The Associate of Applied Science Degree will be awarded to students who fulfill the program requirements.

Agri-Business: General Option		
Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
General Education Component (15 hrs)		
CH176	Fundamentals of Chemistry with Lab	5
EN176	English Composition I	3
	Oral Communication Gen. Ed.	3
	Mathematics - Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
AC177	Accounting I	3
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG109	Farm Records and Accounts	3
AG117	Soils with Lab	4
AG118	Marketing of Agriculture Products	3
AG119	Weed Management & Control	3
AG126	Principles of Livestock Nutrition	3
AG131	Range Management	4
AG205	Agricultural Finance	3
AG209	Agricultural Law	2
AG228	Forages	3
AG293	Agriculture Entomology	3
CO176	Intro to Computer Concepts & Applications	3
	Applied Agricultural Electives	3
Minimum credit hours to graduate: 62		

Applied Science Agricultural Electives

AG102	Ag Seminar	AG253	Beef Mgt. Tech II
AG131	Range Management	AG254	Beef Mgt. Tech III
AG151	Beef Cattle Science I	AG255	Beef Mgt. Tech IV
AG165	Horsemanship	AG256	Prin of Horseshoeing
AG168	Equine Mgt. Tech I	AG259	Equine Reproduction
AG169	Equine Mgt. Tech II	AG261	Equine Anatomy
AG176	Horse Production	AG262	App Equine Per Phys
AG208	Agri-Bus Mgt Tech	AG263	Begin Equine Train
AG232	F& R Mgt. Tech I	AG265	Advan Equine Train
AG233	F& R Mgt. Tech II	AG268	Equine Mgt. Tech III
AG234	F& R Mgt. Tech III	AG269	Equine Mgt Tech IV
AG237	Struc & Conven I	AG290	Ag Equip Safety
AG238	Struc & Conven II	AG293	Ag Entomology
AG251	App Beef Practices	AG299	Ind Study- Ag Mgmt
AG252	Beef Mgt. Tech I		

Agri-Business: Agronomy Option

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
General Education Component (15 hrs)		
CH176	Fundamentals of Chemistry with Lab	5
EN176	English Composition I	3
	Oral Communication Gen. Ed.	3
	Mathematics - Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
AC177	Accounting I	3
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG109	Farm Records and Accounts	3
AG117	Soils with Lab	4
AG118	Marketing of Agriculture Products	3
AG119	Weed Management & Control	3
AG126	Principles of Livestock Nutrition	3
AG131	Range Management	4
AG205	Agricultural Finance	3
AG209	Agricultural Law	2
AG228	Forages	3
AG293	Agriculture Entomology	3
CO176	Intro to Computer Concepts & Applications	3
	Applied Agricultural Electives	3
Minimum credit hours to graduate: 62		

Agri-Business: Animal Science

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
General Education Component (15 hrs)		
CH176	Fundamentals of Chemistry with Lab	5
EN176	English Composition I	3
	Oral Communication Gen. Ed.	3
	Mathematics - Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
AC177	Accounting I	3
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG109	Farm Records and Accounts	3
AG117	Soils with Lab	4
AG118	Marketing of Agriculture Products	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG151	Beef Cattle Science I	3
AG153	Reproduction of Farm Animals	3
AG209	Agricultural Law	2
AG226	Applied Livestock Nutrition	3
AG240	Market Beef Production	3
AG251	Applied Beef practices	3
CO176	Intro to Computer Concepts & Applications	3
	Applied Agricultural Electives	3
Minimum credit hours to graduate: 62		

Associate of Science: Agri-Business or Agriculture Economics

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

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH176	Fundamentals of Chemistry with Lab	5
MA178	College Algebra	3
<i>Social / Behavioral Science 6 hours</i>		
EC277	Principles of Microeconomics	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Agronomy/Math/Science Component (22 hrs min)		
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG117	Soils with Lab	4
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
BI100	General Biology with Lab	4
	Advanced Math General Ed	3
	AS Agricultural Component	9
Minimum credit hours to graduate: 62		

Associate of Science: Agriculture Education

This course of study is a transfer program for the student interested in preparing for a career as a teacher of Vocational Agriculture in high school. The Associate of Science Degree is awarded to students fulfilling the requirements of the program.

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH176	Fundamentals of Chemistry with Lab	5
MA178	College Algebra	3
<i>Social / Behavioral Science 6 hours</i>		
EC277	Principles of Microeconomics	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag Ed/Math/Science Component (22 hrs min)		
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG117	Soils with Lab	4
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG209	Agricultural Law	2
BI100	General Biology with Lab	4
	AS Agricultural Component	6
Minimum credit hours to graduate: 62		

Associate of Science Agricultural Component Hours:

AG106	Principles of Agriculture Economics
AG107	Crop Science with Lab
AG109	Farm Records & Accounts
AG117	Soils with Lab
AG118	Marketing Agricultural Products
AG119	Weed Management & Control
AG125	Techniques of Livestock Selection
AG126	Principles of Livestock Nutrition
AG138	Soil Fertility & Fertilizers
AG149	Principles of Animal Science
AG150	Principles of Animal Science Lab

AG153	Reproduction of Farm Animals
AG205	Agricultural Finance
AG209	Agricultural Law
AG226	Applied Livestock Nutrition
AG227	Crop Production & Management
AG228	Forages
AG240	Market Beef Production
AG245	Advanced Livestock Judging
AG247	Animal Breeding
AG249	Artificial Insemination
AG291	Pesticides

Associate of Science: Agriculture Journalism

This course of study is a transfer program for the student interested in preparing for a career in Agriculture Journalism. The Associate of Science Degree is awarded to students fulfilling the requirements of the program.

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH176	Fundamentals of Chemistry with Lab	5
MA178	College Algebra	3
<i>Social / Behavioral Science 6 hours</i>		
EC276	Principles of Macroeconomics	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Ag Ed/Math/Science Component (22 hrs min)		
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG149	Principles of Animal Science	3
BI177	Principles of Biology with Lab	5
CO176	Intro to Computer Concepts & Applications	3
AS	Agricultural Component	6
Electives		
JO166	Newspaper Practicum I	3
JO167	Newspaper Practicum II	3
Minimum credit hours to graduate: 62		

Associate of Science: Agronomy

This course of study is a transfer program for the student interested in a career within the realm of agronomy, horticulture or forestry. The Associate of Science Degree is awarded to students fulfilling the requirements of the program.

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH177	Chemistry I with Lab	5
MA178	College Algebra	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Agronomy/Math/Science Component (22 hrs min)		
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG117	Soils with Lab	4
AG119	Weed Management & Control	3
AG149	Principles of Animal Science	3
BI177	Principles of Biology with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
PH207	College Physics I with Lab	5
	Advanced Math General Ed	3
Minimum credit hours to graduate: 62		

Associate of Science Agricultural Component Hours:

AG106	Principles of Agriculture Economics
AG107	Crop Science with Lab
AG109	Farm Records & Accounts
AG117	Soils with Lab
AG118	Marketing Agricultural Products
AG119	Weed Management & Control
AG125	Techniques of Livestock Selection
AG126	Principles of Livestock Nutrition
AG138	Soil Fertility & Fertilizers
AG149	Principles of Animal Science
AG150	Principles of Animal Science Lab

AG153	Reproduction of Farm Animals
AG205	Agricultural Finance
AG209	Agricultural Law
AG226	Applied Livestock Nutrition
AG227	Crop Production & Management
AG228	Forages
AG240	Market Beef Production
AG245	Advanced Livestock Judging
AG247	Animal Breeding
AG249	Artificial Insemination
AG291	Pesticides

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.

Areas of specific instruction include:

- Nurse Aide
- Home Health Aide
- Medication Aide
- Restorative Aide
- First Aid
- Basic Cardiac Life Support
- Developmental Care
- Nursing Home Activities Director
- Nursing Home Social Services Designee

Restorative Aide		
Number	Course Name	Hr.
Must have Nurse Aide Licensure Approval		
AL116	Restorative Aide	2
Total 2 credit hours		

Courses offered for First Aid		
Number	Course Name	Hr.
AL140	Community Cardiopulmonary Resuscitation	1
AL150	CPR for the Professional Rescuer	1
PE104	Community First Aid & Safety	1

Nurse Aide		
Number	Course Name	Hr.
AL104	Nurse Aide	5
Total 5 credit hours		
Students must also take the State Licensing Exam to qualify		

Paraprofessionals in the Developmental Care Courses		
Number	Course Name	Hr.
ED126	Principles of Behavioral Management	3
SO241	Program Planning for Develop Disabled	3

Home Health Aide		
Number	Course Name	Hr.
Must have Nurse Aide Licensure Approval		
AL117	Home Health Aide	1
Total 1 credit hours		
Students must also take the State Licensing Exam to qualify		

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

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

Associate of Science: Animal Science

This course of study is a transfer program for the student interested in the livestock and meat industry, including an opportunity to specialize in the area of management, breeding, selection, nutrition or meat science. The Associate of Science Degree is awarded to students fulfilling the requirements of the program.

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH177	Chemistry I with Lab	5
MA178	College Algebra	3
<i>Social / Behavioral Science 6 hours</i>		
EC276	Principles of Macroeconomics	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Animal Science/Math/Science Component (22 hrs min)		
AG106	Principles of Agriculture Economics	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG226	Applied Livestock Nutrition	3
AG247	Animal Breeding	1
BI177	Principles of Biology with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CO176	Intro to Computer Concepts & Applications	3
	Advanced Math General Ed	3
Minimum credit hours to graduate: 62		

**Associate of Science Agricultural
Component Hours: listed on page 32.**

Associate of Science: Biological Science

This program of study is designed for the student planning to transfer to a four-year baccalaureate degree program in Biology 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.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
BI177	Principles of Biology with Lab	5
MA220	Analytic Geometry & Calculus I	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Math/Science/Computer Component (22 hrs min)		
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
BI280	Principles of Microbiology with Lab	5
BI285	Zoology with Lab	5
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CH235	Organic Chemistry II with Lab	5
PH208	University Physics I with Lab	5
PH228	University Physics II with Lab	5
Minimum credit hours to graduate: 62		

The above program of study represents the minimum course work required to earn an Associate of Science Degree in Biology. 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 advisor to appropriately plan their actual program of study and schedule.

Associate of Science: Business Administration/Accounting

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

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Professional Component 15 hours		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
AC219	QuickBooks	3
BU217	The Legal Environment of Business	3
	Professional Component Electives	6
Business Component 15 hours		
AC178	Accounting II	3
AC257	Managerial Accounting	3
CO176	Intro to Computer Concepts & Applications	3
EC276	Principles of Macroeconomics	3
EC277	Principles of Microeconomics	3
Minimum credit hours to graduate: 62		

Associate of Science: Business Education

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Professional Component 15 hours		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BU217	The Legal Environment of Business	3
EC276	Principles of Macroeconomics	3
	Professional Component Electives	6
Business Component 15 hours		
AC178	Accounting II	3
AC257	Managerial Accounting	3
BU178	Introduction to Business	3
BU253	Business Finance	3
CO176	Intro to Computer Concepts & Applications	3
Minimum credit hours to graduate: 62		

Professional Component Electives:

AC208	Computerized Accounting Applications	BU243	Principles of Retailing I
AC247	Income Tax I	BU245	Principles of Selling
BU160	Introduction to Entrepreneurship	BU253	Business Finance
BU178	Introduction to Business	BU255	Lodging Management
BU212	Business Communications	BU257	Restaurant and Beverage Management
BU221	Human Resource Management	BU259	Domestic and International Tourism
BU225	Marketing	BU260	Entrepreneurship I
BU231	Principles of Advertising	BU265	Entrepreneurship II
BU237	Principles of Management	EC265	Entrepreneurial Economics
BU241	Management of Small Business	MA205	Elements of Statistics
		MA210	Calculus: for Business & Liberal Arts

Associate of Applied Science: Business Management

The Business Management Program offers two-year degree options in Management, Marketing/Retailing, Hospitality Management, Entrepreneurship, and Accounting. Each of the five degree options includes a business core for developing a general knowledge of business and a professional concentration for exposure to a specialized area of business. The second year of study includes job experience in the area of concentration. The Associate of Applied Science Degree provides the education necessary to enter the job market above the entry level.

Accounting

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
MA178	College Algebra	3
PI276	Introduction to Ethics	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Business Component 24 hours</i>		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
AC178	Accounting II	3
AC208	Computerized Accounting Applications	3
AC247	Income Tax I	3
AC257	Managerial Accounting	3
BU221	Human Resource Management	3
BT230	Field Study & Conference I	3
EC276	Principles of Macroeconomics	3
<i>Professional Component 21 hours</i>		
AC219	QuickBooks	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU217	The Legal Environment of Business	3
BU225	Marketing	3
BU237	Principles of Management	3
CO176	Intro to Computer Concepts & Applications	3
Minimum credit hours to graduate: 62		

Entrepreneurship

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EN176	English Composition I	3
GE176	World Regional Geography	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (48 hrs min)		
<i>Business Component 21 hours</i>		
AC101	Accounting Fundamentals	3
AC219	QuickBooks	3
BU217	The Legal Environment of Business	3
BU221	Human Resource Management	3
BU225	Marketing	3
BU237	Principles of Management	3
CO176	Intro to Computer Concepts & Applications	3
<i>Professional Component 27 hours</i>		
BU160	Introduction to Entrepreneurship	3
BU231	Principles of Advertising	3
BU241	Management of Small Business	3
BU245	Principles of Selling	3
BU260	Entrepreneurship I	6
BU265	Entrepreneurship II	6
EC265	Entrepreneurial Economics	3
Minimum credit hours to graduate: 62		

Career Opportunities

The two-year Business Management degree provides graduates with the background necessary to obtain employment in business including retailers, service organizations, medical facilities, hotels, restaurants, tourism, professional offices or financial institutions. The entrepreneurial emphasis of the degree also provides the knowledge and skills necessary to manage or own a small business.

Associate of Applied Science: Business Management

Hospitality Management

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC276	Principles of Macroeconomics or	
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 24 hours</i>		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BU157	Trends in Hospitality Management	3
BU221	Human Resource Management	3
BU231	Principles of Advertising	3
BU245	Principles of Selling	3
BU255	Lodging Management	3
BU257	Restaurant and Beverage Management	3
BU259	Domestic and International Tourism	3
<i>Business Component 21 hours</i>		
AC219	QuickBooks	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU217	The Legal Environment of Business	3
BU225	Marketing	3
BU237	Principles of Management	3
CO176	Intro to Computer Concepts & Applications	3
Minimum credit hours to graduate: 62		

Management

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Oral Communication Gen. Ed.	3
	Mathematics - Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 24 hours</i>		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
AC178	Accounting II	3
AC257	Managerial Accounting	3
BU155	Trends in Hospitality Management	3
BU221	Human Resource Management	3
BU231	Principles of Advertising	3
BU241	Management of Small Business	3
EC276	Principles of Macroeconomics	3
<i>Business Component 21 hours</i>		
AC219	QuickBooks	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU217	The Legal Environment of Business	3
BU225	Marketing	3
BU237	Principles of Management	3
CO176	Intro to Computer Concepts & Applications	3
Minimum credit hours to graduate: 62		

Certificate Program: Management

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
Program Component (31 hrs)		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
AC219	QuickBooks	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU217	The Legal Environment of Business	3
BU221	Human Resource Management	3
BU225	Marketing	3
BU237	Principles of Management	3
BU241	Management of Small Business	3
CO176	Intro to Computer Concepts & Applications	3
Total 31 credit hours		

Associate of Applied Science: Business Management

Marketing/Retailing

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC276	Principles of Macroeconomics or	
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 24 hours</i>		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BU221	Human Resource Management	3
BU231	Principles of Advertising	3
BU241	Management of Small Business	3
BU243	Principles of Retailing I	
BU245	Principles of Selling	3
BU253	Business Finance	3
BT230	Field Study & Conference I	3
<i>Business Component 21 hours</i>		
AC219	QuickBooks	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU217	The Legal Environment of Business	3
BU225	Marketing	3
BU237	Principles of Management	3
CO176	Intro to Computer Concepts & Applications	3
Minimum credit hours to graduate: 62		

Accreditation:

The CCC Business Department's associate degree programs are currently in candidacy status with the Association of Collegiate Business Schools and Programs (ACBSP).

Associate of Applied Science: Business Technology

The Business Technology program includes associate degree programs as well as certificates. At Colby Community College, classroom instruction is combined with integrated on-the-job experience. All courses are professionally designed to familiarize students with current business applications and procedures. Training makes the difference!

Administrative Assistant

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 29-31 hours</i>		
BT102	Keyboarding Development	1-3
BT106	Intermediate Keyboarding	3
BT139	Desktop Publishing	2
BT200	Electronic Transcription	3
BT212	Applied Office Procedures	5
BT215	Skills for Legal Assisting	3
BT218	Advanced Word Processing	3
BT230	Field Study & Conference I	3
CO186	Introduction to Database	3
CO223	Advanced Electronic Spreadsheets	3
<i>Business Component 18 hours</i>		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU221	Human Resource Management	3
BU253	Business Finance	3
CO176	Intro to Computer Concepts & Applications	3
Minimum credit hours to graduate: 62		

Associate of Applied Science: Business Technology

Certificate Program: Administrative Assistant

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
Program Component (33 hrs)		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BT102	Keyboarding Development	1-3
BT106	Intermediate Keyboarding	3
BT200	Electronic Transcription	3
BT212	Applied Office Procedures	5
BT215	Skills for Legal Assisting	3
BU212	Business Communications	3
BU221	Human Resource Management	3
BU253	Business Finance	3
CO176	Intro to Computer Concepts & Applications	3
CO223	Advanced Electronic Spreadsheets	3
Total 32-34 credit hours		

Certificate Program: Administrative Medical Assisting

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
Program Component (33 hrs)		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BI276*	Anatomy & Physiology I with Lab	4
BT102	Keyboarding Development	1-3
BT106	Intermediate Keyboarding	3
BT200	Electronic Transcription	3
BT205	Medical Office Procedures	5
BU178	Introduction to Business	3
BU212	Business Communications	3
BU253	Business Finance	3
CO176	Intro to Computer Concepts & Applications	3
EN110	Medical Terminology	1
Total 33 credit hours		

* General Biology may be a prerequisite

Administrative Medical Assisting

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (17 hrs)		
BI276*	Anatomy & Physiology I with Lab	4
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 27-29 hours</i>		
AC208	Computerized Accounting Applications	3
BT102	Keyboarding Development	1-3
BT106	Intermediate Keyboarding	3
BT139	Desktop Publishing	2
BT200	Electronic Transcription	3
BT205	Medical Office Procedures	5
BT218	Advanced Word Processing	3
BT230	Field Study & Conference I	3
CO186	Introduction to Database	3
EN110	Medical Terminology	1
<i>Business Component 18 hours</i>		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU221	Human Resource Management	3
BU253	Business Finance	3
CO176	Intro to Computer Concepts & Applications	3
Minimum credit hours to graduate: 62		

* General Biology may be a prerequisite

Career Opportunities

Research indicates that employers are eager to hire professionals with well-developed business skills, the ability to use computer technology to complete projects, and a positive attitude toward their work. Office professionals that demonstrate these characteristics and qualifications are in great demand.

Students who graduate with a degree in Administrative Medical Assisting will demonstrate proficiency in technology and an understanding of basic medical concepts that are needed due to the growth in the health-care industry. Medical office professionals are in high demand and often have their choice of employers. Prospects of employment in this field are excellent, with career opportunities in both rural and metropolitan areas.

Associate of Applied Science: Business Technology

Office Management

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 29-31 hours</i>		
AC208	Computerized Accounting Applications	3
AC219	QuickBooks	3
BT102	Keyboarding Development (if needed)	(1-3)
BT106	Intermediate Keyboarding	3
BT139	Desktop Publishing	2
BT212	Applied Office Procedures	5
BT230	Field Study & Conference I	3
BU217	The Legal Environment of Business	3
BU237	Principles of Management	3
CO186	Introduction to Database	3
CO223	Advanced Electronic Spreadsheets	3
<i>Business Component 18 hours</i>		
AC101	Accounting Fundamentals (if needed)	(3)
AC177	Accounting I	3
BU178	Introduction to Business	3
BU212	Business Communications	3
BU221	Human Resource Management	3
BU253	Business Finance	3
CO176	Intro to Computer Concepts & Applications	3
Minimum credit hours to graduate: 62		

Computer Support Specialist

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 33 hours</i>		
AR125	Computer Graphics I	3
BT218	Advanced Word Processing	3
CO130	Introduction to Network Concepts	3
CO186	Introduction to Database	3
CO215	Intermediate Database	3
CO223	Advanced Electronic Spreadsheets	3
CO225	Database Programming	3
CO230	Intermediate Networking	3
CO276	Web Page Design	3
CS115	HTML Language Programming	3
CS125	Visual Basic Language Programming	3
<i>Business Component 18 hours</i>		
AC101	Accounting Fundamentals OR	
AC177	Accounting I	3
BT230	Field Study & Conference I	3
BU178	Introduction to Business	3
BU217	The Legal Environment of Business	3
CO176	Intro to Computer Concepts & Applications	3
CO200	Introduction to Operating Systems	3
Total 68 credit hours		

Associate of Applied Science: Business Technology

Computer Support Specialist Hardware

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 30 hours</i>		
BT230	Field Study & Conference I	3
BU287	Applied Business Practices I	3
CO130	Introduction to Network Concepts	3
CO166	Cisco Networking Technologies I	3
CO167	Cisco Networking Technologies II	3
CO230	Intermediate Networking	3
CO266	Cisco Networking Technologies III	3
CO276	Web Page Design	3
CS115	HTML Language Programming	3
CS125	Visual Basic Language Programming	3
<i>Business Component 18 hours</i>		
AC101	Accounting Fundamentals OR	
AC177	Accounting I	3
BU178	Introduction to Business	3
BU217	The Legal Environment of Business	3
BU288	Applied Business Practices II	3
CO176	Intro to Computer Concepts & Applications	3
CO200	Introduction to Operating Systems	3
Total 65 credit hours		

Computer Support Specialist Software

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EC277	Principles of Microeconomics	3
EN176	English Composition I	3
PI276	Introduction to Ethics	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
<i>Professional Component 30 hours</i>		
AC219	QuickBooks	3
AR125	Computer Graphics I	3
BT218	Advanced Word Processing	3
BT230	Field Study & Conference I	3
CO130	Introduction to Network Concepts	3
CO186	Introduction to Database	3
CO215	Intermediate Database	3
CO223	Advanced Electronic Spreadsheets	3
CO225	Database Programming	3
CO276	Web Page Design	3
<i>Business Component 18 hours</i>		
AC101	Accounting Fundamentals OR	
AC177	Accounting I	3
BU178	Introduction to Business	3
BU217	The Legal Environment of Business	3
BU225	Marketing	3
CO176	Intro to Computer Concepts & Applications	3
CO200	Introduction to Operating Systems	3
Total 65 credit hours		

Cisco Computer Networking

The Internet and education will be the great equalizers of this century, creating enormous opportunities for people to succeed in harnessing the power of information and knowledge. The lack of Internet-supported education and shortage of technology-savvy workers are global dilemmas, threatening to place nations that fall behind at a permanent disadvantage in the new economy.

The Cisco Networking Academy program is a timely response to these challenges. The Networking Academy Program is preparing students for the demands and opportunities of the information economy, while creating a pool of qualified talent for building and maintaining networks.

The Cisco program was started in 1997 to help students gain the skills in demand in the Internet economy. The curriculum combines the theory and practice of designing, developing, and implementing the networks that drive modern organizations. It also teaches the teamwork skills that are essential for success in today's market.

Career Opportunities

According to America's Career Infonet that lists the 25 fastest growing occupations from 2000-2010, computer support specialists that have graduated from an Associate of Applied Science program, rank #2 with a 97 percent increase in new jobs. North-west Kansas is expected to have a 72 percent increase. Colby Community College can provide the training to meet the challenge of the computer hardware and software job market.

Associate of Science: Chemistry

This program of study is designed for the student planning to transfer to a four-year baccalaureate degree program in chemistry. 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.

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 precalculus, is desirable.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH177	Chemistry I with Lab	5
MA220	Analytic Geometry & Calculus I	5
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
Math/Science/Computer Component (22 hrs min)		
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CH235	Organic Chemistry II with Lab	5
MA230	Analytic Geometry & Calculus II	5
MA240	Analytic Geometry & Calculus III	5
MA245	Differential Equations	3
Computer Science Elective		3
Minimum credit hours to graduate: 62		

The above program 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 advisor to appropriately plan their actual program of study and schedule.

Associate of Arts: Communication Agriculture Communication

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

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Ag. Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
Oral Communication Gen. Ed.		3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
Natural Science - Gen. Ed.		3/5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
<i>Add'l Arts Degree Courses 9 hours</i>		
Social/Behavior Science - Gen. Ed.		3
Social/Behavior Science - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
Suggested Electives		
AG106	Principles of Ag Economics	3
AG118	Marketing of Ag Products	3
BR105	Communication Tech for Professionals	3
BU212	Business Communication	3
JO165	Intro to Mass Media	3
JO176	Introduction to Public Relations	3
JO188	Desktop Publishing & Publication Design	3
Ag Elective		3
Minimum credit hours to graduate: 62		

Associate of Arts: Communication Agriculture Journalism

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

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Ag. Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	3/5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
Suggested Electives (24 hrs min)		
AG106	Principles of Ag Economics	3
BR102	Writing for the Mass Audience	3
BR105	Communication Tech for Professionals	3
BR156	Intro to Electronic News Gathering	3
BR169	Television Broadcasting practicum	3
JO165	Intro to Mass Media	3
JO166	Newspaper Practicum I	3
JO188	Desktop Publishing & Publication Design	3
Minimum credit hours to graduate: 62		

Associate of Arts: Communication Broadcasting

This course of study is designed as a transfer program for students interested in pursuing further education in the field of Broadcasting. In addition to fulfilling the departmental requirements in this field of study, students must also complete the mandated requirements for the Associate of Arts Degree established by the state of Kansas and Colby Community College.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	3/5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
Suggested Broadcasting Electives (24 hrs min)		
BR102	Writing for the Mass Audience	3
BR105	Communication Tech for Professionals	3
BR111	Intro to Audio & Video Production	3
BR156	Introduction to ENG	3
BR158	Television Broadcasting Practicum I	3
BR168	Radio Broadcasting Practicum I	3
BR220	Broadcast Sales & Marketing	3
JO165	Intro to Mass Media	3
Minimum credit hours to graduate: 62		

Associate of Arts: Communication General Communication

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	3/5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
Suggested Television Electives (24 hrs min)		
BR105	Communication Tech for Professionals	3
BR158	Television Practicum I OR	3
BR168	Radio Practicum I	
BU212	Business Communication	3
DR120	Theater Appreciation	3
JO165	Intro to Mass Media	3
JO280	Sports Information & Journalism	3
SP101	Fund of Oral Communication	3
SP106	Interpersonal Communication	3
Minimum credit hours to graduate: 62		

Associate of Arts: Communication Journalism

This course of study is designed as a transfer program for students interested in pursuing further education in the field of Journalism. In addition to fulfilling the departmental requirements in this field of study, students must also complete the mandated requirements for the Associate of Arts Degree established by the state of Kansas and Colby Community College.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	3/5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
Suggested Electives (24 hrs min)		
BR102	Writing for the Mass Audience	3
BR105	Communication Tech for Professionals	3
JO165	Introduction to Mass Media	3
JO166	Newspaper Practicum I	3
JO167	Newspaper Practicum II	3
JO176	Introduction to Public Relations	3
JO188	Desktop Publishing & Publication Design	3
JO280	Sports Information & Journalism	3
Minimum credit hours to graduate: 62		

**Associate of Arts:
Communication
Public Relations & Marketing**

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	3/5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
Suggested Electives (24 hrs min)		
BR102	Writing for the Mass Audience	3
BR105	Communication Tech for Professionals	3
BU225	Marketing	3
BU231	Advertising	3
JO165	Introduction to Mass Media	3
JO176	Introduction to Public Relations	3
JO188	Desktop Publishing & Publication Design	3
JO280	Sports Information & Journalism	3
Minimum credit hours to graduate: 62		

**Associate of Arts:
Communication
Theatre**

This course of study is designed as a transfer program for students interested in pursuing further education in the field of Theatre. In addition to fulfilling the departmental requirements in this field of study, students must also complete the mandated requirements for the Associate of Arts Degree established by the state of Kansas and Colby Community College.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	3/5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
Suggested Electives (24 hrs min)		
BR105	Communication Tech for Professionals	3
DR100	Theatre Practicum I	3
DR101	Theatre Practicum II	3
DR105	Stagecraft Practicum I	3
DR120	Theatre Appreciation	3
DR190	Introduction to Stagecraft	3
DR271	Introduction to Acting Experience	3
JO165	Introduction to Mass Media	3
Minimum credit hours to graduate: 62		

Associate of Applied Science: Communication Radio

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

Some courses and course numbers may change pending KBOR approval.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EN176	English Composition I	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization & Related Contextual Courses 45 hours		
<i>Professional Component 30 hours</i>		
CO176	Intro to Computer Concepts & Apps	3
JO165	Intro to Mass Media	3
RT102	Intro to Broadcast Journalism	3
RT103	Intro to Radio & TV Announcing	3
RT111	Intro to Radio Production & Copywriting	3
RT112	Radio On-Air Performance Critique I	1
RT113	Radio On-Air Performance Critique II	1
RT152	Television On-Air Performance Critique I	1
RT157	Intro Video & Digital Graphic Production	3
RT168	Radio On-Air Performance I	2
RT169	Radio On-Air Performance II	2
RT170	TV On-Air Performance I	2
RT202	Advanced Broadcast Journalism	3
<i>Radio Component 15 hours</i>		
RT212	Radio On-Air Performance Critique III	1
RT213	Radio On-Air Performance Critique IV	1
RT219	Advanced Radio Production & Copywriting	3
RT220	Broadcast Sales & Marketing	3
RT221	Advanced Radio Announcing	3
RT268	Radio On-Air Performance III	2
RT269	Radio On-Air Performance IV	2
Minimum credit hours to graduate: 62		

Career Opportunities

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

Associate of Applied Science: Communication Radio/Television

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

Some courses and course numbers may change pending KBOR approval.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (16 hrs)		
EN176	English Composition I	3
	Mathematics - Gen. Ed.	3
	Oral Communication Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization & Related Contextual Courses 45 hours		
<i>Professional Component 30 hrs</i>		
CO176	Intro to Computer Concepts & Apps	3
JO165	Intro to Mass Media	3
RT102	Intro to Broadcast Journalism	3
RT103	Intro to Radio & TV Announcing	3
RT111	Intro to Radio Production & Copywriting	3
RT112	Radio On-Air Performance Critique I	1
RT152	Television On-Air Performance Critique I	1
RT156	Intro to Electronic News Gathering (ENG)	3
RT157	Intro Video & Digital Graphic Production	3
RT168	Radio On-Air Performance I	2
RT170	TV On-Air Performance I	2
RT220	Broadcast Sales & Marketing	3
<i>Radio/Television Component 15 hours</i>		
RT113	Radio On-Air Performance Critique II	1
RT153	Television On-Air Performance Critique II	1
RT169	Radio On-Air Performance II	2
RT171	Television On-Air Performance II	2
RT202	Advanced Broadcast Journalism	3
RT219	Advanced Radio Production & Copywriting	3
RT231	Adv Video & Digital Graphic Production	3
Minimum credit hours to graduate: 62		

Associate of Science: Computer Science

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Math/Science/Computer Component (22 hrs min)		
CS104	Introduction to the Internet	1
CS115	HTML Language Programming	3
CS125	Visual Basic Language Programming	3
CS135	C Language Programming	3
CS150	Introduction to Computer Science	2
	Math/Science/Computer Courses	10
Electives		
	Electives	8
Minimum credit hours to graduate: 62		

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

Criminal Justice/Pre-Law Program Guide

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 interest. 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.

Associate of Arts: Criminal Justice/Pre-Law

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 9 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	4/5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Core Concentration Arts Degree Courses 9 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
Criminal Justice Core Requirements (10 hours)		
CJ100	Criminal Justice Forum	1
CJ110	Introduction to Criminal Justice	3
CJ214	Principles of Investigation	3
CJ215	Criminal Law	3
Specialized Criminal Justice Components (19 hours)		
Minimum credit hours to graduate: 62		

Associate of Applied Science: Criminal Justice

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component (A total of at least 15 hrs of general education courses from not less than two of the following areas.)		
EN176	English Composition I	3
	Oral Communication Gen. Ed.	3
	Natural Science/Math Gen. Ed.	3-5
	Social/Behavior Science Gen. Ed.	3
	Arts/Humanities Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Core Requirements (10 hrs)		
CJ100	Criminal Justice Forum	1
CJ110	Introduction to Criminal Justice	3
CJ214	Principles of Investigation	3
CJ215	Criminal Law	3
Specialization/Contextual Component (45 hrs min)		
CJ210	Introduction to Juvenile Justice	3
CJ211	Introduction to Law Enforcement	3
CJ212	Introduction to Corrections	3
CJ213	Introduction to Judicial Function	3
CJ220	Loss Prevention & Private Security	3
CJ223	Criminalistics	3
CJ235	Citizen Involvement in Law Enforcement	3
	Criminal Justice Electives	15
Minimum credit hours to graduate: 62		

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

Associate of Applied Science: Dental Hygienist

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

Associate Degree Program Awarded by Northcentral Technical College (NTC) Wausau, Wisconsin

Locations: Wausau, Wisconsin and Colby, Kansas.

Program Description

Colby Community College is in partnership 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 the Kansas Board of Regents to award the AAS Dental Hygienist Degree.

Programs Graduate Goals/Outcomes

The graduate of the Dental Hygiene program will:

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

Program Entry

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

Other program requirements

Students MUST have:

- completed **Anatomy & Physiology and **Microbiology **PRIOR** to starting the program.
- taken Chemistry within the past five years (Two semesters of high school work or one semester of postsecondary work in Chemistry with a grade of "C" or better.)
- taken the ACT test within the last five years.
(Note: Applicants with an Associate or Bachelor's Degree are not required to test. Your postsecondary transcripts will confirm your degree.)
- had a physical and dental examination which includes having teeth cleaned.
- purchased uniforms, instruments, and textbooks.

Program Counselor

Erica Maleski (NTC)

715-675-3331, ext 1487

Program Liaison

Rebecca Vollertsen (CCC)

785-460-5449

Personal Traits

- Enjoys working with a wide variety of people
- Is detail-oriented with good organizational skills
- Has strong reading and problem-solving skills
- Computer knowledge is required to complete some program assignments

Curriculum

Pre-Program Hours

**	Anatomy & Physiology with Lab	+4
**	Principles of Microbiology with Lab	+4
DH103	Dental Health Safety	1

First Semester

DH100	Dental Hygiene Orientation	1
DH104	Dental Hygiene Process I	4
DH109	Dental Radiography	2
DH122	OA Embryology & Histology	4
DH298	Dental Hygiene Biochemistry with Lab	3

Second Semester

*10-508-107	Dental Hygiene Ethics & Professionalism	1
*10-508-109	Cariology	1
*10-508-110	Nutrition & Oral Health	2
*10-508-111	General & Oral Pathology	3
DH112	Dental Hygiene Process II	4
DH115	Periodontology	3
SP101	Fundamentals of Oral Communication	3

Third Semester

*10-508-114	Dental Pharmacology	2
*10-508-115	Community Dental Health	2
DH105	Dental Materials	2
DH210	Dental Hygiene Process III	5
DH215	Dental Pain Management	1
EN176	English Composition I	3
PS176	General Psychology	3

Fourth Semester

DH203	Transition into DH Practice	1
DH212	Dental Hygiene Process IV	4
EC277	Principles of Microeconomics OR	
PS276	Developmental Psychology	3
SO176	Introduction to Sociology	3

Total Credits Required for Graduation

69

* Lecture only. Originates from NTC

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

Northcentral Technical College Associate of Applied Science: Dental Hygienist

*This program requires selective admission by Wausau and Colby.

The Dental Hygienist Program prepares the graduate to become a member of a dental health team, working under the supervision of a dentist. Student hygienists study ways to control and prevent dental disease. They learn to inspect the mouth and remove deposits and stains from teeth. They are trained to expose and process dental x-rays and counsel patients in preventive dental care. Students are prepared to take national written and regional practical examinations required for licensure.

Number	Course Name	Hr.
General Education Component		
EC277	Principles of Microeconomics OR	3
PS276	Developmental Psychology	
EN176	English Composition I	3
PS176	General Psychology	3
SO176	Introduction to Sociology	3
SP101	Fundamental of Oral Communication	3
Specialization/Contextual Component		
*10-508-110	Nutrition and Oral Health	2
*10-508-111	General & Oral Pathology	3
*10-508-107	DH Ethics & Professionalism	1
*10-508-109	Cariology	1
*10-508-115	Community Dental Health	2
*10-508-114	Dental Pharmacology	2
**Anatomy & Physiology I with Lab (Pre Program)		4
**Principles of Microbiology (Pre Program)		4
DH103	Dental Health Safety	1
DH104	Dental Hygiene Process I	2/2
DH105	Dental Materials	1/1
DH109	Dental Radiography	1/1
DH112	Dental Hygiene Process II	3/1
DH115	Periodontology	1/2
DH122	OA, Embryology & Histology	1/3
DH210	Dental Hygiene Process III	4/1
DH212	Dental Hygiene Process IV	4
DH215	Dental Pain Management	1
DH298	Dental Hygiene Biochemistry with Lab	3
Electives		
DH100	Dental Hygiene Orientation	1
DH203	Transition Into DH Practice	1
Total 69 credit hours		

* Lecture only. Originates from NTC

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

Associate of Arts: Early Childhood Education

Students successfully completing the course of study in Early Childhood Education are awarded the Associate of Arts Degree. Colby Community College is a member of EQIP (Early Childhood Quality Instructional Partners) a partnership of community college early childhood faculty in Kansas. Common courses make the transferability of hours throughout the community college system easier for the student and ensure that all students are receiving the same discipline specific knowledge and skills. Students are urged to check requirements with their advisors. **Requirements may vary!!**

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication - Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science with Lab - Gen. Ed	4/5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Additional Arts Degree Courses 9 hours minimum</i>		
	Social/Behavioral Science-Gen. Ed.	3
	Social/Behavioral Science-Gen. Ed.	3
	Social/Behavioral Science-Gen. Ed.	3
Suggested Early Childhood Electives		
ED112	Principles of CDA Credential	1
ED113	Infancy	3
ED114	Preschool Child	3
ED115	Preschool Child Laboratory	1
ED116	Techniques of Guidance with Children	3
* ED125	Creative Experience for Young Children	3
* ED160	Principles of Early Childhood Education	3
* ED165	Infant/Toddler Education & Care	3
ED204	Health, Safety & Nutrition in Early Child	3
* ED231	Observing & Interacting with Young Children	3
* ED260	Parenting	2
* ED265	Early Childhood Program Administration	3
Minimum credit hours to graduate: 62		
*EQIP Core Courses		

Associate of Arts: Elementary Education

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science with Lab - Gen Ed	4
<i>Social / Behavioral Science 6 hours</i>		
EC276	Principles of Macroeconomics OR	3
EC277	Principles of Microeconomics	
GE176	World Regional Geography	3
<i>Arts / Humanities 6 hours</i>		
HI176	American History to 1865 OR	3
HI177	American History 1865 to Present	
	Arts/Humanities - Gen Ed	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
PS276	Developmental Psychology	3
	Arts/Humanities - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
Suggested Education Electives		
AR106	Elementary Art Education	3
CO176	Intro to Computer Concepts & Applications	3
ED177	Foundations of Modern Education	3
ED236	Observation & Participation	2
ED277	Children's Literature	3
	Higher Level Math Course	3
	Electives	3
Minimum credit hours to graduate: 62		

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.

Associate of Science: Engineering

This program of study is designed for the student planning to transfer to a four-year baccalaureate degree program in Engineering. 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.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH177	Chemistry I with Lab	5
MA220	Analytic Geometry & Calculus I	5
<i>Social / Behavioral Science 6 hours</i>		
EC276	Principles of Macroeconomics	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Math/Science/Computer Component (22 hrs min)		
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CH235	Organic Chemistry II with Lab	5
MA230	Analytic Geometry & Calculus II	5
MA240	Analytic Geometry & Calculus III	5
MA245	Differential Equations	3
PH208	University Physics I with Lab	5
PH228	University Physics II with Lab	5
PH249	Statics	3
	Computer Science Elective	3
Minimum credit hours to graduate: 62		

The above program 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.

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.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
EN219	Introduction to Literature	3
PI276	Introduction to Ethics	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours minimum</i>		
EN202	American Literature I	3
EN203	American Literature II	3
EN208	Introduction to Dramatic Literature	3
LI176	World Literature	3
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
Suggested Electives		
EN107	Creative Writing	3
	Natural Science - Gen. Ed	3-5
	Electives	4
Minimum credit hours to graduate: 62		

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 II according to their ACT and/or COMPASS scores. Vocabulary, higher level thinking skills, study skills and reading rate are areas addressed in these courses. The courses do not count toward transfer or graduation requirements.

The Composition Program

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

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

The Literature Program

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

Associate of Applied Science: Farm and Ranch Management

The Farm and Ranch Management program is designed for students who plan to pursue a career in some phase of production agriculture. It involves intensive preparation and training in agricultural science, agricultural business and agricultural economics. In the program the student may select from several options which are tailored to meet the individual's needs. A General Option is available for students who are interested in both livestock and crop production. The Beef Option is designed for those interested primarily in beef production. Students in these programs gain hands on experience by working with the college maintained livestock. A student may earn additional college credit through supervised on-the-job training in an eight-week block during the sophomore year. Students completing this course of study earn an Associate of Applied Science Degree.

General Option

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component (16 hrs)		
EN176	English Composition I	3
SP176	Public Speaking	3
	General Education Course	3
	Natural Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
	Physical Education - Skill	1
Specialization/Contextual Component (45 hrs min)		
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG109	Farm Records and Accounts	3
AG118	Marketing of Agriculture Products	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG226	Applied Livestock Nutrition	3
AG232	Farm & Ranch Management Techniques I	4
AG233	Farm & Ranch Management Techniques II	4
AG290	Agricultural Equipment Safety	1
	Applied Science Agricultural Electives	19
Minimum credit hours to graduate: 62		

Associate of Applied Science: Farm and Ranch Management

Agronomy Option

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component (16 hrs)		
EN176	English Composition I	3
	General Education Course	3
	Oral Communication Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
Specialization/Contextual Component (45 hrs min)		
AG106	Principles of Agriculture Economics	3
AG107	Crop Science with Lab	4
AG109	Farm Records and Accounts	3
AG117	Soils with Lab	4
AG119	Weed Management & Control	3
AG131	Range Management	4
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG205	Agricultural Finance	3
AG228	Forages	3
AG232	Farm & Ranch Management Techniques I	4
BI100	General Biology with Lab	4
CH176	Fundamentals of Chemistry with Lab	5
	Applied Science Agricultural Electives	3
Minimum credit hours to graduate: 62		

Applied Science Agricultural Electives

AG101 Ag Orientation	AG252 Beef Mgt. Tech I
AG102 Ag Seminar	AG253 Beef Mgt. Tech II
AG131 Range Management	AG254 Beef Mgt. Tech III
AG151 Beef Cattle Science I	AG255 Beef Mgt. Tech IV
AG165 Horsemanship	AG256 Prin of Horseshoeing
AG168 Equine Mgt. Tech I	AG259 Equine Reproduction
AG169 Equine Mgt. Tech II	AG261 Equine Anatomy
AG176 Horse Production	AG262 App Equine Per Phys
AG208 Agri-Bus Mgt Tech	AG263 Begin Equine Train
AG232 F& R Mgt. Tech I	AG265 Advan Equine Train
AG233 F& R Mgt. Tech II	AG268 Equine Mgt. Tech III
AG234 F& R Mgt. Tech III	AG269 Equine Mgt Tech IV
AG237 Struc & Conven I	AG290 Ag Equip Safety
AG238 Struc & Conven II	AG293 Ag Entomology
AG251 App Beef Practices	AG299 Ind Study - Ag Mgmt

Associate of Applied Science: Farm and Ranch Management Beef Option

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
General Education Component (16 hrs)		
EN176	English Composition I	3
SP176	Public Speaking	3
	General Education Course	3
	Natural Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
	Physical Education - Skill	1
Specialization/Contextual Component (45 hrs min)		
AG106	Principles of Agriculture Economics	3
AG109	Farm Records and Accounts	3
AG125	Techniques of Livestock Selection	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
AG151	Beef Cattle Science I	3
AG153	Reproduction of Farm Animals	3
AG226	Applied Livestock Nutrition	3
AG240	Market Beef Production	3
AG249	Artificial Insemination	2
AG252	Beef Management Techniques I	4
AG253	Beef Management Techniques II	4
AG254	Beef Management Techniques III	4
AG255	Beef Management Techniques IV	4
AG290	Agricultural Equipment Safety	1
Minimum credit hours to graduate: 62		

Career Opportunities

The two-year Farm and Ranch Management degree provides graduates with the background necessary to obtain employment in production, agriculture and related fields. Students graduating from Colby Community College are known in the agriculture industry as experienced individuals who are ready to enter the workforce.

Feedlot Certification

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

Certificate Program

Number	Course Name	Hr.
<i>Orientation</i>		
AG101	Agriculture Orientation	1
Program Component		
AG109	Farm Records & Accounts	3
AG180	Feedlot Management Techniques I	4
AG236	Farm Welding & Equipment Maintenance	3
AG240	Market Beef Production	3
AG252	Beef Management Techniques I	4
AG280	Feedlot Management Techniques II	8
AG290	Ag Equipment Safety	1
ML237	Conversational Spanish	3
Total 30 credit hours		

**Colby Community College
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 in the capacity of field representatives, sales persons, ranch managers, livestock buyers, and a wealth of other career areas.

Intercollegiate Horse Show Team

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

Block and Bridle Club

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

The Block and Bridle Club is directed toward uniting 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 interested in animals.

Intercollegiate Rodeo

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

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

Scholarships are offered, based on individual merit and performance.

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

**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.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
	Social/Behavior Science - Gen. Ed.	3
	Social/Behavior Science - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
Suggested Electives		
	Natural Science - Gen. Ed.	3-5
	Electives	15
Minimum credit hours to graduate: 62		

Associate of Science: Geology/Earth Science

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

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH177	Chemistry I with Lab	5
MA220	Analytic Geometry & Calculus I	5
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
Math/Science/Computer Component (22 hrs min)		
CH178	Chemistry II with Lab	5
MA230	Analytic Geometry & Calculus II	5
PH177	Introduction to Geology with Lab	5
PH208	University Physics I with Lab	5
PH228	University Physics II with Lab	5
Computer Science Elective		3
Minimum credit hours to graduate: 62		

The above suggested program of study represents the minimum course work required to earn an Associate of Science Degree with a concentration in geology or earth science. Students should meet with their advisors to appropriately plan their actual programs of study and schedules.

Associate of Arts: Graphic Design

The Graphic Design program is designed for the art student who plans to transfer to a four-year institution and major in graphic design. The student who completes the following program of study is awarded the Associate of Arts Degree.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
Oral Communication Gen. Ed.		3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
Natural Science - Gen. Ed.		3/5
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
AR176	Art History I	3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
<i>Add'l Arts Degree Courses 9 hours</i>		
AR177	Art History II	3
Social/Behavior Science - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
Suggested Visual/Graphic Art Electives		
AR102	Two-Dimensional (2-D) Design	3
AR103	Drawing I	3
AR125	Computer Graphics I	3
AR202	Three -Dimensional (3-D) Design	3
AR203	Drawing II	3
AR225	Computer Graphics II	3
Graphic Art Electives		3
Minimum credit hours to graduate: 62		

Graphic Art Electives

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

Associate of Arts: History

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

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

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed	3-5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
HI104	World Civilization to 1660	3
PI276	Introduction to Ethics	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours minimum</i>		
HI204	World Civilization Since 1660	3
HI176	American History to 1865	3
HI177	American History 1865 to Present	3
PI101	Introduction to Philosophy	3
PO176	American Government	3
RE104	World Religions	3
Suggested History Electives		
HI122	Contemporary European History	3
HI124	World War II	3
HI135	Genealogy & Family History	3
HI201	Great Plains Experience	3
PI200	Philosophy of Thought & Logic	3
Minimum credit hours to graduate: 62		

Associate of Applied Science: Horse Production and Management

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

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component (16 hrs)		
EN176	English Composition I	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle or Skill	1
	General Education Courses	9
Specialization/Contextual Component (45 hrs min)		
AG109	Farm Records and Accounts	3
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG153	Reproduction of Farm Animals	3
AG168	Equine Management Technology I	4
AG169	Equine Management Technology II	4
AG176	Horse Production	3
AG226	Applied Livestock Nutrition	3
AG259	Equine Reproduction	1
AG261	Equine Anatomy	1
AG262	Applied Equine Performance	1
AG268	Equine Management Technology III	4
AG269	Equine Management Technology IV	4
	Applied Agricultural Electives	9
Minimum credit hours to graduate: 62		

Previous Colby Community College agricultural graduates have been successfully employed in numerous diversified areas. Examples are university professors, county agents, vocational agriculture instructors, bankers, cattle buyers, ranchers, breed association fieldmen, farmers, equipment salesman, veterinarians, feedlot managers, auctioneers, nutritionists, breed associate journalists and realtors.

Students in agriculture have many opportunities to complete their degree programs. Colby Community College has an excellent transfer agreement with many of the land grant universities and agricultural colleges both in and out of state.

Associate of Science: Mathematics Option One

This program of study is designed for the student planning to transfer to a four-year baccalaureate degree program in mathematics 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.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
MA220	Analytic Geometry & Calculus I	5
PH208	University Physics I with Lab	5
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
Math/Science/Computer Component (22 hrs min)		
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
MA230	Analytic Geometry & Calculus II	5
MA240	Analytic Geometry & Calculus III	5
MA245	Differential Equations	3
PH228	University Physics II with Lab	5
Electives		
Electives		2
Minimum credit hours to graduate: 62		

The above program 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 programs of study and schedules.

Associate of Science: Mathematics Option Two

This program of study is designed for the student planning to transfer to a four-year baccalaureate degree program in mathematics 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.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
MA178	College Algebra	3
PH208	University Physics I with Lab	5
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
Math/Science/Computer Component (22 hrs min)		
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
MA190	PreCalculus	3
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA205	Elements of Statistics	3
PH228	University Physics II with Lab	5
Minimum credit hours to graduate: 62		

The above program 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 programs of study and schedules.

Associate of Arts: Music

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.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed	3-5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Additional Arts Degree Courses 9 hours minimum</i>		
MU150	Music Literature*	3
PO176	American Government	3
PS276	Developmental Psychology	3
Suggested Music Electives		
MU102	Harmony I	3
MU103	Ear Training I	3
MU121	Keyboard Skills I	1
MU122	Keyboard Skills II	1
MU152	Harmony II	3
MU153	Ear Training II	3
MU162	Applied Music Piano I	1
MU163	Applied Music Piano II	1
MU202	Harmony III	3
MU203	Ear Training III	3
MU252	Harmony IV	3
MU253	Ear Training IV	3
	Applied Music	4
	Performance Ensembles	8
Minimum credit hours to graduate: 62		

* Applies only for music majors

Associate of Science: Natural Science

This program of study is designed for the student planning to transfer to a four-year baccalaureate degree program in natural 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.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
	Mathematics - Gen. Ed.	3
	Natural Science - Gen. Ed.	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Additional Math/Science/Computer Component (22 hrs min)		

Electives		
	Electives	8
Minimum credit hours to graduate: 62		

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

Nursing

Certificate: Practical Nursing (One Year)

*This program requires selective admission.

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

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

Prerequisite courses which must be completed no more than five years prior to beginning the first year of practical nursing courses include Developmental Psychology and Medical Terminology. Anatomy and Physiology (A&P) can be taken concurrently. If A&P is taken prior to entry to the program, it must be completed within the preceding five years.

Prerequisite courses are offered during the first summer session.

Number	Course Name	Hr.
Program Requirements (46 hrs)		
AL101	Basic Nutrition	3
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
EN110	Medical Terminology	1
NS100	Fundamentals of Nursing with Lab	4
NS111	Introduction to Nursing with Lab	7
NS123	Maternal & Child Care I with Lab	5
NS161	Medical / Surgical Nursing I with Lab	6
NS181	Medical / Surgical Nursing II with Lab	6
PS176	General Psychology	3
PS276	Developmental Psychology	3
Total 46 credit hours		

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 (2 credits) of theory and 48 contact hours (1 credit) of clinical/lab.

A career in nursing provides a wide variety of job opportunities and job security. Nurses practice in a wide variety of settings (hospitals, extended care facilities, community agencies, clinics, schools) caring for infants, children, adults or the elderly. Colby Community College offers a Certificate in Practical Nursing, and Associate of Applied Science Degree in Nursing and an Associate of Arts Degree with an emphasis in pre-nursing. Pre-Nursing courses necessary to work toward a Baccalaureate degree in Nursing are also available. Whether you are interested in becoming an LPN or an RN or transferring to a four-year RN program, Colby Community College can meet your needs.

Associate of Applied Science: Nursing

*This program requires selective admission. The student MUST be a Licensed Practical Nurse (LPN) and be admitted to enter the ADN program.

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

Due to 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 people who have completed a Practical Nursing program and who have successfully passed NCLEX-PN.

Number	Course Name	Hr.
Required General Education Component (22 hrs)		
CH176	Fundamentals of Chemistry with Lab++	5
EN176	English Composition I	3
NS280	NS Microbiology with Lab**	2
PI276	Introduction to Ethics	3
*PS176	General Psychology	3
*PS276	Developmental Psychology	3
	Oral Communications Gen. Ed.	3
Specialization & Related Contextual Courses 53 hours		
*AL101	Basic Nutrition	3
*BI276	Anatomy & Physiology I with Lab	4
*BI277	Anatomy & Physiology II with Lab	4
*EN110	Medical Terminology	1
*NS100	Fundamentals of Nursing with Lab	4
*NS111	Introduction to Nursing with Lab	7
*NS123	Maternal & Child Care I with Lab	5
*NS161	Medical / Surgical Nursing I with Lab	6
*NS181	Medical / Surgical Nursing II with Lab	6
NS210	Mental Health Nursing with Lab	3
NS215	Professional Issues in Nursing	1
NS220	Maternal & Child Care II with Lab	3
NS225	Medical Surgical Nursing III with Lab	3
NS235	Medical Surgical Nursing IV with Lab	3
Total 75 credit hours		

* Completed before admission to ADN Program.

**Most BSN programs require 4-5 credit hours of Microbiology. Please consult with your nursing advisor prior to enrolling in Microbiology.

++A prerequisite course that must have been completed prior to beginning the A.D.N. year of nursing is General Chemistry. (High School Chemistry is sufficient if received "C" or better for course grade.) Ethics and Microbiology can be taken concurrently. If Ethics or Microbiology are taken prior to entry to the program, they must have been completed within the preceding 5 years.

The Associate of Arts Degree or the Associate of Science Degree may be obtained by taking additional course work. Please meet with your advisor.

Associate of Science: Pharmacy

The Associate of Science Degree is designed for the student planning to transfer to the University of Kansas or examine out-of-state options to complete the degree program. 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.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
MA178	College Algebra	3
PH208	University Physics I with Lab	5
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
Add'l Math/Science/Computer Component (22 hrs min)		
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
MA190	PreCalculus	3
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA205	Elements of Statistics	3
PH228	University Physics II with Lab	5
Minimum credit hours to graduate: 62		

The above program 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 advisor to appropriately plan their actual programs of study and schedules.

Associate of Arts: 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, but there could be additional requirements from the transfer institutions.

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.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
BI177	Principles of Biology with Lab	5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
<i>Additional Arts Degree Courses 9 hours minimum</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
Social/Behavior Science - Gen. Ed.		3
Social/Behavior Science - Gen. Ed.		3
Suggested Physical Education Electives		
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
CH177	Chemistry I with Lab	5
ED177	Foundations of Modern Education	3
PE177	Personal & Community Health	3
PE198	History & Foundations of Physical Ed	3
Minimum credit hours to graduate: 62		

Associate of Science: Physical Education

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
BI177	Principles of Biology with Lab	5
MA178	College Algebra	3
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
PI276	Introduction to Ethics	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l Math/Science/Computer Component (22 hrs min)		
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
PH207	College Physics I with Lab	5
Electives		
ED177	Foundations of Modern Education	3
PE177	Personal & Community Health	3
PE198	History & Foundations of Physical Ed	3
	Social/Behavior Science - Gen. Ed.	3
Minimum credit hours to graduate: 62		

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.

Associate of Science: Physical Science

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
MA178	College Algebra	3
PH208	University Physics I with Lab	5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l Math/Science/Computer Component (22 hrs min)		
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
MA190	PreCalculus	3
MA220	Analytic Geometry & Calculus I	5
MA230	Analytic Geometry & Calculus II	5
MA205	Elements of Statistics	3
PH228	University Physics II with Lab	5
Minimum credit hours to graduate: 62		

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

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 core 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 11% (3-year average) attrition rate in the sophomore year. Board pass rate (3-year average) is 93%.

Number	Course Name	Hr.
<i>Orientation</i>		
PT103	Current Issues in PT (Optional) OR	
SO100	Student Success Seminar	1
General Education Component (25 hrs required)		
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
EN176	English Composition I	3
EN177	English Composition II	3
PH101	Our Physical World with Lab (Optional)	5
PS176	General Psychology	3
PS276	Developmental Psychology	3
	Oral Communication Gen. Ed.	3
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Specialization & Related Contextual Courses (50 hrs required)		
EN110	Medical Terminology	1
PT205	Introduction to Physical Therapy (Optional)	1
PT210	Physical Therapy Procedures I	6
PT215	Clinical Affiliations I	3
PT220	Physical Therapy Procedures II	6
PT222	Medical Lectures	5
PT225	Clinical Affiliations II	3
PT226	Clinical Affiliations III Lecture	1
PT227	Clinical Affiliations III Practicum	8
PT230	Physical Therapy Procedures III	6
PT231	Physical Therapy Procedures IV	6
PT239	Functional Musculoskeletal Anatomy	4
PT242	Physical Therapy Seminar	1
Total 75 credit hrs required		
7 credit hrs optional		

Career Opportunities

This ever-changing healthcare field does not guarantee placement at every location, but it does offer a wealth of rewards when employed. Current starting wages range from \$18 - 25 per hour in Kansas and neighboring states.

Associate of Science: Physics

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
PH208	University Physics I with Lab	5
MA220	Analytic Geometry & Calculus I	5
<i>Social / Behavioral Science 6 hours</i>		
EC276	Principles of Macroeconomics	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l Math/Science/Computer Component (22 hrs min)		
MA230	Analytic Geometry & Calculus II	5
MA240	Analytic Geometry & Calculus III	5
MA245	Differential Equations	3
PH228	University Physics II with Lab	5
PH249	Statics	3
	Math/Science/ Computer Electives	7
Minimum credit hours to graduate: 62		

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

Associate of Arts: Political Science

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

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

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed	3-5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
HI104	World Civilization to 1660	3
PI276	Introduction to Ethics	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours minimum</i>		
HI204	World Civilization Since 1660	3
HI176	American History to 1865	3
HI177	American History 1865 to Present	3
PI101	Introduction to Philosophy	3
PO105	State & Local Government	3
PO176	American Government	3
RE104	World Religions	3
Suggested Political Science Electives		
CJ110	Introduction to Criminal Justice	3
CJ215	Criminal Law	3
HI124	World War II	3
PO120	Current Political Issues	3
Minimum credit hours to graduate: 62		

Pre-Professional Majors

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

Associate of Science: Pre-Chiropractic

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

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
BI177	Principles of Biology with Lab	5
MA178	College Algebra **	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l Math/Science/Computer Component (22 hrs min)		
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
BI280	Principles of Microbiology with Lab	5
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
MA185	Plane Trigonometry**	3
PH208	University Physics I with Lab	5
PH228	University Physics II with Lab	5
Minimum credit hours to graduate: 62		

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

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

Associate of Science: Pre-Dentistry

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
BI177	Principles of Biology with Lab	5
MA178	College Algebra **	3
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
Add'l Math/Science/Computer Component (22 hrs min)		
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
BI280	Principles of Microbiology 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
MA185	Plane Trigonometry **	3
PH208	University Physics I with Lab	5
PH228	University Physics II with Lab	5
Minimum credit hours to graduate: 62		

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

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

Associate of Science: Pre-Medicine

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
BI177	Principles of Biology with Lab	5
MA220	Analytic Geometry & Calculus I	5
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
Add'l Math/Science/Computer Component (22 hrs min)		
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
BI280	Principles of Microbiology 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
PH208	University Physics I with Lab	5
PH228	University Physics II with Lab	5
Minimum credit hours to graduate: 62		

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

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.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 6 hours</i>		
CH176	Fundamentals of Chemistry with Lab	5
MA178	College Algebra	3
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
HII176	American History to 1865	3
PI200	Philosophy of Thought & Logic	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours minimum</i>		
EC277	Principles of Microeconomics	3
PI276	Introduction to Ethics	3
PS276	Developmental Psychology	3
	Arts/Humanities - Gen. Ed.	3
Suggested Electives		
AL101	Basic Nutrition	3
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
BI280	Principles of Microbiology with Lab	5
CO176	Intro to Computer Concepts & Applications	3
	General Education	3
Minimum credit hours to graduate: 62		

Associate of Science: Pre-Physical Therapy

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.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
MA178	College Algebra	3
BI177	Principles of Biology with Lab	5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
PI276	Introduction to Ethics	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l Math/Science/Computer Component (22 hrs min)		
BI276	Anatomy & Physiology I with Lab	4
BI277	Anatomy & Physiology II with Lab	4
BI280	Principles of Microbiology with Lab	5
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
MA185	Plane Trigonometry	3
MA205	Elements of Statistics	3
PH207	College Physics I with Lab	5
PH227	College Physics II with Lab	5
Electives		
PS276	Developmental Psychology	3
Minimum credit hours to graduate: 62		

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

Associate of Science: Pre-Veterinary Medicine

Colby Community College is in a unique position among Kansas community colleges by being able to offer pre-veterinary students licensed veterinarians as their advisors. 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.

Number	Course Name	Hr.
Orientation		
AG101	Agriculture Orientation	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
CH177	Chemistry I with Lab	5
MA178	College Algebra	3
<i>Social / Behavioral Science 6 hours</i>		
Social/Behavioral Science - Gen. Ed.		3
Social/Behavioral Science - Gen. Ed.		3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
Add'l Math/Science/Computer Component (22 hrs min)		
AG126	Principles of Livestock Nutrition	3
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
BI177	Principles of Biology with Lab OR	
BI285	Zoology with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CH235	Organic Chemistry II with Lab	5
PH207	College Physics I with Lab	5
PH227	College Physics II with Lab	5
Minimum credit hours to graduate: 62		

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

Associate of Arts: Psychology

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

Problems, experience and potentials are the subject matter of this area. The courses and programs not only explore the psychological and sociological nature of humankind but also investigate the paradoxical aspects of how humankind can live together in harmony.

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
Oral Communication Gen. Ed.		3
<i>Natural Science and Math 6 hours</i>		
Mathematics - Gen. Ed.		3
Natural Science - Gen. Ed		3-5
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
Arts/Humanities - Gen. Ed.		3
Arts/Humanities - Gen. Ed.		3
<i>Health / Physical Education 2 hours</i>		
Physical Education - Lifestyle		1
Physical Education - Skill		1
<i>Add'l Arts Degree Courses 9 hours minimum</i>		
AN177	Cultural Anthropology	3
PO176	American Government	3
PS214	Abnormal Psychology	3
PS230	Adolescent Psychology	3
PS276	Developmental Psychology	3
SO182	Sociology of Families	3
Suggested Psychology Electives		
CO176	Intro to Computer Concepts & Applications	3
MA205	Elements of Statistics	3
PS112	Anger/Stress *	1
PS162	Topics in Applied Psychology *	1
PS206	Social Psychology	3
PS225	Death & Dying *	1
PS280	Child Development	3
SO135	Women's Studies: A Transnational View	3
SO186	Social Problems	3
Minimum credit hours to graduate: 62		

* Only 3 workshops count towards graduation.

Associate of Arts: Secondary Education

Students successfully completing courses of study in 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's education program at some universities. Students are urged to check P.P.S.T. requirements at other institutions.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science with Lab Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
EC276	Principles of Macroeconomics OR	3
EC277	Principles of Microeconomics	
	Social/Behavioral Science Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
HII176	American History to 1865 OR	3
HII177	American History 1865 to Present	
	Arts/Humanities Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
PS276	Developmental Psychology	3
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
	Social/Behavioral Science Gen. Ed.	3
Suggested Education Electives		
CO176	Intro to Computer Concepts & Applications	3
ED177	Foundations of Modern Education	3
ED236	Observation & Participation	2
	Higher Level Math Course	3-5
	Courses from Area of Specialization	9
Minimum credit hours to graduate: 62		

Sociology

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

Problems, experience and potentials are the subject matter of this area. The courses and programs not only explore the psychological and sociological nature of humankind but also investigate the paradoxical aspects of how humankind can live together in harmony.

Associate of Arts: Social Work

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP101	Fundamentals of Oral Communications	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
BI100	General Biology with Lab	4
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
ML237	Spanish Composition & Conversation*	3
PI276	Introduction to Ethics	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours minimum</i>		
AN177	Cultural Anthropology	3
EC276	Principles of Macroeconomics OR	3
EC277	Principles of Microeconomics	
PO176	American Government	3
PS214	Abnormal Psychology	3
SO182	Sociology of Families	3
Suggested Social Work Electives		
CO176	Intro to Computer Concepts & Applications	3
EN110	Medical Terminology	1
MA205	Elements of Statistics	3
PS162	Topics in Applied Psychology	1
PS206	Social Psychology	3
PS225	Death & Dying	1
SO135	Women's Studies: A Transnational View	3
SO180	Human Potentials	3
SO186	Social Problems	3
Minimum credit hours to graduate: 62		

Associate of Arts: Sociology

Number	Course Name	Hr.
Orientation		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP101	Fundamentals of Oral Communications	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
BI100	General Biology with Lab	4
<i>Social / Behavioral Science 6 hours</i>		
PS176	General Psychology	3
SO176	Introduction to Sociology	3
<i>Arts / Humanities 6 hours</i>		
ML237	Spanish Composition & Conversation*	3
PI276	Introduction to Ethics	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours minimum</i>		
AN177	Cultural Anthropology	3
EC276	Principles of Macroeconomics	3
PO176	American Government	3
PS214	Abnormal Psychology	3
SO182	Sociology of Families	3
Suggested Sociology Electives		
CO176	Intro to Computer Concepts & Applications	3
MA205	Elements of Statistics	3
PS206	Social Psychology	3
PS225	Death & Dying	1
SO135	Women's Studies: A Transnational View	3
SO180	Human Potentials	3
Minimum credit hours to graduate: 62		

*Does not fulfill Kansas Transfer & Articulation Requirements (see page 14 note).

Therapeutic Massage Certificate

This program is limited to 20 students. The graduate is eligible to take the National Certification Exam for Therapeutic Massage & Body Work (NCETMB) or the National Exam for Therapeutic massage (NCETM).

The only prerequisite for this program is a high school diploma or its equivalent.

The graduate will be prepared for self-employment or employment through an existing practice/health care setting according to his/her career goals.

(Open admission first year (2008-09); possible selective criteria to follow.)

Number	Course Name	Hr.
Program Component		
MT100	History of Massage	2
MT130	Basic Massage Techniques	2
MT140	Ethics & Business Practices for Massage Therapy	2
MT150	Massage Lab I	4
MT160	Massage Clinic I	1.5
MT178	Anatomy & Physiology for Massage Therapy I	2
MT220	Pathology Basics for Massage Therapy	2
MT230	Advanced Massage Techniques	2
MT240	Kinesiology for Massage Therapy	2
MT250	Massage Lab II	4
MT260	Massage Clinic II	1.5
MT278	Anatomy & Physiology for Massage Therapy II	2
MT299	Massage Therapy Externship	3
Total 30 credit hours		

Veterinary Technology

This program requires selective admission.

This program is designed to graduate up to 27 students per year; therefore, enrollment is limited. It is designed to prepare graduates as assistants to practicing veterinarians or as technical assistants in veterinary medical laboratories in a variety of settings. This course of study is the only American Veterinary Medical Association accredited program in Kansas. 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 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.

AVMA Accredited

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

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

An Associate of Applied Science Degree is earned by those completing this course of study. Graduates take a state qualifying examination to attain the title of Kansas Registered Veterinary Technician.

This registry requires continuing education, adherence to strict ethical and legal codes and quality technical training at an approved school. Graduates may become members of the Kansas Veterinary Technicians Association, which sponsors annual continuing education seminars for its members.

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

Veterinary Technology Program Goals

1. Provide individuals with the knowledge required to adapt to any veterinary employer's needs.
2. Establish a foundation on which the veterinarian can give advanced training with a minimum of time and effort.
3. Develop a paraprofessional with the skills of an x-ray, anesthetic, medical and surgical technician.
4. Earn the capability to perform, under the direct supervision of a veterinarian, almost anything except diagnose, perform surgery and prescribe drugs.

Admission Eligibility

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 courses taken within the past 5 years. Courses required for graduation that are being transferred into the program must be taken within 5 years of the start of the program.

Entrance Requirements:

- a. High school Diploma or GED
- b. ACT Scores

Entrance Recommendations

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

Application Procedure

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

The deadline for submitting your 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

The Veterinary Technology program starts in the summer term.

Students accepted into the Veterinary Technology Program may elect to defer enrollment under the following conditions:

a. If the student has successfully completed the summer term curriculum with a minimum grade of "C" achieved, enrollment may be deferred until the second term (fall semester) on the approval of the Program Director.

b. Students who have successfully completed all the general education requirements in the first term (summer) and second term (fall) with a minimum grade of "C" achieved, may defer enrollment to the third term (spring semester) when program specific courses begin for their graduating class, upon desire to enroll for the third term (spring) in writing to the Program Director.

c. Students who have been accepted into the Veterinary Technology Program may elect to defer enrollment for 1 year prior to the original summer starting date for their graduating class. Students must notify the Program Director in writing of their intent to defer enrollment at least 4 weeks prior to the start of summer 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.

Program Entry

Veterinary Technician students must purchase a smock.
Rabies pre-exposure immunization is strongly recommended.

Career Opportunities

Graduates of 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 and horse farms. Veterinarians are continuing to learn more about the role of graduate technicians and their potential to benefit almost any veterinary practice. 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.

Curriculum

First Term- Summer

CH176	Fundamentals of Chemistry	5
EN176	English Composition I	<u>3</u>
Total		8

Second Term - Fall

AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
BI177	Principles of Biology with Lab (preferred) OR	
BI285	Zoology with Lab	5
EN110	Medical Terminology	1
Social/Behavioral Science - Gen. Ed.		3
SP101	Fundamentals of Oral Communications OR	
SP176	Public Speaking	3
VT115	Introduction to Veterinary Technology	1
Physical Education - Lifestyle or Skill		<u>1</u>
Total		18

Third Term - Spring

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

Fourth Term - Summer

VT167	Cooperative Education Experience I	3
VT267	Cooperative Education Experience II	<u>3</u>
Total		6

Fifth Term - Fall

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

Sixth Term - Spring

BT203	Veterinary Office and Computer Skills	2
VT265	Animal Facility Management III	1
VT270	Small Animal Clinical Medicine	1
VT275	Vet Surgical Nursing & Clinical Skills	3
VT276	Vet Surgical Nursing & Clinical Skills Lab	2
VT280	Clinical Lab Procedures II	2
VT281	Clinical Lab Procedures II Lab	2
VT285	Vet Tech Microbiology	2
VT286	Vet Tech Microbiology Lab	<u>1</u>
Total		16

Associate of Applied Science: Veterinary Technology

*This program requires selective admission. To advance to the sophomore year, the student must pass each freshman course with a "C" or better.

Number	Course Name	Hr.
General Education Component (20 hrs)		
BI177	Principles of Biology with Lab (preferred) OR	
BI285	Zoology with Lab	5
CH176	Fundamentals of Chemistry with Lab	5
EN176	English Composition I	3
	Social/Behavioral Science - Gen. Ed.	3
SP101	Fundamentals of Oral Communications OR	
SP176	Public Speaking	3
	Physical Education - Lifestyle or Skill	1
Specialization & Related Contextual Courses 64 hours		
AG149	Principles of Animal Science	3
AG150	Principles of Animal Science Lab	1
BT203	Veterinary Office and Computer Skills	2
EN110	Medical Terminology	1
MA108	Math for Health Professionals & Vet Tech	2
VT115	Introduction to Veterinary Technology	1
VT120	Animal Facility Management I	1
VT125	Cooperative Education Preparation	.5
VT130	Veterinary Clinical Procedures	3
VT131	Veterinary Clinical Procedures Lab	2
VT140	Anat & Phys of Domestic Animals	3
VT141	Anatomy Lab	1
VT145	Intro to Clinical Laboratory Techniques	1
VT146	Intro to Clinical Lab Techniques Lab	2
VT150	Pharmacology for Vet Technicians	2
VT167	Cooperative Education Experience I	3
VT219	Preceptorship Seminar	.5
VT230	Large Animal Health Management	3
VT236	Principles of Anesthesiology and Radiology	3
VT237	Prin of Anesthesiology & Radio Lab	2
VT240	Clinical Laboratory Procedures I	1
VT241	Clinical Laboratory Procedures I Lab	2
VT245	Lab Animal and Exotic Animal Medicine	2
VT246	Lab Animal & Exotic Animal Med Lab	1
VT250	Animal Facility Management II	1
VT255	Small Animal Nutrition	2
VT260	Large Animal Technology	1
VT265	Animal Facility Management III	1
VT267	Cooperative Education Experience II	3
VT270	Small Animal Clinical Medicine	1
VT275	Vet Surgical Nursing & Clinical Skills	3
VT276	Vet Surgical Nursing & Clinical Skills Lab	2
VT280	Clinical Lab Procedures II	2
VT281	Clinical Lab Procedures II Lab	2
VT285	Vet Tech Microbiology	2
VT286	Vet Tech Microbiology Lab	1
Total 84 credit hours		

Associate of Arts: Visual Arts

The Visual Art program is designed for the art student planning to transfer to a four-year institution and major in studio art, art education or art therapy. The student who completes the following program of study is awarded the Associate of Arts Degree.

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
	Oral Communication Gen. Ed.	3
<i>Natural Science and Math 6 hours</i>		
MA178	College Algebra	3
	Natural Science - Gen. Ed.	3-5
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
AR176	Art History I	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
<i>Add'l Arts Degree Courses 9 hours</i>		
AR177	Art History II	3
	Social/Behavior Science - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
Suggested Visual Art Electives		
AR102	Two-Dimensional (2-D) Design	3
AR103	Drawing I	3
AR202	Three -Dimensional (3-D) Design	3
AR203	Drawing II	3
	Electives	12
Minimum credit hours to graduate: 62		

Visual Art Electives

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

Associate of Science: Wildlife Biology

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

Number	Course Name	Hr.
<i>Orientation</i>		
SO100	Student Success Seminar	1
General Education Component		
<i>Written / Oral Communication 9 hours</i>		
EN176	English Composition I	3
EN177	English Composition II	3
SP176	Public Speaking	3
<i>Natural Science and Math 8 hours</i>		
BI177	Principles of Biology with Lab	5
MA178	College Algebra **	3
<i>Social / Behavioral Science 6 hours</i>		
	Social/Behavioral Science - Gen. Ed.	3
	Social/Behavioral Science - Gen. Ed.	3
<i>Arts / Humanities 6 hours</i>		
	Arts/Humanities - Gen. Ed.	3
	Arts/Humanities - Gen. Ed.	3
<i>Health / Physical Education 2 hours</i>		
	Physical Education - Lifestyle	1
	Physical Education - Skill	1
Add'l Math/Science/Computer Component (22 hrs min)		
BI285	Zoology with Lab	5
CH177	Chemistry I with Lab	5
CH178	Chemistry II with Lab	5
CH225	Organic Chemistry I with Lab	5
CH235	Organic Chemistry II with Lab	5
MA205	Elements of Statistics **	3
PH208	University Physics I with Lab	5
PH228	University Physics II with Lab	5
Minimum credit hours to graduate: 62		

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

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

Accounting

AC 101 Accounting Fundamentals (3 Cr. Hr.)

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

AC 177 Accounting I (3 Cr. Hr.)

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

AC 178 Accounting II (3 Cr. Hr.)

Prerequisite: AC177 (Accounting I). Accounting II concentrates on partnerships, limited liability companies, corporations and an introduction into management accounting. Further emphasis is placed on accounting for partnership and limited liability company formation, income distribution, liquidation, corporation formation, stocks, earnings per share, dividends, bonds, statement of cash flows, financial statement analysis, responsibility accounting, job order cost systems and process cost systems. (Offered both semesters)

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

Prerequisite: CO176 (Introduction to Computer Concepts & Applications) and AC101 (Accounting Fundamentals) or AC177 (Accounting I). This course provides exposure to specific accounting computer applications including payroll, tax planning, budgeting, cash flow projections, bank reconciliations, financial statements, financial ratios, inventory planning and controls. Students are exposed to skills necessary for problem solving and analysis in a computer applications environment. (Offered fall semester)

AC 219 QuickBooks (3 Cr. Hr.)

This course is designed to prepare students to utilize microcomputer accounting procedures and technology found in the workplace. Using *QuickBooks Pro*, the course offers hands-on experience to gather, verify, and analyze financial information; record the data; and generate reports that analyze and summarize the information. This course covers the general journal, the general ledger, invoices, financial reports, payroll, inventory and business analysis. (Offered fall semester)

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

This course is an introduction to Federal Individual Taxation. It will expose students to the Federal Tax Code as well as individual income tax preparation using current income tax software. (Offered spring semester)

AC 257 Managerial Accounting (3 Cr. Hr.)

Prerequisite: AC177 (Accounting I). Managerial Accounting furnishes students with an understanding of the accounting data necessary to manage a business and make sound business decisions. This course introduces the student to managerial accounting and includes product and job costing, job-order costing, process costing, cost behavior, cost-volume-profit relationships, variable costing, activity-based costing, budgeting and variance analysis, relevant costs, and capital budgeting. (Offered spring semester)

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

AC266 Cost Accounting (3 Cr. Hr.)

AC270 Intermediate Accounting I (3 Cr. Hr.)

AC271 Intermediate Accounting II (3 Cr. Hr.)

Agriculture

AG 101 Agriculture Orientation (1 Cr. Hr.)

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

AG 102 Agriculture Seminar (1 Cr. Hr.)

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

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

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

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

This course includes a scientific application of practices used in the culture of crop production and management techniques as influenced by plant morphology, plant physiology and economic crop protection. (Offered fall semester)

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

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

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

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

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

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

AG 119 Weed Management & Control (3 Cr. Hr.)

Prerequisite: AG107 (Crop Science) or instructor's permission. This course includes an emphasis on weeds and their methods of control. Specific detail is given to chemical weed control procedures and the related governmental regulations. Field trips and audio-visual aids are utilized for making weed identification studies.

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

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

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

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

AG 131 Range Management (4 Cr. Hr.)

This course emphasizes the principles and practices of grass management to be utilized for maximum, continuous production from range and pasture land in the central Great Plains. (Offered spring semester)

AG 138 Soil Fertility & Fertilizers (3 Cr. Hr.)

This course is a study of the relationship of soil chemistry to plant nutrition, forms of the essential elements in soils and the roles of these elements in plant nutrition and basic concepts of fertilizer application and manufacturing. (Offered spring semester)

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

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

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

Co-requisite: AG149 (Principles of Animal Science). Practical experience is gained through hands-on instruction in the animal environment, meat handling procedures, reproduction and breeding process, nutrition and general animal care.

AG 151 Beef Cattle Science I (3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science). This is a production course emphasizing breeding herd management for purebred and commercial phases of the beef cattle industry. Included is a study of selection, breeding, reproduction, nutrition, marketing and other management practices. (Offered spring semester)

AG 153 Reproduction of Farm Animals (3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science). This is a course emphasizing all phases of the reproductive stages and efficiency of cattle, horses, sheep and swine. Topics include male and female anatomy, disease and infertility, artificial insemination, endocrinology, fertilization, gestation, parturition, lactation and growth. (Offered spring semester)

AG 165 Horsemanship for Horse Training (1 Cr. Hr.)

Students will ride horses at the college farm to attain the skills necessary to properly exercise and train horses.

AG 166 Horsemanship for Horse Training Laboratory (1 Cr. Hr.)

Instructor permission required. Students learn skills necessary to successfully train horses. Topics covered include safety and use of rein and leg aids to complete basic maneuvers. Students ride college and privately owned horses in order to achieve the horsemanship skills covered in class. (Also offered as PE215)

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

This course provides on-the-job training concerned with various phases of the horse production area. Students become involved with specific management operations and decisions in addition to acquiring specific management skills. (Offered fall semester)

AG 169 Equine Management Technology II (4 Cr. Hr.)

This course provides on-the-job training related to specific areas of horse production. Students are assigned certain tasks associated with management operations and decisions of a working breeding farm. (Offered spring semester)

AG 176 Horse Production (3 Cr. Hr.)

This course provides an overview of the U.S. horse industry. It covers equine technology and up to date management practices. Included are studies of breeds, genetics, selection, marketing, business management and health care. (Offered spring semester)

AG 180 Feedlot Management Techniques I (4 Cr. Hr.)

This course will focus on identifying sick cattle and administration of appropriate treatment. In addition, the course will also incorporate the use of horses and low stress handling techniques of livestock in a feedlot setting at the college farm. An introduction to the latest in feedlot technology will also be covered. (Offered fall semester)

AG 205 Agricultural Finance (3 Cr. Hr.)

Prerequisite: AG109 (Farm Records & Accounts). Analysis of all farm financial statements in addition to discussions of capital budgeting, lending, borrowing, property appraisal and valuation, machinery cost management, financial and commodity markets, personal and business insurance, private and corporate farm ownership and estate planning are covered in this course. (Offered fall semester)

AG 208 Agri-Business Management Techniques (4 Cr. Hr.)

This course provides agricultural business students with actual work experience and exposure to management responsibilities related to decision-making in business. (Offered spring semester)

AG 209 Agricultural Law (2 Cr. Hr.)

This course is designed to give a fundamental and working knowledge of common law principles and statutory law to land tenure, farm tenancy, farm labor, contracts and other agricultural topics of current interest for farm and agri-business relationships. This course is offered as an informative-type course. (Offered spring semester)

AG 226 Applied Livestock Nutrition (3 Cr. Hr.)

Prerequisite: AG126 (Principles of Livestock Nutrition) or instructor's permission. Formulation of diets for the various classes and species of farm livestock is covered in this course. Equal class time is devoted to ruminant and monogastric species. Special emphasis is made on anatomical and physiological differences as they affect the use of particular feedstuffs for each species. (Offered fall semester)

AG 227 Crop Production & Management (3 Cr. Hr.)

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

AG 228 Forages (3 Cr. Hr.)

The principles and techniques of grass and pasture management and crop residue usage in various livestock production systems are discussed in this course. (Offered fall semester)

AG 229 Soil Irrigation & Laboratory (4 Cr. Hr.)

The study of soil water and the supplementation of water are included in this course. Emphasis is placed on development of irrigation systems, methods of water application, crop water needs and water as a natural resource. The laboratory deals with practical demonstrations and field trips. (Offered spring semester)

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

This course provides Farm & Ranch Management students with on-the-job experience in production agriculture. Students are exposed to management and decision-making experiences. (Offered fall semester)

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

This course provides Farm & Ranch Management students with on-the-job experience in agricultural production. Students are exposed to management and decision-making experiences. (Offered spring semester)

AG 234 Farm & Ranch Management Techniques III (4 Cr. Hr.)

This course provides Farm & Ranch Management students with experience in farm and ranch operations. Field trips may be offered to broaden the background of students planning to pursue a career in agriculture production. (Offered fall semester)

AG 237 Structures & Conveniences I (3 Cr. Hr.)

Mechanical practices and techniques basic to the repair, maintenance and construction of agricultural equipment are included in this course. Students learn how to properly and safely use common shop equipment.

AG 238 Structures & Conveniences II (3 Cr. Hr.)

This course involves the planning and construction of agricultural facilities, including materials selection and cost estimation.

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

Prerequisite: AG149 (Principles of Animal Science) and AG126 (Principles of Livestock Nutrition). This production course emphasizes nutrition, management and marketing of the beef animal from weaning to slaughter. (Offered fall semester)

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

Prerequisite: AG125 (Techniques of Livestock Selection). This course includes a study of the principles of livestock selection and judging: analysis of animals, procedures for giving reasons and livestock judging.

AG 249 Artificial Insemination (2 Cr. Hr.)

This short course offered each year emphasizes the anatomy of the cow and artificial insemination procedures. Emphasis is placed on semen handling, breeding management and techniques.

AG 251 Applied Beef Practices (3 Cr. Hr.)

This course provides on-the-job training concerning various aspects of beef production. Students become involved with basic management techniques and practices. This course requires a minimum of six (6) hours work experience at the college beef cattle unit. (Offered spring semester)

AG 252 Beef Management Techniques I (4 Cr. Hr.)

This course will provide classroom and hands-on training in calving procedures and calf health management. Students will be responsible in caring for and maintaining the college cowherd. (Offered fall semester)

AG 253 Beef Management Techniques II (4 Cr. Hr.)

This course will provide both classroom and hands-on training in estrous synchronization procedures, and health management of weaned calves. Students will also gain a full understanding of nutrition management of growing animals. (Offered spring semester)

AG 254 Beef Management Techniques III (4 Cr. Hr.)

This course will provide hands-on training in feedlot management, cattle identification, record keeping, and carcass data analysis. Students will gain a full understanding of nutrition, health, and bunk line management used in today's feedlot operations. (Offered fall semester)

AG 255 Beef Management Techniques IV (4 Cr. Hr.)

This course will provide hands-on training in heifer development management. Students will be required to help initiate Colby Community College's annual heifer development program with area producers. The students will gain a full understanding of estrous synchronization, breeding techniques, and nutritional management of yearling heifers. (Offered spring semester)

AG 256 Principles of Horseshoeing (3 Cr. Hr.)

Approval of instructor is required. This is a lecture-lab course. Topics covered in this course include the following: trimming feet, fitting shoes, nailing and finishing, forge work (calks, clips, brazing, welding), anatomy of the equine leg, physiology of motion and corrective shoeing. (Offered fall semester)

AG 257 Horticultural Therapy (w/Lab) (4 Cr. Hr.)

Prerequisite: BI100 (General Biology) or permission from instructor. This is a survey course of the art and science of growing plants, with a focus on therapeutic uses in rehabilitation and vocational centers, youth outreach programs, nursing homes and senior centers, hospitals, hospices, war veteran centers, homeless shelters, penitentiaries, mental health facilities, schools, community gardens, and botanic gardens. Applied field and laboratory techniques and technology will be used. (Offered fall semester)

AG 259 Equine Reproduction (1 Cr. Hr.)

Prerequisite: AG153 (Reproduction of Farm Animals) or instructor's permission. This course is a study in reproductive processes and management techniques in the horse, including semen collection and evaluation, artificial insemination, management of mares and stallions, and current research.

AG 261 Equine Anatomy (1 Cr. Hr.)

Prerequisite: AG163 (Horse Production) or instructor's permission. This course involves the study of skeletal structure and conformation, especially as it relates to soundness. (Offered fall semester)

AG 262 Applied Equine Performance Physiology (1 Cr. Hr.)

This course involves a combination of presentation and application of the theories of performance physiology. Students will have the opportunity to learn the concepts and then apply each concept in a hands-on laboratory situation. Students will be required to collect, analyze and present data collected following a variety of equine performance activities. This information will then be applied to the development of training protocols for specific performance activities of particular interest to the students.

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

Prerequisite: AG 166 (Horsemanship for Horse Training Laboratory) or instructor's permission. Basic training of yearling

and two-year-old horses is covered in this course. Students are assigned one or more horses to train from ground work, including first saddling and riding through basic maneuvers such as stops, backing, circles and sidepasses. (Offered spring semester)

AG 265 Advanced Equine Training (3 Cr. Hr.)

Prerequisite: AG 166 (Horsemanship for Horse Training Laboratory), AG 263 (Beginning Equine Training) or instructor's permission. Students train two-year-old and older horses from basic maneuvers through advanced maneuvers, such as rollbacks, spins and lead changes. English horses may be started over fences and western horses may be started on cattle.

AG 268 Equine Management Technology III (4 Cr. Hr.)

This course provides on-the-job training related to specific areas of horse production. Students are assigned certain tasks associated with management operations and decisions. Opportunities to manage the college unit and personnel are also provided. (Offered fall semester)

AG 269 Equine Management Technology IV (4 Cr. Hr.)

This course provides on-the-job training related to specific areas of horse production. Students are assigned certain tasks associated with management operations and decisions. Internships are available to fulfill this credit. (Offered spring semester)

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

This course will include working with a large cattle feeding operation for eight weeks. Students will be introduced to all aspects of a feedlot operation; including feeding, doctoring, feed mill operation, and office work. (Offered spring semester)

AG 290 Agriculture Equipment Safety (1 Cr. Hr.)

This course exposes students to certain equipment used on the college farm on a daily basis and in an agricultural career. (Offered fall semester)

AG 291 Pesticides (2 Cr. Hr.)

This course is intended to supply the necessary information in order for pesticide applicators to use pesticides in a responsible manner. (Offered fall semester)

AG 293 Agriculture Entomology (3 Cr. Hr.)

This course provides students in agriculture with an insight into insect identification and control. The morphology, physiology and ecology of insects are essential aspects that are covered in this course. It also includes the insect's life cycle, anatomy, classification and behavior in relationship to plant and animal control. (Offered fall semester)

AG 299 Directed/Independent Study: Agriculture (1-4 Cr. Hr.)

Prerequisite: Approval of instructor and division chair. A structured learning experience is offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of, competencies associated with selected programs. Its purpose is to supplement extant courses with individualized, in-depth learning experiences.

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

- AG103 Computer Farm Records (1 Cr. Hr.)
- AG116 Cash Flow Seminar (1 Cr. Hr.)
- AG132 Grain Grading & Handling (2 Cr. Hr.)
- AG133 Basic Grain Accounting (2 Cr. Hr.)
- AG134 Kansas Ground Water Management (1 Cr. Hr.)
- AG139 Introduction to Microcomputers in Agriculture (1 Cr. Hr.)
- AG175 Ag Meteorology (3 Cr. Hr.)
- AG182 Producer Marketing System (2 Cr. Hr.)
- AG187 Swine Science (3 Cr. Hr.)
- AG236 Farm Welding (3 Cr. Hr.)
- AG247 Animal Breeding (3 Cr. Hr.)
- AG296 Swine Management Technology I (4 Cr. Hr.)
- AG297 Swine Management Technology II (4 Cr. Hr.)
- AG298 Swine Management Technology III (4 Cr. Hr.)

Allied Health

AL 101 Basic Nutrition (3 Cr. Hr.)

This course contains a study of the nutritional requirements of the human body with emphasis on developing judgment in the selection of foods. Major topics to be studied are the essential nutrients and their functions, selection of an adequate diet, food fads and fallacies, and special diets.

AL 104 Nurse Aide (5 Cr. Hr.)

Fundamental concepts, regulations and skills of a nursing assistant are introduced in this course. The course is designed to include topics that prepare the student to meet the physiological and psychological needs of all individuals who are in need of health care. Students are expected to have completed supervised clinical training in health care facilities. Successful completion is required to be eligible to take the state Certified Nurse Assistant exam.

AL 110 Medication Aide (4 Cr. Hr.)

Prerequisites: Certified Nurse Assistant licensure and a reading level of eighth grade or above. Topics included in this course are metric and apothecary systems. Students receive skill training in administering medication under the supervision of a nurse. Successful completion of this class is required to be eligible to take the state Certified Medication Aide exam.

AL 113 Nutrition Assistant (1 Cr. Hr.)

This course is designed to train personnel to feed residents who have no complicated feeding problems. The assistant will work under the direction of the charge nurse within his/her scope of practice in compliance with both state and federal laws.

AL 116 Restorative Aide (2 Cr. Hr.)

Basic nursing techniques required of rehabilitative aides who are employed by health care facilities are covered in this course. Topics included are psycho-social aspects of rehabilitation, the role of an aide and skill techniques.

AL 117 Home Health Aide (1 Cr. Hr.)

Prerequisites: C.N.A. and 8th grade reading level or above. This course will provide the Certified Nurse Aide additional training and knowledge to provide safe and effective care in the client's home setting.

AL 123 Medication Aide Update

Ten hours of continuing education required by KDHE to maintain CMA certification.

AL 134 Basic Cardiac Life Support (.5 or 1 Cr. Hr.)

The objective of this class is to impart information about prudent heart living, prevention of unnecessary death from heart attack, signals and actions for survival.

AL 140 Community Cardiopulmonary Resuscitation (.5 or 1 Cr. Hr.)

This course is designed to cover anatomy and physiology of the heart, prudent heart living, signals and actions for survival. Included in this course are maneuvers for clearing an obstructed airway.

AL 150 CPR for the Professional Rescuer (1 Cr. Hr.)

The purpose of the American Red Cross CPR for the Professional Rescuer course or the American Heart Association BLS course for health care professionals is to provide the professional rescuer with the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of respiratory and cardiac emergencies until more advanced medical help can arrive. The course content and activities will prepare participants to make appropriate decisions about the care to provide in an emergency. The course teaches the skills a professional rescuer needs in order to act as a crucial link in the emergency medical services (EMS) system.

AL 235 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 curriculum of courses in the required health care curriculum. Types of drugs, drug classifications and safe, effective drug therapy are examined. This course can be used for IV therapy certification.

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

- AL102 Basic EKG Monitoring (1 Cr. Hr.)
- AL103 Fetal Heart Monitoring (2 Cr. Hr.)
- AL112 Geriatric Aide (5 Cr. Hr.)
- AL115 Introduction to Respiratory Therapy (3 Cr. Hr.)
- AL120 Introduction to Coronary Care (2 Cr. Hr.)
- AL121 Promoters of Positive Aging (1 Cr. Hr.)
- AL122 First Responder Training (6 Cr. Hr.)
- AL124 Medication Aide Update II (1 Cr. Hr.)
- AL125 Emergency Medical Training (12 Cr. Hr.)
- AL126 Emergency Medical Technician Recertification (1 Cr. Hr.)

- AL127 Emergency Medical Technician-Intermediate Training (5 Cr. Hr.)
- AL130 Environmental Control Systems in Health Care Facilities (1 Cr. Hr.)
- AL133 Effective Exercise for the Aged (1 Cr. Hr.)
- AL136 Emergency Cardiac Nursing Seminar (1 Cr. Hr.)
- AL142 Legal Issues in Nursing (1 Cr. Hr.)
- AL143 CPR Instructor (1 Cr. Hr.)
- AL144 CPR Instructor Update (1 Cr. Hr.)
- AL145 Personal Health Management (1-3 Cr. Hr.)
- AL200 Emergency Medical Technician-Defibrillator (3 Cr. Hr.)
- AL220 Trauma Nurse Core (1 Cr. Hr.)

Anthropology

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

This course will examine and explore major elements of the complex relationship between history, culture, and majority-minority relations with regard to the unique circumstances of Native Americans. Special emphasis will be placed on understanding major cultural, political, and economic issues in both historical and contemporary terms.

AN 177 Cultural Anthropology (3 Cr. Hr.)

This course is a comparative study of past and present human societies and cultures. Cultural Anthropology explores culture as the basis for human experience. This course is the study of human diversity and universals. Emphasis includes examination of the worldviews of peoples and the areas where they live from an international and interdisciplinary perspective. Students are engaged in using the theories and practices of anthropology in field research and in learning by practical experience, involvement, and investigation.

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

This course is the study of human biological diversity and commonalities. Emphasis will include examination of the broad field of forensic anthropology from an international and interdisciplinary perspective. This course provides the basis for further study of crime scene investigation, assessment, excavation, mapping, documentation, and the application of the theories and methods of archeology to forensic work. Students are engaged in using the theories and practices of forensic work in field research and in learning by practical experience, involvement, and investigation.

Art

AR 101 Art Survey (3 Cr. Hr.)

This course is a study of non-Western or Native American visual arts.

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

This course is an introduction to the composition, principles and elements of design. Students wishing to major in art should enroll in AR102 their first semester. (Offered fall semester)

AR 103 Drawing I (3 Cr. Hr.)

This course emphasizes the basic elements in drawing. Students study perspective, proportion, composition and value. Students have the opportunity to use pencil, charcoal and ink. Students wishing to major in art should enroll in AR103 their first semester. (Offered fall semester)

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

This course is a study of various techniques of water media, ranging from washes to dry brush and mixed media.

AR 105 Oil Painting (3 Cr. Hr.)

This course is an introduction to oil painting, beginning with color application and work in value relationships. Both brush painting and knife painting are used.

AR 106 Elementary Art Education (3 Cr. Hr.)

This course is an introduction to the development of children's art. The importance of creativity in the elementary classroom setting is emphasized giving future teachers the tools to pursue a thoughtful curriculum. (Offered spring semester)

AR 111 Ceramics I (3 Cr. Hr.)

This course is an introduction to the use of clay as an art medium. Students learn a variety of clay-working techniques, including handbuilt and wheel thrown. (Offered every semester)

AR 115 Beginning Sculpture (3 Cr. Hr.)

This course is an introduction to basic sculptural techniques. Both additive and subtractive processes are included. Students apply design principles to 3-D forms.

AR 116 Lettering & Design (1-3 Cr. Hr.)

This class is designed for the student interested in the art of beautiful lettering styles. Students begin with basic Italic and move into more advanced forms. Bordering, flourishing and ornamentation will also be studied.

AR 118 Synthetic & Mixed Media (3 Cr. Hr.)

Painting with acrylics and other contemporary media is introduced in this course. Students are encouraged to mix medias and look at the unique opportunities of combining materials.

AR 119 Printmaking (3 Cr. Hr.)

This beginning course in print process explores woodcuts, linocuts, lithography, monoprinting and engraving.

AR 123 Introduction to Crafts (1-3 Cr. Hr.)

Students create projects in a variety of fine crafts and materials.

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

Students use design and imaging software to develop projects. This course is required for graphic design majors. No prior knowledge of computers is required. (Offered fall semester)

AR 175 Art Appreciation (3 Cr. Hr.)

This is a general education course designed to introduce students to general aspects of art, including visual elements, principles of design, media, materials, aesthetics, criticism, theory and history. (Offered every semester)

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

This course is a study of the history of architecture, sculpture, and painting of Western Civilization from the Prehistoric Period through the Middle Ages. (Offered fall semester)

AR 177 Art History II (3 Cr. Hr.)

This class may be taken independently of AR176 (Art History I). Students begin their studies with the Renaissance and continue through the 20th century. (Offered spring semester)

AR 185 The Fine Arts Experience (1-3 Cr. Hr.)

This course is designed to supplement travel. Students may visit art museums, galleries, historic architectural sites, and/or attend dramatic and musical performances.

AR 202 3-D Design (3 Cr. Hr.)

Prerequisite: AR102 (2-D Design). This course is an introduction to compositional elements and principles of design as they relate to three-dimensional art.

AR 203 Drawing II (3 Cr. Hr.)

Prerequisite: AR103 (Drawing I). This class is designed for the serious artist who wishes to develop his or her drawing skills and personal style. Students study composition, materials, contemporary drawing approaches, and techniques.

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

Designed for the development of the serious painter, this course helps the student work on his or her individual style. The class encourages creativity and material exploration.

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

Advanced techniques and skill development in drawing are included in this course.

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

Advanced techniques and skill development in painting are included in this course.

AR 214 Ceramics II (3 Cr. Hr.)

Prerequisite: AR111 (Ceramics I). Students continue their studies in the clay medium. They are expected to create more complex pieces and show proficient skill levels. (Offered every semester)

AR 215 Advanced Crafts (3 Cr. Hr.)

Students create advanced projects in fine crafts and materials.

AR 220 Projects in Ceramics (3 Cr. Hr.)

Prerequisite: AR111 (Ceramics I); AR214 (Ceramics II).

This course has been designed to build on the training and knowledge gained in Ceramics I and II and to continue to advance the ceramic student to the next level in ceramics. (Offered every semester)

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

Prerequisite: AR125 (Computer Graphics I). Students continue their studies of design software and creative complex images. (Offered spring semester)

Biology

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

This course includes three hours of lecture and 1.5 hours of laboratory per week. This is a survey of pertinent life characteristics to provide students with relevant material that will enable them to perceive the need for continued questioning of present ecological practices, keeping abreast of biological advances that directly affect their lives and future explorations in biological research regarding philosophical/political implications. This course is designed for non-science majors. (Offered each semester)

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

Three hours of lecture and three hours of laboratory per week are included in this course. An emphasis is placed on biological principles common to both plants and animals. It is designed for students in areas of study that require a strong biology background. The laboratory stresses the nature of scientific thinking and problem solving. (Offered each semester)

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

Prerequisite: BI177 (Principles of Biology). Three hours of lecture and three hours of laboratory per week are included. This is a survey of the plant kingdom with consideration given to classification, morphology and function, and propagation methods. A comparison of the major systems is made among members of the plant kingdom. Principles of heredity, theories of life's origin and evolution are discussed. Applied field and laboratory techniques focused on plants will be used. (Offered spring semester)

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

Prerequisite: Biology and chemistry are strongly recommended as background coursework. The course includes three hours of lecture and 1.5 hours of laboratory per week. This introductory course emphasizes the integration of structure and function within the human body. An emphasis is placed on the correlation of gross and microscopic structure with functional maintenance of the following human organ systems: integumentary, skeletal, muscular, and nervous. A holistic approach is used to encourage the student to develop an integrated understanding of homeostatic regulation within the human body. (Offered fall semester)

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

Prerequisite: BI276 (Anatomy & Physiology I). The course includes three hours of lecture and 1.5 hours of laboratory per week. Designed as a continuation of BI276 (Anatomy & Physiology I), this course continues the exploration of the integral relationship between structure and function with regard to the following human organ systems: special senses, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. A continued emphasis is placed on the processes of homeostasis, metabolism, growth and development. (Offered spring semester)

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

The aim of this course is to provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function of the human body and a basic knowledge of gross anatomy. Laboratory work will include study of the major body systems. (Although not required, a grade of "C" or better in general biology or chemistry is strongly recommended.)

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

Prerequisite: BI177 (Principles of Biology). Three hours of lecture and three hours of laboratory per week are included. This is a survey of the major characteristics and life functions of the bacteria, fungi, viruses and rickettsia with emphasis upon the disease-producing effects of microorganisms. Major emphasis in lecture and laboratory is placed upon bacteria. Laboratory work involves microscope techniques, identification of microorganisms and methods involved in handling, culturing and controlling microorganisms. (Offered each semester)

BI 281 Pathophysiology (3 Cr. Hr.)

Prerequisites: BI276 (Anatomy & Physiology I), BI277 (Anatomy & Physiology II), BI278 (Anatomy & Physiology), BI282 (Human Anatomy), BI283 (Human Physiology), or equivalents with a minimum grade of "C." This course pertains to the systematic study of the functional changes in cells, tissues, and organs due to the effects of disease and/or injury. Pathophysiology is one of the most important bridging sciences between preclinical and clinical courses for students in the health sciences. It is also appropriate for those students pursuing a career in Forensics or Crime Scene Investigation. This is a hybrid course with online lectures and 2 to 3 on-campus meetings for laboratory experience.

BI 282 Human Anatomy (w/Lab) (4 Cr. Hr.)

Prerequisite: Biology and chemistry are strongly recommended as background coursework. The course includes three hours of lecture and 1.5 hours of laboratory per week. This introductory course includes both the microscopic and gross anatomical investigation of cellular organelles, cells, tissues, organs, and the classical organ systems of the human body. Concentration is focused on the detailed analysis of human structure using current anatomical terminology. (Offered fall semester)

BI 283 Human Physiology (w/Lab) (4 Cr. Hr.)

Prerequisite: BI282 (Human Anatomy) or permission of the instructor. The course includes three hours of lecture and 1.5 hours of laboratory per week. Designed as an introductory investigation of the integral relationship between structure and

function within the human body, this course emphasizes the cells, tissues, organs, and classical organ systems in terms of physical and chemical processes. Homeostasis is stressed as a requirement for optimal health, while an appreciation for the critical understanding that function follows structure is promoted. (Offered spring semester)

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

Prerequisite: BI 177 (Principles of Biology). Three hours of lecture and three hours of laboratory per week are included. This course provides a survey of the animal kingdom with consideration given to classification, life cycles and structures. A comparison of the major systems is made among the members of the animal kingdom. Principles of heredity, theories of life's origin and evolution are discussed. (Offered fall semester)

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

- BI102 Man & the Environment (3 Cr. Hr.)
- BI286 Dendrology (3 Cr. Hr.)
- BI298 General Genetics (5 Cr. Hr.)
- BI299 Independent Study in Biological Science (1-5 Cr. Hr.)

Business

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

This is the introductory course in a series of management courses offered in the Hospitality Management program. It serves to expose the student to current issues in the hospitality industry, including trends, legal issues, problems and opportunities. Current issues and the changing hospitality environment will be researched and discussed. (Offered spring semester)

BU 160 Introduction to Entrepreneurship (3 Cr. Hr.)

An introductory course for business and non-business majors designed to expose students to entrepreneurial businesses. This course examines the role of entrepreneurship in economic growth, broad trends in the field of entrepreneurship, characteristics of the entrepreneur, resources available and skills necessary to build successful companies. Pending KBOR approval. (Offered fall semester)

BU 176 Personal Finance (3 Cr. Hr.) EduKan

An overview of personal and family financial planning with an emphasis on financial record keeping, planning your spending, tax planning, consumer credit, debt management, making buying decisions, purchasing insurance, selecting investments and retirement and estate planning.

BU 177 Human Relations (3 Cr. Hr.) EduKan

This course is designed to help students develop more effective interpersonal communication skills through practice. Class activities deal with self-disclosure, trust, supportive listening, expressing feelings clearly, constructive confrontation and increasing self-awareness.

BU 178 Introduction to Business (3 Cr. Hr.)

This course introduces the non-business and business student to the basic areas of business, including global markets, business ethics, economic challenges, small and large business, E-business, management and leadership, human resources, production, marketing and distribution, information technology, accounting and finance. (Offered fall semester)

BU 212 Business Communications (3 Cr. Hr.)

This course is designed to develop mastery in the composition and preparation of written business communication including grammar, punctuation and formatting. Students will plan and compose effective business letters, memorandums, reports and other routine office communication through practical career applications. Students will also prepare for all phases of the job interview process. (Offered every semester)

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

This course introduces the business major to law and the legal environment in which business operates, as well as business ethics. It incorporates current cases and a critical thinking approach to the legal system, dispute resolution, cyber law, white collar crime, social and ethical responsibility, the international legal environment, contract law, torts, product and service liability, the law of property, agency law, the employment relationship, labor issues, employment discrimination, securities law, antitrust laws, debtor-creditor relationships and consumer protection. (Offered spring semester)

BU 221 Human Resource Management (3 Cr. Hr.)

This survey course explores the general field of human resource management (HRM). It covers topics such as equal employment opportunity and affirmative action; workforce diversity; job specification, design and analysis; HR planning, recruiting and selecting; employee development; performance appraisals; discipline and grievances; termination, layoffs and transfers; compensation and benefits; health and safety factors; labor relations and collective bargaining. (Offered fall semester)

BU 225 Marketing (3 Cr. Hr.)

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

BU 231 Principles of Advertising (3 Cr. Hr.)

This course is a general study of the procedures and techniques of advertising, including determination of objectives, idea brainstorming, writing copy, planning layout, selecting media, and utilizing research. Students will study various advertising campaigns and have hands-on creation of advertising layouts for various media. (Offered every other spring semester)

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

This course acquaints students with the evolution of management theory while providing them with an opportunity to develop management skills. It includes an introduction to organization and shows how the individual relates to the basic management

functions of planning, organizing, leading and controlling. Current management topics such as globalization, diversity, ethics and social responsibility, quality and TQM, productivity, participative management and teams will be incorporated throughout course material and in-class exercises. (Offered spring semester)

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

This course is designed as an entrepreneurial management class and covers the dynamic role of small business in the economy. Students will learn to plan and organize a business, market goods and services, manage and operate a business, and plan for the financial aspects of a small business. The course provides an opportunity to develop a business and analyze venture opportunities. A business plan will be developed as a course project. (Offered fall semester)

BU 243 Principles of Retailing I (3 Cr. Hr.)

This introductory retailing course emphasizes a strategic approach to fundamental retail principles. The student is exposed to planning and decision making in a complex, changing retail environment. Types of retailing, consumer analysis and targeting, retail locations, operations management, merchandise planning, inventory control, pricing and promotion will be explored. (Offered fall semester)

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

This survey course is targeted toward marketing and retailing students or to anyone interested in persuasive communications. It is a study of the fundamentals of successful selling, including prospective buyer motivation, the approach, varying techniques, and the closing. (Offered every other spring semester)

BU 253 Business Finance (3 Cr. Hr.)

This course is designed to reinforce an understanding of business math/finance that provides the necessary foundation for students interested in business careers. Business math/finance concepts included are: fractions, percentages, bank services, payroll, taxes, insurance, purchasing merchandise, markup and markdown, interest, consumer credit and mortgages, metrics and currency, invoicing, depreciation, amortization and present value/future value. (Offered fall semester)

BU 255 Lodging Management (3 Cr. Hr.)

This course is designed to provide students with an overview of the lodging industry and an exposure to the management skills and operational characteristics unique to this industry. Special emphasis will be placed on current trends and concepts of service management as it relates to the lodging industry. (Offered fall semester)

BU 257 Restaurant & Beverage Management (3 Cr. Hr.)

This course serves as an introduction to restaurant management practices and management of the beverage operation of restaurants, hotels, clubs and other licensed premises. The course emphasizes the development of management skills as well as product knowledge, responsible beverage service, menu planning, facility design and styles of food service. Operational characteristics unique to the food and beverage industry are explored. (Offered spring semester)

BU 259 Domestic & International Tourism (3 Cr. Hr.)

This course examines the tourism industry from a domestic and international perspective. It serves as the introduction to tourism as it relates to the hospitality industry. Current topics in tourism are emphasized as the student develops an understanding of the dynamics of this industry. (Offered spring semester)

BU 260 Entrepreneurship I (6 Cr. Hr.)

This course integrates financial, managerial and tax accounting concepts to solve problems relating to cash flow, inventory and operational management, capital assets and financing issues in small venture idea creation, projects and existing small business management concepts are integrated into decision making, human resources and control issues. Students will apply technological tools in understanding the basics of managing cash flow, develop a comprehensive budget and learn strategies for coping with cash shortages. (Offered fall semester)

BU 265 Entrepreneurship II (6 Cr. Hr.)

This course integrates business courses into a final project. A business venture concept will be developed from opportunity viability through economic research, location determination analysis. SWOT and feasibility studies, marketing plan, business plan and strategic plan, with growth potential analysis will be used to arrange financing for the initialization of a new venture or growth and expansion of an existing enterprise. Entrepreneurial skills will be developed to establish a solid, ethical foundation for business success. (Offered spring semester)

BU 281 Effective Time Management (1 Cr. Hr.)**

This course is valuable for those who want to improve their productivity and strengthen their time-management skills through multiple ways of thinking about and using time more effectively. It provides strategies, techniques and tips to set priorities and manage the daily pressures of meeting important and urgent commitments in your life. Some of the topics covered include the following: monitoring daily work habits and determining areas for improvement, priority and goal setting, planning daily tasks and goals that align with your mission statement, how to identify and select tools that help with time and priority management, avoiding over-commitment of yourself and combating procrastination, how to implement a personal time-management action plan, how to deal with change so that you can enjoy less stress and more success and focus on personal growth.

BU 287 Applied Business Practices I (3 Cr. Hr.)

This course provides an introduction to computer and Internet security threats and response. The basic operation of the computer, including DOS, Windows based machines, and the use of the Internet as an information tool, will be an integral part of this course. Study will include the importance of sound security policies in organizational management as well as in design methodology associated with hardware, software, operating systems and networks. No special computer skills or knowledge is required for this class. (Offered spring semester)

BU 288 Applied Business Practices II (3 Cr. Hr.)

This course provides an introduction to forensic computer and cyberspace investigations, a relatively new branch of the forensic sciences dedicated to the analysis of the computer and Internet as

it relates to criminal activity and evidence. This course is designed to introduce the student to the operational functioning of computer technology including its use in tracking and analyzing information to improve the detection of unlawful activity, case solvability factors, and the powerful abilities of computer to rapidly analyze raw data. The handling and treatment of computer related evidence will also be emphasized. No special computer skills or knowledge is required for this class. (Offered spring semester)

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

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

BU123 Visual Merchandising (1 Cr. Hr.)

BU176 Personal Finance (3 Cr. Hr.)

BU177 Human Relations (3 Cr. Hr.)

BU233 Principles of Real Estate (3 Cr. Hr.)

BU235 Essentials of Real Estate Finance (3 Cr. Hr.)

BU236 Real Estate Appraising (3 Cr. Hr.)

BU247 Principles of Retailing II (3 Cr. Hr.)

BU269 Personal Income Tax (3 Cr. Hr.)

BU273 Customer Relations (1 Cr. Hr.)

Business Technology

BT 102 Keyboarding Development (1-3 Cr. Hr.)

This course is designed for students with varying skill levels. An individualized instructional approach is utilized. Emphasis is on developing touch control of the keyboard and proper typing techniques, to build speed and accuracy and to apply those skills to the formatting of business documents utilizing word processing software. (Offered fall semester)

BT 106 Intermediate Keyboarding (3 Cr. Hr.)

Prerequisite: BT102(Keyboarding Development). This course emphasizes speed and accuracy while applying those skills to the production of various business documents. Documents are keyed from rough-draft copy to meet mailability standards. Required for business technology majors. (Offered spring semester)

BT 139 Desktop Publishing (2 Cr. Hr.)

Prior knowledge of word processing and keyboarding skills is necessary. Emphasis is placed on terminology associated with desktop publishing, necessary computer hardware and software, page assembly and the design and production of original business publications. Current desktop publishing software is used. (Offered spring semester)

BT 200 Electronic Transcription (3 Cr. Hr.)

In this course students transcribe from CDs utilizing Express Scribe software to create various business documents and correspondence, including interoffice memos, letters, reports and manuscripts. Emphasis is placed on spelling, editing and proofreading techniques. Students build skills needed for success in transcribing business documents. (Offered spring semester)

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

Prerequisite: VT125 (Coop Education Preparation). This course covers the business and professional aspects of a practice, including ethical and legal considerations, client communications, public relations, accounting, scheduling, records management and telephone skills. Computer applications utilizing word processing, spreadsheet, database and veterinary office management software will also be included. (Offered spring semester)

BT 205 Medical Office Procedures (5 Cr. Hr.)

This course is designed to provide the administrative medical assistant with procedural knowledge and technology skills used in the medical office. Topics will include routine administrative tasks, medical ethics, medical law as it applies to the administrative medical assistant and an introduction to medical coding. A current patient accounting software for medical offices will be utilized for patient scheduling, patient billing, and financial reports. (Offered spring semester)

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

This course emphasizes the specialized skills and abilities students need to perform at both the operational and the managerial levels in today's office. Topics covered include telephone dynamics, organizational structures, time management, meetings and travel arrangements, communication services, postal and private shipping services, records management, reference materials, supplies, human relations, supervisory and administrative responsibilities utilizing current technologies. (Offered spring semester)

BT 215 Skills for Legal Assisting (3 Cr. Hr.)

Utilizing word processing software, students prepare legal documents and correspondence. Areas covered include discovery, appellate procedures, domestic, probate, criminal, business organizations, contracts, real estate and bankruptcy. Legal terminology is an integral part of this course. (Offered fall semester)

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

Prerequisite: CO176 (Introduction to Computer Concepts & Applications). Advanced Word processing is designed to give students advanced training in suite software packages with emphasis in word processing. Students will complete and solve business problems using Microsoft Word. A review of basic software features will be presented with a flow into the more advanced features. (Offered fall semester)

BT 230 Field Study & Conference I (3 Cr. Hr.)

Prerequisite: Sophomore standing. Class discussion will include job-specific skill requirements. Coursework theory and skills will be applied in actual work experience. An internship agreement between the college, employer and student is required. (Offered spring semester)

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

- BT116 Transcription Skills (3 Cr. Hr.)
- BT126 Records Management (3 Cr. Hr.)
- BT130 Information Processing Concepts (3 Cr. Hr.)
- BT137 Beginning Desktop Publishing (1 Cr. Hr.)

- BT220 Office Management (3 Cr. Hr.)
- BT232 Field Study & Conference II (3 Cr. Hr.)
- BT297 Job Placement Seminar (1 Cr. Hr.)
- BT299 Independent Study—Business Technology (5 Cr. Hr.)

Communication

BR 102 Writing for the Mass Audience (3 Cr. Hr.)

This course will cover topics including: basic journalistic principles, ethics, news gathering, interviewing, leads and tags, information organization, print style and common mistakes. (Offered every semester)

BR 105 Communication Technology for Professionals (3 Cr. Hr.)

Topics covered in this course include: audio gathering and editing, video gathering and editing, compression technology, web and new media distribution, choosing the right equipment for the job, cords and connections, display technology, file types, file sharing viral sources, considerations for high definition video and audio. (Offered spring semester)

BR 111 Introduction to Audio & Video Production (3 Cr. Hr.)

Introduction to Audio & Video Production will cover topics including: microphone and camera types and applications, audio and video editing software, planning and setup, audio and video aesthetics, lighting and storyboarding. Career issues and common mistakes will also be topics included in this course. Students enrolling in this course **must** have experience with desktop computers. (Offered every semester)

BR 156 Introduction to Electronic News Gathering (ENG) (3 Cr. Hr.)

Prerequisite: CO176 (Introduction to Computer Concepts & Applications) or permission of instructor. This course covers the basics of image gathering and editing specifically for television. The course concentrates on finding the best shots, making them look right, and getting them recorded in a form that is usable. Under the supervision of the instructor the student will shoot motion-video for use on the college cable television station. The course will also cover the theory of equipment set-up, pre-shoot planning and project execution. (Offered every semester)

BR 158,159,258,259 Television Broadcasting Practicum (3 Cr. Hr.)

This course will cover topics ranging from equipment set-up and use to lighting, sound design, makeup and staffing. Students will also cover software setup and use, weather, news and sports anchoring, producing, technical direction and other supervision. Students will receive credit for participating in broadcasts on the college television station. (Offered every semester)

BR 166,167,266,267 Sports Broadcasting Practicum I-IV (3 Cr. Hr.)

Sports Broadcasting Practicum will cover topics ranging from equipment set-up and use to information gathering and preparation for games, statistics, live and remote coordination and interviewing.

Students will receive credit for participating in sports broadcasts on the college television and radio stations. (Offered every semester)

BR 168,169,268,269 Radio Broadcasting Practicum (3 Cr. Hr.)

Topics covered in this course range from equipment set-up and use to FCC regulations and requirements. Students will also cover software setup and use, weather, news and sports announcing, show prep, traffic and logging, interviewing and telephone technology, music and public affairs programming, underwriting and supervision. Students will receive credit for participating in broadcasts on the college radio station. (Offered every semester)

BR 220 Broadcasting Sales & Marketing (3 Cr. Hr.)

The techniques and principles of advertising sales are discussed and practiced in the classroom. Broadcasting sales professionals periodically lecture to relate their experiences. Students develop sales packages for KTCC-FM and apply sales techniques through solicitation of local businesses. Students also learn promotional strategies for marketing a radio/television station. (Offered fall semester)

BR 267 Internship (1-8 Cr. Hr.)

Prerequisite: Permission of the instructor, Arts and Industry Chair, and VP of Academic Affairs, along with a signed contract. The sophomore television major is offered an opportunity to work in an actual commercial television operation. The student will work under the supervision of a television professional and receive valuable "real world" experience with the type of people, equipment and situations he/she will face on the job. (Offered every semester)

BR 297 Directed Study in Television (1-8 Cr. Hr.)

Prerequisite: Permission of the instructor, Arts and Industry Chair, and VP of Academic Affairs, along with a signed contract. This course is designed for advanced, highly motivated, students who need a flexible environment for the creation of major projects. The student designs and plans the project from beginning to end before enrolling. Once enrolled the student will work independently, with the instructor providing advice and guidance. The student must sign a contract outlining details of the project and the times and places work will take place. During the project the student must keep an accurate record of the time spent working on the project, which will be turned in at the same time as the project. (Offered every semester)

BR 298 Directed Study in Radio (3 Cr. Hr.)

This course is designed for advanced, highly motivated students who need a flexible environment for the creation of major projects. The student designs and plans the project from beginning to end before enrolling. Once enrolled, the student will work independently, with the instructor providing advice and guidance. The student must sign a contract outlining details of the project and the times and places work will take place. During the project the student must keep an accurate record of the time spent working on the project, which will be turned in at the same time as the project. (Offered every semester)

DR 100,101,200,201 Theatre Practicum I-IV (3 Cr. Hr.)

Theatre Practicum will cover topics including acting, directing, promotion, stage management and house management. Students will receive credit for participating in the school's theatre productions. (Offered every semester)

DR 105,106,205,206 Stagecraft Practicum I-IV (3 Cr. Hr.)

Topics covered in this course include set design and construction, lighting and sound. Students will receive credit for participating in stagecraft work for the school's theatre productions. (Offered every semester)

DR 120 Theatre Appreciation (3 Cr. Hr.)

This course is designed to increase students' appreciation and evaluation of theatre presentations. Through lecture, discussion, reading, video and live presentations, students are exposed to an overview of theatre history, the various elements of theatrical production, and dramatic literature. (Offered fall semester)

DR 190 Introduction to Stagecraft (3 Cr. Hr.)

This course will cover topics including set design, sightlines, lighting plots, construction, tools, fasteners, color design, painting, lighting instruments, gels, sound design, recording and playback. Participation in the school's theatre productions will offer valuable laboratory experience in stagecraft. (Offered fall semester)

DR 208 Introduction to Dramatic Literature (3 Cr. Hr.)

Representative works of dramatic literature from ancient Greece to contemporary America are included in this course. (DR208 is also listed as EN208 Introduction to Dramatic Literature). (Offered fall semester)

DR 271 Introduction to Acting Experience (3 Cr. Hr.)

This course offers students an awareness that acting is a part of everyday life. Students have the opportunity to explore on stage the craft of acting through an interesting blend of literature, philosophy, technique and history. They also discover through discussion of theatrical characterizations and principles of psychology the connection between the students' off-stage and on-stage performance. (Offered spring semester)

JO 165 Introduction to Mass Media (3 Cr. Hr.)

This survey course is designed to expose students to the major theory and history of mass communication. With emphasis on both print and broadcast media, the course offers basic grounding in radio, television, newspapers, magazines, advertising, public relations, and Internet, along with media law and ethics. (Offered fall semester)

JO 166,167,266,267 Newspaper Practicum I-IV (3 Cr. Hr.)

Newspaper Practicum will cover topics ranging from desktop publishing and publication design to newsgathering and reporting. Students will also cover software setup and use along with print and web distribution considerations. (Offered every semester)

JO 176 Introduction to Public Relations (3 Cr. Hr.)

This course will cover topics including: internal and external communication models, public relations planning and analysis, media relations, slogans and logos, branding and positioning,

media buying and placement, viral and web marketing, focus groups, managing information in a crisis, news releases and news conferences. (Offered spring semester)

JO 188 Desktop Publishing & Publication Design (3 Cr. Hr.)

This course will cover topics such as history and terminology of desktop publishing, text composition, graphics technology, page makeup, document design and layout, page description languages, input and output technologies, and current trends in desktop publishing. The course uses PageMaker software. Students enrolling in this course **must** have experience with desktop computers. (Offered fall semester)

JO 280 Sports Information & Journalism (3 Cr. Hr.)

This course will focus on the collection, organization and reporting of information for sports along with the production of finished copy for print, broadcast and web distribution. The class will also cover style issues and other considerations unique to sports journalism and those tied to specific sports along with operational considerations for sports information directors. (Offered spring semester)

Computer Applications

CO 130 Introduction to Network Concepts (3 Cr. Hr.)

Topics covered in Introduction to Network Concepts include wireless local area networks, Ethernet, Microsoft Windows and NET. The course also lays a firm foundation in the fundamentals of how networks work and students will be introduced to different types of networks, including Microsoft Windows, Novell Netware 6, Linux, and the Internet. In addition, students will gain valuable experience using Web browsers, file compression software, Listserves, newsgroups, search engines, and HTML. (Offered spring semester)

CO 166 Cisco Networking Technologies I (3 Cr. Hr.)

Prerequisite: (College Algebra or higher) Students in this course will study the application of theories relevant to data communications for global internetworking and apply those concepts in assignments, including hands-on internetworking projects. In the course students will study topics that include the fundamentals of internetworking, the installation of physical transmission media, electrical safety, global and local network addressing schemes and their use, fundamental routing theory, fundamental LAN design, LAN installation and LAN troubleshooting. This course is part of the 15-hour certificate in Internetworking offered by the Department of INT and it is a prerequisite to Internetworking III. These two courses represent the application side of the certificate program.

CO 167 Cisco Networking Technologies II (3 Cr. Hr.)

Prerequisite: CO166 (Cisco Networking Technologies I) This course will explore the fundamental application of data communications concepts for the interconnection of multiple local area networks. Students will study key characteristics of

common wide-area networks (WANS), the roles of routers in WANs, the purpose and operation of router IOS, configuration of routers, and administrative functions of routers. A student will also learn to use Layer 3 through Layer 7 protocols to establish, test, or disconnect remote devices. This is the second of three courses that prepare students for the Net+ (vendor neutral) and CCNA (Cisco specific) industry certification examinations. This course is part of the fifteen-hour certificate in Internetworking offered by the Department of INT and is a prerequisite for Internetworking III.

CO 176 Introduction to Computer Concepts & Applications (3 Cr. Hr.)

This course provides computing technology concepts, and the basic structure and organization of computers. Application software projects provide students with hands-on experience using windows, word processing, spreadsheets, database applications, and web browsers. Students develop the ability to make purchasing decisions for computers and programs. Prior knowledge of keyboarding is essential. (Offered every semester)

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

Students will learn the basic design and program principles of a relational database which is used to manage information. Emphasis will be on student development and implementation of actual database files. Students will build tables that can be related, customize forms and reports, create basic to advanced queries, create basic to advanced reports, troubleshoot database problems, and repair database files. This is the first class in a series of three database classes. (Offered spring semester)

CO 200 Introduction to Operating Systems (3 Cr. Hr.)

Introduction to Operating Systems provides an in-depth study of the capabilities and functions of various operating systems. Students will learn how to configure an operating system on the network, manage users and groups, and secure the network against unauthorized use. (Offered fall semester)

CO 215 Intermediate Database (3 Cr. Hr.)

Prerequisite: CO186 (Introduction to Database). Intermediate database provides the student with an in-depth study of data analysis and data design. Mastery of an electronic database system will be studied, including table creation, load, modify, form, report, and query creation. (Offered fall semester)

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

Advanced Electronic Spreadsheets involves the use of Excel. Students will build on existing knowledge of Excel to expand and accelerate the use of this program. In addition, students will gain experience using analysis tools, analyzing data with pivot tables, exchanging data with other programs, and programming Excel macros using Visual Basic applications. (Offered spring semester)

CO 225 Database Programming (3 Cr. Hr.)

Prerequisite: CO215 (Intermediate Database). Database Programming provides the student with an in-depth study using Microsoft Access with Visual Basic Programming for applications. Mastery of an electronic database system will be studied along with import wizards, advanced queries, complex forms, automating forms with VBA, complex reports, and work with object models. (Offered spring semester)

CO 230 Intermediate Networking (3 Cr. Hr.)

Prerequisite: CO130 (Introduction to Network Concepts). Students will build on the foundation of Introduction to Network Concepts by introducing several advanced topics. The focus of the class will include: the physical aspects of computer network installation and cabling, physical and logical network topologies, wireless networking, IP addressing, and network standards. Students will also focus on the network administrator's role and function, the development of practical experience in skills related to configuring LANs, and Internetwork Packet Exchange (IPX) as well as network troubleshooting. (Offered fall semester)

CO 266 Cisco Networking Technologies III (3 Cr. Hr.)

Prerequisite: CO166 (Cisco Networking Technologies I) and CO167 (Cisco Networking Technologies II). Students in this course will build their skills and knowledge of internetworking using switching and routing technologies. An introduction to WAN protocols is included with hands-on exercises. A case study is included in the course that walks students through a LAN and WAN network design for a complex internetwork. Student skills learned in the prerequisite courses, INT 291 Internetworking I, INT 292 Internetworking II, and in this course will be drawn upon to complete a network design project. Students will complete hands-on exercises to set up internetworks. At the completion of this course, students with a strong command of the concepts presented should be ready to sit for the Net+ (vendor neutral) or CCNA (Cisco specific) industry certification examination.

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

This course introduces web page authoring and site management concepts. Students will use HTML programming language as well as specific software to prepare web sites that will meet various business needs. Areas to be covered include: style sheets, database-driven sites, forms, tags, tables and frames, basic design principles, color and typography, scripting, hosting, and webmastering concepts. (Offered fall semester)

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

- CO115 Introduction to Windows (1 Cr. Hr.)
- CO125 Word Processing (1 Cr. Hr.)
- CO126 Presentation Software (1 Cr. Hr.)
- CO127 Spreadsheets (1 Cr. Hr.)
- CO128 Database (1 Cr. Hr.)
- CO208 Computer Applications (1-3 Cr. Hr.)
- CO213 Intermediate Spreadsheets (2 Cr. Hr.)

Computer Science

CS 104 Introduction to the Internet (1 Cr. Hr.)

This is a study of terminology, history and information related to the Internet, as well as use of electronic mail, browsing programs, ways of locating information, searching programs, copying files and an introduction to HyperText Markup Language. (Offered each semester)

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

In this course students use a text editor to write multiple Internet pages in the HyperText Markup Language that includes formatted text, meta tags, lists, links, images, colors, tables, forms, frames and scripts. (Offered each semester)

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

In this course students read and write programs in the Visual Basic language using input, output, arithmetic, logical expressions and decisions, subroutines, loops, strings, file processing, and arrays in one and two dimensions. (Offered each semester)

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

In this course students read and write programs in the C++ language using input, output, arithmetic, logical expressions, selection control structures, loops, functions, one- and two-dimensional arrays, strings, and records. (Offered each semester)

CS 150 Introduction to Computer Science (2 Cr. Hr.)

Included in this course is a discussion of computers, software, values, expressions, variables, subprograms, looping, arrays, decisions, types, records, files, arithmetic, strings and string processes. At least one of the language labs should be taken with or following this course. (Offered each semester)

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

- CS101 Introduction to Data Processing (3 Cr. Hr.)
- CS120 BASIC Language Laboratory (3 Cr. Hr.)
- CS130 FORTRAN Language Laboratory (3 Cr. Hr.)
- CS140 Pascal Language Laboratory (3 Cr. Hr.)
- CS160 Algorithmic Processes (3 Cr. Hr.)
- CS205 Introduction to Programming Languages (3 Cr. Hr.)
- CS210 Computer Organization & Programming (3 Cr. Hr.)
- CS215 Computer Applications (3 Cr. Hr.)
- CS220 Advanced Computer Programming (2 Cr. Hr.)
- CS299 Independent Study in Computer Science (1 Cr. Hr.)

Criminal Justice

CJ 100 Criminal Justice Forum (1 Cr. Hr.)

Students will enhance their academic skills and abilities. This course includes personal encounters with professionals in the career options. [Students majoring in criminal justice/pre-law should take this course during the spring semester of their second year.]

CJ 105 Police Administration (3 Cr. Hr.)

This course is an introduction to management practices associated with police agencies. Legal issues and liabilities associated with organizational policies and procedures will be explored.

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

This course is an introduction to the various components of the criminal justice system including police, corrections, courts and

juvenile justice. The course will illustrate how these interrelated components result in the administration of justice in a constitutionally based society. [Students majoring in criminal justice/pre-law should take this course during their first semester.]

CJ 210 Introduction to Juvenile Justice (3 Cr. Hr.)

This course is an introduction to the American system of juvenile justice and delinquency prevention. The course will cover the relationships between juveniles and the criminal justice system, including law enforcement, juvenile diversion programs, courts, probation and parole, service organizations and the correctional system. Current social trends in juvenile delinquency, gang activity, and premeditated violence will be discussed.

CJ 211 Introduction to Law Enforcement (3 Cr. Hr.)

This course is an introduction to the role of law enforcement in a constitutionally based criminal justice system. An emphasis will be placed on the historical development of the law enforcement function. The current practices of policing, the challenges and rewards of careers in law enforcement and the dilemmas inherent in policing a free society will be explored. The course is designed to provide students with realistic expectations about policing as well as to promote critical thinking about the appropriate role of police in society.

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

This course is an introduction to the philosophy, theory and practice involved in dealing officially with convicted offenders; appraisal of treatment and post-correctional practices will be analyzed. The course gives a contemporary review of the correctional function in a constitutional society. The functional role of state and local corrections, probation and parole, community-based corrections and the new wave in privatization of corrections will be discussed. Included is an overview of correctional institutions and agencies for both adult and juvenile offenders. Problems, trends and issues will be identified.

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

This course is an introduction and examination of the criminal court system and criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the courtroom work group. The historical development and contemporary structure of state and federal trial courts and courts of appellate review will be discussed. Special attention will be given to the empowerment of the judiciary and its influences on social policies.

CJ 214 Principles of Investigation (3 Cr. Hr.)

This course includes theory of investigation, proper conduct at a crime scene and collection and preservation of physical evidence. It will provide an overview of the methods used in chain-of-evidence, scientific interpretation of evidence and presentation of evidence within the judicial system. Interview and interrogation laws and procedures will also be discussed. Students will learn how to take accurate and readable field notes, preparation practices before writing a report, report writing and interrogation techniques. Students will become familiar with photography techniques, crime scene drawings and the use of CAD (Computer Aided Design) and other law enforcement computer applications.

CJ 215 Criminal Law (3 Cr. Hr.)

This course is an analysis and interpretation of the history, scope, and nature of criminal law; offenses and the elements of offenses; the laws of arrest, search, and seizure; power of law enforcement officers; and development, admissibility, and presentation of evidence.

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

This course is an introduction to the legal restrictions, scope of authority and functional role of security in a modern society. Loss prevention, corporate espionage, internal theft, property loss, and personal protection will be discussed.

CJ 223 Criminalistics (3 Cr. Hr.)

This course is an introduction to forensic and crime scene investigations. This course assumes the student has little or no prior knowledge of science. However, the student will come to understand and appreciate laboratory procedures, their underlying principles, and their potential value and limitations in criminal investigations. The course will illustrate certain specific and general points about forensic science and physical evidence by including descriptions of real world cases.

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

This course focuses on the intelligence and counterintelligence aspects of homeland security, as they relate to the four central missions of a homeland security agency like DHS: domestic security, emergency preparedness, technology policy, and timely intelligence for preemptive action and improved policy making. This course is designed to help students develop critical analytic skills to become better evaluators of cutting-edge public policy questions and to prepare them for careers in the homeland security-related professions.

CJ 233 Criminal Law & Procedures (3 Cr. Hr.)

This course is designed to introduce students to specific laws and court decisions on topics of arrest requirements, and legal searches and seizures. Examining the development of criminal procedures through constitutional interpretation by the judiciary permits the student to understand the balancing act between the government's need to enforce criminal laws and the pivotal rights of individuals. The student will understand through the examination of these conflicting interests, and the manner in which judicial interpretation is employed, how to promote enforcement of the law so to achieve fair, correct and just results.

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

This course focuses on the relationship between the police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally diverse society.

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

This course is a survey of the Federal Rules of Evidence (Title 28 U.S.C., 1972) and provides a learning experience in the application of the complicated rules of evidence in courts of law. Students will acquire an understanding and appreciation of the foundation and principles underlying the basic rules as well as become intimately familiar with the more advanced features of evidentiary procedures, such as burdens of proof, probative value,

presumptions, stipulations, competency, privilege, cross-examination, hearsay, and expert opinion testimony. The course begins with a review of the Constitutional reasons for why some evidence is excluded, and progresses to an appreciation of legal tactics and strategies involved in objections and speeches.

CJ 260 Special Topics in Criminal Justice (1-3 Cr. Hr.)

This course is designed to provide students an opportunity to study special issues in criminal justice. Topics may vary and will be announced to students enrolled in the Criminal Justice Program. Special topics may include Spanish for Criminal Justice, Practical Applications, Emergency Preparedness and Disaster Response, Terrorism, and topical as well as pertinent courses relevant to criminal justice.

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

Permission of instructor is required. This is an individual research on an advanced level in the student's field of interest as approved and directed by the instructor. Only one Directed Study in Criminal Justice course may be applied toward an associate degree.

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

Prerequisites: CJ110 (Introduction to Criminal Justice). Students **should** have earned a minimum of **thirty (30)** credits and a minimum of a 2.0 GPA in all criminal justice courses, arranged the internship through the Criminal Justice Program and received advanced authorization of the internship by the participating agency. This class is a supervised field experience through the college where internships are arranged through placements in law enforcement, courts, corrections, loss prevention, or other criminal justice settings. Only one internship course in Criminal Justice may be applied toward an associate degree. The earned internship credits must formally complete the final requirements of the associate degree. [Note: Students enrolled in the Associate of Applied Science in Criminal Justice Degree Program may earn up to 12 credits for successfully completing a recognized training academy program.]

Dental Hygienist

To apply to the Dental Hygienist program, you will need to follow the steps listed below. Applicants for the Dental Hygienist program must submit an application portfolio containing the items below. After all steps are completed and all documentation is collected, mail your application portfolio to the CCC Dental Hygiene department. Please note: incomplete portfolios will be returned. It is recommended that applicants complete two portfolios--one to submit to CCC, and one to keep for your own records.

Refer to the CCC Dental Hygiene webpage for complete instructions. (colbycc.edu/majors/healthcare/dentalhygiene)

Step 1: Request two unofficial copies of your high school transcript or GED scores. Place one in your portfolio and one in your personal file.

Step 2: Request two unofficial copies of your post-secondary education transcripts (if applicable). Place one in your portfolio and one in your personal file.

Step 3: Prerequisite coursework is Chemistry, Microbiology, and Anatomy & Physiology. You **must** show on your transcript that you 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 your portfolio. You may send in your portfolio before completing the Microbiology/Anatomy & Physiology requirement. However, Microbiology and Anatomy & Physiology are required **BEFORE** you start the program.

Step 4: Applicants with an associates' or bachelor's degree will **NOT** be required to do the admission testing. Please refer to the website for the name of the admissions test and the minimum scores required.

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

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

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

Step 8: Attach your non-refundable application fee to the portfolio. (The amount is found on the webpage.)

DH = Colby Community College courses

10-508 = Northcentral Technical College courses

DH 100 Dental Hygiene Orientation (1 Cr. Hr.)

This course assists entering college students in adjusting to college life and preparing for success in college and in the work place.

DH 103/10-508-101 Dental Health Safety (1 Cr. Hr.)

This course prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite; students will be required to show proof of certification before beginning the course.

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

Introduces dental hygiene students to the basic technical/clinical skills required of practicing Dental Hygienists including use of basic dental equipment, examination of patients, and procedures within the dental unit. Under the direct supervision of an instructor, students integrate hands-on skills with entry-level critical thinking and problem-solving skills. This course also reinforces the application of Dental Health Safety skills.

DH 105/10-508-113 Dental Materials (2 Cr. Hr.)

Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions and clean removable appliances.

DH 109/10-508-103 Dental Radiography (2 Cr. Hr.)

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs.

Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose radiographs on a peer, role-play patient. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments.

DH 112/10-508-106 Dental Hygiene Process II (4 Cr. Hr.)

This clinical course builds on and expands the technical/clinical skills student dental hygienists began developing in Dental Hygiene Process I. Under the direct supervision of an instructor, students apply patient care assessment, planning, implementation, and evaluation skills to provide comprehensive care for calculus case type 1 and 2 patients and perio case type 0, I, and II patients. Dental Hygiene Process II introduces the application of fluoride and desensitizing agents, whole mouth assessments, comprehensive periodontal examinations, application of sealants, and patient classification. Students also begin performing removal of supragingival stain, dental plaque, calcified accretions, and deposits. In addition, they gain further experience in exposing radiographs on patients. The course also reinforces the application of Dental Health Safety skills.

DH 115/10-508-108 Periodontology (3 Cr. Hr.)

The course prepares student dental hygienists to assess the periodontal health of patients, plan prevention and treatment of periodontal disease, and to evaluate the effectiveness of periodontal treatment plans. Emphasis is placed on the recognition of the signs and causes of periodontal disease and on selection of treatment modalities that minimize risk and restore periodontal health.

DH 122/10-508-102 Oral Anatomy, Embryology, and Histology (4 Cr. Hr.)

Prepares dental hygiene students to apply detailed knowledge about oral anatomy to planning, implementation, assessment, and evaluation of patient care. Students identify distinguishing characteristics of normal and abnormal dental, head, and neck anatomy and its relationship to tooth development, eruption, and health.

DH 203 Transition into DH Practice (1 Cr. Hr.)

Co- or Prerequisite: DH212 (Process IV) or graduation from accredited dental hygiene program. Simulated written and practical exams, individualized study plans, stress/test anxiety management strategies, and dental hygiene license obtainment will be addressed. Strengthen dental hygiene performance on written board and clinical practical exams.

DH 210/10-508-112 Dental Hygiene Process III (5 Cr. Hr.)

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process II. In consultation with the instructor, students apply independent problem-solving skills in the course of providing comprehensive care for calculus case type 1, 2, and 3 patients and perio case type 0, I, II, and III patients. Dental Hygiene Process III introduces root detoxification using hand and ultra-sonic

instruments, manipulation of files, use of oral irrigators, selection of dental implant prophylaxes treatment options, and administration of chemotherapeutic agents. Students also adapt care plans in order to accommodate patients with special needs.

DH 212/10-508-117 Dental Hygiene Process IV (4 Cr. Hr.)

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process 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 prepares the student dental hygienist to work within the scope of dental hygiene practice to manage pain for dental patients. Students learn to prevent and manage common emergencies related to administration of local anesthesia, prepare the armamentarium, and administer local anesthesia. The course also addresses the recommendation of alternative pain control measures.

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.

Early Childhood

ED 112 Principles of the Child Development Associate (CDA) Credential (3 Cr. Hr.)

This course will focus on the preparation for the CDA credential. Students will write their competency statements, prepare their professional resource files and study for the Early Childhood Studies review. The Child Development Associate is a person that has met the criteria by the Council for Early Childhood Professional Recognition.

ED 113 Infancy (3 Cr. Hr.)

This course is designed to acquaint students with the unique characteristics and demands of infancy and the development that takes place during the first eighteen months of life.

ED 114 Preschool Child (3 Cr. Hr.)

Principles of growth and development of children from conception to five years of age with major emphasis on the two-to-five years of age span are included in this course.

ED 115 Preschool Child Lab (1 Cr. Hr.)

Observation of the development and guidance of children from conception to five years of age. Major emphasis on observation of children ages two to five is covered in this course.

ED 116 Techniques of Guidance with Children (3 Cr. Hr.)

This course is a study of interactions and guidance techniques. The development approach is used in the learning to facilitate healthy emotional, social, and self-concept growth in the child from birth to five years of age.

ED 125 Creative Experiences for Young Children (3 Cr. Hr.)

This course is a study of constructing and maintaining an environment for young children that fosters aesthetic sensitivity and creativity. It focuses on the selection, construction, and use of materials, activities, and experiences that encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies and health and safety curriculum areas.

ED 160 Principles of Early Childhood Education (3 Cr. Hr.)

This course is an introductory course in the field of early childhood education and child care. Study focuses on history, principles, philosophy, teaching practices and approaches, and career opportunities in the early childhood profession. The principles learned in this course will allow the student to recognize and apply developmentally appropriate practices in early childhood education, teaching and related careers.

ED 165 Infant/Toddler Education and Care (3 Cr. Hr.)

This course includes the study of infant and toddler development with emphasis on how to create and maintain developmentally appropriate environments for very young children. Demonstration of the subject matter is included.

ED 204 Health, Safety & Nutrition in Early Childhood (3 Cr. Hr.)

This course is designed to provide a basic understanding of good nutrition and balanced diet for the young and emphasize an understanding of health and safety for the young.

ED 231 Observing & Interaction with Young Children (3 Cr. Hr.)

This course introduces the practical principles and techniques for observing and guiding young children. Demonstration of the subject matter is included.

ED 260 Parenting (2 Cr. Hr.)

This course introduces the technique of effective parenting, with emphasis upon how teachers may best provide support and inform families regarding young children's needs. Problem prevention and resolution, nurturing self-esteem in young children, building collaborative relationships between teachers and families are examined. Sensitivity to unique needs of the individual child and family are stressed.

ED 265 Early Childhood Program Administration (3 Cr. Hr.)

This course is designed to give the student knowledge of the operations of an early childhood program. Topics will include needs assessment, the characteristics of effective administrators, review of program models, administrative policy development, and effective communication techniques.

ED 177 Foundations of Modern Education (3 Cr. Hr.)

This introductory course for students considering teaching as a career includes a variety of classroom activities. Students examine and develop basic concepts and attitudes toward teaching. Some critical issues of education are examined.

ED 226 Storytelling (1 Cr. Hr)

Co- or Prerequisite: ED277 (Children's Literature). This course is designed to provide students the opportunity to develop skills in the oral tradition.

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

This course allows students to be placed as interns with competent teachers in areas where the students have special interests. Credit is earned on the basis of time spent in the classroom and work with the supervising teacher and college coordinator. (Faculty supervised and coordinated)

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

This course is an introduction to a wide variety of children's literature, with emphasis on the methods of selecting books and presenting them effectively to children. Books appropriate for ages birth to grade eight will be used.

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

ED106 Beginning Signing Exact English (2 Cr. Hr.)

ED119 Intermediate Signing Exact English (2 Cr. Hr.)

ED124 Expressive Media For Children (3 Cr. Hr.)

ED129 Advanced Signing Exact English (2 Cr. Hr.)

ED199 Problems in Education (3 Cr. Hr.)

ED299 Directed Independent Study (1-3 Cr. Hr.)

Economics

EC 265 Entrepreneurial Economics (3 Cr. Hr.)

This course introduces the entrepreneurial student to the terms and concepts of community economic development and the research tools necessary to analyze community economic activity, trends, problems, location and market opportunities and prospects for survival and growth. Decision making skills and strategic planning skills will be enhanced through synthesizing economic, cultural, sociological and geographical concepts as they relate to venture feasibility. The relationship of entrepreneurial creativity, successful community economic development and maintaining the wealth and culture of a local and regional society will be explored. (Offered fall semester)

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

This course is an introduction to the study of the nature, method, and scope of economic analysis regarding the macroeconomic performance of nations, and the trade and finance between nations. Indicators of a nation's macroeconomic performance include the economic growth rate, the tendency toward inflation, and the level of unemployment. Macroeconomics includes study of the process of monetary and fiscal policy, and each policy's impact on national economic performance. Recommended at the sophomore level. (Offered both semesters)

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

This course is an introduction to the nature and methods of economics. Emphasis is placed on microeconomics. Topics covered include the global economy, the theory of demand and supply, elasticity, utility, costs of production, analysis of different market structures, price and output determination in pure competition, pure monopoly, monopolistic competition and oligopoly. Recommended at the sophomore level. (Offered both semesters)

Education

ED 100 Orientation (1 Cr. Hr.) EduKan

This course is for all degree-bound students and is designed to acquaint the students with the function and operation of colleges including academic programs and student services. The instructional goals are intended to provide initial assistance in developing academic study skills and social awareness skills for college and life-long success.

English

EN 014 Reading & Study Skills I (3 Cr. Hr.)

This course is designed to improve reading and study skills to help students be successful in their college classes. Students learn to study efficiently and effectively using good time management, memory techniques, note-taking, and test-taking skills. The core of the class will be spent improving reading comprehension skills such as locating the main idea and supporting details, recognizing fact and opinion, understanding inferences, and improving critical thinking skills. Students must complete with a "C" or better to move to Reading & Study Skills II. This course does not meet graduation or transfer requirements.

EN 015 Reading & Study Skills II (3 Cr. Hr.)

This course is designed to improve reading and study skills to help students be successful in their college classes. The core of this class will be spent improving vocabulary and literal and critical levels of comprehension with the goal of reading on grade level at the end of the semester. Good study habits will also be discussed. Students must complete with a "C" or better to move to English Composition I. This course does not meet graduation or transfer requirements.

EN 077 Fundamentals of Writing I (3 Cr. Hr.)

In this developmental course, students learn how to write effective paragraphs and how to revise and edit their writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements.

EN 078 Fundamentals of Writing II (3 Cr. Hr.)

This course is for students who have tested into it or who have successfully completed Fundamentals of Writing I with a "C" or better. Students learn how to write effective essays, how to revise, and how to edit their writing. This course does not fulfill a student's English core requirement, nor does it meet transfer or graduation requirements.

EN 107 Creative Writing (3 Cr. Hr.)

This course encourages writing as an imaginative and satisfying form of self-expression and helps students prepare work for publication. Creative writing includes the writing of poetry, fiction, and nonfiction.

EN 110 Medical Terminology (1-3 Cr. Hr.)

This course is designed for those in the Veterinary Technology, Physical Therapist Assistant, and Nursing programs, as well as for those in related areas of study. It includes a study of prefixes, roots, and suffixes which form the basics in the professional language of medicine. A workbook approach (The Dean Vaughn Learning System with videotaped programs) is used as students help one another in the deciphering and understanding of medical language.

EN 176 English Composition I (3 Cr. Hr.)

Prerequisite: Appropriate COMPASS or ACT score or successfully completed Fundamentals of Writing II and Reading & Writing Skills II with a "C" or better. This course begins with personal essays, then emphasizes expository writing, and concludes with an essay based on one source. Vocabulary development is also emphasized.

EN 177 English Composition II (3 Cr. Hr.)

Prerequisite: EN176 (English Composition I) with a "C" or better. This course emphasizes persuasive and argumentative writing. Students learn techniques of evaluating and using sources as they complete a major research project. Vocabulary development is also included.

EN 202 American Literature I (3 Cr. Hr.)

This survey course introduces students to American literature up to the Civil War.

EN 203 American Literature II (3 Cr. Hr.)

This survey course introduces students to American literature from the Civil War to the present.

EN 208 Introduction to Dramatic Literature (3 Cr. Hr.)

Representative works of dramatic literature from ancient Greece to contemporary America are included in this course. (EN208 is also listed as DR208 Introduction to Dramatic Literature). (Offered fall semester)

EN 217 The Bible As Literature (3 Cr. Hr.)

This course surveys the literary content of the most widely read book in the world, the Holy Bible. Organized chronologically, this course surveys the entire Bible and introduces the books within their historical and cultural contexts while conveying a sense of the Bible as a unified whole.

EN 219 Introduction to Literature (3 Cr. Hr.)

This multi-genre approach to literature includes the study of fiction, poetry, and drama from both classical and modern periods.

LI 176 World Literature (3 Cr. Hr.)

This global approach to literature from seven geographical areas provides students with a study of great works (fiction, poetry, and drama) from classical through modern periods.

Traditional literary analysis is combined with a study of humanity's differences because of cultural norms and humanity's similarities because of basic human needs and desires.

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

EN 103 Speed Reading (3 Cr. Hr.)

EN 108 Personal/Technical Writing (3 Cr. Hr.)

EN 211 American Frontier Literature (3 Cr. Hr.)

EN 215 The American Short Story (3 Cr. Hr.)

Geography

GE 176 World Regional Geography (3 Cr. Hr.)

This course assists students to locate regions and realms of the world using outline maps, atlas, and text. Course content will focus on geographic spatial realities and perspectives. As a survey course, overviews cover major topical subfields of physical and human/cultural geography. This course is an interdisciplinary study that bridges the humanities and the physical and social sciences.

GE 210 Geographic Information Systems (3 Cr. Hr.)

This course covers the practical application of Arc View GIS 8.3 and the basic steps to create a community-focused GIS based economic development plan. Students will learn to use ArcGIS in the context of building an economic development plan for a county.

History

HI 104 World Civilization to 1600 (3 Cr. Hr.)

This course is a survey of the major civilizations of the world from the first developed societies of Mesopotamia (3500 B.C.E.) through the European conquest of the "New World" in the 1500's. The principal themes of the course are the interactions of religion,

knowledge and political power within European, African and Asian civilizations and the dynamics of cultural exchange and conflict between them.

HI 122 Contemporary European History (3 Cr. Hr.)

This course offers opportunities for students to examine political, social and cultural developments facing the contemporary Europeans.

HI 124 World War II (3 Cr. Hr.)

This course is a short introduction to the pre-war European scene followed by an in-depth study of the major military and political developments during the war. Whenever possible, documentary films are used to reinforce discussion.

HI 135 Genealogy & Family History (3 Cr. Hr.)

Genealogy & Family History is an introductory study of all aspects of personal and family history and genealogical research in North America. This course is a survey of the methods used to identify individuals and their ancestors by using the scientific approach of research rather than chance.

The course has a potential value to the student in any field of study and becomes an asset especially in the fields of sociology, psychology, history, geography, English, law, library science, elementary and secondary education, genetics, anthropology and the humanities.

HI 140 History of Classical Cultures (3 Cr. Hr.)

This course offers an opportunity for students to gain a basic understanding of music, art, history, literature, drama, and philosophy mainly from the classical Greek and Roman cultures. The course helps bring the student into recognition of the factors that have produced the age and knowledge of our present life.

HI 142 History of Medieval & Renaissance Cultures (3 Cr. Hr.)

This course is an interdisciplinary course which focuses on the European Medieval and Renaissance eras. The course offers a perspective by which to better understand human experience in the past, present and in all times.

HI 176 American History to 1865 (3 Cr. Hr.)

This course is a study of colonial and revolutionary America, the federal union, Civil War and Reconstruction.

HI 177 American History 1865 to Present (3 Cr. Hr.)

This course is a survey of history of the United States from Reconstruction to the present, with emphasis on political, economic and social development.

HI 201 The Great Plains Experience (3 Cr. Hr.)

This course assists students to study Great Plains history by community-based learning activities. Some classes meet at local historical societies and field locations to have authentic learning experiences. The class will include information from museum-based classes and field trips on local culture, history, geography, and visits to historical sites.

HI 204 World Civilization 1600 to Present (3 Cr. Hr.)

This course is a broad-based survey of the history of world civilization from 1600 to present. Major topics will include the scientific and intellectual advances of the 17th and 18th centuries; the American and French Revolutions followed by the reign of Napoleon and later industrialization, colonization and imperialism. Cultural developments of the 19th and 20th centuries such as romanticism, evolution, Marxism and modernism; the rise of militarism and Fascism and resulting world wars followed by the Cold War and the resulting challenges and conflicts facing contemporary Europe and America up to the global terrorism threat of today.

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

- HI118 Contemporary American Issues (1 Cr. Hr.)
- HI127 Oral History (3 Cr. Hr.)
- HI154 The American Frontier (3 Cr. Hr.)
- HI215 History of Western Philosophy (3 Cr. Hr.)

Math

MA 050 Mathematics Essentials (3 Cr. Hr.)

This course is designed to provide students with skills in the areas of whole numbers, fractions, and decimal operations, ratios and proportions, percents, geometry and measure, the real number system and an introduction to algebra. This course does not count toward graduation.

MA 076 Beginning Algebra (3 Cr. Hr.)

This course is designed to provide students with a minimal background in mathematics an introduction to algebra, and to prepare them for subsequent math courses. Topics for the course include the real number system, equations and methods of solution, factoring, linear equations and inequalities, integer exponents, the coordinate system, polynomials and rational expressions and problem solving. This course does not count toward graduation.

MA 108 Math for Health Professionals & Veterinary Technicians (2-3 Cr. Hr.)

This course is designed for those enrolled in the Veterinary Technology program and for health professionals. Its objective is to familiarize students with mathematics frequently used in veterinary technology and health-related professions. Students also learn some mathematical and laboratory terminology in this course. Topics include a brief review of fractions, decimals, percents, algebra, ratios and proportions, systems of measurements, solutions, medication and dosage. While there is no prerequisite, a working knowledge of arithmetic operations using whole numbers, fractions, decimals and percent, is expected. (Offered spring semester)

#Enrollment in most math classes is based on placement.

MA 169 Survey of Mathematics (3 Cr. Hr.)

This course is designed for students with a minimum background in high school mathematics. This course includes an introduction to modern mathematics, a review of the fundamental operations on the set of real numbers, the basic concepts of elementary algebra, mathematical formulas, metric measure, geometry, and consumer interest problems. (Offered each semester)

MA 177 Intermediate Algebra (3 Cr. Hr.)

Prerequisite: MA076 (Beginning Algebra) with a grade of "C" or better or the equivalent. Students will build on the competencies obtained in previous courses. Students should have a prior understanding of the four fundamental operations; linear equations, and inequalities; integer exponents, coordinate system, polynomials and factoring. This course starts with rational expressions; rational exponents and radicals; linear relations and functions; and quadratic equations and inequalities, absolute value equations and new factoring methods.

MA 178 College Algebra (3 Cr. Hr.)

Prerequisite: MA177 (Intermediate Algebra) with a grade of "C" or better or placement. Topics in this course include functions and graphs, algebra of functions, inverse functions, linear functions, exponential and logarithmic functions, quadratic and other polynomial functions and their zeros, rational functions, circles, absolute value equations and inequalities, radical equations, rational equations and inequalities, quadratic inequalities, systems of equations and inequalities. (Offered each semester)

MA 185 Plane Trigonometry (3 Cr. Hr.)

Prerequisite: MA178 (College Algebra) with a grade of "C" or better or the equivalent. This course includes trigonometric functions and their applications, solution of triangles, trigonometric identities and equations and graphical analysis of the trigonometric functions. (Offered fall semester)

MA 190 PreCalculus (3 Cr. Hr.)

Prerequisite: MA178 (College Algebra) with a grade of "C" or better or the equivalent. Pre-Calculus is designed to be a "stepping stone" course between College Algebra (MA178) and Calculus (MA210 or MA220). This course is explicitly designed for students who have completed their Algebra block but who would like additional preparation prior to taking a Calculus course. The course includes a review of college algebra and trigonometry, a focus on function analysis (including the use of graphing calculators with a Computer Algebra System), an introduction to analytic geometry and an introduction to limits. No textbook is required for the course, but a TI-89, TI-92 or TI-Voyage calculator is required. (Normally offered during the spring semester)

MA 205 Elements of Statistics (3 Cr. Hr.)

Prerequisite: MA178 (College Algebra) with a grade of "C" or better or the equivalent. This is an introductory course designed to develop an understanding of probability, frequency distributions, measure of location and variation, probability distributions, confidence intervals, hypothesis testing, tests of significance appropriate to binominal and normal populations, correlations, regression analysis, and analysis of variance.

MA 210 Calculus: For Business & Liberal Arts (3 Cr. Hr.)

Prerequisite: MA178 (College Algebra) with a grade of "C" or better or the equivalent. This course is for beginning calculus students majoring in business, economics, social sciences, biological sciences or health. Concepts of differential and integral calculus pertaining to the above areas of study are included. (Offered spring semester)

MA 220 Analytical Geometry & Calculus I (5 Cr. Hr.)

Co- or Prerequisite: MA178 (College Algebra) and MA185 (Plane Trigonometry) or equivalent. A study of functions and limits; differentiation and integration of functions; and applications of the derivative and the definite integral. (Offered fall semester)

MA 230 Analytical Geometry & Calculus II (5 Cr. Hr.)

Prerequisite: MA185 (Plane Trigonometry) and MA220 (Analytical Geometry and Calculus I). Integration methods, applications of the definite integral, approximations and series, and differential equations. (Offered spring semester)

MA 240 Analytical Geometry & Calculus III (5 Cr. Hr.)

Prerequisite: MA230 (Analytical Geometry and Calculus II). Topics in this course include vector algebra, partial differentiation, multiple integration, polar, cylindrical, and spherical coordinates, parametric equations, vector fields, and line integrals. (Offered fall semester)

MA 245 Differential Equations (3 Cr. Hr.)

Prerequisite: MA240 (Analytical Geometry and Calculus III). Solving first-order differential equations and linear differential equations of higher order, initial-value and boundary-value applications, series solutions of linear differential equations, and Laplace transforms. (Offered spring semester)

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

MA109 Metrication (1 Cr. Hr.)

MA125 Elementary Statistics for the Consumer (1 Cr. Hr.)

MA135 Elementary Probability for the Consumer (1 Cr. Hr.)

MA247 Linear Algebra (3 Cr. Hr.)

MA299 Independent Study - Mathematics (1 Cr. Hr.)

Modern Languages

FL 176 Elementary Spanish I (5 Cr. Hr.)

This course is an introductory study of Spanish, emphasizing reading, writing, speaking, listening and understanding. Language instruction encompasses both language proficiency and cultural understanding.

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.

ML 237 Spanish Composition and Conversation (3 Cr. Hr.)

This course is a study of basic skills in conversational Spanish with reference to reading and writing. Emphasis is placed on the development of language proficiency for careers and for improvement of foreign language abilities.

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

- ML101 German I (5 Cr. Hr.)
- ML105 College French I (5 Cr. Hr.)
- ML106 College French II (5 Cr. Hr.)
- ML111 German II (5 Cr. Hr.)
- ML118 Latin I (3 Cr. Hr.)
- ML119 Latin II (3 Cr. Hr.)
- ML221 German III (3 Cr. Hr.)
- ML227 Spanish III (3 Cr. Hr.)
- ML230 Spanish IV (3 Cr. Hr.)
- ML240 Mexican Seminar (3 Cr. Hr.)
- ML299 Independent Study-Foreign Language (5 Cr. Hr.)

Music

MU 102 Harmony I (3 Cr. Hr.)

This course is a study of the rudiments of music and the skills of elementary music theory. The course comprises a study of elementary diatonic harmony, including primary triads and inversions, dominant sevenths and inversions, cadences, part-writing procedures from thorough-bass figures or given melodies and simple harmonization of original diatonic melodies in major and harmonic minor. Appropriate scores, including those from performing groups, are analyzed. (Offered fall semester)

MU 103 Ear Training I (2 Cr. Hr.)

Co-requisite: MU102 (Harmony I). This course involves training in notation from piano dictation of simple diatonic melodies in major and harmonic minor and four-part chorale phrases using primary triads and inversions, as well as dominant sevenths and inversions. Singing of materials used for dictation and similar material using solfeggio as well as aural and visual recognition of interval and triad qualities are included. (Offered fall semester)

MU 104 Voice Class I (1 Cr. Hr.)

Voice class is designed for students wishing to improve their singing skills. The class provides an opportunity for students to develop solo performance skills in a friendly atmosphere. Classes consist of group singing as well as private coaching. Although primarily designed for non-majors, entering voice majors may be asked to enroll in this class. (Offered both semesters)

MU 108 Fundamentals of Music (3 Cr. Hr.)

This class will be a study of the rudiments of music and skills of simple notation, that is, basic note and rhythm reading. Musical terms, intervals, chords, key signatures, and scales will be introduced. Students will use the piano keyboard and will discuss how sound is produced with other instruments. (Offered both semesters)

MU 113,123,233,243 Choir I, II, III, IV (1 Cr. Hr.)

Enrollment is open to all students who wish to sing. A wide range of music in various styles is presented in concerts during each semester. Emphasis is placed upon high performance standards through the achievement of good choral blend, intonation, diction, tone quality, musical interpretation and excellence of ensemble. Public performance is considered part of the course requirement. (Offered both semesters)

MU 114,124,234,244 Concert Band I, II, III, IV (1 Cr. Hr.)

This performance ensemble is open to instrumental students wishing to expand their knowledge of wind ensemble literature. Quality of musicianship is emphasized. Public performance is considered part of the course requirement. (Offered both semesters)

MU 115,125,235,245 Chorale I, II, III, IV (1 Cr. Hr.)

This group is also known as the Sunflower Singers. Enrollment into this course is with the permission of the instructor. The membership is selected by audition from students who are enrolled in the college choir. Emphasis is placed upon superior performance standards. The music is selected for its broad public appeal. Numerous public performances are scheduled throughout the school year. (Offered both semesters)

MU 116,126,236,246 Instrumental Ensemble I, II, III, IV (1 Cr. Hr.)

This performing group is open to all qualified wind and percussion players. The nature of the ensemble will vary according to enrollment (examples: brass quintet, clarinet choir). Public performance is considered part of the course requirement. (Offered on demand)

MU 118,128,238,248 Jazz Ensemble I, II, III, IV (1 Cr. Hr.)

This performing group is open to all qualified wind and percussion players selected by audition. Emphasis is given on a broad spectrum of jazz styles and improvisation. Public performance is considered part of the course requirement. (Offered both semesters)

MU 119,129,239,249 Pep Band I, II, III, IV (1 Cr. Hr.)

This performing group, known as the Rockin' Pep Band, is open to all qualified wind and percussion players. The pep band helps create school spirit and enthusiasm during basketball games. Attention is given to the performance of current popular tunes. (Offered both 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 both semesters)

MU 150 Music Literature (3 Cr. Hr.)

This course is designed for music majors to acquaint them with the fundamentals of music history. It is a study of style characteristics and principal forms of music from the middle ages to the present. The course consists of studying music scores, listening to recordings and attending live performances. Related art forms,

literature and history are correlated with music of the various periods. (Offered fall semester)

MU 152 Harmony II (3 Cr. Hr.)

This is a continued study of diatonic harmony, secondary triads and inversions and secondary seventh chords and inversions. Special emphasis is given to non-harmonic tones. Expanded work with cadences, part-writing procedures from figured bass symbols or given melodies and harmonizations or original diatonic melodies are included. Appropriate scores, including those from performing groups, are analyzed. (Offered spring semester)

MU 153 Ear Training II (2 Cr. Hr.)

Co-requisite: MU152 (Harmony II). This course is a continuation of Ear Training I. It includes rhythmic dictation with simple syncopes used for notation as well as aural and visual recognition of qualities of triads in inversions and seventh chords in root position. Some application at the keyboard by harmonizing simple diatonic melodies is explored. (Offered spring semester)

MU 154 Voice Class II (1 Cr. Hr.)

Voice class is designed for students wishing to improve their singing skills. The class provides an opportunity for students to develop solo performance skills in a friendly atmosphere. Classes consist of group singing as well as private coaching. Although primarily designed for non-majors, entering voice majors may be asked to enroll in this class. (Offered both semesters)

MU 176 Introduction to Music (3 Cr. Hr.)

This course is offered for all general education students and satisfies a humanities requirement for transfer students. It is designed to help students increase their knowledge and understanding of music through classroom activities and discussion. The purpose is to provide an opportunity for students to become more discriminating consumers of music. (Offered both semesters)

MU Applied Music (1 Cr. Hr.)

Enrollment into the courses listed below is with the permission of the instructor. Applied Music courses include private lessons designed to build students' musical technique, improve their basic musicianship and increase their repertoire. Outside practice time is required for each hour of credit received. Specific goals are set to meet each student's individual needs. Lessons are given by appointment with the instructor. Private lessons may be offered in the following areas:

MU 160,161,260,261 Applied Music Voice I, II, III, IV
MU 162,163,262,263 Applied Music Piano I, II, III, IV
MU 166,167,266,267 Applied Music Woodwind I, II, III, IV
MU 168,169,268,269 Applied Music Brass I, II, III, IV
MU 170,171,270,271 Applied Music Percussion I, II, III, IV
MU 172,173,272,273 Applied Music Guitar I, II, III, IV

MU 202 Harmony III (3 Cr. Hr.)

This is a study of chromatic harmony, including secondary dominant and secondary diminished chords, augmented sixth chords and other altered chords. Modulatory techniques are emphasized, and appropriate scores, including those from performing groups, are analyzed. (Offered fall semester)

MU 203 Ear Training III (2 Cr. Hr.)

Co-requisite: MU202 (Harmony III). This course provides training in notation from piano dictation of simple chromatic melodies and four-part choral phrases using some altered chords. Notation from dictation of melodies and chord progressions, singing of material used for dictation and similar material and aural and visual recognition of qualities of seventh chords in root position and inversions are included. (Offered fall semester)

MU 252 Harmony IV (3 Cr. Hr.)

This course is a study of 20th century harmonic practices, including quartal harmony, pandiatonicism, polytonality and twelve-tone technique. Appropriate scores, including those from performing groups, are analyzed. (Offered spring semester)

MU 253 Ear Training IV (2 Cr. Hr.)

Co-requisite: MU252 (Harmony IV). In this course, students sing modal, chromatic, whole tone, twelve tone and mixed scales. Aural recognition of orchestral instruments helps students to develop competence in listening skills. Some simple keyboard improvisation is expected. (Offered spring semester)

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

MU105 Electronic Music & the Synthesizer (2 Cr. Hr.)

MU140,190,240,290 Barbershop Chorus I-IV (1 Cr. Hr.)

Nursing

The following courses require admission into the nursing program. The courses must be taken in the prescribed order. Students must pass the courses with a grade of "C" or better to progress in the nursing program.

NS 100 Fundamentals of Nursing (4 Cr. Hr.)

Prerequisites: General Psychology, Developmental Psychology, Basic Nutrition, Medical Terminology and admission into Level I Nursing Program. Students learn fundamental concepts, principles and skills of basic nursing care. This course includes general knowledge of human needs. A laboratory component is included. Simulated nursing care situations are utilized. (Lab fee required) (Offered summer semester)

NS 111 Introduction to Nursing (7 Cr. Hr.)

Prerequisite: NS100 (Fundamentals of Nursing). This course teaches beginning nursing theory and nursing practice. Basic human needs throughout the life span; nursing process; and vocational, interpersonal and professional relationships and roles are incorporated. A laboratory component is included. Simulated and actual care situations are utilized. (Lab fee required) (Offered fall semester)

NS 123 Maternal and Child Care I (5 Cr. Hr.)

Prerequisite: NS111 (Introduction to Nursing). This is an introductory course designed to prepare the students to provide

basic nursing care of parents, infants and children. Antepartum, intrapartum and postpartum stages are included in addition to common disorders of pregnancy and childbirth. Normal child development and common disorders are studied. Nursing application of theoretical knowledge to the well and hospitalized child and family is emphasized. A laboratory component is included. Simulated and actual care situations are utilized. (Lab fee required) (Offered fall semester)

NS 161 Medical-Surgical Nursing I (6 Cr. Hr.)

Prerequisite: NS123 (Maternal & Child Care I) and BI276 (Anatomy & Physiology I). Applying the study of nursing theory to the care of clients, this course focuses on the effect of disorders of selected systems throughout the life span and applies the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. A laboratory component is included. Simulated and actual care situations are utilized. (Lab fee required) (Offered spring semester)

NS 181 Medical-Surgical Nursing II (6 Cr. Hr.)

Prerequisite: NS161 (Medical-Surgical Nursing I). This course continues the study of nursing theory in the care of persons with disorders of selected systems and the application of the nursing process in meeting needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout. A laboratory component is included. Simulated and actual care situations are utilized. (Lab fee required) (Offered spring semester)

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, nutrition, pharmacology and the core clinical areas of nursing are included (Course fee required) (Offered summer semester).

NS 201 Nursing Role Transition Seminar (1 Cr. Hr.)

This course is designed for the student entering the Level II nursing program. The role of the associate degree nurse will be explored. Socialization to the program and to associate degree nursing will be emphasized. Program philosophy/conceptual framework and the concept of professionalism will be examined.

NS 210 Mental Health Nursing (3 Cr. Hr.)

Prerequisite: CH176 (Fundamentals of Chemistry) or High School Chemistry, if received a "C" or better course grade within the last ten years, LPN License and admission into Level II Nursing Program. This course explores basic concepts and trends in mental health nursing. Mental health and alterations in mental health across the life span utilizing a nursing process approach are examined. A laboratory component is included. Simulated and actual care situations are utilized. (Lab fee required) (Offered fall semester)

NS 215 Professional Issues in Nursing (1 Cr. Hr.)

Prerequisite: NS220 (Maternal and Child Care II). Current issues relevant to the associate degree nurse are explored. Topics such as career mobility, leadership, reality shock, stress management, delegation and communication are explored. (Course fee required) (Offered spring semester)

NS 220 Maternal and Child Care II (3 Cr. Hr.)

Prerequisite: NS210 (Mental Health Nursing). This is an advanced course designed to prepare students for providing individualized nursing care to parents, infants and children. Antepartum, intrapartum and postpartum stages are included in addition to complex disorders of pregnancy, childbirth and childhood. Nursing application of theoretical knowledge to the well and hospitalized child and family is emphasized. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required) (Offered fall semester)

NS 225 Medical-Surgical Nursing III (4 Cr. Hr.)

Prerequisites: NS220 (Maternal and Child Care II) and NS295 (Nursing Microbiology). 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) (Offered spring semester)

NS 230 Board Exam Review RN (3 Cr. Hr.)

This course is designed to assist graduate nurses in preparing for the NCLEX-RN exam. A concentrated review of test-taking skill, nutrition, pharmacology and the core clinical areas of nursing are included. (Course fee required) (Offered spring semester)

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. Simulated and actual care situations are utilized. A laboratory component is included. (Lab fee required) (Offered spring semester)

NS 240 Health Assessment (3 Cr. Hr.)

The theory and practicum of this course cover the nurse's role in performing health assessments across the lifespan. Cognitive and technical skills in history taking, physical examination and recording are included (2 credit hours theory, 1 credit hour lab). (Lab fee required) (Offered fall semester)

NS 280 Nursing Microbiology (2 Cr. Hr.)

This course is an integrated overview of nursing health care as related to medical microbiology. The field of bacteriology will be emphasized concerning microscopy, clinical laboratory tests, associating disease with bacterial scientific names, and control of microbial growth. Antibiotic control of bacteria will be discussed in addition to the general characteristics of bacterial population growth requirements. A 1.5 hr. lab/week component is included with this course.

Philosophy/Religion

PI 101 Introduction to Philosophy (3 Cr. Hr.)

The course explores the love of wisdom as reflected in philosophical language, distinctions, and concepts; examines major historical, contemporary thinkers, issues and traditions of philosophy (metaphysics, epistemology, value-theory, ethics and aesthetics); discusses relevant issues; and shows the connections, roots and influences of contemporary philosophy.

PI 120 Academic Excellence Challenge I (3 Cr. Hr.)

This course offers an opportunity for students to participate in vigorous learning activities in scientific, artistic, historic and other subject areas. The course is interdisciplinary in nature and attempts to provide a broad perspective by linking science and art.

PI 200 Philosophy of Thought and Logic (3 Cr. Hr.)

This course offers the students tools to improve their skills in thinking more critically and creatively in order to make more informed decisions. The students will gain a clearer understanding of the thinking process and learn various approaches to logical thinking. Higher-order intellectual abilities are practiced while integrating personal experience with interdisciplinary problem-solving activities.

PI 220 Academic Excellence Challenge II (3 Cr. Hr.)

This course is a continuation of PI 120 (Academic Excellence Challenge I).

PI 276 Introduction to Ethics (3 Cr. Hr.)

This course takes up the central problems of thinking rationally about moral questions and critically examines the best-known efforts by philosophers to deal with problems. Issues examined include: ethical relativism, diversity of moral rules, determinism, will be explored.

RE 104 World Religions (3 Cr. Hr.)

This is a survey course of major world religions, religious from the prehistoric to the modern world, along with comparative studies of contemporary religions.

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

RE 106 Survey of the New Testament (3 Cr. Hr.)

Physical Education

PE 001-010 Physical Activity (1 Cr. Hr.)

These offerings are designed for the student who wants to participate in and develop an exercise program. These classes do not meet graduation requirements.

PE 120 Drugs & College Athletics (1 Cr. Hr.)

This course studies the effects of drug use in sports. Preventive drug measures for coaches and athletes are also discussed.

PE 172 Theory & Practices of Coaching I (1 Cr. Hr.)

This course is an introduction to the techniques of coaching, emphasizing a particular sport. These theories and techniques are applicable to all sports.

PE 173 Theory & Practice of Baseball (2 Cr. Hr.)

Students are exposed to theories and practices of coaching as they apply to the mental aspect of baseball.

PE 177 Personal & Community Health (3 Cr. Hr.)

Personal and Community Health is designed to introduce updated health information such as psychological health, environmental issues, substance abuse, injuries, death, sexuality, sexually transmitted diseases, fitness, nutrition, and stress management. Not only will students view health issues within our own culture, but also from different racial and ethnic backgrounds.

PE 185 First Aid & Personal Safety (3 Cr. Hr.)

The American Red Cross Community First Aid and Safety is to provide ordinary citizens with the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of respiratory and cardiac emergencies until more advanced medical help can arrive.

PE 198 History & Foundations of Physical Education (3 Cr. Hr.)

This course is designed to allow students to develop perspectives in the field. Students will learn the major philosophical positions in the profession. Also, students will gain knowledge of the programs (field of studies) available, the settings in which these programs are implemented and qualifications needed to enter the professional practice.

PE 199 Techniques of Officiating (2 Cr. Hr.)

This course will help each student know how to become a more proficient official and/or coach via outstanding "in depth" exposure to the details of wrestling rules as outlined in the NCAA Guide.

P.E. Lifestyle Courses

Lifestyle courses were developed to give students the opportunity to develop a healthy lifestyle. A healthy lifestyle consists of physical fitness, nutritional awareness and stress management. Pre- and post-physical fitness tests are required to determine each student's level of fitness.

Lifestyle courses meet the graduation requirements for an Associate of Arts degree, Associate of Science degree and Associate of Applied Science degree.

PE 103 Conditioning & Aerobics I (1 Cr. Hr.)

The same total fitness goals are accomplished in this class as in fitness lab. The aerobic workout is the main emphasis of the class using aerobic dance and music. Warm up and cool down activities include stretches, flexibility exercise and activities for muscular strength and endurance.

PE 105 Fitness Laboratory Consultation I (1 Cr. Hr.)

Fitness Lab - The Universal Super Circuit is used to help the student develop and maintain a well balanced aerobic workout combined with strength training and flexibility exercise. The Super Circuit consists of twelve machines, each working a different muscle group. The workout on the machines is combined with aerobic activity such as the stationary bicycle, step box, and air-dyne machine. Additional equipment are air-dynes, upper body ergometer, cybex isotonic equipment and a treadmill.

PE 109 Cross Training Fitness (1 Cr. Hr.)

A student enrolled in this class will develop a program of combined aerobic exercises: walking, running, cycling, stepping, swimming, and rowing. Appropriate stretches precede the aerobic workout. A strength training and flexibility program will be developed for and by each student. Students will participate in supervised cardiovascular exercise and individual fitness study.

PE 112 Lifestyle Dance (1 Cr. Hr.)

In this class, the student will participate in an exercise program which incorporates different social dances, such as ballroom, line dance, country and modern square dance. Present physical conditions will be tested and the components of fitness will be maintained and developed.

PE 113 Aerobic Swimming (1 Cr. Hr.)

This class is an individualized swim program designed to help students build cardiovascular endurance, flexibility, muscular strength and endurance. (Offered spring semester)

PE 176 Lifestyle Management (1 Cr. Hr.)

This is a lifestyle course for the student who is not on campus or cannot enroll in an on-campus course to fulfill the graduation requirement. The course consists of an individualized exercise program and independent academic study format. Appointments with the instructor and instructor's permission are required.

P.E. Skill Courses

Skill courses meet the graduation credit for the Associate of Arts degree, Associate of Science degree and Associate of Applied Science degree.

PE 201 Trap Shooting (1 Cr. Hr.)

This class will introduce the student to clay target shooting at the college level. This program for men and women offers a safe, recreational and competitive activity for a lifetime.

PE 202 Weapons Safety (1 Cr. Hr.)

Weapons Safety is a basic firearms course. The main purpose and objective of the course is to develop and practice skills and dispositions required to safely handle firearms. Strict enforcement will be maintained throughout the course.

PE 203 Bowling (1 Cr. Hr.)

This course is designed to give the student an understanding of bowling and its benefits as a lifetime activity. The course begins in the classroom for lectures and videotapes and moves to the bowling lanes for techniques and league play. A four-week segment of competitive league play is included capped off by a tournament at the conclusion.

PE 204 Beginning Tennis (1 Cr. Hr.)

The fundamentals of forehand, backhand and the serve are the primary skills students learn. Knowledge of rules and court etiquette along with play experience in singles and doubles is included.

PE 207 Weight Training I (1 Cr. Hr.)

This is an introductory class to weights. Sets will consist of high repetitions and lighter weights to allow the student to learn proper form and improve muscle tone. A total of fifteen different exercises will be performed to target specific muscle groups.

PE 208 Weight Training II (1 Cr. Hr.)

This is an advanced class in weights. Sets will consist of fewer repetitions and heavier weights in an effort to build muscle mass. Fifteen different exercises will be used to target specific muscle groups.

PE 209, 210, 211 Martial Arts I-III (1 Cr. Hr.)

This course is to teach the student the arts of Taekwondo with self-defense, philosophy, warm-ups, focus, and flexibility. The use of basic techniques, forms, one-steps, moves to sparring, and advanced self defense will be used to achieve these goals.

PE 217 Aquasizes I (1 Cr. Hr.)

Aquasizes is a water exercise class practiced in all depths of the swimming pool. Each class will begin with a warm-up session consisting of a series of stretches and slow to third workout component which is the muscle toning segment. A cool down concludes the workout. This class fulfills the one credit physical education skills requirement for graduation. You do not need to know how to swim for this class.

PE 219 Lifeguard Training (2 Cr. Hr.)

Students 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. (Offered spring semester)

PE 221 Basic Scuba Diving (1 Cr. Hr.)

The aim of this course is to provide the student with the knowledge and skills necessary to safely enjoy a new, exciting dimension of life. Diving is adventurous, challenging, and healthy. Diving is enjoyable, relaxing, and done in complete comfort and safety. Diving is fun!

PE 228 Speedball & Basketball (1 Cr. Hr.)

This course is designed to give the student an understanding of speedball and basketball and its benefits as a lifetime activity. The course begins in the classroom for lectures and videotapes then moves to the speedball and basketball courts for techniques and league play. A four-week segment of competitive league play is concluded by a tournament.

PE 233 Camping (1 Cr. Hr.)

Camping is designed to introduce camping and outdoor skills to the student. The class entails hands-on with equipment and teamwork skills. This is not an outdoor survival class, but rather an outdoor/camping class emphasizing basic skills, safe decisions and an environmental appreciation.

Physical Science

PE 254 Beginning Golf (1 Cr. Hr.)

This course is designed to give the student an understanding of golf and its benefits as a lifetime activity. The course begins in the classroom for lectures and videotapes then moves to the driving range for practice. The students will also practice and play a round of golf at the Colby Country Club and the local par-3 course.

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.)
PE264,265,266,267	Varsity Golf I, II, III, IV (1 Cr. Hr.)
PE268,269,270,271	Varsity Baseball I, II, III, IV (1 Cr. Hr.)
PE272,273	Varsity Cross Country I, II (1 Cr. Hr.)
PE276,277,278,279	Varsity Basketball I, II, III, IV (1 Cr. Hr.)
PE280,281,282,283	Varsity Wrestling I, II, III, IV (1 Cr. Hr.)
PE284,285,286,287	Varsity Track I, II, III, IV (1 Cr. Hr.)
PE288,289	Varsity Volleyball I, II (1 Cr. Hr.)
PE290,291,292,293	Cheerleading I, II, III, IV (1 Cr. Hr.)
PE295,296,297,298	Varsity Softball I, II, III, IV (1 Cr. Hr.)

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

PE104	Community First Aid & Safety (1 Cr. Hr.)
PE106	Fitness Laboratory Consultation II (1 Cr. Hr.)
PE114	Step Aerobics (1 Cr. Hr.)
PE151	Conditioning & Aerobics II (1 Cr. Hr.)
PE181	Adapted Aquatics (1 Cr. Hr.)
PE182	Theory & Practices of Coaching II (1 Cr. Hr.)
PE187	Conditioning & Aerobics Instructor (1 Cr. Hr.)
PE188	Conditioning & Aerobics for Older American Instructors (1 Cr. Hr.)
PE194	Camp Leadership (1 Cr. Hr.)
PE205	Intermediate Tennis (1 Cr. Hr.)
PE206	Raquetball (1 Cr. Hr.)
PE212	Beginning Swimming (1 Cr. Hr.)
PE213	Intermediate Swimming (1 Cr. Hr.)
PE214	Advanced Swimming (1 Cr. Hr.)
PE216	Indoor Raquet Games (1 Cr. Hr.)
PE218	Aquasizes II (1 Cr. Hr.)
PE220	Water Safety Instruction (3 Cr. Hr.)
PE225	Softball (1 Cr. Hr.)
PE226	Volleyball (1 Cr. Hr.)
PE227	Archery (1 Cr. Hr.)
PE229	Skiing (1 Cr. Hr.)
PE230	Fencing (1 Cr. Hr.)
PE232	Field Hockey (1 Cr. Hr.)
PE235	Self Defense (1 Cr. Hr.)
PE237	Wrestling (1 Cr. Hr.)
PE249	Conditioning for Older Americans (1 Cr. Hr.)
PE253	Soccer (1 Cr. Hr.)
PE260,261,262,263	Troians I, II, III, IV (1 Cr. Hr.)

CH 176 Fundamentals of General Chemistry (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. This is a study of the basic principles, laws and theories of chemistry, designed for those students needing five or more hours of general chemistry. Inorganic, important metallic and nonmetallic substances are covered. The course is recommended for certain students of agriculture, home economics, nursing, biology and general education. (Offered each semester)

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

Prerequisites: High school chemistry and an algebra background or permission of instructor. Three hours of lecture and three hours of lab per week are included. It is designed for students needing a rigorous chemistry background for taking more advanced courses. This course is recommended for physical science, pre-veterinary, pharmacy, pre-medicine, dentistry and engineering majors. The laboratory is a study of qualitative analysis. (Offered fall semester)

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

Prerequisite: CH177 (University Chemistry I). Three hours of lecture and three hours of laboratory per week are included. This course is a continuation of University Chemistry I. The lab is a study of quantitative analysis. (Offered spring semester)

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

Prerequisite: CH178 (University Chemistry II). Three hours of lecture and three hours of laboratory per week are included. The course is a presentation of the reactions of aliphatic and aromatic compounds. Emphasis is placed on modern spectroscopy, mechanisms of reactions and bonding in organic compounds. This course is designed for students of chemistry, biological science, pre-pharmacy, pre-veterinary, pre-medicine, pre-dentistry and medical technology. (Offered fall semester)

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

Prerequisite: CH225 (Organic Chemistry I). Three hours of lecture and four hours of laboratory per week are included. A continuation of Organic Chemistry I, this course provides an in-depth study of areas touched in CH225 (Organic Chemistry I). Areas related to biochemistry are stressed. This course is for students needing ten hours of organic chemistry: chemistry, pre-pharmacy, pre-medicine and pre-dentistry majors. (Offered spring semester)

CH 298 General Biochemistry (w/Lab) (1-5 Cr. Hr.)

This course covers organic nomenclature, proteins, carbohydrate and lipid chemistry. Also included are the general characteristics and actions of enzymes, vitamins, hormones basic metabolism and nucleic acid chemistry.

PH 101 Our Physical World (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. Fundamental physical principles which govern nature,

including motion, forces, momentum, energy, fluids, gases, heat, electricity, magnetism, waves, sound, light, atomic nuclei, quantum theory, chemical compounds, periodic table, acids, bases, chemical calculations, reaction rates and natural resources are topics in this course. (Offered spring semester)

PH 103 Earth Science (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. Basic principles of geology, meteorology and astronomy, including rocks, erosion processes of streams, groundwater, glaciers, deserts, oceans, earthquakes, mountain building, atmosphere, moisture, pressure systems, fronts, storms, earth motions, solar system, star types, star groups and galaxies are topics in this course. It is not intended for science majors. (Offered fall semester)

PH 161 Meteorology & Weather Forecasting (2 Cr. Hr.)

This course will promote a basic understanding of important meteorological concepts and the science of meteorology and will present advanced concepts using a qualitative, non-mathematical approach. The course will take the student from basic measurements of pressure, temperature and moisture and expand to concepts of airmass, fronts and pressure systems. Basic weather instruments will be covered early, with later classes covering weather radar and satellites. The course is designed to give the student a look at many different facets of meteorology, from observation and forecasting, to severe storms, climatology and career opportunities.

PH 176 Physical Science (w/Lab) (5 Cr. Hr.)

The major goal of this course will be to help the student gain an understanding of the concept of energy in the world around him or her. The concepts developed will include where the concept of energy and its conservation can be developed in the physical world, various forms of energy, examples of how energy is transferred from one form to another, and how energy can be transferred from one form to another.

PH 177 Introduction to Geology (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. Structure of the earth's surface, including minerals and rock types, surface changes by weathering, streams, groundwater, glaciers, wind, shorelines, oceans, time, plate tectonics, earthquakes, volcanoes, crustal deformation and mountain building are included topics. (Offered spring semester)

PH 178 Introduction to Astronomy (3 Cr. Hr.)

Two hours of lecture and one and one-half hours of laboratory per week are included. Fundamental physical principles which govern large objects, constellations, moon, planets, smaller solar system objects, telescopes, spectrum analysis, sun, stars, star groups, nebulae and galaxies are included topics.

PH 180 Descriptive Astronomy (w/Lab) (4 Cr. Hr.)

Three hours of lecture and one and one-half hours of laboratory per week are included. Fundamental physical principles which govern large objects constellations, moon, planets, smaller solar system objects, telescopes, spectrum analysis, sun, stars, star groups, nebulae and galaxies are included topics. (Offered fall semester)

PH 207 College Physics I (w/Lab) (5 Cr. Hr.)

Three hours of lecture and three hours of laboratory per week are included. Fundamental principles of physics, including vectors, motion, forces,

gravitation, energy, momentum, rotational motion, equilibrium, periodic motion, elasticity, fluids, thermal expansion, heat transfer, gases, thermodynamics, waves and sound are included topics. The course is intended for students with a good background in algebra. (Offered fall semester)

PH 208 University Physics I (w/Lab) (5 Cr. Hr.)

Prerequisite: MA220 (Analytical Geometry & Calculus I) or concurrent enrollment. Three hours of lecture and three hours of laboratory per week are included. Using calculus as a tool, students learn fundamental principles of physics, including vectors, motion, forces, gravitation, energy, momentum, rotation motion, equilibrium, periodic motion, elasticity, fluids, thermal expansion, heat transfer, gases, thermodynamics, waves and sound. (Offered fall semester)

PH 227 College Physics II (w/Lab) (5 Cr. Hr.)

Prerequisite: PH207 (College Physics I). Three hours of lecture and three hours of laboratory per week are included. Fundamental principles of physics, including electrostatics, electric currents, circuits, magnetism, light, optics, wave properties, special relativity, photons, quantum mechanics, atomic structure and nuclear reactions are included topics. (Offered spring semester)

PH 228 University Physics II (w/Lab) (5 Cr. Hr.)

Prerequisite: PH208 (University Physics I). Three hours of lecture and three hours of laboratory per week are included. Using calculus as a tool, students learn fundamental principles of physics, including electrostatics, electric currents, circuits, magnetism, light, optics, wave properties, special relativity, photons, quantum mechanics, atomic structure and nuclear reactions. (Offered spring semester)

PH 249 Statics (3 Cr. Hr.)

Prerequisite: MA220 (Analytical Geometry & Calculus I). This course covers vector algebra, composition and resolution of forces, moments of forces and couples, equilibrium of rigid bodies, structural analysis, centers of gravity, internal forces, and friction.

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

- PH106 Historical Geology (5 Cr. Hr.)
- PH115 Introduction to Organic Chemistry (3 Cr. Hr.)
- PH116 Introduction to Organic Chemistry Lab (2 Cr. Hr.)
- PH240 Chemical Analysis (5 Cr. Hr.)

Physical Therapy

PT 103 Current Issues in Physical Therapy (1 Cr. Hr.)

This lecture/seminar class allows students to investigate and discuss current issues and trends in the physical therapy profession. Areas of focus include equipment, legislative issues, types of practice and trends in treatment approaches and techniques. This course is equivalent to Student Success Seminar for P.T.A. freshmen. Either class fulfills the requirement for graduation.

PT 205 Introduction to Physical Therapy (1 Cr. Hr.)

Two hours of lecture per week for the first eight weeks. This course provides a brief history and definition of physical therapy as a profession. Students are oriented to the role of the Physical Therapist Assistant and his or her interworkings with other health professionals. Students are introduced to ethics, standards and the national organization. Practical and observational skills are introduced and practiced. This course is optional.

The following courses require admission into the P.T.A. program. Courses must be taken in the prescribed order, and students must pass with a grade of "C" or better to graduate from the program. (A 'C' is 75% - 82%)

PT 210 Physical Therapy Procedures I (w/Lab) (6 Cr. Hr.)

Prerequisite: Admission to P.T.A. program. Three hours of lecture and six hours of lab are included per week. The principles and practices of physical therapy are examined, and an understanding of the following procedures is expected: range of motion, positioning, body mechanics, bed mobility, transfers, wheelchair management, activities of daily living, bandaging, asepsis, isolation techniques, gait training, architectural barriers and tilt table.

PT 215 Clinical Affiliations I (3 Cr. Hr.)

Prerequisite: Admission to P.T.A. Program. Clinical portion requires passing these courses with a "C" or better: PT210 (Physical Therapy Procedures I), PT220 (Physical Therapy Procedures II) and PT239 (Functional Musculoskeletal Anatomy). Sixteen classroom hours and 120 clinical hours are included. This course introduces the students to skills necessary to succeed in the clinical setting, i.e. disablement model, professional behavior, self-management, self-evaluation, documentation, legal and ethical issues, safety and quality assurance.

PT 220 Physical Therapy Procedures II (w/Lab) (6 Cr. Hr.)

Prerequisite: Admission to P.T.A. program. Three hours of lecture and six hours of lab per week are included. The principles and practices of physical therapy are examined, and an understanding of the following procedures is expected: therapeutic heat and cold, electrical stimulations, massage, biofeedback and traction.

PT 222 Medical Lectures (5 Cr. Hr.)

Prerequisites: PT210 (Physical Therapy Procedures I), PT215 (Clinical Affiliations I), PT220 (Physical Therapy Procedures II) and PT239 (Functional Musculoskeletal Anatomy). Five to six classroom hours per week. This course is an introduction to the pathology of orthopedic, medical, neurological and surgical problems as they relate to a physical therapy plan of care written by a physical therapist.

PT 225 Clinical Affiliations II (3 Cr. Hr.)

Prerequisite: PT215 (Clinical Affiliations I). Sixteen classroom hours and 160 clinical hours are included. This is a continuation of PT215 and includes practical application of physical therapy procedures, professional behavior and communication principles appropriate in the physical therapy practice setting. Lecture topics include professional goal-setting, the responsibilities of a

new staff member, improving SOAP note writing skills, patient rights and responsibilities, resume and interview skills and continuous quality improvement.

PT 226 Clinical Affiliations III Lecture (1 Cr. Hr.)

Prerequisite: PT225 (Clinical Affiliations II). Two classroom hours per week for eight weeks. This course provides further application of physical therapy principles and practice, with emphasis on applied theoretical knowledge of job and career and a professional presentation.

PT 227 Clinical Affiliations III Practicum (8 Cr. Hr.)

Prerequisite: Completion of all P.T.A. coursework. Forty clinical hours per week for 10 weeks. This course takes the student into the final ten weeks in the clinical setting. The student spends five weeks in two different clinical settings under the supervision of a qualified clinical instructor. The student continues to develop the proficiencies of an entry level physical therapist assistant.

PT 230 Physical Therapy Procedures III (w/Lab) (6 Cr. Hr.)

Prerequisite: PT215 (Clinical Affiliations I). Three classroom hours and six laboratory hours per week are included. The principles and practices of therapeutic exercise are examined, and an understanding of the following procedures is expected: developmental sequence, PNF, Bobath, Rood, Brunnstrom, cardiopulmonary rehabilitation and therapeutic exercise as it pertains to neurological and medical conditions. Specific pathologies are discussed.

PT 231 Physical Therapy Procedures IV (w/Lab) (6 Cr. Hr.)

Prerequisite: PT215 (Clinical Affiliations I). Three classroom hours and six laboratory hours per week are included. The principles and practices of physical therapy are examined, and an understanding of the following procedures is expected: therapeutic exercise as it pertains to orthopedics and surgical conditions, goniometry, MMT, joint mobilization and stretching postural examination.

PT 239 Functional Musculoskeletal Anatomy for Physical Therapy (w/Lab) (4 Cr. Hr.)

Prerequisite: Admission to P.T.A. program. Four hours of lecture and one and one half hours of lab per week are included. This course teaches the student normal muscle and joint function as related to physiological and mechanical principles. It also introduces the student to the functional aspects of the musculoskeletal system. Practical application and an introduction to abnormal function are included.

PT 242 Physical Therapy Seminar (1 Cr. Hr.)

Prerequisite: Completion of Clinical Affiliations III Practicum. The student returns to campus for two days. The student is expected to complete licensure paperwork, complete a comprehensive exam in preparation for the national boards, assimilate clinical experiences with ethics presentation to further validate clinical ability and practice, do program critique and receive diploma.

Political Science

PO 105 State & Local Government (3 Cr. Hr.)

This class is a competency based overview of the institutions of state and local government in the United States federal system, and the ever-changing environs in which they exist. Students will develop background information needed to gain a thorough understanding of how state and local governments operate, the structure of powers of the local governmental bodies, the problems and opportunities related to inter-governmental relations, current trends in the consolidation and proliferation of state and local bodies, how they compare, and how they affect citizenry. A special focus of the course is the individual student's development as a member of a community of learners.

PO 120 Current Political Issues (3 Cr. Hr.)

This class explores the political process and its effects on human lives. Politics has been defined as "who gets what, when and how." The political process affecting human lives is an ongoing struggle over available resources needed to survive in society. Awareness of this ongoing struggle revolves around current political issues.

PO 176 American Government (3 Cr. Hr.)

This course is a study of principles, development and functioning of all branches of the federal government.

Psychology

PS 111 Cults (1-2 Cr. Hr.)**

This course is designed to acquaint the student with both evil and benign cults found in Kansas today. The instructor involves the student in strategies to look for psychological personalities that might lead to involvement of children and alternatives to that involvement.

PS 112 Anger/Stress (1-2 Cr. Hr.)**

This course is designed to acquaint the student with the various theories that are involved with anger and stress. The students become actively involved with strategies to resolve situations they might be involved in.

PS 162 Topics in Applied Psychology (1-3 Cr. Hr.)**

This course is designed to increase the student's awareness of people and their relationships, people and their environments and people making adjustments. This course builds on psychological knowledge gained from previous college behavioral science classes. Topics include self-esteem, depression, sports psychology and others.

PS 176 General Psychology (3 Cr. Hr.)

This course is an introductory study of behavior. It is a survey of methods, data and principles of psychology combined with the practical use of psychology for everyday living.

PS 206 Social Psychology (3 Cr. Hr.)

Prerequisite: PS176 (General Psychology). This course surveys empirical studies and theoretical models of social perception, attitudes and social behavior, personal media influence, social mores, and social systems. Topics included are the creation of attitudes, persuasion, obedience to authority, group decision making, theories of aggression and altruism, social cognition, perception and interpersonal attraction.

PS 214 Abnormal Psychology (3 Cr. Hr.)

Prerequisite: PS 176 (General Psychology). This course is designed to survey psychological disorders and includes a descriptive classification and assessment as found in the DSM-IV-TR.

PS 225 Death & Dying (1 Cr. Hr.)**

This course is designed to help people cope with the finality of death. The course includes the American attitude toward death and dying and the psychological and sociological stages that the dying person and his family go through in death.

PS 230 Adolescent Psychology (3 Cr. Hr.)

This course is a study of adolescents as human beings functioning in a complex society. The course includes a practical look at adolescent problems, needs and potentialities. Specific attention is directed toward adolescents and their relationships, development, growth and interest of the age groups. (Offered spring semester)

PS 235 Child Abuse (1 Cr. Hr.)

This course is an overview on child abuse, neglect, and interventions targeted to this social problem. We will review basic definitions of, theories about the causes of, indicators of, and assessments and interventions for child abuse and neglect. We will also spend some time on mandatory reporting laws. This course will also provide a multidisciplinary perspective to child abuse and neglect, to include victim and offender interview and interrogation techniques.

PS 265 Criminal Profiling (3 Cr. Hr.)

This course is an advanced course in learning the techniques of socio-psychological (behavioral) and geographic profiling to establish leads and detect patterns in unsolved cases and/or classify and predict the behavior patterns of repeat offenders, particularly serial murderers, arsonists, rapists, and child molesters. Topics include case management, database development, typology validation, motive, and pattern analysis, personality assessment, forensic demography, principles of geocoding, statistical prediction, and the ethics of provocation, interview, and interrogation strategies. Four case studies are analyzed in detail. There are a few pictures (of a graphic nature).

PS269 Terrorism (3 Cr. Hr.)

This course studies terrorism. The very word terrorism holds us at attention. When terror is used as a social tool for social change, it invites among us a kind of social alarm, a disturbance of the basic sense of social order with calamity that shakes us at the very core of our civilized society. This class will holistically study the presentation of terrorism as a worldwide phenomenon. It will take a broad look at all major forms of terrorism and highlight patterns of similarity and contrast the differences found when

terror is used to accomplish political aims. Additionally, the class will discuss various social behaviors and learn how society can easily find itself giving birth to the circumstances that allow terrorism to emerge. Moreover, the course discussions will open a window to the future of terrorism and the attempts to control it.

PS 276 Developmental Psychology (3 Cr. Hr.)

This course is a survey of the development of the individual from birth through old age. Emphasis is given to behavioral, social, emotional, intellectual and linguistic development.

PS 280 Child Development (3 Cr. Hr.)

Prerequisite: PS176 (General Psychology). This course is a survey of the development of the individual from birth through adolescence. Emphasis is given to behavioral, social, emotional, intellectual and linguistic development.

** A maximum of three credit hours from workshops will count toward the 62 hours required for graduation.

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

- PS114 Suicide Prevention (1 Cr. Hr.)
- PS115 Psychological Testing (1 Cr. Hr.)
- PS116 Psychological Lecture Series (1 Cr. Hr.)
- PS118 Techniques of Psychotherapy (1 Cr. Hr.)
- PS140 Gerontology (3 Cr. Hr.)
- PS145 Psychology Seminar (3 Cr. Hr.)
- PS199 Directed Studies in Psychology (2 Cr. Hr.)
- PS210 Human Sexuality (3 Cr. Hr.)
- PS290 Principles of Learning (3 Cr. Hr.)
- PS299 Independent Study-Psychology (5 Cr. Hr.)

Sociology

SO 100 Student Success Seminar (1 Cr. Hr.)

The student orientation program is designed to facilitate transition into college life. All first-time, full-time students, including students who have college credit earned while they were in high school and students who have not earned more than 12 hours of previous college credit, are involved in this orientation process. Through this program, students become more familiar with peers, college faculty, career objectives and advisors.

SO 123 Criminology (3 Cr. Hr.)

This course is a sociologist's inquiry into the accounts and probabilities of criminal behavior, entailing sequential analysis of major problems through simulated role involvement.

SO 132 Social Service Designee (1-2 Cr. Hr.)

This class is usually taken in conjunction with SO133. The two courses emphasize the aging process as it affects the management of social services and activities programs as well as basic human needs, general concepts of human behavior, physical aspects of aging, attitudes of aging and philosophy of long term care.

Specific emphasis is given in this course to social work practice, approaches to counseling and the function and use of consultants.

SO133 Activity Director (1-3 Cr. Hr.)

This class is usually taken in conjunction with SO132. Specific emphasis in this course is given to the philosophy, concepts and techniques of therapeutic activities for personnel who deal with the elderly in long term care facilities and techniques for motivating resident participation in adapting activities to abilities within an environment, therapy stimulations and community involvement.

SO 135 Women's Studies: A Transnational View (3 Cr. Hr.)

This course studies women's lives and examines how social, cultural, and political constructions of gender, race, class, sexuality, ability, and nation intersect to shape those lives. This particular course is designed to expose students to the breadth of issues and perspectives, as well as the methods and concepts that are encompassed by women's studies as an interdisciplinary academic discipline. This course is designed to achieve a disciplinary balance with an emphasis on transnational issues relating to women's studies.

SO 140 Gerontology & Services to the Elderly (1-3 Cr. Hr.)**

This course is designed to acquaint the student with the field of gerontology. Available on demand. (Repeatable up to a maximum of three credit hours.)

SO 176 Introduction to Sociology (3 Cr. Hr.)

This course is a study of human beings, their relationship to their environment and the nature of social groups, such as the family, race, class, religion and civilization.

SO 177 Juvenile Delinquency (3 Cr. Hr.) EduKan

Students will learn about such topics as teen suicide, gangs, school violence, bullies, child abuse, and how we deal with these problems in American society. The course will also deal with the Psychological, Sociological, and Biological causes of Juvenile Delinquency. The course will also cover the Juvenile Court, Juvenile police, social service agencies, and juvenile detention facilities.

SO 180 Human Potentials (3 Cr. Hr.)

This course includes small group discussion that focuses on clarifying personal value, identifying strengths, making decisions, setting short- and long-range goals, developing greater responsibility and building better relationships.

SO 182 Sociology of Families (3 Cr. Hr.)

This course explores the concepts, issues, and theories that point to change and continuity in the field of family. Cultural diversity and gender-inclusive issues will point students toward realistic family experiences. A sociological emphasis will investigate how family adjustment and managing family conflict within the context of the attributes of healthy families will define the psychological nature of people in relation to cultural differences.

SO 186 Social Problems (3 Cr. Hr.)

This course focuses on major social theories, political, economic, and cultural dimensions of social problems using sociological

methods. Areas include social inequality, social change, social conflict, the role of globalization in producing social problems and those problems primarily located in private life and institutions.

SO 210 Sociology of Discrimination (3 Cr. Hr.)

This course enables a comprehensive, practical understanding of the legal, ethical, and behavioral issues involved in interracial and cross-cultural contacts between societal officials and a diverse citizenry. Sociological frameworks are used throughout the course to allow for the examination of diversity with respect to age, gender, sexual orientation, poverty, religion, age, disability, and language minorities.

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

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

- SO126 Introduction to Archaeology of the High Plains (3 Cr. Hr.)
- SO160 Biofeedback in Stress Control (1 Cr. Hr.)
- SO161 Origins: Evolution or Creation (2 Cr. Hr.)
- SO162 Introduction to Kansas Paleontology (3 Cr. Hr.)
- SO219 Advanced Human Potentials (2-3 Cr. Hr.)

- SO241 Program Planning for Developmentally Disabled (1-3 Cr. Hr.)
- SO299 Independent Study - Social Science (1-5 Cr. Hr.)

Speech

SP 101 Fundamentals of Oral Communication (3 Cr. Hr.)

This course is designed to focus on specific workplace skills for students in the areas of speech and interpersonal communication. This course involves the preparation and performance of oral communications by individuals and small groups. The content of the course should enable the students to explore and evaluate their own speech skills and work relationships and learn specific skills designed to help them improve. (Offered every semester)

SP 106 Interpersonal Communications (3 Cr. Hr.)

This course focuses on communication between two or several persons. Specific work on self-concept, listening behavior, verbal and non-verbal communication and improving relationships are covered by lecture, text and structured exercises in class.

SP 130 Speech for Special Occasions (1-3 Cr. Hr.)

This course is designed to help students research and prepare speeches for specific occasions within their chosen fields of study and to set up actual speaking engagements in which to test their skills. This course may be used by specific departments to handle the special communication problems in their areas (e.g.

livestock, agriculture, radio, television, nursing), or it might be used for non-specific fields, such as after-dinner speaking and emceeding with individual students focusing on their areas of expertise.

SP 176 Public Speaking (3 Cr. Hr.)

Speech is an introductory oral communications course emphasizing skills in speaking, listening, audience analysis, and speech writing/delivery. The course is designed to increase awareness of the importance of oral communication in today's society and to develop competent speakers. (Offered every semester)

Therapeutic Massage

MT 100 History of Massage (2 Cr. Hr.)

This course will start with what is known from early civilizations and then look at each layer of knowledge that becomes superimposed on earlier understandings with particular attention to various cultural viewpoints that have enhanced the field practices as well as the major modern contributors in the late 19th through the 20th century.

MT 178 Anatomy & Physiology for Massage Therapy 1 (2 Cr. Hr.)

This course is an introduction to the human body, the skeletal system, the muscular system, the integumentary system, and the nervous system.

MT 130 Basic Massage Techniques (Lecture) (2 Cr. Hr.)

The application of massage therapy principles and practice with emphasis on self-care, massage effects and application of basic western techniques will be covered.

MT 140 Ethics & Business Practices for Massage Therapy (2 Cr. Hr.)

This course will teach the basics needed for being one's own employer, proper documentation needed for meeting all state, insurance and health field requirements, and professional ethics vs. situational ethics (case scenarios will be presented and addressed by students).

MT 150 Massage Lab I (4 Cr. Hr.)

An active learning environment with teamed pairs utilizing massage tables. Students will develop skills in the practical implementation of learned massage strokes and their application to the actual physical body. Emphasis will be given to physical danger zones, the development of cohesive massage routines and the imperative of proper table dressing as well as patient draping.

MT 160 Massage Clinic I (1.5 Cr. Hr.)

Students will interview, chart and administer massage therapy techniques according to their level of learning to members of the community-at-large under direct supervision. Fees will be set for community participants which in turn will be funneled back into program funding.

Veterinary Technology

Only students admitted to this program may enroll in these classes.

VT 115 Introduction to Veterinary Technology (1 Cr. Hr.)

This student orientation program for Veterinary Technology students is designed to facilitate transition into college life. Students will become more familiar with peers, college faculty, career objectives and advisors. (Offered fall semester)

VT 120 Animal Facility Management I (1 Cr. Hr.)

Practical techniques in hospital team interactions and daily animal care, including nutrition, applied in the animal laboratory facilities. (Offered spring semester)

VT 125 Coop Education Preparation (.5 Cr. Hr.)

This course focuses on job hunting skills, preparation of a resume and cover letter, the job interview, and employer-employee relationships during the summer work experience. (Offered spring semester)

VT 130 Veterinary Clinical Procedures (3 Cr. Hr.)

Co-requisite: VT131 (Veterinary Clinic Procedures Laboratory). This survey course includes basic responsibilities and duties of veterinary technicians in preparations for summer work experience with emphasis on operating room techniques, general nursing techniques, principles of radiology, emergency medicine, large animal nursing and restraint, and a discussion of laws and ethics relating to veterinary medicine. (Offered spring semester)

VT 131 Veterinary Clinical Procedures Laboratory (2 Cr. Hr.)

This laboratory course provides hands-on experience with essential tasks for the Veterinary Technician in preparation for the summer work experience. Practiced skills include restraint of domestic animals, administration of medications, non-sterile surgical assistance, pack preparation, incision site preparation, and emergency procedures. (Offered spring semester)

VT 140 Anatomy & Physiology of Domestic Animals (3 Cr. Hr.)

Prerequisites: BI177 (Principles of Biology) or BI285 (Zoology). Three hours of lecture plus dissection laboratory are included. Basic principles of systemic anatomy with an introduction of animal nursing, physiology, pharmacology, pathology and parasitology concepts within the framework of body systems are covered in this course. (Offered spring semester)

VT 141 Anatomy & Physiology of Domestic Animals Laboratory (1 Cr. Hr.)

Prerequisite or Co-requisite: VT140 (Anatomy & Physiology of Domestic Animals) or equivalent. Dissection laboratory involving the dog as well as the skeletal system of domestic species. (Offered spring semester)

MT 278 Anatomy & Physiology for Massage Therapy 2 (2 Cr. Hr.)

This course will cover the major organic systems of the body with an emphasis on the requirements for maintaining homeostasis.

MT 220 Pathology Basics for Massage Therapy (2 Cr. Hr.)

This course will cover cardio-vascular disease, liver disease, kidney disease, skin diseases, diabetes, cancer, and others.

MT 230 Advanced Massage Techniques (2 Cr. Hr.)

Topics covered will be hydrotherapy, pediatric massage, aromatherapy, acupressure, animal massage, Reiki, Shiatzu, and others.

MT 240 Kinesiology for Massage Therapy (2 Cr. Hr.)

This course will cover the muscular-skeletal systems and their interworkings to provide the body with both support and movement. The student will learn ROM and therapeutic applications for problem corrections.

MT 250 Massage Lab II (4 Cr. Hr.)

An active learning environment with teamed pairs utilizing massage tables. Students will develop skills in the practical implementation of learned massage techniques and their application to the actual physical body. Emphasis will be given to the continued development of cohesive massage routines utilizing advanced skills for specific problem correction with careful examination of contraindications.

MT 260 Massage Clinic II (1.5 Cr. Hr.)

Students will interview, chart and administer massage therapy techniques according to their level of learning to members of the community-at-large under direct supervision. Fees will be set for community participants which in turn will be funneled back into program funding.

MT 299 Massage Therapy Externship (3 Cr. Hr.)

The student will work in a non-paid capacity in a professional setting under supervision.

Veterinary Science

VM 108 Obedience Training (1 Cr. Hr.)

This course is designed to instruct students in the techniques and philosophy required to train dogs in basic obedience and to acquaint students with the requirements of responsible pet ownership.

VM 222 Farm Sanitation & Disease Control (3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science). Various aspects of farm sanitation with emphasis on herd health programs are explored in this course. This course includes a section on understanding the normal animal with discussion of preventative medicine methods. (Offered fall semester)

VT 145 Introduction to Clinical Laboratory Techniques (1 Cr. Hr.)

This course provides introduction to pathological laboratory techniques. Basic technical procedures are learned for performance in summer jobs. (Offered spring semester)

VT 146 Introduction to Clinical Laboratory Techniques Laboratory (2 Cr. Hr.)

Practical application of various clinical laboratory techniques in preparation for the summer work experience. (Offered spring semester)

VT 150 Pharmacology for Veterinary Technicians (2 Cr. Hr.)

Discussion of drug groups, mechanisms of action, and side effects. This course includes federal regulations for ordering, prescribing and dispensing pharmaceuticals and appropriate methods of drug administration and dispensing the veterinary clinic. (Offered spring semester)

VT 167 Cooperative Education Experience I (3 Cr. Hr.)

Prerequisite: VT125 (Coop Education Preparation). A cooperative work experience, which this course offers, is required of all veterinary technology students between the second and third semesters of the program (summer). It involves securing a job, work experience under the supervision of a veterinarian in practice or in a zoo or animal colony and follow-up seminars and conferences in the third semester. (Offered summer semester)

VT 267 Cooperative Education Experience II (3 Cr. Hr.)

Prerequisite: VT125 (Coop Education Preparation). A cooperative work experience, which this course offers, is required of all veterinary technology students between the second and third semesters of the program (summer). It involves securing a job, work experience under the supervision of a veterinarian in practice or in a zoo or animal colony and follow-up seminars and conferences in the third semester. (Offered summer semester)

VT 219 Preceptorship Seminar (.5 Cr. Hr.)

Prerequisite: VT 267 (Coop Education Experience). This course, taught in the semester after Cooperative Education Experience, is designed to share preceptorship experiences. (Offered fall semester)

VT 230 Large Animal Health Management (3 Cr. Hr.)

Prerequisite: AG149 (Principles of Animal Science) and VT145 (Introduction to Clinical Laboratory Techniques). Various aspects of farm sanitation with emphasis on herd health programs are explored in this course. This course includes a section on understanding the normal animal with discussion of preventative medicine methods. (Offered fall semester)

VT 236 Principles of Anesthesiology & Radiology (3 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures and Lab) Co-requisite: VT237 (Principles of Anesthesiology and Radiology Laboratory). This course is a study of x-ray positioning, dark room techniques, exposure factors and principles of anesthesia, including various types of anesthetics, anesthesia machine operation, monitoring and maintenance techniques. (Offered fall semester)

VT 237 Principles of Anesthesiology & Radiology Laboratory (2 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures and Lab) This laboratory course teaches essential skills necessary for the Veterinary Technician in the areas of anesthesiology and radiology. (Offered fall semester)

VT 240 Clinical Laboratory Procedures I (1 Cr. Hr.)

Prerequisite: VT145 and VT146 (Introduction to Clinical Laboratory Techniques and Lab) Co-requisite: VT241 (Clinical Laboratory Procedures I Laboratory). Theory, principles, practice and study of performing laboratory tests of blood using both established methods and the newest procedures are included in this course. (Offered fall semester)

VT 241 Clinical Laboratory Procedures I Lab (2 Cr. Hr.)

Prerequisite: VT145 and VT146 (Introduction to Clinical Laboratory Techniques and Lab) This laboratory course teaches essential skills necessary for the Veterinary Technician in the areas of hematology and cytology. (Offered fall semester)

VT 245 Laboratory Animal and Exotic Animal Medicine (3 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures and Lab) Co-requisite: VT246 (Laboratory Animal and Exotic Animal Medicine Laboratory). This course involves a study of laboratory animal medicine, regulatory medicine, and avian medicine. (Offered fall semester)

VT 246 Laboratory Animal and Exotic Animal Medicine Laboratory (1 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures and Lab) This hands-on laboratory teaches skills necessary for the Veterinary Technician to work with laboratory animals, pocket pets, and pet birds. (Offered fall semester)

VT 250 Animal Facility Management II (1 Cr. Hr.)

Prerequisite: VT120 (Animal Facility Management I) Practical techniques of daily animal care, including nutrition, practiced in the animal laboratory facilities, are studied and learned in this course. (Offered fall semester)

VT 255 Small Animal Nutrition (2 Cr. Hr.)

Prerequisite: VT140 (Anatomy & Physiology of Domestic Animals) This course covers aspects of basic nutrition, pet food evaluation, client education and life stage nutrition for the well dog and cat, as well as nutritional aspects of disease and therapeutic intervention. (Offered fall semester)

VT 260 Large Animal Technology (1 Cr. Hr.)

Prerequisite: VT130 and VT131 (Veterinary Clinical Procedures & Lab) Students assist in treatment and surgery of large animals. (Offered fall semester)

VT 265 Animal Facility Management III (1 Cr. Hr.)

Prerequisite: VT250 (Animal Facility Management II) Practical techniques of daily animal care, including nursing care of the abnormal animal, are practiced and learned in the animal laboratory facilities. Training and supervision of new animal caretaker personnel are also practiced. (Offered spring semester)

VT 270 Small Animal Clinical Medicine (1 Cr. Hr.)

Co-requisite: VT276 (Vet Surgical Nursing & Clinical Skills Lab) Practical techniques of small animal clinical medicine are discussed, including dentistry, small animal disease, and vaccination protocols for dogs and cats. (Offered spring semester)

VT 275 Veterinary Surgical Nursing & Clinical Skills (3 Cr. Hr.)

Prerequisite: VT236 and VT237 (Principles of Anesthesiology & Radiology & Lab) Co-requisite: VT276 (Veterinary Surgical Nursing & Clinical Skills Laboratory). Animal nursing procedures with practice and study of general nursing care, surgical nursing, anesthesia monitoring, equipment and instrument care and animal care in the ward or animal colony are covered in this course. (Offered spring semester)

VT 276 Veterinary Surgical Nursing & Clinical Skills Laboratory (2 Cr. Hr.)

Prerequisite: VT236 and VT237 (Principles of Anesthesiology & Radiology & Lab) This hands-on laboratory allows the student to practice skills necessary for surgical assisting, both as a sterile and non-sterile assistant. Patient management, surgical team roles, and post-operative management is emphasized. (Offered spring semester)

VT 280 Clinical Laboratory Procedures II (2 Cr. Hr.)

Prerequisite: VT240 and VT241 (Clinical Laboratory Procedures I and Lab) Co-requisite: VT281 (Clinical Laboratory Procedures II Laboratory). This course involves continual practice in hematological tests, plus a study of urological tests, fecal analysis, microbiological culturing and other body fluid examinations. (Offered spring semester)

VT 281 Clinical Laboratory Procedures II Laboratory (2 Cr. Hr.)

Prerequisite: VT240 and VT241 (Clinical Laboratory Procedures I and Lab) This laboratory course teaches essential skills necessary for the Veterinary Technician in the areas of urinalysis, fecal analysis, microbiological culturing and body fluid examination. (Offered spring semester)

VT 285 Microbiology for Veterinary Technicians (2 Cr. Hr.)

Prerequisite: VT240 and VT241 (Clinical Laboratory Procedures I and Lab) Co-requisite: VT286 (Microbiology for Veterinary Technicians Laboratory). This is a survey of the major characteristics and life functions of the bacteria, fungi, viruses and rickettsia with emphasis upon the disease-producing effects of microorganisms. Major emphasis in lecture and laboratory is placed upon solving pathogenic real life bacterial problems encountered in the veterinary clinic. Laboratory work involves microscope techniques, identification of microorganisms and methods involved in handling, culturing and controlling microorganisms. (Offered spring semester)

VT 286 Microbiology for Veterinary Technicians Laboratory (1 Cr. Hr.)

Prerequisite: VT240 and VT241 (Clinical Laboratory Procedures I and Lab) This laboratory course studies staining techniques and culture techniques necessary for the identification of microbiological agents. (Offered spring semester)

Personnel

Board Of Trustees

Bill Biel Cleona Flipse Arlen Leiker
Cindy Black Kenton Krehbiel Mark Winger

Administration

Dr. Lynn Kreider President
A.S., Community College of the Air Force,
Maxwell Air Force Base, AL
B.S., Southern Illinois University, Carbondale, IL
Ed.D., Wilmington College, Wilmington, DE

Dr. Paula Davis Vice President of Academic Affairs
B.S., University of Arkansas, Fayetteville, AR
M.S., University of Arkansas, Fayetteville, AR
SPED, University of Arkansas, Fayetteville, AR
Ed.D., University of Arkansas, Fayetteville, AR

Alan Waites Vice President of Business Affairs
B.S., Freed-Hardeman University, Henderson, TN
Certified Public Accountant

Glenn "Skip" Sharp Vice President of Student Affairs
B.S., Emporia State University, Emporia, KS
M.S., Emporia State University, Emporia, KS

Administrative Support Staff

Megan Augustine Assistant Registrar
A.A., Colby Community College, Colby, KS
B.S., Fort Hays State University, Hays, KS

Crystal Berndt Women's XC/Track Coach

John Cersovsky Campus Security Officer
Kansas Law Enforcement Training School,
Hutchinson, KS

Christine Ellison Director of Outreach and
Continuing Education
B.S., Northern Illinois University, DeKalb, IL
M.B.A., Rockford College, Rockford, IL

Jessica Falk Referral Coordinator
A.S., Colby Community College, Colby, KS

Dejeanette Flournoy Women's Basketball Coach
A.A., Casper College, Casper, WY
B.A., University of Illinois, Chicago, IL

Diane Frazier Director of Counseling
B.S., Southern Illinois University-Carbondale,
Carbondale, IL
M.A., Webster University, St. Louis, MO

Paula Halvorson Financial Aid Director
A.A., Colby Community College, Colby, KS
B.G.S., Fort Hays State University, Hays, KS

Mary Herbel Health Continuing Education
B.S.N., University of Kansas, Kansas City, KS

Douglas Johnson Admissions
A.A., Colby Community College, Colby, KS
B.A., Fort Hays State University, Hays, KS
M.L.S., Fort Hays State University, Hays, KS

Barry Kaaz Dean of External Affairs &
Facilities Management
B.S., Kansas State University, Manhattan, KS
M.L.S., Fort Hays State University, Hays, KS

Monica Kane Student Support Services Director
A.A., Barton County Community College, Great Bend, KS
A.S., Colby Community College, Colby, KS
B.S., Northwestern Oklahoma State University, Alva, OK
B.S., Kansas State University, Manhattan, KS
M.S., Fort Hays State University, Hays, KS

Brenda Kinderknecht CLC Paraprofessional
A.A., Colby Community College, Colby, KS

Tonya Koehn Infant/Toddler Consultant
A.A., Colby Community College, Colby, KS
B.A., Fort Hays State University, Hays, KS

Betty Kruse Registrar
A.A., St. John's College, Winfield, KS
B.S., Concordia Teachers College, Seward, NE
M.S., Kansas State University, Manhattan, KS

Miles Ladenburger Golf Coach
A.A., Colby Community College, Colby, KS

Carolyn May Library Director/Education
B.S., Kansas State University, Manhattan, KS
M.S., Kansas State University, Manhattan, KS

Douglass McDowall Network Administrator

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

Nikol Nolan Admissions Counselor
 B.S., Kansas State University, Manhattan, KS

Jess Randel Information Technology Director
 B.A., Southwestern College, Winfield, KS

Shannon Ritter Student Health Director
 A.A.S., Colby Community College, Colby, KS

Debbie Schwanke Director of Public Information

Lisa Stithem Student Support Services Counselor
 B.A., Fort Hays State University, Hays, KS
 M.L.S., Fort Hays State University, Hays, KS

Ryan Sturdy Softball Coach
 A.S., Colby Community College, Colby, KS

Cole Weise PC Technician

September Williams Institutional Research
 B.S., Kansas State University, Manhattan, KS

Laura Withington Northwest Kansas RSVP Director

Lindsey Zellitti Admissions Counselor
 B.S., University of Wyoming, Laramie, WY

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

Ryan Carter PE/Baseball
 B.A., University of Redlands, Redlands, CA

Lowell Coon Biological Science
 B.S., Kansas State University, Manhattan, KS

Jeanne Cox Art
 B.A., Fort Hays State University, Hays, KS

Connie Davis English
 B.S., Kansas State University, Manhattan, KS
 M.L.S., 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

Dana Foss Dental Hygiene
 A.A.S., Colby Community College, Colby, KS

Kathy Franz Nursing
 B.S.N., University of Pennsylvania, Philadelphia, PA

Academic Faculty

Valerie Armstrong PE/Volleyball
 A.A., Eastern Wyoming College, Torrington, WY
 B.S., Oklahoma Panhandle State, Goodwell, OK

Linda Artz Nursing
 B.S.N., Fort Hays State University, Hays, KS

Susan Belshe Nursing
 B.S., Fort Hays State University, Hays, KS
 M.Ed., Arizona State University, Tempe, AZ

Brad Bennett Business
 B.A., Metro State, Denver, CO
 M.B.A., University of Phoenix, Phoenix, AZ

Deborah Bickner English
 B.A., Yankton College, Yankton, SD
 M.A., Fort Hays State University, Hays, KS

Suzi Calliham Behavioral Science
 B.A., Fort Hays State University, Hays, KS

Hailey Campbell English
 B.A., University of Nebraska, Kearney, NE
 M.A., Fort Hays State University, Hays, KS

Brad Griffith Math
 B.S., Emporia State University, Emporia, KS
 M.S., Fort Hays State University, Hays, KS

Sandra Hill Anatomy & Physiology
 B.S., Kansas State University, Manhattan, KS
 B.S.N., Fort Hays State University, Hays, KS
 M.S.N., Fort Hays State University, Hays, KS

Cathy Horinek Nursing
 B.S.N., Marymount College, Salina, KS

Carol Johnson Therapeutic Massage
 B.A., University of Arizona, Tucson, AZ
 LMP, Cedar Mt. Center for Massage, Vancouver, WA

David Kruse Science/Computer Science
 B.S., Concordia Teachers College, Seward, NE
 M.S., Kansas State University, Manhattan, KS
 Ph.D., Kansas State University, Manhattan, KS

Steve Lampe Speech/Wrestling
 B.S., Iowa State University, Ames, IA

Jim Latoski Animal Science/Livestock Judging Team
 A.S., Colby Community College, Colby, KS
 B.S., University of Nebraska, Lincoln, NE

- Cal Mahin Art
 B.S., Kearney State College, Kearney, NE
 M.S., Fort Hays State College, Hays, KS
- Bobette Maier Dental Hygiene
 A.A., University of South Dakota, Vermillion, S.D.
- Susan Mardock Business
 B.A., University of Denver, Denver, CO
 M.B.A., University of Montana, Missoula, MT
- Jennifer Martin Veterinary Technology
 D.V.M., Purdue University, West Lafayette, IN
- 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
- Carolyn May Library Director/Education
 B.S., Kansas State University, Manhattan, KS
 M.S., Kansas State University, Manhattan, KS
- Catherine McMulkin Veterinary Technology
 B.S., Kansas State University, Manhattan, KS
 D.V.M., Kansas State University, Manhattan, KS
- Micheal McVay Behavioral Science
 B.S., Phillips University, Enid, OK
 M.S., Fort Hays State University, Hays, KS
- Tom Moorhous History/Political Science
 A.A., Colby Community College, Colby, KS
 B.A., Fort Hays State University, Hays, KS
 M.S., Fort Hays State University, Hays, KS
 M.A., Fort Hays State University, Hays, KS
- Nance Munderloh ABE Director/Instructor
 B.S., University of Nebraska, Lincoln, NE
 M.S., Fort Hays State University, Hays, KS
- Ray Nolan History Instructor/Asst. Baseball
 A.A., College of San Mateo, San Mateo, CA
 B.A., University of Redlands, Redlands, CA
 M.A., St. Mary's College of California, Moraga, CA
- John Olson Mathematics
 B.A., Augustana College, Rock Island, IL
 M.A., University of Kansas, Lawrence, KS
- Dian Organ ABE Instructor
 B.A., Fort Hays State University, Hays, KS
 M.L.S., Fort Hays State University, Hays, KS
- Esther Penner Veterinary Technology
 A.S., Colby Community College, Colby, KS
 B.S., Oklahoma Baptist University, Shawnee, OK
- Max Pickerill Chemistry
 B.S., Pittsburg State University, Pittsburg, KS
 M.S., Fort Hays State University, Hays, KS
 Ph.D., Louisiana State University, Baton Rouge, LA
- Crystal Pounds Business
 B.S. Fort Hays State University, Hays, KS
- Kelly Riccitelli Equine Science
 B.S., California Polytechnic State University,
 San Luis Obispo, CA
 M.S., University of Nevada, Reno, NV
 Ph.D., Texas A & M, College Station, TX
- Angela Rivenshield Agronomy/Chemistry
 B.S., Virginia Polytechnic Institute & State University,
 Blacksburg, VA
 M.S., Cornell University, Ithaca, NY
 Ph.D., Cornell University, Ithaca, NY
- Kathryn Robert Physical Therapy
 A.A.S., Colby Community College, Colby, KS
 B.S., Pittsburg State University, Pittsburg, KS
- Trent Rose Sports Information Director
 A.A., Colby Community College, Colby, KS
 B.A., Fort Hays State University, Hays, KS
- Allen Russell Agriculture Economics/Rodeo
 A.A., Fort Scott Community College, Ft. Scott, KS
 B.S., Kansas State University, Manhattan, KS
 M.S., Kansas State University, Manhattan, KS
- Tina Schrick Nursing
 L.P.N., Kaw Area Vocational Technical School,
 Topeka, KS
 B.S.N., Washburn University, Topeka, KS
- Anthony Schroer Instrumental Music
 B.M.Ed., Oklahoma Panhandle State University, Goodwell, OK
- Jay Sekavec Dental Hygiene
 B.S., Fort Hays State University, Hays, KS
 D.D.S., University of Missouri at Kansas City,
 Kansas City, MO
 Air Command and Staff College, Maxwell Air Force Base,
 Alabama
 Industrial College of the Armed Forces, Washington, DC
 American Dental Association
 Academy of General Dentistry
 Association of Military Surgeons of the U.S.
 U.S. Military Dental Association
- Robert Selby Business
 B.S., Fort Hays State University, Hays, KS
 M.S., Fort Hays State University, Hays, KS
- Penni Sell Nursing
 R.N., Asbury School of Nursing, Salina, KS

Philip Shuman Vocal Music
B.M., Fort Hays State University, Hays, KS
M.M., Fort Hays State University, Hays, KS
D.A., University of Northern Colorado, Greeley, CO

Lige Stewardson PE/XC/Track
B.S., University of Texas, Austin, TX
Ed.M., Harvard University, Cambridge, MA

Molly Stewart Nursing
A.A.S., Colby Community College, Colby, KS

Emily Strange Nursing
B.S.N., Marymount College of Kansas, Salina, KS

Amber Stull ABE Instructor
B.S., Fort Hays State University, Hays, KS

Rod Thomasson Communications
A.A., Dodge City Community College, Dodge City, KS
A.A.S., Dodge City Community College, Dodge City, KS
B.A., Fort Hays State University, Hays, KS
M.S., Fort Hays State University, Hays, KS

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

Rebecca Vollertsen Dental Hygiene
A.S., Johnson County Community College,
Overland Park, KS
B.S., Pittsburg State University, Pittsburg, KS

Todd Voss Speech
B.A., Fort Hays State University, Hays, KS
M.S., Fort Hays State University, Hays, KS

Marcy Ward Agriculture/Beef Cattle
B.S., Colorado State University, Ft. Collins, CO
M.S., New Mexico State University, Las Cruces, NM
Ph.D., North Dakota State University, Fargo, ND

Joyce Washburn Director of Developmental Services/
Reading Instructor
A.A., Colby Community College, Colby, KS
B.S., Fort Hays State University, Hays, KS
M.S., Emporia State University, Emporia, KS

Diane Williams Business/Office Technology
B.I.S., Emporia State University, Emporia, KS

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

Ruth Wolfram Director of Nursing
A.A., Colby Community College, Colby, KS
B.S.N., Wichita State University, Wichita, KS
M.S.N., Fort Hays State University, Hays, KS
John Woods PE/Men's Basketball
B.S., University of Wyoming, Laramie, WY

Pat Ziegelmeier Music/Humanities
B.A., University of Wyoming, Laramie, WY
M.S., Fort Hays State University, Hays, KS

Jerri Zwegardt Nursing
A.A.S., Colby Community College, Colby, KS
B.S.N., Fort Hays State University, Hays, KS

Comprehensive Learning Center Staff

Brenda Kinderknecht Paraprofessional
Joyce Washburn Director

Farm Staff

Patrick Arasmith Farm Manager

Living Center Staff

Bobbi Barton Director of Housing
Matt Dixson Living Center North Coordinator
Jim & Kelly Gates New Dorm Coordinators
Lela Panter Living Center East Coordinator

Office Staff

Patti Albers Financial Aid Counselor
Beverly Anderson Administrative Assistant to President
Vicky Bange Accounting Clerk
Regena Barnum Printing Department Secretary
Bobbi Barton Admissions Secretary
Rita Billips Communications Assistant
Kathy Britton Administrative Assistant to
VP of Student Affairs
Janice Cates Accounts Payable Clerk
Kathy Cayton Administrative Assistant to
Dean of External Affairs & Facilities Management
Dorine Chambers Assistant to Registrar
LaDonna Dempewolf Outreach Secretary
Melanie Fortin Coordinator of Human Resources
Kelly Gates Vehicle Secretary
Connie Green Administrative Assistant Norton Annex
..... Dental Hygiene Receptionist
..... Administrative Assistant to
VP of Academic Affairs
Colleen Maison Faculty Secretary for
Ag Department/Ferguson Hall
Peggy Ohlrogge Faculty Secretary for
Bedker Memorial Complex/Cultural Arts Center
Patricia Peterson Asst. to VP of Busines Affairs
Danielle Silsbee Student Support Services Secretary
Trudy Wildeman Faculty Secretary for Health Sciences

Physical Plant Staff

Lynn Cameron Custodial Supervisor
Linda Damon Custodian
Phil Harry Custodian
Leonard Hopper Fleet Maintenance Technician
Bill Mead Custodian
Lynn Minium Bldgs/Grounds Maintenance
Richard Pomeroy Custodian
Arron Rondeau Maintenance
John Stephens Custodian
Tiffany Thomas Custodian
Connie Towey Custodian
Scott Williams Bldgs/Grounds Maintenance
Steve Zerr Maintenance/Grounds Supervisor

Student Support Services Staff

Monica Kane Project Director
Linda Nelson Transfer and Articulation Specialist
Lisa Stithem Counselor/Tutor/Coordinator

Student Union Staff

Jacque Bedore Bookstore Manager
Leisa Hansen Assistant Manager
Brian Stohs Food Service Director

Swimming Pool Staff

Kipp Nelson Pool Manager

Index

A	Page	C	
Academic Faculty	112-114	Campus Parking	23
Academic Information	3, 7-10	Campus Visits for Prospective Students	5
Academic Load	7	Certificate Programs	12
Academic Progress	10	Chemistry Curriculum	43
Academic Progress & Financial Aid	18	Childcare Referral Assistance	25
Accounting Course Descriptions	75	Children of Service Personnel	19
Accounting Curriculum	37	Chiropractic, Pre- Curriculum	65
Accreditation	3	Cisco Computer Networking	42
Activities and Organizations, Student	25	Citizenship, Student	21-22
Administration	111	Civil Rights Compliance	20
Administrative Assistant Certificate Curriculum	40	Class Attendance	7
Administrative Assistant Curriculum	39	Classification, Student	10
Administrative Medical Assisting Certificate Curriculum	40	Communication Course Descriptions	85-87
Administrative Medical Assisting Curriculum	40	Communication, Ag Curriculum	43
Administrative Support Staff	111-112	Communication, Ag Journalism Curriculum	44
Admission, Application For	4	Communication, Broadcasting Curriculum	44
Admissions Information	4-7	Communication, General Communication Curriculum	45
Adult Basic Education (ABE)	26	Communication, Journalism Curriculum	45
Advanced Placement Program	10	Communication, Public Relations & Marketing Curriculum	46
Advisement, Student	24	Communication, Theatre Curriculum	46
Agri-Business Curriculum	31-33	Communication, Radio Curriculum	47
Agriculture Course Descriptions	75-79	Communication, Radio/Television Curriculum	47
Agriculture Economics Curriculum	32	Community Education	26
Agriculture Education Curriculum	32	Community Service	26
Agriculture Journalism Curriculum	33	Composition Program, English	53
Agronomy Curriculum, A.S.	33	Comprehensive Learning Center	25
Agronomy Option Curriculum, Farm and Ranch Management	54	Comprehensive Learning Center Staff	114
Allied Health Course Descriptions	79-80	Computer Applications Course Descriptions	87-88
Allied Health Curriculum	34	Computer Science Course Descriptions	88
Animal Science Curriculum	35	Computer Science Curriculum	48
Anthropology Course Descriptions	80	Computer Support Specialist Curriculum	41
Application for Graduation	11	Computer Support Specialist Hardware Curriculum	42
Art Course Descriptions	80-81	Computer Support Specialist Software Curriculum	42
Arts Curriculum, Graphic Design	57	Continuing Education	26
Arts Curriculum, Visual Arts	73	Continuing Education Unit (CEU)	26
Assessment	9	Counseling Services	24
Associate of Applied Science Degree	11	Course Descriptions	75-110
Associate of Arts Degree	11	Course Numbering	7
Associate of General Studies Degree	11	Credit by Examination	9
Associate of Science Degree	11	Credit Definition	7
Auditing Classes	9	Credit, Military Service	9
		Credit, Transfer of	12
		Crime Awareness and Campus Security Act	23
		Criminal Justice Course Descriptions	88-90
		Criminal Justice Curriculum	49
		Criminal Justice/Pre-Law Curriculum	49
		Curriculum Guides	30
B		D	
Basic Cardiac Life Support Curriculum	34	Davis, H.F. Memorial Library	25
Beef Option, Farm and Ranch Management Curriculum	55	Degree Requirements	11-13
Biological Science Curriculum	35	Degrees and Certificates Granted	11-12
Biology Course Descriptions	81-82	Dental Hygiene Course Descriptions	90-92
Biology Curriculum	35	Dental Hygienist Curriculum	50-51
Block and Bridle Club	56	Dentistry, Pre- Curriculum	66
Board of Trustees	111	Determination of Residency	5
Burnett, Robert Student Union	25	Developmental Care Curriculum	34
Business Administration/Accounting Curriculum	36	Directory Information	20
Business Course Descriptions	82-84	Distance Learning	27-29
Business Education Curriculum	36	Drop/Add Policies	6
Business Management Curriculums	37-38	Dropping Classes	5
Business Technology Course Descriptions	84-85	Drug-Free Policy and Awareness Program	23
Business Technology Curriculums	39-42		

E

Early Childhood Course Descriptions	92-93
Early Childhood Education Curriculum	51
Early Enrollment	5
Earth, Geology Science Curriculum	57
Economics Course Descriptions	93
Education Course Descriptions	93
Education, Elementary Curriculum	52
Education, Secondary Curriculum	69
Education To Go	29
EduKan	27-28
EduKan Mission	27
EduKan Vision	27
Elementary Education Curriculum	52
Employment	18
Engineering Curriculum	52
English, Composition	53
English Course Descriptions	93-94
English Curriculum	53
English, Literature	53
English, Reading Development	53
Entrepreneurship Curriculum	37

F

Faculty, Academic	112-114
Farm and Ranch Management, Agronomy	54
Farm and Ranch Management, Beef	55
Farm and Ranch Management Curriculum	54-55
Farm Staff	114
Feedlot Certificate Curriculum	55
Fees, Tuition and	19
Financial Aid	18
Financial Information	18-19
First Aid Curriculum	34

G

General Allied Health Curriculum	34
General Educational Development (GED)	26
General Education Requirements	14-15
General Studies Curriculum	56
Geography Course Descriptions	94
Geology/Earth Science Curriculum	57
Grade Appeal Policy	23-24
Grading System	10
Graduation, Application for	11
Graduation Fee	11
Graduation Requirements	11-12
Graphic Design Arts Curriculum	57
Grievance Procedure	24

H

Health Center, Student	25
H.F. Davis Memorial Library	25
High School Students, Classes for	26
History Curriculum	58
History Course Descriptions	94-95
Home Health Aide Curriculum	34

Honor Roll	10
Horse Production and Management Curriculum	58
Horse Show Team, Intercollegiate	56
Hospitality Management Curriculum	38
Housing, Fees, Room and Board	19

I

Incidental Expenses	19
Institutional Mission	3
Institutional Philosophy	3
Institutional Purposes	3
Institutional Vision	3
Interactive Television	29
Intercollegiate Horse Show Team	56
Intercollegiate Rodeo	56

L

Late Enrollment	5
Law, Pre- Curriculum	49
Library, H.F. Davis Memorial	25
Literature Program	53
Livestock Judging Team	56
Living Center Staff	114
Living Off-Campus	25
Living On-Campus	25

M

Management, Business Management Curriculum	38
Management, Certificate Program	38
Marketing/Retailing, Business Management Curriculum	39
Math Course Descriptions	95-96
Math Curriculum	59
Medication Aide Curriculum	34
Medicine, Pre- Curriculum	67
Military Service Credit	9
Mission, Institutional	3
Modern Languages Course Descriptions	96-97
Music Course Descriptions	97-98
Music Curriculum	60

N

Natural Science Curriculum	60
Nurse Aide Curriculum	34
Nursing Course Descriptions	98-99
Nursing Curriculum	61
Nursing Home Activities Director Curriculum	34
Nursing, Practical Curriculum	61
Nursing, Pre- Curriculum	67

O

Off-Campus Living	25
Office Management Curriculum	41
Office Staff	115

Official Withdrawal	7
Older American Program	26
On-Campus Living Centers	25
Organizations, Student Activities and	25
Orientation, Student	24
Outreach Classes	26

P

Parking, Campus	23
Personnel	111-115
Pharmacy Curriculum	62
Philosophy, Institutional	3
Philosophy/Religion Course Descriptions	100
Physical Education Course Descriptions	100-102
Physical Education Curriculum	63
Physical Plant Staff	115
Physical Science Course Descriptions	102-103
Physical Science Curriculum	63
Physical Therapist Assistant Curriculum	64
Physical Therapy Course Descriptions	103-104
Physical Therapy, Pre- Curriculum	67
Physics Curriculum	64
Placement Testing Policy	9
Political Science Course Descriptions	105
Political Science Curriculum	65
Pre-Chiropractic Curriculum	65
Pre-Dentistry Curriculum	66
Pre-Law Curriculum	49
Pre-Medicine Curriculum	66
Pre-Nursing Curriculum	67
President's Message	1
Pre-Veterinary Medicine Curriculum	68
Private Information	20
Psychology Course Descriptions	105-106
Psychology Curriculum	68

R

Radio, Communication Curriculum	47
Radio/Television, Communication Curriculum	47
Reading Development, English	53
Refund Policy	6
Registration, Student	5
Release of Information About Students, Guide for the	20-21
Repeating a Course	10
Requirements for Graduation	12-13
Residency, Determination of	5, 19
Restorative Aide Curriculum	34
Retired Senior Volunteer Program (RSVP)	26
Rights of Privacy, Student Educational Records	20
Robert Burnett Student Union	25
Rodeo, Intercollegiate	56
Room and Board, Charges for	19
RSVP	26

S

Satisfactory Academic Progress & Financial Aid	18
Scholarships	18
Secondary Education Curriculum	69
Selective Admission Programs	5

Service Information	24-25
Service Personnel, Children of	19
Social Services Designee Curriculum	34
Social Work Curriculum	69
Sociology Course Descriptions	106-107
Sociology Curriculum	70
Sophomore Transfer Checklist	17
Speech Course Descriptions	107
Standards	4
Student Activities and Organizations	25
Student Advisement	24
Student Citizenship	21-22
Student Classification	10
Student Educational Records: Rights of Privacy	20
Student Health Center	25
Student Orientation	24
Student Outcomes	3
Student Registration	5
Student Support Services	25
Student Support Services Staff	115
Student Union, Robert Burnett	25
Student Union Staff	115
Students' Rights and Responsibilities	20-24
Swimming Pool Staff	115

T

Table of Contents	2
Television Curriculum	47
Therapeutic Massage Course Descriptions	107-108
Therapeutic Massage Curriculum	70
Thomas County Tuition Grant	18
Transcripts	10
Transfer Agreement & Articulation Guide	12-13
Transfer and Articulation 45 Credit Hour Checklist	16
Transfer Checklists	17
Transfer of Credit	12
Transfer Students	10
Trustees, Board of	111
Tuition and Fees	19

U

Union, Student	25
----------------------	----

V

Veterans Academic Progress Policy	19
Veterans Assistance	19
Veterinary Medicine, Pre- Curriculum	68
Veterinary Science Course Descriptions	108
Veterinary Technology Course Descriptions	108-110
Veterinary Technology Curriculum	71-73
Visual Arts Curriculum	73

W

Wildlife Biology Curriculum	74
Withdrawal for Non-Attendance	7

