

# Labette Community College



## 2016-2017 Catalog

For additional information, or to enroll, contact:

Labette Community College  
200 South 14<sup>th</sup> Street  
Parsons, KS 67357  
(620) 421-6700 or 1-888-LABETTE  
Website is <http://www.labette.edu>

*At the time of printing, this Catalog represented the current curriculum, educational plans, offerings, tuition, rates, fees, and requirements. However, the information may be altered from time to time to carry out the purposes and objectives of the College. Labette Community College retains the right to cancel programs or course offerings when enrollments are insufficient to continue them on an educationally sound and/or economically efficient basis.*

*Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and Section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Vice President of Student Affairs, Labette Community College, 200 South 14<sup>th</sup> Street, Parsons, KS 67357. Telephone (620) 421-6700, extension 1264.*

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Photography by:  
LCC Public Relations Department

# ***Important Phone Numbers***

Administrative Offices: Dial (620) 421-6700 then extension or dial direct (620) 820 then extension.

Main Campus .....	620-421-6700 or 1-888-LABETTE(522-3883)
Admissions .....	1264 / Fax 620-421-2309
Adult Basic Education and GED Program.....	1124, 1125, or 1182
Alumni Relations.....	1281
Athletic Director.....	1017 / Fax 421-5303
Athletics/Coaches.....	1012
Bookstore.....	1165 or 1166
Business Office.....	1231 or 1282 / Fax 421-0180
Cherokee Center.....	(620)232-5820 or (877)800-1070 / Fax 620-232-5870
Community Services.....	1273 or 1278
Computer Services.....	1146
Concurrent Coordinator.....	1221
Dean of Enrollment Management.....	1274
Dean of Instruction.....	1255
Director of Dental Assistant.....	620-232-5820
Director of Diagnostic Medical Sonography.....	1181
Director of Library Services.....	1168
Director of Nursing.....	1263 or 1217
Director of Physical Therapist Assistant.....	423-3349 / Fax 423-3336
Director of Radiography.....	1157 or 1159
Director of Respiratory Therapy.....	1157 or 1160
Director of Workforce Ed & Community Services.....	1278
Disabilities Services.....	1230
Facilities & Auxiliary Services.....	1235 or 1284
Financial Aid.....	1246, 1219 or 1226
Food Services/Catering.....	1184
Foundation.....	1281 / Fax 421-4056
Human Resources.....	1234
Instructional Media.....	1152 or 1155
Library.....	1167, 1168 or 1154 / Fax 421-1469
Student Support Services.....	1147 or 1153/ Fax 421-8284
Talent Search.....	1037 or 1028 / Fax 421-4056
President's Office.....	1223 / Fax 421-0921
Print Shop.....	1233 or 1299 / Fax 421-2786
Public Relations.....	1280 / Fax 421-4056
Student Life Coordinator.....	1178
Student Senate.....	1178
Student Success Center.....	1147 / Fax 421-8284
Tutoring Services, Student Success Center.....	1142
Vice President of Academic Affairs.....	1239 / Fax 421-4481
Vice President of Finance & Operations.....	1231 / Fax 421-0180
Vice President of Student Affairs.....	1268 / Fax 421-2309
Veteran's Affairs.....	620-232-5820 or 1226

# *Message from the President*



## **Welcome to Labette Community College**

Community colleges have shaped the lives of millions of students by providing access to the quality education they need to be prepared for further education or the workplace.

As someone who began his higher education at a community college, I know what you can achieve at Labette Community College.

We are committed to your future; whether you are continuing your education or entering into a new career you will be prepared for success. If you are a recent high school graduate or an adult returning to college to gain new skills, Labette Community College is equipped with the programs and support services designed to guide and improve your college experience.

Labette Community College has outstanding and dedicated faculty and staff with the knowledge, ability, and drive to help you prepare for the future.

I know from experience that at Labette Community College you can take the first steps in attaining your personal, academic and professional goals.

A lot of creative and exciting things are happening at Labette Community College - from plays and concerts to athletics. It is up to you to take advantage of all we have to offer. Most importantly, take advantage of the opportunity to get to know your faculty on an individual basis. Many of them are Labette Community College graduates!

I invite you to visit Labette Community College first via this website and then in person. Come see what makes us so dynamic. Our Labette Community College family enthusiastically welcomes you.

See you soon,  
George C. Knox, Ed.D.  
President

# *General Information*

## **Vision Statement**

Labette Community College will continue to enhance its standing as an exceptional college by striving for excellence in all its programs, services, and activities.

## **Mission Statement**

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

## **Core Values**

The vision and mission of Labette Community College reflect a set of core values shared by students, faculty, staff, administration, and Board of Trustees. These core values serve as the guiding principles of the college community as we plan for the future.

**Student Learning:** Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

**Education for a Globally Connected World:** Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

**Continuous Improvement:** Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

**Integrity and Transparency:** Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

**Sustainability of the Institution:** Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

## **History of LCC**

On April 4, 1923, Parsons voters approved a two-year Junior College by a 4 to 1 margin. Labette Community College was founded as Parsons Junior College that year on the top floor of the old high school building at 26<sup>th</sup> and Main. The 1925 graduating class had 23 members. Their course of study was conducted entirely at the old high school. The College program moved to the new Parsons Senior High-Junior College building (now Parsons Middle School) in 1926. The College relocated to its present campus in the former East Junior High School building at 14<sup>th</sup> and Broadway in 1963.

In June of 1965, voters approved the creation of the Labette Junior College District. The Parsons Board of Education operated the College on an interim basis, but it became a separate entity when the Labette Community Junior College Board of Trustees was elected in the spring of 1966. In 1978, the College was renamed Labette Community College.

The College has evolved from a city college primarily serving those students who wished to transfer to a four-year institution to a comprehensive community college offering transfer degrees, professional/technical degrees and certificates, continuing education, customized training for business and industry, lifelong learning opportunities, and a variety of programs and services for Southeast Kansas and the four-state region.

## **Accreditation and Membership**

Labette Community College is a member of the American Association of Community Colleges (AACC) and the Kansas Association of Community College Trustees (KACCT). Labette Community College is governed by The Kansas Board of Regents. The Higher Learning Commission of the North Central Association of Colleges and Schools accredit Labette Community College. Individuals should direct their questions, comments, or concerns to:

American Association of Community Colleges  
One DuPont Circle, NW, Suite 410  
Washington, DC 20036  
(202)728-0200  
<http://www.aacc.nche.edu>

Kansas Board of Regents  
1000 SW Jackson St, Suite 520  
Topeka, KS 66612-1368  
(785)296-3421  
<http://www.kansasregents.org>

Higher Learning Commission of the North  
Central Association of Colleges and Schools  
230 S LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
(800) 621-7440 or (312) 263-0456  
<http://www.ncahigherlearningcommission.org>

The Bi-level Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) formerly National League for Nursing Accrediting Commission, Inc. (NLNAC), 3343 Peachtree Rd NE, Ste. 850, Atlanta, GA 30326, 404-975-5000, <http://www.acen.org>. The Nursing Program is also approved by the Kansas State Board of Nursing, (KSBN), Landon State Office Building, 900 SW Jackson Street, Ste. 1051, Topeka, KS 66612-1230, (785) 296-4929, <http://www.ksbn.org>.

The Dental Assistant Program is accredited by the Commission on Dental Accreditation (CODA), 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653, <http://www.ada.org/100.aspx>.

The Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 6021 University Blvd, Suite 500, Ellicott City, MD 21043, (443) 973-3251, <http://www.caahep.org>

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) 1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite. 2850, Chicago, IL 60606-2901, (312) 704-5300, <http://www.jrcert.org>.

The Respiratory Therapy Program is accredited by the Committee on Accreditation for Respiratory Care (COARC), 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835 or (800) 874-5615, <http://www.coarc.com>.

### **Labette Community College Foundation**

The Labette Community College Foundation is a Kansas nonprofit corporation and an Internal Revenue Service 501 (c)(3) organization. The purpose of the Foundation is to raise money from alumni, friends, and businesses in support of College programs. The majority of Foundation support is for scholarships. Support is also provided for buildings and grounds, faculty/staff development, student activities, equipment and supplies, and community outreach.

The Foundation manages the Jack and Ruth Gribben Endowment Fund that sponsors the annual Gribben English Lecture Series and the biennial Gribben Community Classics Series. The Foundation awards the annual Cardinal Citation for lifetime service and the annual William and Allene Guthrie Van Meter Outstanding Alumni Achievement Award.

A booklet listing Foundation scholarships is available in the Foundation Office and the College Admissions Office. The Foundation does not make scholarship award decisions. Award decisions are made by the College Financial Aid Office in accordance with established policies and procedures. For more information on the Labette Community College Foundation please call (620) 820-1281.

# *Academic Information*

This section includes various rules, guidelines, and processes that allow the student and College to operate on a common basis for a common purpose---completion of the student's educational goals. The topics in this section are listed alphabetically.

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## **Academic Advisement**

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An academic **Advisor** serves to support the student's educational progress at Labette Community College. Academic advising is a collaborative relationship between the student (Advisee) and a designated advisor(s). The **Advisor's** responsibilities include being a useful, helpful guide, a source of knowledge and information, and/or to refer the advisee to information and resources. Note: The LCC Catalog remains the official, final source of information regarding courses of study and degree requirements.

The **Advisee** is to be aware of academic policies, procedures and degree requirements – all available in the LCC Catalog - and to be responsible for the choices the Advisee makes with regard to the Advisee's education. **Advisee:** take ownership of your own academic and career decisions. Ultimately, you are responsible for meeting your graduation requirements.

All students will be assigned an advisor by the Office of Admissions as determined by the student's declared major. Students are encouraged to meet with their assigned advisor each semester to select courses that will assist them in meeting their educational objectives.

*Students enrolling in 'personal interest courses' only will not be required to meet with an advisor. The Office of Workforce Education, Career Training and Personal Enrichment will accept enrollment forms.*

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## **Academic Forgiveness**

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Labette Community College (LCC) permits students to petition for academic forgiveness of coursework completed at least three (3) years prior to the petition date. Approval of the petition permits a new start without the handicap of a prior academic record. A student eligible for consideration may apply for academic forgiveness by petitioning the Vice President of Academic Affairs using the following guidelines:

1. Labette Community College course work subject to the petition must have been taken three (3) or more calendar years prior to the date of the petition. No coursework from another institution will be forgiven.
2. There must have been a break in enrollment at LCC of at least two (2) calendar years after the term for which the petition is filed.
3. When invoking academic forgiveness, a student may designate not more than two (2) academic terms (fall, spring, or summer) to be forgiven in his or her academic record. Only terms completed prior to returning to LCC may be designated.



4. At the time of petitioning for academic forgiveness, the student must have completed 12 credit hours within the previous 12 months with an earned GPA of at least 2.0 at LCC.
5. A petition for academic forgiveness will not be considered if a degree has been earned from LCC subsequent to the semester(s) in question.
6. All “forgiven” course work will continue to appear on the transcript but will not be included in the student’s LCC cumulative GPA, nor shall any course in the term be counted toward a degree granted by LCC.
7. Academic forgiveness will be granted only once.
8. This procedure refers to LCC only. A student transferring from or to another institution will have to follow the other institution’s procedure.
9. Students who have been granted academic forgiveness will not be considered for graduation with honors.
10. Granting of academic forgiveness does not affect nor alter a student’s record for financial aid awards or for athletic eligibility.

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### **Academic Honesty (Procedure 3.07)**

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Labette Community College expects students to adhere to a strict code of academic behavior, honesty, and ethics. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct.

When an academic exercise is designed to result in a grade, any of the following activities constitute actions of academic dishonesty/misconduct and will be subject to disciplinary action (unless such actions are expressly authorized in advance by the instructor):

- A. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
  1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
  2. Using, during a test, materials not authorized by the instructor (including when taking tests in the Student Success Center);
  3. Collaborating with another person without authorization during an examination, clinical, or in preparing academic work;
  4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of an un-administered examination;
  5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
  6. Bribing another person to obtain an un-administered examination or information about an un-administered examination; or
  7. Attempting to bribe any faculty/staff/student to alter a grade.
- B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work

offered for credit.

- C. Any forgery, alteration, or misuse of academic documents, forms or records.
- D. Fabrication includes the intentional falsification or invention of any information.
- E. Collusion includes any secret agreement among students who participate in any academically dishonest activity.
- F. Violating requirements and/or agreements associated with “academic work” includes preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted and/or performed for purposes of evaluation/grade determination.”
- G. Students enrolled in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

## **PENALTIES FOR ACADEMIC MISCONDUCT**

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical, course trip/activity, or test on which the violation occurred. Sanctions may also be applied to students who enroll in courses without prior approval for which they do not meet the prerequisites – including developmental courses.

Should the act of academic misconduct occur while the student is taking an exam in the Student Success Center, the staff member who witnessed the act will complete an Academic Misconduct Form and give a copy to the student and then submit it to the instructor, with a copy being sent to the Dean of Instruction and the Vice President of Student Affairs. In addition, the student will not be allowed to complete the remainder of the exam.

## **ACADEMIC CONDUCT APPEALS PROCEDURE**

### **A. Initiation of Action**

Should an instructor believe that a student has committed an act of academic misconduct while performing work under his or her supervision:

The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The form for this documentation may be found on Public Folders/Forms/ Academic Misconduct. This form is to be completed by the instructor.

The student must sign a copy of this document to acknowledge receipt (this does not indicate agreement with the allegation).

The student will then have 5 working days to meet with the instructor to further discuss the allegation of academic misconduct and the proposed penalty. Either party may choose to have a witness present at the meeting.

Should the student fail to meet with the instructor within 5 days the penalty will be imposed and the matter considered closed.

It is the responsibility of the instructor to provide copies of the document describing the violation and the proposed action to the student, the appropriate Dean of Instruction, and the Vice President of Student Affairs.

In any case where the student is not readily available the written document should be sent to the student via certified mail. In any case where the instructor may not be available to meet with the student within 5 working days after receipt of the document the instructor should present his/her evidence to the appropriate Dean of Instruction and the student should proceed directly to a Level One Appeal if the student disagrees with the proposed action in the written document.

## B. Instructor/Student Meeting

If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor is convinced that an act of academic misconduct did in fact occur, the instructor shall:

Advise the student of such fact and the penalty to be imposed.

The issue will be considered resolved at this level if both parties sign in acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing to the appropriate Dean of Instruction within 5 working days.

## C. Level One Appeal

1. If the student does not accept the resolution, the student has five (5) working days to appeal in writing to the appropriate Dean of Instruction. The student is to send a copy to the instructor.

2. The written appeal should include:

An indication that a formal appeal of the issue is being initiated.

Request reconsideration of the assessment.

Explain the specific situation being appealed.

State the specific basis for the appeal.

Include any written evidence and state what additional evidence is available for presentation.

The Dean of Instruction will meet separately with the instructor and the student to review the decision and try to resolve the issue. A written response will be

provided within five (5) working days. At the discretion of the Dean of Instruction, all three parties may meet to discuss the case.

The issue will be resolved at this level if both the instructor and student sign acceptance of an agreement as to the allegations of misconduct and any resulting penalties or if neither the student nor the instructor appeals the matter to the Vice President of Student Affairs.

#### D. Level Two Appeal

1. If either the student or the instructor does not accept the decision of the Dean of Instruction, they (he/she) may appeal in writing to the Vice President of Student Affairs. The written appeal should include:

- An indication that a formal appeal of the issue is being initiated.
- Request reconsideration of the assessment.
- Explain the specific situation being appealed.
- State the specific basis for the appeal.
- Include any written evidence and state what additional evidence is available for presentation.

2. Request to appeal must be initiated within five (5) working days following the notification of the Dean of Instruction's decision.

3. If a request to appeal is filed, the Vice President of Student Affairs will convene the Appeals Committee. The Appeals Committee will consist of: three (3) faculty members, three (3) students and one (1) staff member or administrator. If any person on the committee has been or will be involved in the process at another level, such person should not serve on the committee.

4. The Vice President of Student Affairs will notify the student, the instructor, and the Dean of Instruction that the request to appeal has been filed by sending each of them copies of the request to appeal.

5. The Academic Appeals Committee will be conducted as prescribed below:

- The hearing committee will receive the documentation from the Vice President of Student Affairs that has been provided throughout the course of the process.
- The hearing committee will convene and discuss the evidence provided as well as any additional evidence that can be accessed through the Vice President of Student Affairs and Academic Affairs offices (for example, a copy of a syllabus).
- If the hearing committee determines they would like to meet with the individuals involved, the Vice President of Student Affairs will make arrangements for an additional meeting.
- The Appeals Committee is empowered to recommend dismissal of the charge if the evidence does not substantiate that academic misconduct did in fact occur. The Committee may uphold, modify, or dismiss the decision of the instructor.

- The findings of the Appeals Committee will be reported to the Vice President of Student Affairs, the student, the instructor, and his/her Dean of Instruction. The Vice President of Student Affairs shall notify all parties involved of his or her decision within five (5) working days.

- If the action involves an assignment that needs to be graded, the Dean of Instruction will supervise the process.

If the action involves a change of a course grade, the Registrar also will be notified by the Vice President of Student Affairs. The Vice President of Student Affairs decision is considered final. Instructors should retain records of the final decision in a case of alleged academic misconduct for at least one (1) calendar year.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

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### **Academic Progress, Probation, and Dismissal**

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A student’s cumulative Grade Point Average (GPA) is used to evaluate his/her academic progress. Students are considered to be making satisfactory progress toward program completion if a minimum cumulative GPA of 2.0 is maintained.

A student whose GPA falls below minimum progress will be placed on probation for the next semester. If significant progress has been demonstrated, but the student has not quite attained a minimum of a 2.0 cumulative GPA, a second semester on probation may be granted. The student must petition the Vice President of Student Affairs to request an additional semester on probation.

If the 2.0 minimum has not been achieved after a second semester on probation, the student will be suspended from the College. Petition for reinstatement can be made after one semester has expired. During suspension, the student will be encouraged to enroll in developmental courses to assist him/her in required studies upon reinstatement.

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## Add/Drop/Withdrawal Policy

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It is the *student's responsibility* to officially add or drop a course in which he/she is enrolled. (Students are not to cease class attendance without *completely* processing an Add/Drop Form. Failure to take such action *will result in an "F"* being assigned for the course.)

- Courses may be added or dropped during the first week of classes with only advisor approval.
- Courses can be added during the second week of classes with Instructor approval.
- Courses can be dropped by email to your advisor but not by phone.
- It is the responsibility of the student to confirm all add/drops/withdrawals, regardless of the situation.

Drops completed during the first week of courses are considered a “drop” and students are entitled to a full refund. It is the responsibility of the student to submit the completed form to Student Affairs prior to the close of business of the respective drop date.

Drops completed during the refund period will not become a part of the transcript.

During this period the:

- Drop/Add/Withdrawal Form is completed by the student.
- Student is responsible for obtaining the signature of the advisor or appropriate director.
- Student is responsible for submitting the completed form to the Student Affairs Office prior to the close of business on the respective drop date.

A student who withdraws from a course after the final refund period must complete an Add/Drop/Withdrawal Form.

- Withdrawals completed after the final refund periods are considered a withdrawal and there is no refund.
- Course(s) from which the student officially withdraws after the final refund periods will appear on the transcript as a “W”.
- Students enrolled for regular fall/spring courses will be permitted to withdraw from courses until 15 class days prior to finals.

*Discontinuing attendance in class without officially dropping/withdrawing will result in an “F” being recorded on the transcript.*

Failure to complete an Incomplete Contract agreement will *automatically* result in an “F” being recorded on the transcript.

Students will not be permitted to withdraw or drop a course in which they have received an “F” due to academic misconduct.

**\* Refer to academic calendar for specific dates, especially for the summer sessions**

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## Alcoholic Beverages (Policy 2.10)

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To ensure that the College is in compliance with local, state, and federal laws, and

judiciously expends public funds, this policy is established. Furthermore, Labette Community College (LCC) is in compliance with the Federal Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

A. Definition of Terms:

1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.
2. "Alcoholic beverages" as used in this policy, mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.
3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not included in this because they are not directly controlled by the College.

B. General Regulations

1. Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
2. As a general operational policy, alcohol may not be purchased with College funds.
3. College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.
4. College employees or students may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications while on College business or on a College sponsored trip.
5. College employees or students may not be on College owned or leased property while under the influence of alcoholic beverages or illegal drugs.

C. Violations

Employees or students who violate this policy are subject to applicable disciplinary actions. Violation of section B-3 & 4 above will be considered a serious offense and may be punishable by termination or expulsion for a first offense. Please refer to Policy 2.16 Performance Improvement.

The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.

Procedures in support of this policy must be approved by the President.

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### **Appeal of Final Grade**

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In the event a student believes that a grade for a course has been incorrectly recorded, procedures to request a grade change may be obtained through the Student Affairs Office. Students may request a grade change no later than one (1) semester after the date the final course grade was officially recorded.

- A. For grade change requests submitted within one semester of the date of having been originally recorded, the following actions will occur:
  1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the Dean of Instruction and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
  2. If the student is not satisfied with the instructor's decision, the student must contact, in writing, the instructor's immediate supervisor (Program Director, Dean of Instruction) within ten working days after the decision was rendered by the instructor. The instructor's supervisor must then make a decision, after consultation with both the instructor and the student, on the grade change. The instructor's supervisor will make a written response to the student, copied to the instructor, within ten working days of the date he/she was originally contacted by the student. If the instructor's immediate supervisor decides to change the grade, a Change of Grade form is submitted to the Dean of Instruction and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
  3. If the student is not satisfied with the supervisor's decision and if the instructor's immediate supervisor reports to the Dean of Instruction, the student must contact, in writing, the Dean of Instruction within ten working days after the decision was rendered by the instructor's immediate supervisor. The Dean of Instruction must then make a decision to approve or disapprove the decision, after consultation with all parties involved, and will respond to the student, with the response copied to the supervisor and instructor, within ten working days of the date he/she was originally contacted by the student. If the Dean of Instruction decides to change the grade, a Change of Grade form is submitted to the Vice President of Academic Affairs for approval. The



Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.

4. If the student is not satisfied with the Dean of Instruction's decision, he/she must contact, in writing, the Vice President of Academic Affairs within ten working days after the decision was rendered by the Dean of Instruction. The Vice President of Academic Affairs will then make a decision to approve or disapprove the requested grade change after consultation with all parties involved, and will respond to the student, with copies to the other parties, within ten working days of the date he/she was originally contacted by the student. The Vice President of Academic Affairs will inform the Registrar and student of any changes which should be officially recorded. Such a decision will be considered final.
  - B. If the instructor of the course is no longer available, the student may submit, in writing, to the instructor's immediate supervisor (Program Director, Dean of Instruction), a request that a grade be changed. Such request must provide reasons why a change should be made. After considering the request and the circumstances, the supervisor will make a recommendation to the Dean of Instruction or Vice President of Academic Affairs and a decision will be rendered. Such decision will be considered final.
  - C. These procedures are the responsibility of the Vice President of Academic Affairs who may make minor, non-substantive changes or decisions to ensure the procedures are operationally effective.

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### **Attendance Guidelines**

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Regular attendance is essential for college success. Each instructor determines the attendance requirements that will be included in the course syllabus. Failure to comply with the course attendance requirements as stated in the syllabus may result in a lowered grade or involuntary withdrawal from the course.

Absences due to student representation of the college in some official capacity such as athletic travel or participation in an academic\* or official student organization activity\* will be allowed to make up course work upon presentation of verifying evidence. It is the student's responsibility to provide such evidence to the instructor of the missed class prior to the missed class.

Students may be removed from class only by college personnel. Law enforcement officials entering the campus to detain students are to report to the Office of Student Affairs, and they will be escorted by authorized college personnel.

It is expected that these activities are special events, such as participating in a special competition, attending a conference, presenting a paper, etc.

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## **Audit**

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Students may take a course for no credit by requesting an audit at the time of enrollment (see Special Tuition and Fees in Financial Information Section). Audit status cannot be reversed. If a course is audited, a grade will not be assigned and the instructor will not be required to administer or grade tests for these students. Students enrolling in courses for credit will be given priority over audit students when seating is limited.

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## **Classroom Disruptions: Cell Phones, Children and Guests**

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### **Use of Cell Phones in Classroom: (Procedure 3.32)**

Labette Community College seeks to promote a teaching and learning environment free from classroom disruptions.

The following standards are intended to define acceptable classroom behavior with regard to cell phones that preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of Instruction prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses). In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions as indicated in Academic Honesty Procedure.

### **Guests and Children in the Classroom: (Procedure 3.33)**

Children are not allowed to accompany LCC students to classes. In the event of an emergency, requests for an exception to this rule must be made by the student to the Dean of Instruction or Program Director prior to the class meeting. In the event that an exception is granted, it is the student's responsibility to make sure the child(ren) do not disrupt the educational environment of the class. Adult guests may be admitted at the discretion of the instructor.

Furthermore, children (age twelve and under) are not allowed to be left unsupervised by an adult anywhere on campus. This procedure applies to all facilities owned or managed by Labette Community College.

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## **College Credit for Nontraditional Education**

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Nontraditional education is learning that has not been transcribed by a regionally accredited higher education institution. To encourage and assist students to complete degrees, LCC may award college credit for nontraditional education. Work experience will not be considered. The procedure and guidelines are as follows:

1. Students are encouraged to seek advice from the Admissions Office. A \$25 fee must accompany the required application. Normal tuition and fees, which must be paid prior to posting any credit on a transcript. The student

- must complete at least 12 credit hours at LCC with at least a cumulative 2.0 GPA before nontraditional credit will be awarded.
2. The student must be currently enrolled in at least six (6) credit hours at LCC and have a degree objective.
  3. A maximum of 15 credit hours may be awarded and only six (6) can be used to fulfill concentration requirements.
  4. All courses for which nontraditional credit is awarded must have equivalent courses in the LCC curriculum. Partial credit will not be awarded.
  5. General education course credit will not be awarded for nontraditional education.
  6. Course credit may be awarded for courses taken in the military if the course is identified in a current American Council on Education Guide.
  7. Nontraditional education credits will not be awarded unless the learning was fostered in a recognized national or state organization.
  8. Students must provide validated documentation stating the courses, knowledge, skills, and credit/clock hours completed.
  9. The Dean of Instruction will review, and as applicable, seek advice from full-time faculty.
  10. In some areas, departmental exams may provide an alternative to credit awarded for nontraditional education.
  11. Credit is not awarded for prior work experience.

### **College Entrance Examination Board (CEEB)**

Advanced Placement (AP) Examinations are given each year to high school students who are enrolled in Advanced Placement courses. The student will be required to pay regular tuition to have the credits recorded on his or her transcript. LCC will accept a total of 12 AP credit hours of general education. LCC will grant credit to students presenting the following examination scores:

<b>Score</b>	<b>Credit Hours</b>
5	5-10
4	3-10
3	3-5
1 or 2	0

**Note:** Not all institutions accept CEEB credits. It is the student's responsibility to check with the institution they might be transferring to in order to ensure acceptance.

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

The CLEP is a national system of credit by examination, offering five general examinations assessing college level general education, as well as a number of subject examinations relating to specific college courses.

Labette Community College is an approved CLEP Testing Center. Both general and subject examinations are administered in the Student Success Center. LCC will accept a total of 12 CLEP credit hours of general education. A score of 50 or above is required to apply the credits toward a degree. The fee for CLEP testing is currently \$80 per test with a \$15 administration fee. The student will also be required to pay regular tuition to have the credits recorded on his or her LCC transcript. Courses that

are awarded by CLEP examination will be noted on transcripts as “Transferred from College Level Exam Program.”

**Note:** Not all institutions accept CLEP credits. It is the student’s responsibility to check with the institution they might be transferring to in order to ensure acceptance. For information regarding subject examinations or additional information about the test, please contact the Student Success Center at (620) 421-6700, extension 1182.  
CLEP

Currently, we only award credit for the following CLEP tests with a minimum score of 50:

College Composition Modular	3 credit hours for English Comp I
College Composition	3 credit hours for English Comp I
	3 credit hours for English Comp II
College Mathematics	3 credit hours for Intermediate Algebra
	3 credit hours for College Algebra
College Algebra	3 credit hours for MATH 115 College Algebra
Biology	3 credit hours for BIOL 101
Trigonometry	3 credit hours for MATH 125 Trigonometry
French Language, Level I	5 credit hours for LANG 104 French I
Spanish Language, Level I	5 credit hours for LANG 127 Spanish I
American Government	3 credit hours for POLS 105 American Government
History of the United States I: Early Colonializations to 1877	
	3 credit hours for HIST 101 American History to 1877
History of the United States II: 1865 to the Present	
	3 credit hours for HIST 102 American History from 1877
Financial Accounting	3 credit hours for ACCT 112 Financial Accounting
Introductory Business Law	3 credit hours for BUAD 104 Business Law I
Information Systems and Computer Applications	
	3 credit hours for COMP 120 Computer Information Systems

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### **College Success Skills**

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All first-time, full-time students with fewer than 15 credit hours after high school graduation are required to enroll in the College Success Skills course during their first semester. This course introduces students to Labette Community College and provides various tips for students to succeed.

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### **Concurrent/Dual Credit Courses for High School Students**

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Concurrent Credit courses are college courses taught at the high school by qualified high school instructors in which the students receive both high school and college credit. Students are enrolled by LCC personnel who come to the school, or by high school counselors or teachers. Students are taught using the same materials as the on campus college courses and use the same textbook, unless the high school textbook has been approved for use by the college. The same outcomes and competencies must be met by concurrent students and regular traditional college students.

Dual Credit courses are regular college courses taken by a high school student, taught

by a regular LCC instructor (rather than a high school instructor). These classes may be on any campus or online and are not special classes for high school students only.

High school students enrolled in concurrent/dual courses are required to follow the policies of the college. They will need to enroll and pay their tuition/fees by the stated deadline each semester. If they miss the deadline, they cannot take the course for college credit. Students must have their high school principal sign their enrollment form and have appropriate placement scores. Students are responsible for paying for concurrent/dual courses they enroll in and for purchasing their textbook, unless the high school provides one. If a student decides they want to drop a course, or not take it for college credit, they will need to complete a drop form. They must submit the drop form to the college by the drop deadline or they will receive a grade for the course and be obligated for the cost of taking the course, regardless of the reason. Drop forms can be obtained from the LCC admissions office, by requesting one be mailed to you, or from your high school counselor. Non attendance does not automatically drop a student. Not paying for the course does not automatically drop the student. Once a student graduates from high school, they will need to request their LCC transcript be sent to any other college they might attend. Their high school transcript will not reflect the college credit, only the college transcript will.

High school students are not eligible for Federal Financial Aid, however, LCC offers a “Jumpstart” Scholarship for students who qualify.

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### **LCC Jumpstart and Dual/Concurrent Enrollment Assistance**

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Students attending Labette County high schools are eligible to receive up to 16 hours of paid tuition provided they meet the 2.5 GPA requirement.

Cherokee county and Crawford County high school students will receive up to 16 hours of paid tuition/semester if they meet the 2.5 GPA requirement.

Students attending high schools in other Kansas counties may receive assistance/scholarship of full tuition for up to 6 hours per semester with a GPA of 2.5 or above, including online courses.

For more information about Concurrent/Dual courses, contact Nancy Newby (Extension and Concurrent Coordinator) Office 620-820-1221 or email: [nancyn@labette.edu](mailto:nancyn@labette.edu)

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### **Course Load**

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Students who are enrolled in 12 hours are considered full time. The **average** full-time load for fall and spring is from 15 to 18 credit hours per semester. Students may take up to 21 credit hours per semester with approval of their advisor. The Vice President of Academic Affairs must approve enrollment in more than 21 credit hours per semester.

The full-time load for summer is 12 credit hours. The Vice President of Academic Affairs must approve enrollment in more than 12 credit hours in the summer sessions.

# COURSE TRANSFER

The Kansas Board of Regents has now approved 68 courses for guaranteed transfer among all Kansas public postsecondary institutions. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential.

**Course Equivalency Guides:** Click on any of the course names at the website below to review the Course ID number, title, and number of credits assigned to that course at each public postsecondary institution in the system.

Visit [http://www.kansasregents.org/transfer\\_articulation](http://www.kansasregents.org/transfer_articulation) for more information.

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## **Degree Options**

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Labette Community College offers Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in General Studies degrees.

The Associate in Arts (AA) and Associate in Science (AS) Degrees are designed for students who plan to transfer to a four-year institution and pursue a baccalaureate degree.

The Associate in General Studies (AGS) Degree recognizes the completion of a broad general education and is a non-transfer degree. Transfer students will need to complete more lower-division courses at transfer universities unless they choose their courses very carefully.

The Associate in Applied Science (AAS) Degree is a career degree for students who plan to seek employment in a professional/technical area.

The AAS Degree may transfer only to specific degree programs at selected colleges and universities. Generally, this degree will only apply toward a bachelor's degree for technology occupations. Students should seek degree program evaluation, analysis, and advice from the institution to which they plan to transfer.

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## **Developmental/Pre-College Courses**

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A majority of college students take at least one precollege course, often referred to as developmental/remedial courses. These are individuals who need additional study prior to enrolling in a college level course. They are usually eligible for financial aid as these courses often serve as prerequisites for upper level courses. *These courses do not carry College credit nor apply toward any degree requirements*, which may cause your graduation date to be extended.

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## **Educational Fees (Policy 4.02)**

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Students are charged educational fees, which include tuition and a general fee. Educational fees, in addition to other sources of revenue, provide partial support for

various College operations, programs and services. The amount of the educational fees requires approval of the Board of Trustees.

To ensure effective operation of the College and fiscal accountability, students are expected to make prompt payment as accounts become due and payable. Students who fail to pay accounts as directed by the business office may be subject to sanctions.

Under extreme circumstances, students who withdraw from courses may be eligible for a refund of educational fees.

Procedures regarding educational fees, including fees related to specific programs and services, and refunds, will be determined by the President.

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### **Payment of Educational Fees and Refunds (Procedure 4.02)**

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- A. Students are expected to settle all accounts with the College as they become due and payable. Beginning with registration each semester, tuition and fees not covered by financial aid will be due and payable the first week of class. Accounts not paid the first week will incur a \$50 service fee. Students enrolling after the first week of classes must pay when they register.

If a student leaves the College with unpaid accounts, his/her academic records will be withheld, and no transcript of record or academic recommendation will be issued until the account is cleared. Students will also not be allowed to enroll in future coursework. Graduating sophomores must clear all outstanding accounts before their diplomas will be issued.

Along with nonpayment of accounts, holds will be placed on student records for non-return of rental textbooks, book loans through the Debbie Groff Book Scholarship Program or the Student Support Services Program, library books, equipment from the Student Support Services program, and athletic items determined by the appropriate coach for student athletes. Holds will also be placed for other financial obligations to the College (i.e. payment due a student organization for travel expenses).

Holds will also be placed on records of students in loan default.

- B. Tuition and fees refunds:
1. Full semester Fall and Spring classes:
    - a. Drops during the first week of the semester are eligible to have all tuition and fees refunded.
    - b. Withdrawals from courses after the first week of the semester will not receive any refund of tuition and fees.
  2. Shorter term classes, including Summer, may not be eligible for a refund once the course starts. For refund information on these courses please check with the Business Office.

Students paying by check will have a 30 day waiting period before a refund can be issued.

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### **English as a Second Language (ESL) Applicants**

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Labette Community College wants to provide an opportunity for all students to attend college and be successful. Students who have achieved a level of proficiency in the English language are more likely to have a successful college experience. Labette Community College has established the following process to enhance student success for those students whose primary language is not English.

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### **ESL Students**

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A student whose primary language is not English must submit, prior to enrolling, one of the following:

1. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
2. Test of English as a Foreign Language (TOEFL) score of 513 written (PBT) or 183 computer-based (CBT) or 65 internet-based (iBT)
3. Completion of ELS Language Centers level 112 ([http://www.els.edu/contents/US\\_University.aspx](http://www.els.edu/contents/US_University.aspx))
4. Completion of an Intensive English Program at an accredited four year university
5. Records of individuals who have scored below the required level will be reviewed only upon written request from the student. The student should include in the request any evidence that demonstrates his or her ability to understand and communicate in English. The Vice President of Student Affairs and the Vice President of Academic Affairs will complete the review. Approval for admission may include required participation in an English as a Second Language course or similar preparatory activities. Admission to certain courses or programs may be restricted until English language ability is adequately improved.

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### **Financial Aid (Policy 4.03)**

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The College offers, for eligible students, various financial aid programs to assist with the costs of education. Programs, including scholarships, grants, loans and work-related aid, are described in the College catalog and other publications. Procedures relative to application and awarding financial aid programs shall be determined by federal and state regulations and the President.

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### **Grades**

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#### **Grade Change**

In the event a student believes that a grade for a course has been incorrectly recorded, procedures to request a grade change may be obtained through the Student Affairs Office. Students may request a grade change no later than one (1) semester after the date the final course grade was officially recorded.

- A. For grade change requests submitted within one semester of the date of having been originally recorded, the following actions will occur:



1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the Dean of Instruction and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
2. If the student is not satisfied with the instructor's decision, the student must contact, in writing, the instructor's immediate supervisor (Program Director, Dean of Instruction) within ten working days after the decision was rendered by the instructor. The instructor's supervisor must then make a decision, after consultation with both the instructor and the student, on the grade change. The instructor's supervisor will make a written response to the student, copied to the instructor, within ten working days of the date he/she was originally contacted by the student. If the instructor's immediate supervisor decides to change the grade, a Change of Grade form is submitted to the Dean of Instruction and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
3. If the student is not satisfied with the supervisor's decision and if the instructor's immediate supervisor reports to the Dean of Instruction, the student must contact, in writing, the Dean of Instruction within ten working days after the decision was rendered by the instructor's immediate supervisor. The Dean of Instruction must then make a decision to approve or disapprove the decision, after consultation with all parties involved, and will respond to the student, with the response copied to the supervisor and instructor, within ten working days of the date he/she was originally contacted by the student. If the Dean of Instruction decides to change the grade, a Change of Grade form is submitted to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
4. If the student is not satisfied with the Dean of Instruction's decision, he/she must contact, in writing, the Vice President of Academic Affairs within ten working days after the decision was rendered by the Dean of Instruction. The Vice President of Academic Affairs will then make a decision to approve or disapprove the requested grade change after consultation with all parties involved, and will respond to the student, with copies to the other parties, within ten working days of the date he/she was originally contacted by the student. The Vice President of Academic Affairs will inform the Registrar and student of any changes which should be officially recorded. Such a decision will be considered final.

- B. If the instructor of the course is no longer available, the student may submit, in writing, to the instructor's immediate supervisor (Program Director, Dean of Instruction), a request that a grade be changed. Such request must provide reasons why a change should be made. After considering the request and the circumstances, the supervisor will make a recommendation to the Dean of Instruction or Vice President of Academic Affairs and a decision will be rendered. Such decision will be considered final.
- C. These procedures are the responsibility of the Vice President of Academic Affairs who may make minor, nonsubstantive changes or decisions to ensure the procedures are operationally effective.

### **Grade Posting**

Grades will be posted on the RedZone by instructors. Grades will be posted by the dates indicated in the Academic Calendar. Students can access their grades by logging onto the RedZone at [www.labette.edu](http://www.labette.edu), using their Student ID number and their PIN.

### **Grading System**

The following symbols are used for student evaluation and will be sent with any transcript leaving the College.

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Below Average passing	1 grade point
F	Failing	0 grade point
P	Passing - Credit only, not computed in cumulative grade point average	
N	No credit - Not computed	
I	Incomplete - Not computed	
W	Withdrawn - No credit, no grade	
AW	Administrative Withdraw	
R	Course Repeated - not included in GPA	
T	Audit - No credit, no grade	

### **Pass/Fail Grade Process**

Some students may wish to take certain courses for a pass/fail grade rather than a letter grade. If a student wishes to receive a pass/fail grade, he or she must make this request during the first three weeks of the course. The request should be completed on the Request for Pass/Fail Grade form by the student and given to the instructor. It must be approved by the instructor and the Vice President of Academic Affairs. Once processed, the request cannot be reversed. The white copy of the approved request is to be attached to the grade sheet at the end of the term (the canary copy will be sent to the student).

**Note:** Students are cautioned to check with their advisor about the transferability of pass/fail courses prior to initiating requests for pass/fail grades. The courses are

added to a student's credit hour total, but are not included in the grade point average. Pass/fail status may affect transfer as well.

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## **Graduation Procedures**

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**Note:** Graduation requirements include a 2.0 minimum cumulative GPA.

All students who have completed at least 42 credit hours and plan to graduate in the fall or spring semester must request an official degree check in the Student Affairs Office by completing a "Degree Check Request" form. A "Degree Check Request" should be submitted no later than the end of October prior to spring graduation. Transfer students must complete at least 15 credit hours at LCC to graduate. All official transcripts from other institutions must be on file. Evaluation results of the student's permanent academic record will be mailed to the student, outlining specific requirements needed for the degree selected. The response will indicate those requirements completed and those that need to be completed.

Degree candidates must meet graduation requirements found in the catalog of the student's graduation year or a catalog from any of the three years immediately prior to graduation, provided the student was enrolled during the year selected. When a degree program is discontinued, students have two years to complete the program. Students who have completed the program within this time period will be awarded a degree. Once a program is removed from the catalog, no degrees will be awarded for the program.

Students who lack five credit hours or less at the end of the spring semester and plan to complete all course requirements by the end of the fall semester following graduation are eligible to apply for and participate in the graduation ceremony. To qualify, students must have a cumulative GPA of at least 2.0 according to grades posted prior to March 1<sup>st</sup>. If the student wishes to wait a year and participate in graduation the following spring, after courses are complete, he or she must notify the Student Affairs Office prior to March 1<sup>st</sup> to be removed from the graduation list. Graduation fees will be refunded if notification is received prior to March 1<sup>st</sup>.

All "Degree Check Requests" that have been completed within the previous year are re-evaluated after the certification date in the Spring semester. Students the Registrar has determined as eligible to graduate in May will receive information indicating what they need to do to complete the graduation process. Only students who have successfully completed the graduation process will have their degree noted on their transcript.

LCC has a commencement ceremony once a year, in May. Students who complete their degree requirements by the end of the Fall semester will have the degree and graduation date noted on their transcripts. These students will be able to participate in the graduation ceremony the following May.

Graduation with honors shall be determined by the following grade point averages as calculated the semester prior to graduation.

Summa Cum Laude

4.0

Magna Cum Laude	3.75-3.99
Cum Laude	3.50-3.74

Honor students will be identified in the graduation program and may wear a gold cord during the ceremony.

Diplomas are mailed to graduates in June.

### **High School Students**

A high school student who has attained sophomore standing (successfully completed freshman year) may enroll in college courses with permission from his or her high school principal. The student must submit an enrollment form to the Admissions Office with the “Unified School District Authorization” section completed and signed by the principal.

A student who has been designated as “gifted” and below Sophomore status may enroll only upon submission of a completed and current (dates must cover period of enrollment) Individualized Education Plan (IEP) and that IEP must include a list of the college courses that are recommended as part of his or her plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

High School students please see Concurrent/Dual Credit information on page 20.

### **Holds**

Enrollments, official, and unofficial transcripts and related information will be withheld if any financial obligations to the College have not been paid, materials and/or equipment have not been returned, or if the student has yet to take the exit assessment.

### **Home Schooled and Correspondence Students**

Home schooled and correspondence students are eligible to enroll as a regular student after presenting proof of graduation in compliance with Kansas Law. However, additional requirements must be met to be eligible for federal aid. (See “Financial Aid Information” section.)

### **Honor Roll**

Students who enroll in and complete a minimum of 12 credit hours in a semester with a grade point average of at least 4.0 will be included on the President’s Honor Roll. Students who are enrolled in at least 12 credit hours and have a grade point average of at least 3.5 with no grades below a “C” will be eligible for the Dean’s Honor Roll.

### **Housing**

LCC provides contact information regarding local realtors and property owners/managers who handle rental properties. Contact the Student Affairs Office for this information via our website, or go to Parsons, Kansas website: [www.parsonsk.com](http://www.parsonsk.com). Our office listing has several property managers that are not on the Parsons website and which we periodically update.

You are also encouraged to discuss this topic with your campus tour guide when you make your campus visit. If you want to advertise for roommates or that you have an

apartment/house to share rent, students are allowed to post notices on campus and/or leave contact information with our admissions staff to give to other students either looking for housing or roommates.

Students coming during the summer to select an apartment/house and enroll in classes have more options than those that come after August 1. Hint: *Some property managers will be more “flexible” if they can meet your parent(s) and/or you are neat and clean in appearance and possess written character references.*

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### **Incomplete Coursework**

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Students who have experienced an extenuating circumstance that prevents completion of a course may request an “I” (incomplete) grade from the instructor. In order to be considered, the student must have been in attendance for at least the first 60% of the course and have a passing grade at the time of the request. The instructor will complete a contract that outlines the requirements the student must complete to finish the course. The contract includes a date by which the coursework must be submitted and must be signed by the student and the instructor. Failure to complete the contract will automatically result in an “F” grade. Students cannot withdraw from a course with an incomplete contract. Because incompletes may affect a student’s financial aid, students need to contact the Financial Aid Office when they have an incomplete.

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### **Insurance**

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#### **Health & Accident**

The American Association of Community Colleges endorses this product. Too many times students confronted with the high medical costs of illness &/or injury, are having to delay or drop out of college. Primary eligibility requirement is that the student must be enrolled in 4 or more in-class credit hours. Premiums range from \$300-\$500/year, varying according to which of the two plans are selected, excluding dependents (dependents are eligible). Payments may be made quarterly.

For informative brochure/application contact LCC Student Services: 620-421-6700 x1236 or x1264; FAX: 620-421-0180; website: <http://www.labette.edu/studentlife> or go to <http://www.studentresources.com> for direct customer service contact. \*

Note: Students accepted into a Health Care Program are required to have liability insurance. For more information, contact your Health Care Program advisor.

*\*For local insurance agencies go to: <http://www.parsonschamber.org/>*

#### **Personal Property**

National Student Services, Inc., with over 700 colleges participating, has special benefits for students enrolled in their program as follows:

- All Risks Coverage.
- Actual Cash Value or Replacement Cost.
- \$1,000 liability coverage at no extra charge to all participating students.
- \$1,000 coverage for property in storage, between semesters and during the summer.
- Deductibles of \$25, \$50, or \$100.
- All major credit cards accepted.

- Coverage can be secured over the Internet, by FAX, or regular mail.
- 30 days to examine policy for complete refund of the premium.

Questions??? Call NSSI's toll free number, (800) 654-6814 or e-mail:

[karen@nsssinc.com](mailto:karen@nsssinc.com). Website can be viewed at [www.nsssinc.com](http://www.nsssinc.com).

\* For informative brochure/application contact LCC Student Affairs: 620-421-6700 x1264; FAX: 620-421-0180; website: <http://www.labette.edu/studentlife>.

*\*For local insurance agencies go to: <http://www.parsonschamber.org/>*

### **International Students**

The International Student Advisor is located on the second floor of the Student Union Building.

The following checklist provides the steps required for Admission. It is preferred that students apply for Admission and submit all required items at least three (3) months before the semester they plan to attend LCC.

#### **Complete the enrollment/application form.**

- a. A non-refundable \$100 application fee is required. Submit the Application for admission preferably at least three months before the start of the semester in which you wish to enroll (unless you are transferring from another institution within the US).
- 2. Submit official copies of High School/Secondary School, and/or University academic transcripts with an English translation of the grades and grading scale.**
  - a. Translations may be accepted from the following organizations: Educational Perspective, World Educational Services, or an equivalent translation company. If you attended a high school in the United States, you'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
- 3. English Proficiency Requirements:** Submit evidence of English language proficiency. Students must meet **one** of the following criteria to demonstrate proficiency:
  - a. Minimal TOEFL test scores:
    - Internet Based (iBT) = 65, paper-based (PBT) = 513, Computer Based (CBT) = 183.
  - b. IELTS (International English Language Testing System) score of 5.5 or higher.
  - c. Have attended and graduated from an American High School within the United States and have maintained a minimum 2.0 CGPA (cumulative grade point average). You'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
  - d. Completion of ELS Language Center Level 112.
  - e. Completion of an Intensive English Program at an accredited four year university.

4. **Complete the Statement of Financial Information and Certification of Support** forms and submit them with a certified bank statement proving financial ability to attend Labette Community College.
5. **Submit proof of International health insurance.**
  1. If you do not have health insurance you will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College. For information regarding insurance companies that have proven to be reliable for previous students, please contact the International Student Advisor in the Admissions Office.

**Transfer Students** (those who have previously attended another US college)

1. Complete steps 1-5 above.
2. Complete the Transfer Eligibility Form and return to Labette Community College.

### **I-20 Information:**

The I-20 is a Certificate of Eligibility for Non-immigrant Student Status for those who wish to study in the US. The I-20 form must be taken to the American Embassy or Consulate when you apply for a Visa. More info can be found at [http://www.ice.gov/SEVIS/becoming\\_nonimmigrant\\_student\\_52007.htm](http://www.ice.gov/SEVIS/becoming_nonimmigrant_student_52007.htm)

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### **Naming of Rooms, Buildings and Physical Facilities (Policy 6.02)**

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The authority to name rooms, buildings and other physical facilities rests solely with the Board of Trustees.

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### **Naming of Rooms, Buildings and Physical Facilities (Procedure 6.02)**

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Naming of rooms, buildings and other physical facilities shall be accomplished through the following:

- A. A written proposal may be presented to the appropriate Vice President of the division or operating unit in which the naming is proposed.
- B. The Vice President may present the proposal to the President's Council for review and recommendation.
- C. After review and recommendation by the President's Council, the President may bring the proposed naming to the Board of Trustees for consideration and action. The decision of the Board of Trustees is final.

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### **Placement Testing (Procedure 3.22 )**

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The purpose of placement testing is to enhance student success in college. Placement test scores are used to place students in the most appropriate level for success. All students who plan to enroll for the first time in a General Education, English, Math, Online, or Hybrid course at Labette Community College must take the appropriate ACCUPLACER test or provide appropriate COMPASS, ACT or SAT scores. Although COMPASS placement tests will no longer be given at LCC after May 2016, COMPASS placement test scores will be accepted until fall 2021.

**General Education Course Placement:** All students must have an appropriate ACT, SAT or COMPASS score, or take the ACCUPLACER Sentence Skills test prior to enrolling in a general education course, unless the student has completed at least 12 credit hours of general education courses from another institution with a grade of C or better. If the score on the ACCUPLACER Sentence Skills test is 69 or higher, the student may enroll in any general education course. If the score places the student into the Pre-College Writing and Reading course (40-68), the student may either enroll in this course as a co-requisite, along with the general education course(s), or the student may take the ACCUPLACER Reading Comprehension test. If the student scores 69 or higher on the Reading Comprehension test, the student may enroll in general education courses without also enrolling in the Pre-College Writing and Reading course.

Students must consult their advisor prior to dropping/withdrawing from the Pre-College Writing and Reading course when it is a co-requisite with one or more general education courses. The student cannot drop/withdraw from the Pre-College Writing & Reading course without also dropping/withdrawing from any general education co-requisite courses. A student who scores into the Writing & Reading Essentials course, may take the ACCUPLACER Reading Comprehension test to achieve a high enough score to place into the Pre-College Writing & Reading course, or possibly test out of any reading requirement. If the student still places into the Writing & Reading Essentials course after taking both the ACCUPLACER Sentence Skills and Reading Comprehension placement exams, the student cannot enroll in general education courses. However, the student may enroll in some concentration courses in Art, Athletic Training, Exercise Science, Graphic Design, Mathematics (requires math placement), Office Technology, and Physical Education.

**English Composition I Course Placement:** The student must have an ACCUPLACER Sentence Skills score of 69 or above, or the appropriate COMPASS, ACT, or SAT score to enroll in English Comp I. Without a qualifying score, the student needs to complete the Pre-College Writing and Reading course with a C or better prior to enrolling in English Comp I. If a student has taken a college English course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

**Math and Physics Course Placement:** These courses require minimum ACCUPLACER, COMPASS, ACT, or SAT placement scores prior to enrollment. If the student has taken a math or physics course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

**Online and Hybrid Course Placement:** Students must meet the same writing/reading requirements found in the General Education Course Placement above to enroll in any online course, whether General Education or not.

The ACCUPLACER test for each subject/discipline may be taken twice per enrollment period--fall or spring semester. Students who are enrolled in the



recommended remedial course, based on their ACCUPLACER score, may retake the test upon completion of the course. If the ACCUPLACER score falls into an appeal score zone, the student must follow the appeal process for that subject/discipline.

**Reading Requirements for Health Science Courses:** Some Health Science programs have a reading requirement determined by program policy. Students enrolled in any of these programs should check with their advisors to determine if such a requirement exists.

### **Additional Information**

College students who apply for Pell Grants and who will be taking Writing & Reading Essentials, Pre-College Writing & Reading, Foundations of Math, Beginning Algebra, Intermediate Algebra, or any other developmental course must have taken the appropriate placement test in order to qualify for the grant funds.

Students enrolled full-time at other colleges who wish to also enroll at LCC at the same time will be allowed to enroll in any course without being required to take the writing or reading placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. English and math courses will still require placement testing, or appropriate ACT or SAT scores.

Students enrolled for one credit hour or less, or enrolled in Community Services and Workforce Education courses, are exempt from the above procedure.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the college's designated ADA coordinator at least two business days prior to their desired testing date. Students may contact the coordinator by phone at (620) 421-6700, ex. 1230, or in person in the Business Office on the main campus in Parsons. The coordinator will work with the SSC staff to ensure proper accommodations are in place for the student prior to testing.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1147 or by email at [testing@labette.edu](mailto:testing@labette.edu).

## Writing Placement

Score	Placement in
ACCUPLACER Sentence Skills Score of 1 – 39 COMPASS writing score of 1-51 ACT English score of 1-13	Writing & Reading Essentials
ACCUPLACER Sentence Skills Score of 40 – 68 COMPASS writing score of 52-69 ACT English score of 14-17	Pre-College Writing & Reading
ACCUPLACER Sentence Skills Score of 69 or higher COMPASS writing score of 70 or higher ACT English score of 18 or higher SAT Verbal score of 360 or higher	English Composition I

### *Appeal Process*

Students who have taken the ACCUPLACER Sentence Skills test twice and score between 37 and 39 may write an essay for consideration of placement into Pre-College Writing & Reading

Students who have taken the ACCUPLACER Sentence Skills test twice and score between 66 and 68 may write an essay for consideration of placement into English Composition I.

Students can only go up one level by writing the essay.

### **Procedure for writing the essay:**

The essay will be written in the Student Success Center (SSC).

The students will be given a list of topics chosen by the English faculty.

The student will fill out a form listing their name, ID number, address, and phone number.

The student will receive written instructions for writing the essay, paper, and pen. Once it is completed, the essay and form will be sent to the English Department.

They will have at least two people read the essay and decide, independently, whether or not the student should be admitted into the higher course. If there is a disagreement, a third faculty member will read the essay to make the determination.

Once the decision has been made, the essay and decision are returned to the Student Success Center.

One of the SSC staff, usually the English Specialist, will contact the student and inform him or her as to which course they should enroll. The English Specialist will also inform Admissions of the determination.

The grading of the essay will be complete in 24 to 48 hours, so the student will be able to enroll in a timely manner.

## Reading Placement

<b>Score</b>	<b>Placement in</b>
ACCUPLACER Reading Comprehension Score of 1 – 53 COMPASS reading score of 1-54 ACT reading score of 12 or below  SAT reading score of 255 or below	Writing & Reading Essentials required (typically a student would take the ACCUPLACER Sentence Skills test to place into this course)
ACCUPLACER Reading Comprehension Score of 54- 68 COMPASS reading score of 55-74 ACT reading score of 13-16 SAT reading Score of 256-299	Pre-College Writing & Reading required (typically a student would take the ACCUPLACER Sentence Skills test to place into this course)
ACCUPLACER Reading Comprehension Score of 69 or higher COMPASS reading score of 75 or higher ACT reading score of 17 or higher SAT reading score of 300 or higher	No reading course required prior to, or as a co-requisite for General Education courses

### *Appeal Process*

Students who score within three (3) points of their desired course placement for Reading are eligible for the appeals process. As a first appeal, students have the opportunity to retake the placement test. A second (and final) appeal of placement requirements will be handled through the English Department.

## Mathematics Placement

Score	Placement in
ACCUPLACER Elem Algebra 1-39 COMPASS Pre-Algebra 1-33 ACT Math Score 1-13	Foundations of Math
ACCUPLACER Elem Algebra 40-59 COMPASS Pre-Algebra 34-100 ACT Math Score 14-16	Beginning Algebra <i>or</i> Applied Math
ACCUPLACER Elem Algebra 60-80 COMPASS Algebra 34-56 ACT Math Score 17-19 SAT Math Score 460 – 489	Intermediate Algebra
ACCUPLACER Elem Algebra 81 or higher ACCUPLACER College Level Math 40-79 COMPASS Algebra 57-100 COMPASS College Algebra 1-100 ACT Math Score 20 or higher SAT Math Score 490 or higher	College Algebra <i>or</i> Mathematics for Education
ACCUPLACER College Level Math 80 or higher COMPASS College Algebra 44-100 COMPASS Trigonometry 1-100 ACT Math Score 21 or higher SAT Math Score 540 or higher	Elementary Statistics, Trigonometry, Matrix Algebra or Intro to Analytical Processes
ACCUPLACER College Level Math 86 or higher COMPASS Trigonometry 44-100 ACT Math Score 26 or higher	Calculus I* *C or better in high school Pre- Calculus or Trigonometry required

If a student is placed in Intermediate Algebra by the placement test, they may take the Intermediate Algebra final. If they pass the final, they will be allowed to enroll in College Algebra. Students can only take the final for the course in which they were placed by ACCUPLACER to move to the next course in the sequence. The sequence of courses is as follows:

Foundations of Math  
 Beginning Algebra or Applied Mathematics  
 Intermediate Algebra  
 Mathematics for Education  
 College Algebra

Trigonometry/Elementary Statistics/Business Calculus/Matrix Algebra/Intro to Analytical Processes

Calculus I

Calculus II

Calculus III

Differential Equations

*Trigonometry, Elementary Statistics, Business Calculus, Matrix Algebra, and Introduction to Analytical Processes all carry a prerequisite of College Algebra and are considered roughly equal in terms of placement level.*

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### **RedZone**

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The RedZone is a portal to your information at LCC. The RedZone allows students to see their semester schedule, access their grades and unofficial transcript, as well as view their progress in their classes and check out their billing statement. Also, students will access their online/hybrid courses through the RedZone.

Students need their Student ID number and PIN to log on the RedZone. The Student ID number is found on the front of their Cardinal ID card. The PIN, password, is assigned by Computer Services. Students will receive a letter containing their PIN number after they get enrolled.

Information about logging on the RedZone is available on the LCC website.

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### **Repeat Courses**

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Students receiving a D or an F grade may repeat the course for credit one time without approval. Students who want to repeat a course for credit more than one time will need the approval from one of the following: VP of Academic Affairs, VP of Student Affairs, Dean of Instruction, or Cherokee Coordinator. Only the most recent grade for the course will be used in GPA calculation; however, the prior grade will still appear on the transcript. Courses noted as repeatable may be repeated without approval. Students receiving financial aid should always check with the Financial Aid Department before repeating any course.

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### **Residency (Policy 4.05)**

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For purposes of charging tuition, the College is required by law to determine the residency of each prospective student.

Residence means person's place of habitation, to which, whenever students are absent they have the intention of returning. Among significant factors which may be considered, but not any one of which to be necessarily considered conclusive without support of convincing evidence, in determining intent to become a resident are: the payment of property taxes, purchase of license tags, driver's license, location of employment, and registration for voting purposes. Such factors must be in existence at least six months prior to enrollment or re-enrollment while the parent or student is living in the district. In the case of a student under 18 years of age, the parents or court-appointed guardians must meet the residence requirements.

At the beginning of each semester, the Registrar's Office shall determine the residency status for tuition purposes of each student who enrolls. Students who have

not resided in Kansas for six months prior to the first day of classes are determined to be nonresident students and are charged out-of-state tuition rates. It is the student's responsibility to enroll under the proper residence classification. If a student enrolls as a Kansas resident and is later determined by the Registrar to be a non-Kansas resident, the student will be charged as a nonresident and payment will be required for all semesters the student was enrolled incorrectly. However, if a student that is classified as a nonresident upon enrollment disagrees with that classification, the student has the first week of classes to appeal the classification.

All appeals must be made in writing to the Registrar's Office. If a student does not exercise the right to appeal within the time allotted, the classification or reclassification becomes final. All decisions, charges, and refunds will be in accordance with the state law and KBOR guidelines.

High School students determined to be out-of-state residents enrolled in concurrent courses during the school day according to the state guidelines governing community Colleges, will be assessed the in-state tuition rate while enrolled in concurrent courses. The same student will be charged the out-of-state rate for any non-concurrent courses in which he or she is enrolled before school graduation unless the residence status legally changes.



Beginning in the Fall of 2014, students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Contact the Registrar's Office of the institution which you are attending for more information. Visit [http://www.kansasregents.org/transfer\\_articulation](http://www.kansasregents.org/transfer_articulation) for more information.

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### **Scholarship and Assistance Goals (Policy 4.04)**

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#### Goals for the Labette Community College Scholarship/Assistance Program

Labette Community College has identified several goals relative to scholarship awards/assistance, which are the means by which the goals may be realized.

- A. The College is committed to rewarding excellent academic achievement. To meet this goal, Merit scholarships are awarded.

- B. The College is committed to assisting students who have a financial need, which is determined by the College. To meet this goal, General assistance and Part-time student assistance are available.
- C. The College wishes to promote and encourage student talent in areas other than academic excellence. To meet this goal, Activity scholarships are awarded.
- D. The College is committed to assisting students who are returning to education after an extended absence to pursue a degree or certificate or to seek job retraining. These students often face substantial barriers to higher education, including lack of financial ability to attend, lack of employment or “subsistence” employment, responsibility for dependents, psychological impediments, and absence of encouragement or support systems. To meet this goal, Non-traditional student assistance is offered.
- E. The College is committed to providing an opportunity for high school students in the area to experience College level courses in an effort to give them the confidence needed to continue their College education upon high school graduation. To meet this goal, Jump Start assistance is offered.

Criteria are established for each scholarship and assistance program.  
(See also Scholarship and Assistance Programs Procedure 4.04)

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### **Scholarship and Assistance Programs (Procedure 4.04)**

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#### A. Availability of Funds

Students are encouraged to apply early for scholarships. Online applications are available on the College website. Preference will be given to applications received prior to May 1. Grade point average (GPA) and the number of hours enrolled are considerations but not always deciding factors. Scholarship awards are subject to availability of funds.

Students must complete the FAFSA (Free Application for Federal Student Aid) to be eligible for most institutional scholarships.

#### B. Academic Scholarships:

High school seniors may apply for an academic scholarship to be used for the first academic year following high school graduation, with renewal pending performance and availability of funds.

Award	Grade Point Average (Based on seven semesters)	Amount (up to 16 credit hours)
Presidential Award	3.75-4.00	Tuition/plus \$200 books per semester
Vice Presidential Award	3.50-3.74	Tuition/plus \$100 books per semester
Merit Award	3.00-3.49	Tuition/plus \$50 books per semester

Students must be enrolled full time (12 credit hours or more) by June 15 prior to the fall semester and by December 15 prior to the spring semester to validate acceptance. Students who withdraw to less than 12 credit hours will be ineligible the next renewal period.

Reapplication: (scholarships may be renewed as long as funds are available.)

1. Must submit application by May 1 of freshman year
2. Must be enrolled in 15 hours for fall semester of sophomore year by June 15
3. Must maintain required grade point average (cumulative)

C. Jump Start Concurrent/Dual Credit Enrollment Assistance:

High school students who are eligible to enroll may receive assistance with a properly completed Student Financial Assistance/Scholarship Application. *Attendance must be approved by a high school official. Fees and books are not covered by LCC.*

Students attending Labette County high schools are eligible to receive full tuition up to 16 hours/semester if they meet the required 2.5 GPA.

Cherokee County and Crawford County high school students will receive up to 16 hours paid tuition/semester if they meet the required 2.5 GPA.

Students attending high schools in other Kansas counties may receive assistance/scholarship of full tuition for up to six credit hours/semester if they meet the required 2.5 GPA, including online courses.

D. General Assistance:

Students must meet the following characteristics to be considered for aid if funds are available: enrolled and have at least an LCC grade point average of 2.5 and demonstrate financial need via FAFSA application (Full-Time, Part-Time, and Nontraditional Students)

E. Activity Assistance:

Assistance is awarded per semester or academic year for performance (i.e.



baseball, basketball, wrestling, volleyball, softball, cheerleading, art, graphic design, etc). Criteria and length of scholarship are established by the coaches and/or instructors of each activity.

F. GED Scholarships:

Students receiving their GED through the Adult Basic Education program offered by the Student Success Center at Labette Community College are eligible for the GED Scholarship. The students will receive up to 12 credit hours of paid tuition if they enroll within six months of successfully completing their GED, funds permitting.

G. International Assistance:

Awarded to international students (funds permitting) who have maintained a cumulative LCC GPA of 3.0. The scholarship shall not exceed the in-state rate of tuition for 16 hours per semester.

H. Labette County Assistance

Labette County residents who have an accredited high school diploma or GED are eligible to receive full tuition up to 16 credit hours per semester at LCC, regardless of past LCC performance. Reapplication and 2.5 cumulative GPA are necessary for renewal. Some exceptions may apply.

I. Transfer Assistance

A transfer student: (1) must submit official transcripts from all schools previously attended; (2) have completed a minimum of 12 credit hours at one other institution of high education with cumulative 2.5 GPA. (3) Student eligible for tuition assistance, up to 16 credit hours/semester. (4) Renewable if GPA exceeds 2.5 and if funds are available.

J. Foundation Scholarships

Many Foundation scholarships from private and corporate donors are available and awarded according to applicant qualifications and funding availability. Some scholarships require a thank you note before award is validated. Early application is encouraged. GPA of at least 2.5 is required unless otherwise stated in the award criteria.

### ***Application Procedure***

Student submits the online Student Financial Assistance/Scholarship application to the Financial Aid Office. Application is available on the College website or in the Student Affairs Office. Priority deadline is May 1<sup>st</sup>.

For Activity Assistance, Coach and/or Instructor provides scholarship application to the Financial Aid Office indicating on the form

The Financial Aid Office will forward the award letter to the student indicating approval and a denial letter will be sent to students with applications not approved.

Revised: 01/21/2016

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## **Transcripts**

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There are 2 types of transcripts – unofficial, which is free and official, which has a fee of \$10.00. If you need an unofficial transcript for your records, you can print one from your RedZone Account. You will need your username and password to access your RedZone Account.

Official transcripts are generally sent directly to other colleges, employers or to students in sealed envelopes. If the seal on the envelope is broken, the transcript becomes unofficial. To request an official transcript online please go to the LCC website, click on the Students tab, Transcripts/Registrar and then click on the link to order an official transcript. This link will take you to the National Student Clearinghouse which provides this service for LCC. The site will walk you through placing your order, including delivery options and fees. Order updates will be emailed to you. You can also track your order online. You can also fill out the Transcript Request Form in the Admission Office. Faxed transcript requests are no longer accepted.

Transcripts will be withheld if any financial obligations to the College have not been paid or if material and/or equipment have not been returned to the College.

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## **Transfer Credits**

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In most cases, Labette Community College accepts transfer credit hours from colleges/universities accredited by agencies approved by the Department of Education and if the course(s) are equivalent to the courses(s) offer here at LCC or can be utilized to meet a General Education requirement. Other acceptable courses will be coded in the most appropriate program.

LCC adheres to the Kansas Seamless Transfer Among Regent System using the KSRN Matrix developed by Kansas Board of Regents which guarantees transfer of approved courses among all Kansas public postsecondary institutions.\*

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.\*\*

Military courses are accepted as suggested by the American Council on Education (ACS) if we have the equivalent course(s) and if the course(s) would be acceptable for the student's major.

Transfer hours will be changed to meet the semester hour system. Grades will be defined by our grading definitions.

A maximum of 42 credit hours of recognized credit transferred from another college can be applied to associate degree requirements at Labette Community College. A minimum of 15 credit hours must be completed at LCC for an Associate's Degree with 15 of the last 30 credit hours being taken at LCC. At least half of the credit hours required for a certificate must be completed at LCC.

**COURSE** ▶ **TRANSFER**

**REVERSE** ◀ **TRANSFER**

\*See page 22 for more information

\*\* See Page 38 for more information

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### **Who Is Eligible To Enroll**

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Any individual who has graduated from an accredited high school or received a General Education Development (GED) may attend LCC as a regular student. Students must provide proof of high school graduation or GED completion. Individuals 18 years of age and older who do not meet any of the above criteria may attend as a special student on probation until at least 30 credit hours with a GPA of 2.0 or better have been completed. Permission to enroll as a special student is granted by the Vice President of Academic Affairs.



# *College Services & Facilities*



The College Services & Facilities section defines services that are available to Labette Community College students and provides a brief description of the buildings used by LCC.

College facilities may be used for student activities as well as community activities. All facilities are scheduled through the Facilities Department located on the second floor of the Student Union Building. All buildings are handicapped accessible. The services and facilities are listed alphabetically in the paragraphs that follow.

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## **Academic Advising Center**

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The Academic Advising Center is located on the second floor of the Student Union, room SU201. There are advisors there to assist students majoring in Education, Liberal Studies, Nursing, prior to being accepted into the Nursing Program, and Office Technology. Advisors are also available to assist students if their major advisor is unavailable or if they have not decided on a major.

Students can call (620) 421-6700, extension 1221 to make an appointment or walk in anytime during regular college business hours to talk with an advisor.

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## **Accommodation Services**

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Special needs services such as assistance for students with disabilities for any student in need of assistance must report to the Payroll Accountant located in the Business Office of the Student Union Building. See Disability Services for more information.

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## **Bookstore**

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The College Bookstore is located on the first floor of the Student Union. All required instructional books and reference materials for scheduled courses at LCC are available in the bookstore. The bookstore carries all the latest LCC apparel, caps, kids' gear, supplies, gifts, collectables and a great candy and snack selection. The College Bookstore can be contacted by calling (620) 421-6700, extension 1165 or 1166. Normal business hours are 8:00 am to 4:30 pm with expanded hours at the beginning of each semester.

Textbooks and other reference materials are also available for scheduled courses at the LCC Cherokee Center. Additional books or reference materials may be ordered

through the Main Campus Bookstore and sent to the Cherokee Center for pick up. The LCC Cherokee Center may be contacted by calling (620) 232-5820. Normal business hours are Monday – Thursday from 7:30 am to 7:30 pm and Friday from 7:30 am to 5:00.

Online students or other students who do not have the opportunity to come to either bookstore may call the Main Campus Bookstore and have the books mailed to them. A list of textbooks and all pertinent information may be found at [www.labette.edu](http://www.labette.edu) under the Bookstore page.

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### **Business Office**

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The Business Office is located on the second floor of the Student Union. Students may pay their bills or make inquiries about a bill in the Business Office. The Business Office can be contacted by calling (620) 421-6700, extension 1231.

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### **Cherokee Center**

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The Cherokee Center is located south of Pittsburg at the junction of HWY 400 and HWY 69. The Cherokee Center offers day and evening general education courses, and the Dental Assistant Program. Staff at the Cherokee Center are able to assist with advising, enrolling and financial aid.

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### **Counselling**

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Labette Community College has teamed with Labette Center for Mental Health to assist current students with the expense of mental health care if needed. If a student is in need of assistance, they should make an appointment with the Vice President of Student Affairs. The Vice President will refer the student to the Labette Center for Mental Health. The college will pay for three sessions with the Labette Center for Mental Health if the student does not have medical insurance.

### **Services are also available through:**

Hotlines – 7 days a week, 24 hours a day:

Labette Center for Mental Health	(620) 421-3771
Southeast Kansas Mental Health Center	(620) 473-2241
Family Life Center	(620) 231-5863
Four County Mental Health Center	(800)499-1748

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### **Ed Hendershot Gallery**

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The Ed Hendershot Gallery is a modern climate-controlled exhibition space measuring 15 feet by 54 feet located on the second floor of the LCC Main Building. It is a multifunctional area that can accommodate a wide range of events. Its primary purpose is to serve Labette Community College students and residents of Southeast Kansas by providing a place for activities that promote personal enrichment and lifelong learning. Ideally, these cultural, intellectual, and social activities will enhance the quality of community life.

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### **Foundation/Alumni Office**

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The LCC Foundation/Alumni Office is located at 1227 Broadway.

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## **H Building**

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The H Building is located south of the Student Union. The building houses classrooms and office space for Art, Communication, Electronic Technology, Graphic Design, and Psychology Programs. Other department offices and general education classrooms are also housed in this facility. An elevator is located just inside the handicapped accessible entrance on the east side.

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## **Library**

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The Library is located on the first floor of the Main Building and provides an academic environment for students and faculty. The Library's over 24,000 volumes and over 80 hard copy magazines and journals attempt to provide support for all areas of study at Labette Community College. The Library maintains online periodical databases for students to access additional magazines, journals and newspapers, as well as reference materials. Most of these databases include full text and page images of the materials. There is also access to federal and state documents and other research assistance through the Library's webpages. Using the Web to provide library resources and email reference allows the Library to serve LCC students at various locations including distance education and extension sites. The Library provides WI-FI and Internet computers with the Office Suite that can be used by all students.

In addition, the interlibrary loan service can provide materials not owned by the Library from other libraries throughout the United States. Students have access to the Web, and email in the Library. Qualified librarians are available to provide assistance and library instruction programs upon request. The Library is open during the fall and spring semesters Monday through Thursday from 8:00 am – 9:00 pm and Friday 8:00 am-12:00 pm. During the summer semesters the hours are 7:00 am –7:00 pm Monday and Tuesday, 7:00-4:30 Wednesday and Thursday and closed on Friday.

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## **Main Building**

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The three-story Main Building provides space for many classrooms and programs. The first floor houses the biological science, and English departments, as well as the Library. In addition to classrooms, the second floor houses administrative offices, the Print Shop, Thiebaut Theatre, and the Ed Hendershot Gallery. Business, Social Science, and computer science departments, as well as computer labs and the Computer Services Office, are located on the third floor. An elevator is available by the handicapped accessible entrance located on the northwest side of the building.

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## **Main Building Annex**

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Connected to the northeast corner of the Main Building, the Annex houses chemistry, physics, mathematics offices, classrooms and laboratories. A handicapped accessible door is located at the east entrance.

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## **Multipurpose Building (Gymnasium)**

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The Multipurpose Building (Gym) houses the Athletic Department and offices. The building includes facilities for basketball, wrestling, volleyball, intramural sports, baseball and softball hitting and pitching, physical education activity, and athletic

training courses. The facility is also used for other activities that require a large indoor space or a large amount of seating.

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### **Music Buildings**

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The Music Program is located at 1225 and 1229 Broadway. The buildings include studio space, classrooms, performance space, a piano lab, a music theory computer lab, and faculty office.

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### **Parking**

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Several free parking lots are provided on the main campus. There is also curb parking around the campus. Students are expected to park properly and to respect parking signs, other vehicles, and pedestrians at all times. Improper parking may result in a fine from the College or city police. Any fines imposed by the College are to be paid in the Business Office.

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### **Physical Therapist Assistant Building**

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The Physical Therapist Assistant program is housed at 1401 Main, Parsons, KS.

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### **Public Relations Office**

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The Public Relations Office is located at 1227 Broadway.

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### **Scholarships**

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Please see Financial Information section of this catalog, beginning on page 51.

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### **Student Affairs**

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The Student Affairs Office is located on the second floor of the Student Union Building and includes the Vice-President of Student Affairs Office, the Admissions Offices, the Financial Aid Offices and the Registrar's Office.

The Admissions Office coordinates LCC recruiting and assists with advising. Advising is available to first time LCC and return students who have not declared a major. Applications, enrollments and Add/Drop forms are also processed in the Admissions Office.

Please see the Financial Information section for Financial Aid information.

The Registrar's Office is responsible for the academic records of all LCC students. Other responsibilities include verifying degree/certificate eligibility; coordinating enrollment of students; evaluation of transfer courses; and commencement coordination.

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### **Student Health Services/Health Insurance**

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Each student is responsible for his or her own health insurance. The College neither endorses nor participates in such programs for the general student population, nor does the College provide a student health service. Student health insurance information and applications are available in the Student Affairs Office.

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### **Student Life Office**

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The Student Life Office is located on the first floor of the Student Union Building.

The Student Life Specialist oversees the Organizations and clubs, Student Government Association, and Campus Activities Board. Organizations, clubs, SGA and the many campus activities that are offered throughout the year help keep our students involved and enhance their college experience. There are also computers, big screen TV, video games, etc. available to LCC students in the Student Life Office.

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### **Student Success Center**

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The Student Success Center provides services that assist students to succeed academically and houses two grant programs: Adult Basic Education/GED and Title IV Student Support Services (Student Support Services). It is the site of placement testing and developmental courses. In addition, a computer lab is open for classes and student use. The Student Success Center provides peer tutoring. Most of these services are available through the following programs:

#### Adult Basic Education

Provides basic skills instruction, GED instruction and testing, English as a Second Language, and literacy testing.

#### Student Support Services

A federally funded TRIO (Student Support Services) program that provides intensive, highly individualized support services to first generation, low-moderate income, and/or disabled students. Services include academic advising, professional and peer tutoring, workshops, cultural activities, campus visits, and more.

#### Student Success Center Computers

Computers are available for student use in the Student Success Center. Computerized assistance in writing, reading, and mathematics is available on these computers.

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### **Student Union**

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The Student Union is the central location where students can enroll, apply for financial aid, pay for tuition and fees, purchase their textbooks, get a home-cooked meal, then relax in the student lounge without leaving the building.

Primary offices and services located in the Student Union are: Student Government, Student Life Coordinator, Cardinal Café, College Bookstore, Admissions, Advising Center, Business Office, Financial Aid, Student Affairs, Human Resources, Accommodation Services, and Facilities/Auxiliary Services.

An elevator is available for access to the second floor and there are two handicapped accessible entrances located at the northwest and southeast sides of the building.

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### **Talent Search**

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The Talent Search Program is designed to assist potential first generation college students. Although this is the primary criteria, students can be accepted based on other criteria, such as family financial status and placement in foster or court care.



Through early intervention and with the services provided, the LCC Talent Search program encourages students to remain in school and, then, to pursue postsecondary opportunities in college and vocational or technical schools. Talent Search provides these services at no cost to students in middle school and high school who participate in the program. Contact the LCC office at 620.820.1037 or 620.820.1028.

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### **Thiebaud Theatre**

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Located in the Main Building, the 200-seat modern theatre with its thrust stage is used for cultural events such as plays, music recitals, and concerts. When not being used for these events, it is used as a lecture hall for courses and as a meeting place for organizations, seminars, and workshops. An elevator and handicapped accessible entrance are available on the northwest side of the Main Building.

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### **Workforce Education, Career Training and Personal Enrichment**

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Courses for workforce development, continuing education, personal improvement, recreation, cultural and community enrichment are brought to the community through the Workforce Education, Career Training and Personal Enrichment Department. These courses provide opportunities to increase personal proficiency in particular skills or professions and for personal enrichment through planned cultural and recreational studies.

Instructors are leading professionals, experienced community members, college faculty members and other educators who bring to the community exciting learning opportunities, regardless of the student's age or previous educational experience.

Workforce Education courses target the needs of business and industry in Labette and Cherokee counties. In many instances, LCC can work with individual businesses to design customized education and training solutions for their workforce needs. Workforce Education also provides courses and workshops accessible to many employees of community businesses seeking to improve job-related skills and improve their own opportunities for advancement and success.

The Workforce Education Department also offers Certified Nurse Aide, Certified Medication Aide, Home Health Aide and other Health Care occupational certifications.

Community Service courses are designed to enrich the lives of everyone in our community. The courses range from computer to Yoga. The courses are developed to fit the needs and interests of the community.

Since the Workforce Education and Community Service courses are developed throughout each semester, current courses can be accessed on the LCC website or by calling the department directly at (620) 820-1278.

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### **Zetmeir Health Science Building**

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This newly constructed LEED two-story building has classrooms and labs for many of the Health Science Programs. The first floor houses Radiography, Sonography, and the Respiratory Therapy Programs along with a high tech simulation center which

is utilized for hands on training by all Health Care Programs. The second floor is devoted to the Nursing Program.



# *Financial Information*



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## **Financial Aid**

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Financial aid programs are available for eligible students attending Labette Community College. Students must complete the Free Application for Federal Student Aid (FAFSA) for all federal and most institutional scholarships.

Students must have a high school diploma or a GED to be eligible for all federal programs. Students who have graduated with a correspondence diploma or from a home schooling program not recognized by the Kansas Department of Education should complete and pass the GED examination. Students who have graduated with a correspondence diploma must have written documentation that the diploma is recognized as a high school diploma by the state in which the correspondence school is located or follow the testing procedure above. Please check our web page for financial aid information and forms.

### **Types of Federal Financial Aid Available at LCC**

#### **Federal Pell Grants**

A Federal Pell Grant is a need-based grant awarded to eligible students who have not yet earned a bachelor's degree.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

A grant that is available for Pell Grant eligible students who demonstrate exceptional need. FSEOG recipients are determined by the financial aid office according to their need.

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

The Federal Work-Study Program provides the opportunity for part-time employment for Pell Grant eligible students. LCC also offers institutional work-study opportunities for students without financial need.

#### **Federal Direct Student Loan**

Federal Direct Student Loans are available to eligible students. These loans are made through the federal government and must be repaid.

## Federal Direct PLUS Loan

Federal Direct PLUS Loans are available for parents to help pay for their child's education. These loans are also made through the federal government and must be repaid.

## Institutional Scholarships

Students are encouraged to apply early for all scholarships. Applications are available in Student Affairs and on our website. Preference will be given to applications received prior to May 1st. Grade point average (GPA) and the number of hours enrolled are considerations but not always deciding factors. Scholarship awards are subject to availability of funds.

## Academic Scholarships:

Who may apply: High school seniors may apply for an academic scholarship to be used for the first academic year following high school graduation, with renewal pending performance & availability of funds.

	<u>GPA (7 semesters)</u>	<u>Amount (up to 16 credit hours)</u>
Presidential Award	3.75 - 4.00	Tuition/plus \$200 books/semester
VP Award	3.50 - 3.74	Tuition/plus \$100 books/semester
Merit Award	3.00 - 3.49	Tuition plus \$50 books/semester

**Student must be enrolled in 12 or more credit hours by June 15 prior to fall semester and December 15 for spring semester to validate acceptance.** Health care students should check with their appropriate director. Students who withdraw to less than 12 credit hours will be ineligible the next renewal period.

Reapplication (scholarships **may** be renewed as long as funds are available):

1. Must submit application by April 1 of Freshman year.
2. Must be enrolled in 15 hours for fall semester of Sophomore year by June 15.
3. Must maintain required grade point average (cumulative).

## Jumpstart Concurrent/Dual Credit Enrollment Scholarship

High school students who are eligible to enroll may receive assistance w/properly completed Student Scholarship Application. *Attendance must be approved by a high school official. Fees and books are not covered by LCC.*

1. Students attending Labette County high schools are eligible to receive full tuition up to 16 hours/semester if they meet the required 2.5 GPA.
2. Cherokee County and Crawford County high school students will receive up to 16 hours of paid tuition/semester, if they meet the required 2.5 GPA.
3. Students attending high schools in other Kansas counties may receive up to 16 hours of paid tuition per semester with GPA of 2.5 or above, including online courses.

## Activity Scholarship \*

Scholarship is awarded per semester or academic year for performance (i.e., baseball, graphic design, wrestling, cheerleading, softball, music, volleyball, dance team,

basketball, leadership, fine arts, etc.). Criteria & length of scholarship are established by the coaches &/or instructors of each activity.

### **Foundation Scholarships \***

Many Foundation scholarships from private and corporate donors are available and awarded according to applicant qualifications and funding availability. Early application is encouraged.

### **GED Scholarships \***

Students receiving their GED through the Adult Basic Education program offered by the Student Success Center at Labette Community College are eligible for the GED Scholarship. The students will receive up to 12 credit hours of paid tuition if they enroll within 6 months of successfully completing their GED, funds permitting.

### **General Scholarship \***

Students must meet the following characteristics to be considered for aid, if funds are available: enrolled and have at least an LCC grade point average of 2.5 and demonstrate financial need via FAFSA application. **(Full-Time, Part-Time, & Nontraditional Students)**

### **International Scholarship**

Awarded to international students (funds permitting) who have and maintain a cumulative LCC GPA of 3.0. The scholarship shall not exceed the in-state rate of tuition for 16 hours per semester.

### **Labette County Scholarship**

Labette County residents who have an accredited high school diploma or GED are eligible to receive full tuition up to 16 credit hours per semester at LCC, regardless of past LCC academic performance. Reapplication and 2.5 cumulative GPA are necessary for renewal. Some exceptions do apply.

### **Transfer Scholarship \***

A transfer student: (1) must submit official transcripts from all schools previously attended; (2) has completed a minimum of 12 hours at one other institution of higher education with cumulative 2.5 GPA. Tuition assistance up to 16 credit hours/semester. Renewable if GPA exceeds 2.5 & if funds are available.

\*Must complete the FAFSA to be eligible for these scholarships

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## **Tuition & Fees**

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Tuition and fees are subject to change by action of the LCC Board of Trustees. At the time of printing, the amounts listed in this catalog are correct, but are subject to change. The most current charges will be listed on the College Website at [www.labette.edu](http://www.labette.edu).

### ***(Per Credit Hour) (subject to change)***

Kansas Residents	\$49.00 Tuition
Plus	<del>\$43.00</del> Incidental Fees
	\$92.00 per credit hour

Arkansas, Missouri, & Oklahoma Residents Plus	\$70.00 Tuition <u>\$43.00</u> Incidental Fees* \$113.00 per credit hour
Other Out of State Residents Plus	\$74.00 Tuition <u>\$43.00</u> Incidental Fees* \$117.00 per credit hour
International Plus	\$133.00 Tuition <u>\$43.00</u> Incidental Fees* \$176.00 per credit hour
Audits** Plus	\$93.00 Tuition <u>\$43.00</u> Incidental Fees* \$136.00 per credit hour

\*Fees: The \$43.00 incidental fee includes the operational cost of the Student Government Association and the Campus Activities Board, admission to all student activities, student life office, student scholarships, athletic events and Student Union maintenance, equipment and utilities.

\*\*Audits: Receive no credit or class participation. Not eligible for scholarship.

To set up installment payments go to the LCC Website (<http://www.labette.edu/>) **and log into Redzone and select Account Information and set up a payment plan** or contact the Business Office at (620) 421-6700 ext. 1231.

Tuition and incidental fees are waived for Labette County Senior Citizen residents (60 years of age and over) enrolling in credit courses; however, the Senior Citizen will be responsible for any other fees and any required textbooks for the credit course.

***Other Costs - (subject to change)***

**In addition to applicable tuition and incidental fees.**

Application for Nontraditional Credit	\$45.00
CLEP Testing	\$80.00
CLEP Administration Fee	\$15.00
GED Testing	\$85.00
Insufficient or non-fund check charge	\$30.00
Transcripts	\$10.00
Service fee	\$50.00

***Per Course Fees:***

Adult Care Home Operator	\$25.00
Art ^	\$10.00 - \$85.00
Biology - 5 credit hour^	\$50.00 - \$75.00
Introduction to Chemistry - 5 credit hour	\$75.00
College Algebra	\$100.00
College Chemistry I, II - 5 credit hour	\$75.00
Organic Chemistry I, II - 5 credit hour	\$75.00
Basic Chemistry I, II, III (no lab)	\$50.00
Dental Assistant per course fee	\$75.00-\$200.00

Dental Assistant Testing Fee	\$375.00
Diagnostic Medical Sonography (per course fee)	\$30.00
Diagnostic Medical Sonography Testing Fee	\$250.00
English Composition I	\$2.00
Graphic Design	\$83.00
Introduction to Analytical Processes	\$100.00
Medication Aide	\$161.00
Noncredit Personal Enrichment	Varies
Nurse Aide	\$16.00
Nursing (Basic Nursing Course fees)	\$25.00**
Nursing (IV Therapy only)	\$30.00**
Nursing (1 <sup>st</sup> year) ATI exam fees ^	\$77.00 - \$280.00**
Nursing (2 <sup>nd</sup> year) ATI exam fees ^	\$77.00 - \$418.00**
Office Technology Courses per class	\$10.00
Photography	\$10.00-\$83.00
Physical Education PED 116 - Lifetime Fitness	\$5.00
Physical Science	\$75.00
Physical Therapy Assistant Material fee	\$75.00-\$200.00
Physics	\$30.00
Private Music per course	\$75.00
Private Music Lessons (1/2 hour per week)	\$75.00
Radiography Labs	\$15.00**
Radiography Material Fees	\$20.00
Respiratory Lab	\$15.00**
Respiratory Clinical	\$15.00**
Respiratory Material Fees	\$190.00-\$390.00
Statistics	\$100.00
Student Success Skills	\$15.00
Writing Essentials & Pre-Composition	\$10.00

### ***Other Per Credit Hour Fees***

Health Care Courses	\$15.00
Cherokee Center	\$10.00
Computer Lab Courses	\$10.00
Online Courses	\$30.00
Hybrid Courses	\$15.00
Video Courses	\$25.00

^ = Amount depends upon courses enrolled

\* = Other courses may have mandatory fees attached to cover cost of consumable supplies.

# = At the time of the printing, the amounts listed above were correct, but are subject to change. The most current charges are normally listed on the College website: /www.labette.edu

\*\*This fee is in addition to the \$15.00 credit hour fee for health care courses.

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## **Tuition & Fees Refund**

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*Fall and Spring Regular Semester Day/Evening/Extension Courses:*

- Full Refund – Drops during the first week of the semester.

*Summer Courses:*

- Full Refund – Drops during first four days of the semester.
- = Mini session refund dates may differ

**Note:** Students will have official transcripts withheld if any financial obligations have not been paid or if materials and/or equipment have not been returned to the College (see Holds).

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### **Procedures for Withdrawing from Courses**

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To officially withdraw from courses, LCC students must withdraw through the Registrar's/Admissions Office (2<sup>nd</sup> floor of the Student Union Building). The student's official withdrawal date is determined by the day the withdrawal is processed in this office. *The sole responsibility for initiating and completing the withdrawal process rests with the student.* Failure to officially withdraw will result in the recording of all grades of F at the end of the semester/session.

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### **Refund Policy for ALL LCC Students**

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A student permitted to withdraw from a course or courses in an academic session in which he or she is enrolled may be allowed a refund of the tuition and the fee charge for that course or courses. In the event some or all of the tuition and fees were paid by some source(s) other than the student, including but not limited to scholarships, grants, and Federal Title IV Funds, the first refund amounts will be made payable to those sources. If the student has any unpaid account with the College any refund due from withdrawal may be applied to such an account. Any amount paid to the College that exceeds tuition and fees paid by these other sources, and any amounts due to the College, shall then be paid to the student. For students who completely withdraw from classes and have received Federal Title IV funds, please refer to the Federal Return to Title IV Funds policy available on the web at [www.labette.edu/](http://www.labette.edu/)

The first class day constitutes the beginning of the semester for tuition refunds. For courses that are scheduled out of sequence of the regular fall and spring sessions, including summer, the student should refer to the Academic Calendar published in the schedule of classes, or on the web at [www.labette.edu/calendar/academic/academic.htm](http://www.labette.edu/calendar/academic/academic.htm); otherwise check your course syllabus or the Office of the Registrar. Institutional refunds for all students who withdraw or reduce the number of hours enrolled are calculated according to the dates in the Academic Calendar, as posted on the web. These refund schedules apply to each course from which a student withdraws. Withdrawal from a course and enrollment in another course are treated as two separate transactions, unless they are requested simultaneously. For the regular fall and spring semesters, 100% refunds are available only during the first week of the semester; no refund will be given beyond the first week of the semester.

For students receiving federal funds, disbursement periods and amount are set after refund deadlines and the FAO makes the respective adjustments to their enrollment status. It is the responsibility of the student to inform the FAO of any such revision in status. Enrollment status changes for students who have not received federal funds during an institutional refund period will allow for refunds in the following priority order:

- (1) LCC Scholarships
- (2) To the student



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### **Refund Due to Serious Illness or Injury**

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If a student is unable to complete a semester or session due to serious illness or injury, the student must present acceptable official documentation signed by a licensed health care provider certifying the circumstances in adequate detail. Upon completion this documentation should be directed to the Registrar for review and determination of appropriate action. Based on an approved request, the student will be withdrawn from all courses and refunded the tuition and fees for the semester/session, provided that the student has personally and fully paid all other outstanding tuition and fees, and has no other outstanding College financial obligations. If the above student received Title IV federal financial aid, the current return to Title IV Funds policy must be applied.

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### **Refund Due to Death of Student**

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If a student should die during a semester/session in which the student is duly enrolled, the student's estate will be refunded the tuition and fees based on the above stated policies. To initiate this process, the family may contact the Office of the Registrar.



# *Student Information*



The Student Information section includes the rules, guidelines, and processes that allow the student and College to operate while assuring concern for the rights of others and their property. The topics in this section are listed alphabetically.

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## **Administration of Student and Academic Codes**

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The Vice President of Student Affairs (VPSA) shall be primarily responsible for the administration of the student conduct system. The Student Life Specialist (SLS) may work closely with the VPSA in resolving minor disciplinary problems resulting from the violation of regulations regarding student activities.

The Vice President of Academic Affairs (VPAA) shall be primarily responsible for the administration of the academic conduct system, in cooperation with the Dean of Instruction. On rare occasions there may be incidents that involve both student and academic conduct, at which time the Vice Presidents will consult and the more serious offense will have precedence. (The consultation is to include the necessity for having the President appoint an additional ‘standby’ appeals committee as a precaution to help ensure fairness of due process in this unusual situation.) .

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## **Admission of Non-English Speaking Applicants (Procedure 4.010)**

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Labette Community College wants to provide an opportunity for all students to attend College and have a successful experience. Experience indicates that certain criteria should be met to enroll in College courses to have a successful College experience. Since our College courses are taught in the English language, the following process has been established to enhance student success for those students whose primary language is not English.

International Students must:

### **Complete the International Student Admissions Application.**

A non-refundable \$100 application fee is required at the time of Application

The Application for Admission must be submitted at least three months before the start of the semester in which the student wishes to enroll (unless the student is transferring from another institution from within the United States)

**Submit an official copy of High School/Secondary School academic transcripts**

An English translation of the grades and grading scale. Translations may be accepted from an official equivalent translation company.

If student attended a high school in the United States, an Official copy of the High School transcript must be mailed to the College.

**English Proficiency Requirements: Submit evidence of English language proficiency**

If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:

Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English

Test of English as a Foreign Language (TOEFL) score of 513 written (PBT) or 183 computer based (CBT) or 65 internet-based (iBT)

International English Language Testing System (IELTS) score of 5.5 or higher

Completion of ELS Language Centers level 112 ([http://www.els.edu/contents/US\\_University.aspx](http://www.els.edu/contents/US_University.aspx))

Completion of an Intensive English Program at an accredited four year university.

**Complete the Statement of Financial Information and Certification of Support forms**

Submit with a certified bank statement proving financial ability to the College.

If the country is paying for the student's education, a letter from the country must be provided verifying that the student will be receiving a scholarship/funding prior to enrollment.

Submit proof of health insurance

Provide a photocopy of the health insurance card

If the student does not currently have health insurance, the student will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College.

**Submit proof of Tuberculosis Testing if needed**

Students entering Labette Community College who are from "High Incidence" areas are defined as areas with reported or estimated incidence of  $\geq 20$  cases of TB per 100,000 population must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada. See Procedure 4.011 for more information. High risk countries can be found by going to [www.who.int/globalatlas/dataQuery](http://www.who.int/globalatlas/dataQuery).

**Transfer Students** (those who have previously attended another US college)

Complete steps 1-5 above

Send Official transcript from previous College/University

Complete the [Transfer Eligibility Form](#)

After the above requirements are met, the applicant will be considered for admission. If the applicant is accepted, an I-20 form will be issued.

## **APPEAL**

Records of individuals who have scored below the required level will be reviewed only upon written request from the student. The student should include in the request any evidence that demonstrates his or her ability to understand and to communicate in English. The review will be completed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Approval for admission may include required participation in English as a Second Language classes or similar preparatory activities. Admission to certain classes or programs may be restricted until English language ability is adequately improved.

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## **Alcohol/Drug-Free Campus Policy**

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### **Definition of Terms**

- “College property” means any property owned, leased or rented by LCC including *hotel rooms, rental cars, and meeting rooms or facilities rented* by the College on a short or long-term basis.
- “Alcoholic beverages” as used in this policy, mean beverages, which are alcoholic liquor, or cereal malt beverages as defined in Kansas Statutes.
- “College funds” mean any funds managed and controlled within the College’s financial accounting system. Funds of the LCC Foundation are not included in this because the College does not directly control them.

### **General Regulations**

- Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.
- As a general operational policy, alcohol may not be purchased with College funds.
- College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.
- College employees/students may not transport fellow employees/students or drive in a personally owned/leased vehicle while under the influence of alcoholic beverages or illegal drugs or when impaired by the use of prescription medications during College business or College-sponsored trips.

### **Violations**

- Employees or students who violate this policy are subject to applicable disciplinary actions.
- Violation of section B-3 & 4 above will be considered a serious offense and may be punishable by termination or expulsion for a first offense.
- The College may file complaints with local law enforcement agencies or ban members of the general public who violate this policy.

## **Purpose and Scope**

The abuse of alcohol and other drugs interferes with the processes of learning, teaching, research and public service, which are the functions of Labette Community College. In order to accomplish its mission, and further, to comply with the Drug Free Schools and Communities Act, this policy is promulgated.

## **Internal Sanctions**

Any student or employee who violates this policy shall be subject to disciplinary action, including, without limitation, probation, expulsion, suspension, or termination of campus/LCC enrollment/employment (including clinicals and internships); may be required to participate satisfactorily in an appropriate rehabilitation program; or may be referred for prosecution.

## **External Sanctions**

Violation of applicable local, state, and federal laws governing the possession, use, manufacture, or distribution of alcohol and other drugs may subject violators to fines, imprisonment, and/or community service requirements. Convictions become part of an individual's criminal record and may prohibit certain career and professional opportunities.

## **Health Risks**

Abuse of drugs and alcohol can result in behavioral changes; impairment of judgment and coordination; elevated/lowered blood pressure; depression; anxiety; hallucinations; convulsions; temporary and permanent loss of memory; damage to the heart, liver, brain, etc.; sterility; lowered immune system and increased infection; cancer; emphysema; chronic bronchitis, and death.

## **Alcohol/Other Drug Assistance Programs**

Programs are available in the Parsons area to help LCC students/employees deal with substance abuse related issues. Federal laws ensure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner.

## **Coordination and Reference**

### **At LCC**

Labette Community College has teamed with Labette Center for Mental Health to assist current students with the expense of mental health care if needed. If a student is in need of assistance, they should make an appointment with the Vice President of Student Affairs. The Vice President will refer the student to the Labette Center for Mental Health. The college will pay for three sessions with the Labette Center for Mental Health if the student does not have medical insurance.

### **Services are also available through:**

Hotlines – 7 days a week, 24 hours a day:

Labette Center for Mental Health	(620) 421-3771
Southeast Kansas Mental Health Center	(620) 473-2241
Family Life Center	(620) 231-5863
Four County Mental Health Center	(800)499-1748

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### **Animals on Campus (Procedure 2.18)**

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The following procedure is based on LCC Policy 2.18. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Pets and/or other animals are prohibited from all College facilities except for assisted service animals or animals who have received proper authorization from the Vice President of Finance and Operations for educational purposes. Permitted pets and/or other animals must be leashed or otherwise secured and shall not be left in automobiles, tethered on campus, or otherwise endangered.

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### **Awareness of Policies**

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Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Affairs Office or in the LCC Library. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus that is likely to have an adverse effect on the College or the educational process. In the event of an infraction:

- A. The student(s) believed to have been involved will meet the respective Vice President of Academic Affairs to review the incident.
- B. Following a preliminary investigation, if sufficient evidence indicates that a violation of the Code has occurred, the Vice President of Academic Affairs will initiate the procedures for a hearing.
- C. Should the student disagree with the findings, an appeal is allowed and is to be pursued within the respective procedures.

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### **Cardinal Cards**

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Each student at Labette Community College is to have an LCC CARDINAL I.D. CARD, which can be obtained from the Student Affairs Office. Replacement cost is \$5.00. CARDINAL CARDS are for identifying students that attend LCC and should not be considered an official form of identification outside the College. CARDINAL CARDS are required to enroll, add/drop and for disbursement of financial aid to students as well as the use of the Library, admission to various athletic, social and cultural events, and discounts at various area businesses.

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### **Change of Information**

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Changes of information such as contact information, name, advisor, concentration, degree, etc. are processed in the Student Affairs Office.

Students are required to maintain current information.

- A student who has legally changed his/her name must provide appropriate documentation to validate the change. Financial aid, grade reports, diplomas and transcripts are issued under a student's legal

- name as recorded in the Student Affairs Office.
- Students are responsible for having their current mailing address on file to avoid not receiving enrollment, financial aid and any other important notices including some changes in policies/procedures. (Financial Aid checks are required to be returned to the federal government if not claimed within a very limited time period.)
  - When changing advisor/concentration/degree, the proper form must be signed by the student's current advisor, and where appropriate, by the new advisor and returned to Student Affairs Office.

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### **Computer and Internet Usage (Procedure 3.25)**

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Labette Community College (LCC) makes computer and Internet access available to students, faculty, staff and service area residents for their use in pursuing the educational and administrative goals of the College. Access to LCC's network, computer systems and Internet connection is granted subject to College policies, procedures and local, state, and federal laws.

Because the College gives priority to its educational mission, has only a limited number of computers, and has an Internet system limited on the amount of data it can efficiently handle, it is important that this resource is used only in ways that are ethical, legal, considerate of others, reflect academic honesty and community standards (Policy 3.08 Library Internet Usage and Procedure 3.10 Library Challenged Materials), and are responsible in terms of preservation of the resource for all users at the College. Any action that fails to demonstrate respect for intellectual property, data ownership, or system security mechanisms, any action that violates individuals' rights to privacy or freedom of speech, any action that violates freedom from intimidation, harassment, and unprovoked annoyance, or any action that otherwise unreasonably interferes with another person's use is prohibited.

The following procedure is intended to serve as a basic outline for the use of computer resources at Labette Community College other than those resources found in the Library. The Library has adopted its own set of policies and procedures (Policy 3.08 and Procedure 3.10) addressing computer and Internet usage in the Library. This procedure is intended to provide reasonable protection of the rights of individual users, fair access, and effective management of LCC computer resources. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to those resources. The Library also provides access for non-students who live in the College service area.

The College owns or leases the computers, software, Internet access account and auxiliary hardware such as printers, routers, scanners, etc., located on College or extension site property. Computers or hardware of any kind may only be connected to the College computer or Internet system with the permission of the Director of Information Technology.

Persons violating this procedure may be subjected to disciplinary action by the College, including but not limited to the following: service area residents may be banned from College computer labs or buildings and students may be referred to the

Vice President of Student Affairs for disciplinary action. Faculty and staff will be subject to the appropriate disciplinary policy and procedures.

### **Appropriate Use**

Appropriate use of the College's information technology resources includes instruction, independent study, authorized research, independent research, and official work of the offices, departments, and recognized student and campus organizations of the College. While it is not considered to be an appropriate use, the College realizes that service area residents, employees and students will likely indulge in some recreational usage of the College's information technology resources. The College will tolerate some recreational usage as long as that usage does not violate policy, procedure, or state or federal law, and, in the case of College employees, does not interfere with the performance of the employee's duties. Viewing or downloading of non-educational or offensive material is strictly prohibited. Email or posting of any material that may be offensive to others such as; profanity, defamation, and harassment are also prohibited.

Authorized users are service area residents, employees and students of the College and others whose access furthers the mission of the College and whose usage does not interfere with other users' access to resources. In addition, a user must be authorized to use certain computing or network resources by the Director of Information Technology before accessing the resource. All persons other than employees must have direct supervision.

No employee of Labette Community College shall use their personal small/home based business to profit or advertise during a college function or on the college website or any college publication. They may not use their personal business to gain profit or customers during work hours or at LCC events. Employees may not use college facilities or equipment for gain of profit or customers for their personal business.

### **Confidentiality and Privacy of Computer Files and E-mail**

In a public institution of higher education, employees' and students' privacy should be preserved to the maximum extent possible consistent with good business practices. However, privacy or confidentiality of documents and messages stored on LCC's computer equipment cannot be guaranteed.

Authorized access to data or information contained on College computers involves both privilege and responsibility, not only for the user, but also for Information Technology personnel. LCC will treat information stored on computers as confidential in most cases. However, persons using College computers should have no expectation of privacy or confidentiality for documents and messages stored on College owned equipment. E-mail and files stored on LCC's computers may be accessed by authorized College employees for a number of valid business reasons including, but not limited to, the following purposes:

1. Troubleshooting hardware and software problems,



2. Preventing unauthorized access and system misuse,
3. Retrieving business related information and documents,
4. Investigating reports of violation of policy, procedure or state or federal law,
5. Complying with subpoenas and Open Records Law requests for information,
6. Rerouting or disposing of undeliverable e-mail.

Only personnel authorized by the President may monitor usage or access files or records that a College administrator has not otherwise given them appropriate permission or authority to view in order to perform the duties of their position. Supervisors have the authority to access files of employees working for them due to their responsibility to supervise and monitor the work of their staff. Authorized staff, including supervisors, will keep all confidential and personal information learned through their monitoring and file accessing duties confidential and reveal only that information which is necessary to administer the College's policies and procedures and limit the dissemination of information learned through their duties to those with a business related need to know.

Staff and students must disclose their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College owned computer they use. Additionally staff and students should not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. If any Internet material is downloaded, it should be scanned using the College's antivirus software before use.

### **Examples of Prohibited Use**

Use of LCC's network and computer systems is not a right. It is conditioned upon compliance with this and other College procedures and policies as well as all applicable laws. Though not exhaustive, the following list is provided to inform users of the types of activities that are prohibited by this and other policies and procedures: using facilities, accounts, access codes, privileges or pass words that you are not authorized to use; viewing, copying, altering, or destroying anyone's files without explicit permission from that individual; representing yourself electronically as another user; unlawfully harassing others; creating and/or forwarding chain letters; viewing, posting, printing or mailing obscene materials; game playing that interferes with academic or administrative use by others; making, distributing, or using unauthorized copies of licensed software; unauthorized copying, reproducing, or redistributing others' text, photos, sound, video graphics, designs or other information formats; obstructing others' work by consuming large amounts of system resources, such as band width, disk space, CPU time; paper, printer toner, etc.; unauthorized testing of systems and/or resources, such as using program loops, intentionally introducing destructive software e.g., "virus" software or attempting system crashes; running or otherwise configuring software or

hardware to intentionally allow access by unauthorized users; attempting to circumvent or subvert any system's security measures; advertising for commercial gain; distributing unsolicited commercial advertising; disrupting services, damaging files or intentionally damaging or destroying equipment, software or data belonging to LCC or other users; using computing resources for unauthorized monitoring of electronic communications; destroying public records in violation of LCC's Retention of Records Policy ; violating any LCC or Kansas Board of Regents policy or any local, state or federal law.

If there is any doubt whether the user may engage in a specific activity using College equipment, the user has the responsibility to inquire concerning the permissibility of the activity, prior to execution. Such questions should be directed to the Director of Information Technology.

## **E-mail**

Users of e-mail should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be kept totally secure and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of electronic mail documents should check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents.

E-mail users should also know that even if the sender and recipient have "deleted" their copies of an e-mail from their machines, there may be copies of the electronic mail that have been archived by the College's regular back-up of data on its file servers; therefore, the copies can be retrieved weeks or even months later.

LCC e-mail services may, subject to the previously mentioned restrictions, be used for personal communication purposes provided such use does not interfere with the operation of College information technologies including e- mail services, burden the College with additional costs, or interfere with the user's job duties or other obligations to the College.

Electronic mail may constitute a public record, such as documents subject to disclosure under the Kansas Open Records Act or other laws or as a result of litigation. However, prior to such disclosure, the College evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law. In addition, electronic mail may constitute official College records. E-mails of these types may need to be retained for longer than an e-mail system is capable of retaining them. The sender/recipient should consult with the College's designated Open Records Officer to determine if a particular e-mail message constitutes a College record or document subject to the Kansas Open Records Act.

Violation of these procedures, or the principles upon which they are based, may be considered a violation of College work rules or policy and will be treated as such. Disciplinary action will be taken in accordance with the appropriate College

disciplinary policy and may also include removal of computing privileges and possible third-party prosecution in a court of law if the violation involves royalty or copyright infringement or other violation of law. In order to reduce the amount of labor College employees expend handling spam, the College is implementing the following spam blocking procedure:

1. Any College employee wishing to block spam for a specific site will submit to the Information Technology Department a list of the email addresses of the sites they wish to block.

## **Important Information and Work Rules**

- A. The Director of Information Technology will maintain a system to selectively block access to websites containing obscene materials (based on community standards) and/or materials that degrade the performance of the College's computer system by consuming excessive band width, storage space or create other impediments to the intended usage of the College's computer systems. Students and staff needing access to sites of this nature for valid academic or research purposes may contact the Vice President of Academic Affairs to obtain temporary access to the websites necessary to the academic or research purpose. Recognizing that the College has the duty to provide access to constitutionally protected ideas and thought, the College will not use "filtering" software that uses keyword searches that indiscriminately blocks access to sites with academically acceptable content along with sites with unprotected obscene content.
  1. Complaints concerning obscene websites or websites that are interfering with the operations of the College's computer systems, should be forwarded to the Vice President of Academic Affairs for review and possible action.
  2. Any authorized computer user may petition the Vice President of Academic Affairs to unblock a blocked website on the grounds it is not truly obscene under community standards (Policy 3.08 and Procedure 3.10) or that it has sufficient redeeming social/educational value to merit access.
    - b. The petitioner or the Director of Information Technology or the Vice President of Academic Affairs may appeal the decision to the President in writing. The President will review the matter and make a final determination. No further appeal will be permitted.
- B. Students and staff should not circumvent, disable, or otherwise try to render ineffective, College instituted website blocks, content access restrictions, or password systems. Violation of this rule will be considered a serious violation of policy and procedure.
- C. Staff and students must disclose to their supervisor or instructor their computer screen saver password, if any, or otherwise ensure that their supervisor or instructor has unrestricted access to the hard drive on the College-owned

computer they use. Additionally, staff and students must not share any of their computer passwords with others. Staff and students should not duplicate or download any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property other than for purposes allowed by law or controlling licensing agreement. When any Internet material is downloaded, it should be scanned using the College's antivirus software before use.

- D. Staff's on-line Internet use during working hours should be primarily limited to work-related activities. Students and staff are expected to show consideration of and respect for the rights, property (whether intellectual, electronic, or material), and time of others. Following is a partial listing of the types of activities deemed to be in violation of this procedure:
1. Stealing or using another's password or data, using another person's account, or
  2. Degrading the performance of the computer system or internet system by excessive personal or College use, such as maintaining connection to the internet for long periods when not actively using the connection, using excessive Internet bandwidth during peak usage periods for activities such as downloading large non-business related files, using streaming media such as internet radio or video files for extended periods, running instant messaging or other internet software that uses internet resources to the extent that other users are inconvenienced by degraded performance, or
  3. Employing abusive or objectionable language in electronic communications such as e-mail or in a computer lab or group work areas, or
  4. Using more than one machine except where required for class work; or
  5. Altering the configuration or software on any College-owned computer by changing basic computer configuration settings, deleting software or files from College-owned computers, and/or adding new software or updating existing computer software using resources from any source without permission of the Director of Information Technology.
- E. In computer labs during class time, the class work takes precedence over personal use. When a lab is in use for a scheduled class, non-enrolled students and staff are not permitted to use the lab facilities without permission from the instructor.
- F. Course work takes priority over personal use even when a scheduled class is not in session. In the event a computer lab is full during non-class hours, students using the computers for personal business such as e-mail, games, etc. are

expected to give up their computers to students who need the computer for course work.

- G. Computing resources must be used wisely. Do not waste them by printing large files without good reason, sending large amounts of personal email, sending chain mail, or other time or resource wasting actions. Since network disk space is limited, students should keep their files on their own diskettes unless instructed otherwise; staff are expected to make appropriate use of network and computer-based storage and not waste storage space as well.
- H. Computing environments should be kept clean and free of hazards to the equipment and free of annoyances to the users:
  - 1. Eating, drinking, and smoking are not allowed in any computer lab. Users are responsible for helping to keep these areas clean. Do not leave scraps of paper, printouts, or other extraneous material behind when leaving the lab.
  - 2. Loud conversations, horseplay and other distracting behavior should not be practiced in computer labs or group work areas. Listening to music in a computer lab should be done only through a headset with the volume set low enough that others couldn't hear.
- I. All use of computer labs must be scheduled for classroom purposes by the Office of Academic Affairs and all other usage by the Facilities Office and authorized by the Director of Information Technology. Unauthorized access to labs outside of posted hours is not permitted.
- J. Only authorized software may be used on College-owned computers. The use of personal copies of software on LCC computers without permission of the Director of Information Technology is not allowed. Information Technology personnel may remove non-authorized software or non-licensed software from College computers upon discovery.
- K. Piracy or illegal copying of computer software violates copyright law and is a punishable offense. It will not be tolerated at Labette Community College.
- L. The security of College computing equipment and data is the responsibility of all College students and staff. Anyone witnessing suspicious activity is encouraged to immediately contact the Director of Information Technology or the Vice President of Finance and Operations. Each College department is expected to pay extra attention to the security of computers and data in its control.
- M. When a problem occurs or damage is discovered in a computer lab, the first report should be to the Lab Assistant on duty. The Assistant should then convey

the information to his/her supervisor. If the supervisor is unavailable, or if a Student Lab Assistant is not on duty, or if the problem is not in a computer room, please contact the Director of Information Technology.

- N. When in doubt, contact the Director of Information Technology or one of the Information Technology staff. Otherwise, do only what specifically you have been given permission to do. If you have been given permission to use a file or piece of software, use it, but do not copy it, even on paper, unless explicit permission has been given.

## **Publishing World Wide Web Pages**

Use of the Labette Community College computer network is a privilege provided to employees. As a shared resource of the College, this access is provided as both an educational tool and as a tool for receiving and disseminating information about the College's educational programs, activities, and services more efficiently. Students and staff who use the College network have the responsibility to use it in an ethical, professional, and legal manner.

Documents prepared for dissemination over the LCC network are considered a part of the College's official public documents and, as such, are considered in the same category as the College's official printed publications. All office and department home pages are expected to contain accurate information, to be written in a clear and concise style and be presented according to guidelines approved by the Web Publishing Committee and the Director of Public Relations.

Equally important, information disseminated publicly by the College's network should represent the College in a manner consistent with printed publications, i.e., all information should be appropriate for a general, worldwide audience. Information distributed by the College network for on-campus audiences only should be appropriate for the intended audience. Department heads are responsible for approving the content of their sites and for maintaining current and accurate information. Final authority regarding the content and style of all of the College network's World Wide Web pages rests with the Web Publishing Committee.

The following procedure applies to use of the Labette Community College network resources by offices, departments, or individuals. Authors of official College web pages are expected to abide by this procedure. Individuals publishing personal World Wide Web pages through the College network should refer to the official College procedure on personal web pages for information specific to those pages.

All current and future policies and procedures of the College are applicable and enforceable in regards to network use. These include, but are not limited to the LCC policy on nondiscrimination (including harassment), the Code of Student Conduct, and all policies printed in the catalog, the faculty handbook, and the staff handbook. In addition, royalty, copyright and intellectual property laws, and all federal and state laws, including those regarding distribution of obscene materials, are applicable to LCC web pages -- both personal and official office/department pages.

The College prohibits the use of its network in a manner that would result in unnecessary degradation of any network resource. For example, sites that become so popular as to tie up the entire system and prevent shared use by all are prohibited.

### **The Role of Privacy on the LCC Network**

While the College respects and encourages each individual's right to privacy, it reserves the right to view all files for the purposes of administering and maintaining the system or to investigate complaints from other users or law enforcement officials. Users of the LCC network are expected to respect the privacy of other users and are prohibited from breaking into individual, departmental, office, or system files or from using another person's access code in order to obtain or alter information in those files.

### **Compliance with the Web Page Procedure**

The Web Publishing Committee, under the authority of the President has the responsibility for all materials posted on the College web pages and may investigate documents that do not comply with this policy and procedure. Questions about the policy and procedures or reports of noncompliance may be addressed to any member of the committee at any time. Upon receipt of a notice of a possible problem, the committee chair will investigate. If, in the chair's opinion, a page is not in compliance with these policies or procedures, he/she may temporarily take it off-line, pending a meeting of the Web Publishing Committee to review the problem. In the absence of the committee chair, any member of the committee may take immediate action to shut down a site temporarily pending further review by the committee. If the committee concludes that a violation of this or other College policies or of state or federal laws has occurred, the violation will be forwarded to the appropriate authority. Violations not covered by existing College policies will be handled directly by the Web Publishing Committee. In addition, where state and/or federal laws have been violated, the College reserves the right to cooperate with authorities of these jurisdictions.

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### **Credit Awarded For Non-Traditional Education (Procedure 3.05)**

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The following procedure is based on LCC Policy 3.05. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

- A. The Vice President of Student Affairs is responsible for implementation of these procedures. Substantive revisions of these procedures require the President's approval.
- B. College credit may be awarded for non-traditional education according to the following conditions:
  1. All students must be enrolled in at least six hours at Labette Community College and have declared a degree objective.
  2. All courses for which non-traditional credit is awarded must have equivalent courses in the Labette Community College curriculum. Partial credit will not be awarded.

3. Course credit may be awarded for courses taken in the military but they must be identified in a current American Council on Education Guide.
4.
  - a. Non-traditional education credits will not be awarded unless the learning as fostered in a recognized, national or state organization. The Vice President of Student Affairs is responsible for approval or disapproval.
  - b. Students must provide validated documentation stating the course, knowledge, skills and credit/clock hours completed. Failure to supply such will result in non-approval.
5. The Dean of Instruction will review, and as is applicable, seek advice from full-time faculty, and approve or disapprove the application for non-traditional education credit relating to major courses.
6. Credit is not awarded for prior work experience.
7. General Education course credit will not be awarded for non-traditional education.
8. Students must complete at least 12 hours of credit at Labette Community College with at least a “C” before non-traditional credit will be awarded.
9. A maximum of 15 credit hours may be awarded and only six will fulfill major requirements.
10. Departmental exams administered in the major area may provide an alternative to credit awarded for non-traditional education.
11. Students are encouraged to seek advice from the Admissions Office. A \$45 fee must accompany the required application. Normal tuition and fees, which must be paid prior to posting on a transcript, apply to any credits awarded.

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### **Disability Services**

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Labette Community College, in adhering to the belief that all people should have the opportunity to develop to their potential, endeavors to stimulate enthusiasm for learning and provide opportunities to develop skills and attitudes to be a fulfilled, contributing member of society. LCC, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ensures that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the College.

Each person who has met the academic and technical standards for admission to, or participation in, College programs and has provided documentation from a certified professional stating the nature of the disability, shall receive the reasonable and appropriate accommodations needed to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. Reasonable accommodations are those that do not fundamentally alter the nature of the program, that can be provided without undue financial or administrative burden, and that can be provided without lowering academic and other essential performance standards.

Services for LCC students who have a documented disability from a certified professional are coordinated through the ADA Coordinator in the Office of Finance



and Operations (2<sup>nd</sup> floor, Student Union x1230). Many services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality.

### How to Access Accommodations

- Students with disabilities are to contact the ADA Coordinator to schedule an intake interview. During this meeting, the discussion will focus on how the disability affects the student and what accommodations have been recommended as appropriate at a postsecondary level. Early contact with the ADA Coordinator is imperative to ensure accommodations will be in place by the first day of classes.
- Students will be required to furnish appropriate documentation of their disability. The documentation must be completed by a certified professional, and include justification and *suggested academic accommodations*. This documentation must be on file with the ADA Coordinator before accommodations can be determined.
- The ADA Coordinator will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations. Renewal of documentation is normally required every three years and is the responsibility and expense of the student.
- Students must request accommodations each semester and requests should be made a minimum of 30 days before the first day of courses.
- Students will also be required to furnish a copy of the class schedule to the Coordinator for each semester accommodations are requested.
- Notify the ADA Coordinator immediately of schedule changes, including leaving a copy of the new schedule, with the changes marked.

### Types of Accommodations May Include, But Are Not Limited To:

- Notification of instructors concerning needed accommodations
- Note taker
- Course exam accommodations
- Recorded textbooks/materials
- Sign language interpreters
- Alternate print formats
- Quiet testing rooms
- Print magnifier
- Large screen computer monitor
- Screen reading software
- Alternate lighting for testing or studying

### Accommodations/Substitutions

Accommodations will only be utilized in cases where the person's inability to meet the requirement does not constitute a fundamental alteration in the nature of the course/program. Students seeking an accommodation or course substitution on the basis of a specific disability shall present documentation to the ADA Coordinator to substantiate the disability. The documentation must establish that the disability can be reasonably expected to prevent the individual from meeting course and/or degree

requirements. Substitutions, which are relevant to the student's career aspirations or college concentration, will be considered.

### Grievance Procedure for Students With Disabilities

Students with disabilities whose accommodations, modifications, and/or adjustments are approved and who believe that they have been discriminated against on the basis of their disability should bring these issues to the attention of the ADA Coordinator. The Coordinator will work with students, faculty and administrators to resolve disagreements regarding recommended accommodations. If the Coordinator is unable to resolve the matter informally, or if the student with a disability is not satisfied with the resolution, she/he may file a written grievance with the Vice President of Student Affairs.

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### **Emergency/Evening/Weekend Procedures**

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In the event of a non-instructional issue, students should act according to the Emergency Response Plan posted in each classroom.

When the fire alarm sounds or you are asked to evacuate for other reasons such as gas leaks and bomb threats, leave the building immediately. Evacuate all buildings to Forest Park and away from fire hydrants. If the situation allows, take all belongings with you.

The Environmental Services personnel will notify employees and students of possible approaching tornadoes during the evening and by the Emergency Response Team during regular working hours. Students and staff will move to the shelters indicated in the Emergency Response Plan in the classroom.

Other emergency related procedures are provided in the Emergency Response Plan posted in each classroom. In addition, an Emergency Intercom System is installed in each classroom that will allow each classroom to communicate with a central operator that will follow Labette Community College's Emergency Response Plan. Labette Community College reserves the right to contact medical personnel in an emergency with the college being responsible for the cost.

Emergency Response Team contact names and numbers are also provided in the plan posted in each classroom.

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### **Falsification/Misrepresentation of College Records\***

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- No student shall complete a College record dishonestly.
- No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, a record, form, or document used by the College, nor shall a student knowingly/recklessly use altered, counterfeited, or forged records, forms, or documents.
- No student shall hinder or mislead or attempt to hinder or mislead a properly identified College official in the performance of his duty by providing false or misleading information or by misrepresenting the facts.

\* Example: Documents related to residency, admission, disability, etc.

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## **Library Access (Procedure 3.12)**

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### **Children in the Library**

The Library at Labette Community College exists first and foremost to serve the students, staff, faculty and administration of the College. Children under twelve years of age must be accompanied by an adult, and may not be left unattended in the Library. In general, permission for children under age 12 to use or be in the Library unattended will not be granted. Unattended children require the attention of an adult, and library staff usually cannot take the time from their other duties to care for children.

### **Study Groups**

1. Groups of students sent to the library for study purposes tend to become a distraction if left without a proctor. It is not the duty of the Library staff to act as proctor for these groups. The following guidelines should lessen the tendency of study groups to disturb other library users:
2. The instructor will give the Library staff at least 24 hours prior notice.
3. A proctor, who must remain with the class, must accompany groups of five (5) or more.
4. The Library staff reserves the right to ask any individual, sub-group, or the group as a whole to leave the Library because of inappropriate behavior.

### **Disabled Students Services**

The Labette Community College Library staff shall make a reasonable effort to provide assistance to disabled students as needed to assure equal access to the library's resources and services. The students will also be referred to the ADA Coordinator in the Human Resources Office.

Assistance in the Library may take various forms depending on the disabling condition and may include but may not be limited to the following:

1. Help with literature searching.
2. Retrieval of materials from the stacks, shelves, files, etc.
3. Staff-assisted copy service at self-service rates for persons unable to use the copy machine.
4. Help with filling out of interlibrary loan forms.

### **Tours**

Tours of the Labette Community College Library and its resources are available for all LCC faculty members, staff and administration and their students. Advance notice is required to provide the best experience for the students. The Library staff will schedule the tours as close to the desired date as possible. Tours may be adapted as needed.

## **Displays**

The Library reserves the right to decline the offer of art objects, posters, and other displays. The Library Director will decide what displays will be allowed in the Library.

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### **Library Conduct (Procedure 3.13)**

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Users of the Labette Community College Library have the right to expect a safe and pleasant library environment free of disruptive activity, access to clean and undamaged library materials, surroundings free from food, tobacco, alcohol and drugs. Ensuring a pleasant and productive environment for study and research for all users requires that each user of the Library follow the Library's Conduct Procedures and refrain from the activities listed below:

1. Removing or attempting to remove library material or property without checking them out or without proper authorization.
2. Mutilating library materials by marking, underlining, or removing pages or portions of pages; removing bindings; injuring or defacing library materials or property in any way.
3. Creating a disturbance or behaving in a manner that interferes with normal use of the Library (Including but not limited to rowdiness, noise, falsely setting off fire alarms, and offensive behavior).
4. Harassing or threatening Library staff members or patrons.
5. Consuming food or drink around the computer areas of the Library.
6. Smoking or using smokeless tobacco in the Library.
7. Possession or consumption of alcohol or illegal drugs in the Library.
8. Treating other patrons without respect or dignity, or behaving in an inappropriate or discourteous manner.
9. Loud conversations or laughter that is disturbing to other users.
10. Obscene or abusive language.
11. Blocking or in any way interfering with the free movement of any person or persons.
12. Carrying weapons of any sort by any individual except law enforcement officers.
13. Using radios, tape players, etc. without headphones that prevent transmission of sound to others.
14. Soliciting or selling of any kind, unless approved by the Library Director.
15. Distribution of leaflets or posting of notices not approved of by the Library Director.
16. Rearranging furniture or equipment from one location to another without permission.

The Labette Community College Library and the patrons of the Library need this procedure in order to provide a clean and healthy environment for study and research, to preserve library materials, to protect library furnishings and equipment, and to prevent the disruption of other patrons' use of the Library. Taking part in the activities listed in this section may result in loss of library privileges, disbarment from the Library premises, College imposed sanctions and/or criminal prosecution.

## **Injury or Sudden Illness**

If a patron is injured or becomes suddenly ill and requires medical attention, the Library staff will assess the situation. A first-aid kit is available, but for more serious injuries, or if there is any doubt of the severity of a person's injury or illness, an ambulance will be called (911). The Library staff will obtain the name, address, and phone number of the ill or injured patron, of any witnesses, if appropriate, and the names of any College staff who were involved or who might have witnessed the incident. Library staff will notify the administration as soon as possible.

## **Emergencies**

In the event of a fire, a tornado, or another emergency situation, Library staff will alert the patrons to the procedures for evacuation or taking shelter. *Emergency Response Plans* are posted in the Library.

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### **Library Internet Usage (Procedure 3.08)**

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The following procedures are based on LCC Policy 3.08 and 3.09. The policies can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policies.

## **Disclaimer**

The LCC Library has no control over the Internet or its content and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should be aware that the Internet may contain material of a controversial nature, and each individual must accept personal responsibility for determining the suitability and appropriateness of information obtained through the Internet.

While the Library staff may guide patrons to Internet sites that further the library's mission, the staff will not attempt to monitor, control or restrict anyone's access to the range of information available. The Internet may contain material that is inappropriate for viewing by children. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Complaints about the use of the Internet in the Labette Community College Library will be handled with the Library's Challenged Materials Policy.

## **Security**

The LCC Library assumes no responsibility for any damages, direct or indirect, that may occur from the use of its electronic resources. Users should be aware that computer viruses exist and take steps to avoid being a victim or unwitting distributor of these processes. While the Library shall make every attempt to ensure confidentiality, security is technically difficult to achieve, and electronic communications and files could become public.

## **Acceptable use**

Use of the LCC Library's Internet access for purposes contrary to state or federal laws or in a manner that violates the LCC Library's Conduct Policy will not be tolerated. Such purposes include **but are not limited to**, harassment of others, distribution of unsolicited advertising or chain letters, falsely identifying oneself, unauthorized copying of copyrighted material, propagation of computer viruses, and

attempting to access unauthorized files or systems (including saving or changing files on the library's hardware or attempting to access programs not related to the computer's intended use as an Internet workstation for educational purposes). Such activities may result in loss of system privileges, College-imposed sanctions, disbarment from the Library premises, and/or criminal prosecution. Violators will receive formal notice of the College's Internet Use Policy and will be given a chance to appeal the resulting sanctions.

### **Staff Assistance**

Internet use requires basic computer skills. The LCC Library staff will provide assistance in locating information as time permits. While every attempt will be made to provide public Internet access during all scheduled opening hours, the LCC Library cannot guarantee that service will run uninterrupted or trouble free.

### **Responsibility**

The Library Director holds responsibility for interpreting, monitoring, and ensuring regular review of this policy. The Library Director also holds the responsibility for effectively communicating employee responsibilities regarding this policy.

### **Filtering**

The Labette Community College Library will abide by the Kansas Library Association's Statement on Internet Filtering, adopted June 16, 1998. The statement is found in the appendix of this manual.

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### **Location of Records**

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Student records maintained by the Student Affairs Office include admissions applications, transcripts, enrollment forms, schedule change forms, and ACT & SAT scores. Financial Aid applications and records, including student earnings and disbursements, are on file in the Financial Aid Office.

Student placement test results are maintained in the Student Success Center.

A copy of the GED Testing records are stored in the GED Chief Examiner's office in the Student Success Center.

Applications for admission to specific programs, test results, confidential references, and unofficial copies of transcripts are maintained in the Program Assistant's Office of the prospective department. (i.e. Nursing, Radiography, Respiratory Therapy, etc.).

A charge of \$1.00 per page will be assessed the student for reproduction of the records requested by the student. Official Academic transcripts are \$10.00 per copy. Students can print an unofficial transcript from their Red Zone account..

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### **Sexual Harassment**

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Sexual harassment is a form of sex discrimination that violates Title IX, Education Amendments of 1972 or Title VII of the 1064 Civil Rights Act. In its 1980

guidelines, the Equal Employment Opportunity Commission (EEOC) defines the rights and responsibilities of employers and employees in the workplace. Labette Community College prohibits sexual harassment by all employees and students in accordance with applicable Kansas and Federal laws.

The College is committed to maintaining an environment free of objectionable and disrespectful conduct and will not tolerate behavior of a sexual nature that interferes with an individual's performance or creates an intimidating, hostile, or offensive learning or working environment.

Alleged incidents of sexual harassment will be fully and promptly investigated, and appropriate disciplinary or other corrective action will be taken where the investigation indicates such harassment did occur. Students who feel they are being harassed by anyone connected to LCC should contact the Director of Human Resources at (620) 421-6700, extension 1234, or Vice President of Finance & Operations at extension 1231. Students may also contact the Vice President of Student Affairs at extension 1264.

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### **Soliciting, Distributing Literature, and Advertising on College Property (Procedure 2.11)**

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The following procedure is based on LCC Policy 2.11. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Labette Community College procedures relative to time, manner and place for the acts of soliciting, distributing and advertising on College property are established to ensure that the educational functions of the institution are not significantly interfered with by individuals or groups while providing reasonable opportunities for persons to exercise their rights of freedom of speech and expressions. Decisions regarding the acts of soliciting, advertising and distributing literature on College property will be made on a content and subject neutral basis

Only those groups or individuals representing Colleges or non-profit organizations may use College property for the purpose of soliciting, distributing literature and/or advertising unless the Vice President of Student Affairs makes an exception. The Student Life Specialist is designated to approve or disapprove all materials to be posted. The Director of Admissions is designated to approve campus visits. The Vice President of Student Affairs may be consulted by the Student Life Specialist and/or Director of Admissions as appropriate.

#### Definitions

College "property" means property under the College's jurisdiction, either owned or leased.

"Advertising" means placing or displaying printed, written, drawn materials (such as artistic documents) and/or publications on College property or on vehicles on College property.

"Soliciting" means to approach persons with a plea or request, to include sale of merchandise, services, commodities or requests for funds.

"Distributing literature" means to hand materials to persons or to make

materials available to persons, or to place materials on College property or vehicles on College property.

“Authorizing office” means the Student Life Office or Director of Admissions Office.

### Advertising

Advertising materials must:

Be factual and represent the true nature of the event, activity, service, or commodity advertised;

Not claim or imply College endorsement or sponsorship;

Be date-stamped by the authorizing office before posting, and be in accord with any other applicable College policies or procedures.

### Advertising by individuals and groups

Advertising on College property requires approval of the authorizing office and is subject to the procedures herein and other procedures, which may be required to effectively operate the College.

On-campus groups and organizations must, when advertising activities not open to the public, confine advertising to the College property on which the activity is to occur.

Off-campus groups or organizations wishing to advertise on College property must follow approved operating procedures relative thereto.

Individuals may, if authorized, use designated bulletin boards for personal announcements. Such announcements are removed on a regular basis.

### Forms of Advertising

#### Posters

- A. Posters may be displayed on bulletin boards on College property if:
- B. The poster displays the sponsoring organization’s name and the date-stamp of the authorizing office is attached.
- C. The poster is no larger than 12 x 18 inches
- D. There is only one poster on a bulletin board, which advertises the same activity.
- E. Posters may not be placed on utility posts, trees or shrubs, information or directional signs, interior or exterior building walls, doors or windows, or similar locations. Individuals or organizations violating regulations may be held liable for damages caused by posting.

#### Banners

- A. College units and recognized campus organizations may display advertising on one or both sides of a banner on College property.
- B. In locations identified by the authorizing office.
- C. To display a banner on College property, the unit or organization must request such, in writing, to the appropriate authorizing office at least 7 calendar days before the display date. If the request is approved the unit or organization must.
- D. Display the unit or organization’s name in clear, legible letters in a prominent location on the banner.



- E. To acquire approval, take the banner to the authorizing office at least two days before the display date.
- F. Place the banner in the approved location and remove the banner after the approved posting period.

### Soliciting

#### Individuals and groups are permitted to solicit on College property as follows:

- A. Recognized student organizations or specific College units/departments may do so if approved by the authorizing office.
- B. Off-campus companies or groups are prohibited unless the Vice President of Student Affairs makes an exception.
- C. Individuals seeking personal gain are prohibited unless the Vice President of Student Affairs makes an exception.

#### Solicitation by recognized student organizations or College units

- A. Recognized student organizations wishing to solicit on College property must present a written request to the authorizing office. Such request must state the date and time for the activity and must be received at least two days in advance of the requested date. If the request is approved, the organization may solicit for the time period approved but not to exceed five calendar days. Extensions require an additional request.
- B. Solicitation may be limited to a specific area designated by the authorizing office.
- C. The activity must not, due to loud noises or interruptions, disrupt the educational activities of the College.
- D. The individual or group must request from the Facilities Director use of College-owned furniture.
- E. The individual or group may post signs, banners, or other materials at their table.
- F. Individual or group must remain in approved areas and not obstruct traffic.

#### Distribution of Literature

- A. Distribution of literature is prohibited in areas associated with educational and administrative functions of the College, which include, but are not limited to, inside buildings or external walkways from which individuals enter and exit classrooms. An inside area which is an exception to this procedure is the first floor of the Student Union. The area will be designated by the authorizing office.
- B. Individuals or groups must remain in approved area(s) for the duration of the activity.
- C. Not wander to undesignated areas of the College property while distributing literature.
- D. Not obstruct pedestrian or vehicular traffic flow, or the free movement of any individual by any means or activities.
- E. Ensure that the activity does not, due to loud noises, disrupt the educational activities of the College.
- F. In the event there is an allegation of disruption, follow direction of authorized College officials.
- G. In addition to the procedures stated above, individuals or groups may

distribute literature according to the following procedures:

- H. Handbills, pamphlets and other literature distributed on College property must display the name of the sponsoring organization or group.
- I. In the event literature distribution results in unreasonable littering of the College property by such individuals or groups, such activity may be halted by College officials.
- J. Literature may not be placed on vehicles parked on College property.
- K. If individuals or groups wish to place literature on College property for pickup by passers-by, they must do so in areas/locations designated by the authorizing office.

#### Approval/Disapproval of Activities

- A. Individuals or groups may be denied, by the authorizing office, the opportunity to conduct an activity for soliciting, material distribution, and advertising on College property because of scheduling conflicts or space not being available on a particular day. Alternative days/times or places will be offered by the authorizing office.
- B. The Vice President of Student Affairs is responsible for administration of these procedures. Any exceptions to such must be authorized by him/her.

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### **Student Code of Conduct (Policy 4.08)**

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Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create the atmosphere in which these goals can be pursued, the College maintains disciplinary rules and regulations. Students are expected to behave in a manner which is supportive to the mission of the College. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus. Violations of the Student Code of Conduct must be reported by staff to the Vice President of Student Affairs within two working days of the incident along with any action taken.

#### **Regulations**

**Alcohol.** The College will uphold and enforce the Kansas law concerning the possession and consumption of alcoholic liquor and beer.

**Tobacco.** The College will uphold and enforce the Kansas law concerning the use of smoking products in public places. In addition, College Policy 2.09 prohibits the use of all tobacco products on campus.

- C. **Illegal Drugs.** The College supports the enforcement of the State of Kansas laws and federal laws on controlled substances. Use, possession and/or sale of such substances is prohibited whether on campus or off campus.
- D. **Behavior Misconduct.** Students are not to exhibit behavior, which threatens any person, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene, or disorderly manner. A student may be directed to desist from behavior, which, in the opinion of a

College official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. A student who persists in this behavior after being so directed may be charged with failure to follow the reasonable directive of a College official.

- E. Rape. Any person has the right to say no to sexual activity. Lack of objection is not agreement to sexual contact. Any unwanted sexual activity, including date/acquaintance rape or gang rape, will not be tolerated and the "perpetrator(s)" could face both College judicial action and criminal charges.
- F. Assault. Any actual or threatened interference, physical or sexual attack, physical or verbal harassment, intimidation, or personal abuse against any member of the College community is forbidden. Face to face confrontation utilizing fighting words or racial epithets or putting any person in fear and apprehension of harm will not be tolerated.
- G. Firearms, Fireworks and Other Weapons. Possession of firearms, fireworks, explosives and unlawful weapons such as the following shall be prohibited on College property. The use of any object to cause or to attempt to cause, either injury to a person or damage to property is prohibited. The possession or use of any fireworks, explosives or firearms on the College property is in violation of College regulations. Students identified as responsible for such activity will face serious disciplinary action, suspension/dismissal from housing and/or suspension/dismissal from school, as well as criminal prosecution. Storage space for firearms or other weapons is not provided on College property. The term weapon includes but is not limited to the following:
  - 1. A bludgeon, sand club, metal knuckles, or throwing star, or any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
  - 2. a tear gas or smoke bomb or projector or any object containing a noxious liquid, gas or substance;
  - 3. a pistol, revolver or other firearm;
  - 4. a spring gun.
  - 5. any facsimile of the above weapons.

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**Student Code of Conduct (Procedure 4.08)**

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Labette Community College will establish and maintain a fair and equitable

procedure for addressing student disciplinary matters to ensure that the rights of the students, the College community, and the community-at-large are protected. Alleged and/or violations of the Student Code of Conduct must be reported by staff to the Vice President of Student Affairs within two working days of the incident along with any action taken.

The Vice President of Student Affairs shall be primarily responsible for the administration of the student conduct system. The Vice President of Student Affairs will coordinate academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Honesty.

### Applicability

This Code of Student Conduct is applicable to every student enrolled at the College, whether part time or full time and whether in residence, by extension, or otherwise and may at times apply to persons off campus when using College facilities or participating in LCC programs or activities, including, but not limited to, off campus outings and clinical practice trips. This code is adopted pursuant to authority granted by the LCC Board of Trustees.

### Definitions

1. College: Labette Community College.
2. College officials: those persons given the responsibility and authority by the appropriate agency or person, including trustees, regents, faculty, physical plant and administrative staff.
3. College property: property owned/used/controlled/occupied by the College, including property physically removed from a campus.
4. Notice: correspondence (1) sent by mail, including email, addressed to the addressee at the local address, as shown on College computer records in the Office of the Registrar/Admissions; (2) personally delivered to the addressee; or (3) personal contact.
5. Preponderance of the evidence: that quantum of evidence which, when given probative force, would tend to prove that a fact is more likely to be true than not.
6. Record: all written documents, forms, copies, reports, statements, tape recordings, emails, or tangible evidence in a disciplinary action.
7. Will and Shall are used in the imperative sense.

### Awareness of Student Code of Conduct Policies

Each student is expected to be fully acquainted with all published College policies, copies of which are available to each student for review in the Student Affairs' Office, in the Library, or online at <http://www.labette.edu/catalog/policies/Code-of-Conduct-408.pdf>. The College will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provisions of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities

because of the violation. This principle extends to conduct off campus that is likely to have an adverse effect on students, employees, the College or the educational process.

The student is advised that specific career technical programs, as well as College athletic programs, performing arts programs, and other student organizations publish student handbooks and program guidelines with policies and procedures associated with their respective programs. Students are advised that in addition to the guidelines and expectations outlined herein, they are expected to comply with the policies and procedures applicable to the programs with which they are affiliated. All students in all programs are entitled to the same due process.

### Conduct Prohibited

Misconduct for which students are subject to disciplinary actions includes but is not limited to the items listed below.

1. Commission of an act that would constitute an offense under appropriate federal, state or local criminal and civil statute.
2. Failure to comply with the directives of a College official acting in the performance of his duties. This includes the failure to respond to a summons to the office of an administrative officer within the designated time or to present identification upon request of any college official. This summons may be issued by mail or email
3. Furnishing false information to the College, and/or giving false testimony or other evidence at a College disciplinary or other administrative proceeding
4. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the College.
5. Sharing of LCC RedZone pin number or LCC e-mail address password with anyone.
6. Unauthorized throwing of any object in/from College facilities.
7. Misuse, abuse or unauthorized use of fire extinguisher or other safety equipment (such as alarms, AED's, or notification equipment).
8. Engaging in conduct that interferes with or disrupts any College teaching, research, administrative, disciplinary, public service, any other authorized activity or the peace and welfare of any person, whether on or off the campus includes collusion.
9. Disruption of the learning environment or any behavior that detracts from the goals or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated electronic devices to classes or computer labs without prior approval.
10. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
11. Unauthorized possession, duplication, or use of keys (including key cards) to any College property, or unauthorized entry to or use of College property.
12. Engaging in or submitting to hazing which includes but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act toward a student. Includes but is not limited to:

- a. Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Kansas Statutes, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and
  - b. Any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.
13. Gambling in any form on College property.
  14. Manufacture, possession, control, sale, transmission of, or use of any controlled substance, alcohol, or other illicit drugs on the College's property.
  15. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or property on College property.
  16. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, including knowingly receiving or possessing stolen property.
  17. Any forgery or fraud, including but not limited to alteration, or misuse of College documents, forms, records, meal cards or identification cards.
  18. Advocating or recommending orally or in writing conscious or deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and setting in place such actions.
  19. Unauthorized entry/use of LCC buildings, facilities, equipment, resources.
  20. Not maintaining current official mailing addresses (local & permanent) in the Student Affairs Office or giving a false, invalid or fictitious address.
  21. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College property or at College-sponsored activities.
  22. Receiving three (3) Academic Misconduct Forms during attendance at LCC. (Refer to Procedure 3.07)
  23. Receiving three (3) Tobacco Incident Forms during attendance at LCC. (Refer to Procedure 2.09)
  24. Any illegitimate or unauthorized use of computer systems, resources, facilities, hardware or software. (Refer to Computer Use Policy 3.25)
  25. Malfeasance or misuse of elective or appointed office in a student organization or position as a college work study, its members or the welfare of the College community.
  26. Tampering with the election of any College-recognized student organization.
  27. Failure to have LCC Identification Card when asked to present it on the LCC Campus.
  28. Possession of an instructor's manual or other teaching material for an LCC course.
  29. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of

any person, whether perceived or real.

30. Verbal or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.

31. Violation of Procedure 2.072 – Sexual Misconduct - specifically including rape, acquaintance rape, sexual assault, dating violence, domestic violence and stalking, and related retaliation of any nature against or by any student or employee.

32. Discrimination, harassment or retaliation including harassment based on race, color, religion, gender identity, sexual orientation, national origin, age, disability, or status in any group protected by state or local laws, including all forms of sexual harassment.

33. Possession of a weapon, firearm, explosive and/or facsimile weapons on the College's properties, including any weapon designed to fire any projective (i.e. paintball guns, bb guns, air rifles, pellet guns, etc.) as well as the associated paraphernalia. The only exceptions will be for military personnel, law enforcement officers, or for in-class use by instructors teaching or students enrolled in courses utilizing firearms.

34. Failure to comply with a directive of College officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

35. Obstructing or disrupting a police response or the response of the Emergency Response Team.

36. Littering or posting of notices in non-designated spaces or without approval from the appropriate College personnel and unauthorized distribution or sale of goods on campus.

37. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs) outside of designated areas.

Violation of any other published College policies, procedures, rules, or regulations.

### Disciplinary Proceedings

College disciplinary proceedings may be initiated against a student charged with a violation of this Student Code of Conduct even if the same factual situation is the basis for pending or potential criminal prosecution and/or civil litigation.

Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following any such separate civil or criminal proceedings.

When the Vice President of Student Affairs receives information that a student has allegedly violated a published College policy or procedure, she/he shall investigate the alleged violation. The Vice President of Student Affairs may discuss, consult and advise with the individuals involved.

- Faculty and staff must submit a Behavior Misconduct Form to report violations of Procedure 4.08. The forms are available on Public Folders and on the RedZone Faculty Page.
- Full-time and adjunct faculty must submit Academic Misconduct Forms to the Vice President of Student Affairs and the Dean of Instruction. The forms are available on Public Folders and on the RedZone Faculty Page.
- Faculty, staff, and students must submit Tobacco Incident Forms for

students to the Vice President of Student Affairs. The forms are available on Public Folders and on the RedZone Faculty Page.

- Faculty, staff, and students may also submit a violation via written correspondence (letter or email) or by contacting the Vice President of Student Affairs via phone call or in person.

The Vice President of Student Affairs or such other person as designated by the President is authorized to take any interim action necessary to maintain campus safety, integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

The student shall be given written notice of the complaint and charges against him/her within five (5) College business days of receipt of the complaint. The student shall have five (5) College business days after receipt of the notice to respond in writing to the charges.

An initial investigation will be completed by the Vice President of Student Affairs or such other designee of the President regarding the charges. Interviews may be completed with the individual who filed the complaint and/or the student as a part of the investigation.

The Vice President of Student Affairs or such other designee of the President, shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or imposition of any discipline set forth herein. Written notice of the decision detailing the allegation, the finding, and the sanction imposed or recommended shall be served upon the student in person, by mail and/or by email.

If the Vice President of Student Affairs or such other designee of the President finds that the student has violated College policy, procedure, rules, or regulations, disciplinary action shall be taken. The Vice President of Student Affairs or other designee shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense.

Disciplinary actions, all of which become student records, include but are not limited to:

*Warning:* A written notice to the student that a violation of a published College policy or procedure has occurred and that the continuation of such conduct or action could result in further disciplinary action.

*Restricted privileges:* Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of campus, dining privileges, visitation privileges, restricted privilege to attend classes or events, or participation in athletics or other extracurricular activities. The restriction may be imposed for a definite term or period of time.

*Discretionary Sanctions:* Work assignments, service to the college, or other related discretionary assignments.

*Restitution:* Compensation for loss, damage, or injury. This may take the



form of appropriate service and/or monetary or material replacement.

*Disciplinary probation:* A finding that the student is not in good standing, and that his continued enrollment is conditioned upon adherence to published College policies. Probation may be imposed only for a definite term but automatically imposes the following:

A student on disciplinary probation or additional disciplinary sanctions is ineligible to hold or be elected to an office of any student organization recognized by the College;

A student on disciplinary probation or additional disciplinary sanctions may not represent the College in any special honorary role, e.g. SKILLS USA Conference, choir tour, athletic competition.

*Suspension:* Separation from the College for a definite period of time, after which the student is eligible to return. Conditions or readmission may be specified. The Vice President of Student Affairs has the option of requiring the individual to attend a screening/assessment appointment at the student's expense prior to permitting readmission.

*Expulsion:* Expulsion is the permanent severance from Labette Community College. When a student is expelled, they will be informed in writing, if they are on college property, that the local authorities will be contacted.

#### *Expelled Student Procedure*

A student can be banned from campus when an incident is reported that could be threatening to one or more individuals or considered a threat at the college. The ban considered temporary ban and will not exceed ten days while an investigation is being completed. The student will receive a letter indicating this is the case and will be made aware of the process.

When a student is expelled, they will receive a letter from the Vice President of Student Affairs indicating expulsion as well as any time limits and conditions that have been placed on the student. Depending on where the student is at in the Discipline Process, they will have the opportunity to attend a hearing or appeal the decision.

At the time of a temporary ban or an expulsion, the Administration Team will be notified of the expulsion, the reason, and will include a picture of the student.

The Administration Team then determines which staff members within departments should be notified of the temporary ban or expulsion without giving the reason unless deemed necessary. A statement regarding FERPA and the confidentiality of the issues will be made at this time. In addition, staff will be told that additional communication will occur as warranted, based on where the individual is in the hearing/appeal process. Some of the following staff should be informed:

Instructors the student has for the current semester, as well as full-time faculty, will be informed by the Dean of Instruction.

Staff sitting on the "front line" of customer service areas, i.e. Admissions Desk, Business Office Desk, Receptionist, Library.

Academic Advisor.

Director of Facilities.

Coach and Student Organization Advisors if appropriate.

If a student is cleared to be back on campus, the Vice President of Student Affairs will contact the individuals listed above indicating such as well as any restrictions that have been placed on the student. The Dean of Instruction will then inform the instructors.

If a student is expelled from on ground classes (Main Campus, Cherokee Center, Extension Sites), the Vice President of Student Affairs will make a recommendation on whether the student should remain in any online courses he or she might be enrolled in. The student may be allowed to complete these courses for the semester but then will not be allowed to re-enroll at LCC.

Each disciplinary situation is different so the timeline, persons informed, and process may be modified based on unique circumstances.

A listing of all expelled students will be kept on file by the Administration Team with the Vice President of Student Affairs providing updates as needed.

If a student is reinstated after the expulsion, it is only after a complete reconsideration of the case by the Vice President of Student Affairs (or the Appeals Committee).

## Appeals

### Right of Appeal

Any decision of the Vice President of Student Affairs or such other person as designated by the President may be appealed by the accused or the complainant within ten (10) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the President of the College.

A student who fails to file a written notice of appeal in the President's Office, within the times specified waives the right to appeal.

An appeal shall be conducted for one or more of the following purposes:

To determine whether the original process was conducted fairly 1) in light of the charges and evidence presented, and b) in conformity with prescribed procedures. This gives the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and gives the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.

To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.

To determine whether the sanction imposed was appropriate given the violation of the Student Code of Conduct that occurred.

To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original process, because such evidence

and/or facts were not known to the person appealing at the time of the original investigation.

### Status Pending Appeal

Any disciplinary action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the President of the College.

### Composition of Appeals Committee

The President of the College shall name an Appeals Committee Chair to conduct a formal Appeals Hearing in order to review the charges and imposed sanctions. This body, approved by the President, serves one year. It is comprised of two faculty, three students and two staff members (one Educational Support Staff and one Professional Staff) Any member of such committee directly involved in the outcome of a hearing, or who believes they have a conflict of interest rendering them to be perceived as incapable of providing an impartial decision, shall disqualify him/herself from the hearing. The College President and the Appeals Committee Chair will appoint a person to take his/her place.

### Appeal Hearing and Decision

The Appeals Committee shall set a hearing within ten (10) College business days after the written appeal has been received. Notice of the time, date, and place of the hearing shall be given to all parties in writing no less than five (5) College business days prior to the hearing.

It is the hope of the College that disciplinary matters will be handled by members of the College community, and legal counsel will not ordinarily be present to represent the College. However, if the student is to have a professional legal advisor present (which will be at the student's expense) at any hearing, the student must notify the President's Office no later than forty-eight (48) hours before the scheduled time of the hearing, in which event, the College may, in its discretion, be represented by counsel.

A student failing to appear before the Appeals committee at the designated time, shall forfeit any right to appeal or seek further relief of the decision.

Proceedings before the Appeals Committee shall be recorded electronically or via written minutes. Recordings and communications related to the disciplinary procedure and resulting actions shall not be considered public record as that term is defined by the Kansas Open Records Act.

Legal rules of evidence do not apply to hearings before the Appeals Committee. The standard of review is by a preponderance or greater weight of the credible evidence.

Upon the conclusion of the hearings, the Appeals Committee, by majority vote, shall decide whether the student has violated the Student Code of Conduct and whether the sanction imposed fits the nature of the violation. The Appeals Committee may uphold, modify, or completely reverse the original decision as

appropriate.

A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code. In all appeals, any modification of the original sanctions may not result in more severe discipline for the accused student.

The Appeals Committee shall render its decision in writing within three (3) College business days of the conclusion of the hearing. The finds of the Appeals Committee shall be forwarded to the College President.

The President's Office shall inform the student in writing of the Appeal Committee's decision within three (3) College business days of the receipt of the Appeals Committee's decision. The findings of the Appeals Committee shall be final.

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### **Student Directory Information**

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Under Section 438 of the General Education Provision Act as amended, Part 99, Privacy Rights of Parents and Student, Subsection 99.37, educational institutions may disclose to the public personally identifiable information about students provided that it is classified as directory information.

A student may have a confidentiality flag placed on their directory information by contacting the Registrar's Office. The confidentiality flag prevents any information from being released and will remain on the student's record until the student requests it to be removed.

The following is considered directory information:

Name	Degrees & awards received
Address	Dates of attendance
Email Address	Date of graduation
Current telephone status	Date of birth
Current enrollment status	Place of birth
Activity/Athletic Program information	Concentration
Photograph	Previous institution most recently attended

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### **Student Grievance (Procedure 4.081)**

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#### **Purpose**

A Labette Community College student may appeal any instance of misapplication of College policy, procedure, or practice, which adversely affects him/her. Under this process, the student may not appeal the following:

- The receipt of a grade after one semester (fall and spring);
- The receipt of academic sanctions;
- Established College policies or procedures themselves

The College Student Appeal Procedure provides the student due process in the resolution of appeals. Where a specific College process is provided for resolution of

a complaint it must be used.

## **Procedures**

*Students must follow the following procedures:*

### **Step One:**

A student who alleges that he/she has been adversely affected by the misapplication of College policy, procedure, or practice shall first meet informally with the person applying the policy, procedure, or practice to discuss the situation in an attempt to reach an informal resolution.

The conference must take place within five working days of the incident, which generated the complaint.

### **Step Two:**

If this informal conference does not resolve the situation, the student may file a written grievance within five working days of the informal conference to the College official who allegedly misapplied the College policy, procedure, or practice.

The student will complete the Labette Community College Student Grievance Form and can provide additional written documentation with the form.

A copy of the form needs to be sent to the employee's supervisor and the Vice President of Student Affairs.

The student and employee of the College shall meet within two class days after receipt of the materials.

The employee shall provide the student a written decision within five class days following the meeting. The decision needs to be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form.

A copy of the written decision needs to be sent to the employee's supervisor and the Vice President of Student Affairs.

### **Step Three**

If the initial formal decision is adverse to the student, she/he may appeal the decision to the employee's immediate supervisor within five working days thereafter except if the immediate supervisor is a senior College official (Vice President or President). In that case, the process moves to step four.

The student will complete a new Student Grievance Form, indicating it is a Step Three Grievance.

A copy of the form needs to be sent to the Vice President of Student Affairs.

The supervisor will be provided copies of all previously considered materials and forms from the student and written materials from the employee on which the earlier decision was based.

The supervisor will review all supporting materials submitted as well as any other relevant materials and will meet with the student and the employee (individually or together, at the discretion of the supervisor)

within five working days thereafter to further discuss and clarify the question at issue.

The supervisor will render a written decision to the student and the employee within five additional working days. The decision shall be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form.

A copy of the written decision needs to be sent to the Vice President of Student Affairs.

If the grievance is concerning an academic issue, a copy of the written decision needs to be sent to the Vice President of Academic Affairs.

#### **Step Four**

The student may appeal the decision of the supervisor to the Student Grievance Appeals Committee within five class days after receipt of the decision by filing written notice to the President.

The written notice should include a new Student Grievance Form, indicating it is a Step Four Grievance.

The President will appoint three students from the Student Government Association, two faculty, and one each of educational support and professional employees to the Student Grievance Appeals Committee.

No committee members may have a material interest in or knowledge of the issue on appeal.

The Student Grievance Appeals Committee shall receive for review all written materials and information relevant to the appeal, which will be independently reviewed by committee members.

The committee may collect additional information to rule on the question.

The Student Grievance Appeals Committee will schedule a meeting on the appeal after written materials have been reviewed and invite the appealing student and College employee(s) earlier involved in the appeal process to present evidence and clarify any of the written materials. This meeting will occur within ten working days of the receipt of the Student Grievance Form by the President.

Other parties may be invited by the Student Grievance Appeals Committee to speak if necessary. All parties are to be made aware that the proceedings are confidential.

Committee members may question all participants regarding written or verbal statements.

The committee may select its own chair, devise its own format, limit discussion, and otherwise conduct the meeting as it deems fair and appropriate.

In general, the rules of procedure, rights of the student, rights of LCC, definitions, etc. as stated in the LCC Code of Student Conduct will be followed.

The Student Grievance Appeals Committee will make its recommendation in writing on the decision of the appeal to the College President. This written recommendation will be submitted within five class days of the

Student Grievance Appeals Committee meeting with the student. These recommendations may be to affirm, reject, or modify any previous decision regarding this grievance. The College President will review the committee's recommendation and all supporting documents with the committee chair. The committee's recommendation is advisory and the College President will render a written decision on the appeal to all involved parties within five working days of receipt of the committee's recommendation. The decision needs to be provided by sending a letter to the student's Labette Community College provided e-mail as well as a first class letter to the address provided on the Student Grievance Form. The decision on the appeal at this level is final.

### **Rights of Parties Involved in a Grievance**

When a Student Grievance Appeals Committee meeting is scheduled, the parties named are entitled to the following:

- A written notice of the complaint.
- A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least two working days prior to the meeting.
- A review of all available evidence, documents, or exhibits that each party may present at the meeting.
- Access to the names of the witnesses who may testify.
- The right to appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
- The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

### **Additional Information**

- The decision shall be final if the student fails to employ the steps and time periods of the Student Grievance Appeal Procedure.
- If a College official fails to follow the procedure, the student will be allowed an additional opportunity to file a grievance at the next step.

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### **Student Records**

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A student has the right to inspect and review any and all official records, files, and data directly related to that student. Students will be granted access to their personal College records within a period of 45 days after the request has been made. No records pertaining to the student shall be removed from the office where the records are maintained.

Students shall have an opportunity for a hearing to challenge the content of the student's College records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy act or other rights of the student and to provide an opportunity for the correction or deletion of any inaccurate data contained therein.

No personal College records of a student will be released to any person or agency outside the institution without the written consent of the student unless a subpoena is issued.

College or personally identifiable data specifically authorized by federal law shall not include information that would permit personal identification of students. Authorized persons, agencies, or organizations desiring access to the records of a student will sign a written form that shall be kept permanently with the file of the student, but only for inspection by the student.

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## **Tuberculosis Prevention (Procedure 4.011)**

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### Tuberculosis Prevention

Tuberculosis continues to be a highly infectious, potentially life threatening disease. Because of the increase in tuberculosis worldwide, and in response to the Kansas State Statute 28-1-30 as well as the Centers for Disease Control and Prevention's (CDC) recommendations regarding strategies for TB control, Labette Community College has implemented the following prevention recommendations.

### Testing requirements

A TB Skin Test (Mantoux tuberculin skin testing – PPD) or the TB Blood Test (QuantiFERON) is required for the following Labette Community College Students and Staff:

New and re-entering foreign-born, nonimmigrant students and staff member from high risk countries (see definition) or who have lived in a high-risk country for 3 months or more.

Any domestic Labette Community College student or staff member who has participated in international travel to a high-risk area and remained in a high-risk area (see definition below). Testing should be done 6-12 weeks after the student's return.

Any domestic Labette Community College student or staff member who has lived in a high-risk area (see definition) for greater than three months, who has not had subsequent PPD testing.

This testing must be done in the United States or Canada. Test results from outside the United States or Canada will not be accepted.

The cost of the testing is the responsibility of the student or staff member. Tests are available at local county health departments.

### Student Enforcement

Students completing the LCC Admissions Application will be asked three questions per Kansas State Statute 28-1-30. If the response is “yes” to any question, the Vice President of Student Affairs will contact the student to determine if the student is “high-risk” and should be tested. A student determined to be a high-risk student shall not attend classes and the hold will remain until one of the following conditions are met:

Completion of testing requirements for “high risk” students and a determination by the Vice President of Student Affairs that the student does not have active TB.

Confirmation with the Vice President of Student Affairs that the student is



from or traveled to a “low risk” country.

Proof that the student received a negative TB Test within the last six months. The test must have been completed in the United States or Canada.

If a student does not complete the TB testing when required, the student will not be allowed to attend class. Students who do not complete the TB section on the Admissions Application will be contacted and not allowed to attend class until the information is provided.

In accordance with Kansas State Statute 28-1-30, a student who is not in compliance with this regulation shall not be eligible to enroll for a subsequent semester or to obtain an official academic transcript or diploma until the student is compliant with this regulation.

The Vice President of Student Affairs will maintain data regarding TB testing and compliance of the form provided by the Kansas Department of Health and Environment.

#### Staff Enforcement

Staff that travel outside the United States to high risk countries for 3 or more months will be required to complete the TB testing. This testing will be confirmed by the appropriate Vice President.

Definition of high-risk/low-risk country\*

“High Incidence” areas are defined as areas with reported or estimated incidence of  $\geq 20$  cases of TB per 100,000 population.

High Risk - Students or Staff from these countries MUST be tested.

“Low Incidence” areas are defined as areas with reported or estimated incidence of  $\leq 20$  cases of TB per 100,000 population.

Low Risk –Students or Staff from these countries are not required to be tested.

\*Source: World Health Organization (For future updates, refer to [www.who.int/globalatlas/dataQuery](http://www.who.int/globalatlas/dataQuery) Revised 3/7/12)

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### **Use of Tobacco Products (Procedure 2.09)**

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The following procedure is based on LCC Policy 2.09. The policy and full procedure can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a full copy of the policy and procedure.

The College expects that every student, employee, and visitor will respect the Tobacco-Free Policy that has been adopted by the College. Labette Community College has implemented the following sanctions in violation of the policy/procedure:

#### Students

When a student is observed using a tobacco product in violation of the policy, the person who observed the behavior tells the student that he or she is in violation of the College’s Policy, referencing the Tobacco Free Policy. The student is asked for their name and their student id number so the observer can complete the Tobacco Incident Form. If the student indicates they do not have or know their id number, he or she is then treated as a visitor to campus violating the policy. If the student

provides the necessary information, the observer completes the form and submits the form to the Vice President of Student Affairs.

First offense: The Vice President of Student Affairs will send a warning letter to the student reminding him/her of the College's Tobacco Free Policy.

Second offense: The Vice President of Student Affairs will send a letter to the student, fining him/her \$25 for violating the College's Tobacco Free Policy. A hold will be placed on the student's record until the fine is paid.

Third offense: The Vice President of Student Affairs will send a letter to the student, notifying him/her that they have violated the LCC Student Code of Conduct and therefore, will be required to attend a hearing and follow the guidelines of LCC Student Code of Conduct Procedure 4.08. Penalties include, but are not limited to, fines, special projects, probation, and suspension.

Fourth offense: The student will be expelled from Labette Community College as a part of further violation of the LCC Student Code of Conduct Procedure 4.08.

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### **Violence on Campus (Procedure 2.13)**

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The following procedure is based on LCC Policy 2.13. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

Any student, employee or other person who sees an act of violence in progress should immediately notify the Vice President of Academic Affairs, Dean of Instruction, the Vice President of Student Affairs, Vice President of Finance and Operations, or the Director of Human Resources. Any student, employee or other person who feels they have been subjected to violence or the threat of violence, harassment, or bullying by one or more students, College staff or any other person connected to the College should:

Write a letter or speak to the person or persons you feel are responsible unless you feel you are in immediate danger. Tell them their actions, comments or requests are unwelcome and let them know you will report them to the College if they don't stop. In many cases, confronting the person(s) will stop the offensive actions.

*Note: You do not have to perform the first step in the process if you feel uncomfortable confronting the person(s) or fear violence or retaliation if you do so. If you have been subjected to physical violence or threats of serious physical injury, the College also encourages you to also report the incident to the proper law enforcement officials.*

If step 1 above doesn't stop the problem or you are uncomfortable confronting the person or you feel that you are in immediate danger, file a formal complaint (oral or written) with the Vice President of Academic Affairs, Dean of Instruction, the Vice President of Student Affairs, Vice President of Finance

and Operations, or the Director of Human Resources. If the alleged harassment or violence involves any of Vice Presidents, Dean of Instruction or the Director of Human Resources, the complainant may contact the President and file a formal complaint or, if the alleged incident directly involves the President, the complainant may contact a member of the Board of Trustees directly to file a formal complaint.

If necessary in his or her opinion, the College official receiving the complaint should take prompt action to lessen the likelihood of further intimidation or violence pending the outcome of the investigation. Examples of appropriate actions the College official, with the approval of the President or appropriate vice president/Dean of Instruction, may use include: notification of law enforcement personnel, reassignment of work duties or class schedules, suspension with pay for employees, temporary suspension from classes and College activities for students, and banning the individual from campus. The purpose of intervention at this stage of the complaint is to prevent escalation of the problem and is not intended as punishment. In addition, the College official may contact the Threat Assessment Team as outlined in Procedure 4.14.

Students may make use of the student grievance policy as outlined in the Procedure 4.081 (also listed in the College Catalog) as an alternate method to file a harassment or violence complaint if they choose. Employees of the College may also use the appropriate College grievance policy as an alternative to pursue formal claims of violation of these policies if they wish.

Labette Community College takes all types of harassment and violent behavior seriously. The College will mediate, if requested by the victim, every informal complaint filed by a student and attempt to resolve the informal complaint to the student's satisfaction. The College will also fully and impartially investigate every formal complaint (oral or written) involving violence, threat, harassment, or intimidation. In cases where the investigation confirms our policies have been violated, the College will take the appropriate corrective action to end the violence or intimidation including making full use of the disciplinary policies of the College and legal action as appropriate. Please refer to Policy 2.16 Performance Improvement for employees and Policy 4.08 Student Code of Conduct.

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### **Weapons On Campus (Procedure 2.12)**

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The following procedure is based on LCC Policy 2.12. The policy can be found in the LCC Policy and Procedure Manual. Please contact the Vice President of Student Affairs regarding a copy of the policy.

1. If a Weapons Safety course or Weapons Education course is scheduled, the Dean of Instruction or vice president will inform the President, the director of physical plant, and the other vice presidents/Dean of Instruction and in writing through a memo or email. The memo or email will include the projected meeting time and dates of the class, the types of weapons that will be used, and, if possible who will be carrying weapons on to the campus.

2. To gain approval to carry a weapon on campus or at College activities, the responsible vice president/Dean of Instruction must apply to the President in writing stating the business or security demands that necessitate the need, the person or persons who will be carrying weapons, the type of weapon to be carried, and any weapons safety training the person or persons have received. The President will review the request and respond within ten working days. This provision does not apply to police officers hired as security for College activities.
3. Any College employee, student or other person with knowledge of someone possessing weapons on College property or at College functions is directed to immediately contact the President, any of the College vice presidents/Dean of Instruction/director of human resources or the director of physical plant. Upon notification, the responsible College official will immediately take steps to assess the danger to College staff and students as well as to the public and by using their discretion and knowledge of the situation, eliminate any danger present through appropriate means.
4. The following information should be gathered from the person reporting the weapon and/or from other sources if possible.
  - Name and description of the person with the weapon.
  - Type of weapon and its location, if known.
  - Current location of the person and whether there are any other persons in the area.
  - Whether any threats have or are being made and to whom they are directed.
  - Does the person appear to be upset, angry, intoxicated or irrational?All incidents involving the possession of lethal weapons should be taken seriously, and when the responsible College official reasonably believes that there is a potential for violence or serious injury, the College official should notify local law enforcement personnel and allow them to handle the situation. The College official should also take steps to keep potential victims and third parties away from potentially hazardous areas.

The College official should use their judgment in whether to approach the person reported to have a weapon or to let the police handle the matter. The main responsibility of the College official is to help ensure the safety of students, employees, the general public and their self. However, before approaching anyone suspected of having a weapon, the official should notify other College officials and inform them of the situation, secure the area to prevent students and employees from entering, and enlist the aid of other employees before approaching the person if possible.

**Removal of the weapon and the person carrying it from the College property or activity without incident is the primary objective of the College official. Confiscation of the weapon should only be attempted by the police or where there is clearly no present danger.**

Violation of the Weapons on Campus policy will be considered to be a serious offense. The College will make full use of its disciplinary policies and the legal system up to and including termination of employment for employees and expulsion from school for violators. The College may also initiate or fully participate in legal actions brought against violators.

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### **Weather Cancellations**

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When snow, ice, or other bad weather threatens the normal class schedule, students should listen to local radio stations, especially KLKC, KKOW, KSYN and KGGF and local television stations, especially KODE, KSN, FOX, and KOAM regarding changes in the schedule. Each student will also receive a phone call/message on the home phone number they listed with the Admissions office during enrollment, from LCC's Emergency Alert Telephone System. Cancellation of classes is also posted on LCC's website at [www.labette.edu](http://www.labette.edu). If the radio, television, or website does not state that LCC classes have been canceled, students should assume that classes will be held on the normal schedule.

Announcements regarding day classes will be made after 6:15 am and evening and evening extensions classes after 3:15 pm. Extension classes will not be held if the facility in which they are meeting is closed that day.



# *Student Activities*



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## **Intercollegiate Athletics**

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The intercollegiate athletics program and its students are important components to the overall image and activities of the College. The College has women's and men's basketball, baseball, softball, volleyball, and wrestling. In addition, a coed cheerleading/spirit squad entertains Cardinal fans. LCC is a member of the National Junior College Athletic Association (NJCAA) and belongs to the Kansas Jayhawk Community College Conference (KJCCC). The KJCCC is widely recognized as one of the most competitive in the nation.

Cardinal athletics continues to produce student athletes who go on to succeed at the academic four-year level and several at the professional level. Historically, Cardinal athletics has been noted for its nationally known wrestling program. It has produced scores of All-Americans, including several academic All-Americans---and a Hall of Fame coach. Baseball and Basketball also have a record of their athletes successfully moving to the next level. Softball and volleyball, although new to Cardinal athletics, have been solid performers from the beginning. Not only are the Cardinals competitive on the field, but their GPAs demonstrate that coaches demand that athletes also take their academic futures seriously.

The Vice President of Student Affairs prepares Equity in Athletics Report every year that provides statistics and other specific information on budgets, scholarship money, etc. The report, along with graduation and transfer rates for athletes, is available from the Vice President of Student Affairs.

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## **Student Organizations**

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Student organizations on campus provide activities for students with special interests. Any student interested in participating in extra curricular campus life should contact the Student Life Specialist (SLS) located in the Student Union or the specific organization advisor.

Activities of student organizations assist in the development of skills and/or knowledge in areas such as leadership, teamwork, communication, interpersonal, social, intellectual, organizational, and time management. Organizations also provide practical experience regarding the principles of democratic and political decision making.

- Biology Club
- Campus Activities Board
- Campus Fedoras (Education Club)
- Cardinal Christian Fellowship (formerly Christian Club)
- Dental Assisting Club
- Graphic Design Club
- National Student Nurses Association (NSNA)/Kansas Association Nursing Students (KANS)
- Radiography Club
- Respiratory Therapy Club
- SkillsUSA
- Student Ambassadors
- Student Government Association
- Phi Beta Lambda (College division of Future Business Leaders of America)
- Phi Theta Kappa (International honor society for two year colleges)



# *Degree Requirements*

A student may select a concentration program under one of four Associate Degrees:

Associate in Applied Science  
Associate in General Studies

Associate in Arts  
Associate in Science

**The Associate in Arts (AA) and Associate in Science (AS)** are designed for students who plan to transfer to a four-year institution and pursue a baccalaureate degree. All degrees and concentrations available at LCC are described in this catalog.

**The Associate in General Studies (AGS)** degree recognizes the completion of a broad general education. Transfer students will need to complete more lower-division courses at transfer universities unless they choose their courses very carefully.

**The Associate in Applied Science (AAS)** degree is for students who plan to seek employment after completing an associate degree in a career/technical area.

The AAS degree may transfer only to specific degree programs at selected colleges and universities. Generally, this degree will only apply toward a bachelor's degree for which the purpose is technology occupations. Students should seek degree program evaluation, analysis, and advice from the institution to which they plan to transfer.

The minimum requirements are incorporated into each program in the following section of the catalog. Course substitutions must be approved by the Registrar. Developmental courses will not be counted toward fulfilling degree requirements. A minimum of 62 credit hours is required for all AA, AS, and AGS degrees, and a minimum of 60 credit hours is required for all AAS degrees.

Some programs offer certificates as well as associate degrees. Certificate programs are designed to prepare students for entry into the workforce. A certificate can be earned for specific programs ranging from 16-32 credit hours as noted in this catalog and are awarded by the Registrar's Office. Students must successfully complete the certificate program with a cumulative grade point average of 2.0 or better. At least half of the credit hours required for a certificate must be completed at LCC. Students must complete a Certificate Check Request in order to be awarded a certificate. Certificates are also offered in Business and Technology and other non degree programs for less than 16 credit hours. These certificates are awarded by the department.



## **Attention Transfer Students**

LCC has transfer agreements with all major Kansas universities and colleges to ensure the transferability of general education courses. Students should work with their advisor to select the appropriate type and number of general education courses required by the university or college they plan to attend.

For more information, please visit [www.labette.edu/stusvcs/trnsfer.htm](http://www.labette.edu/stusvcs/trnsfer.htm)

### **Please check specific programs for degree requirements.**

The most current program of study can be found on the LCC Website at [www.labette.edu](http://www.labette.edu)

## **Associate in Arts Degree - Labette Community College**

A minimum of 62 credit hours is required

**Concentration Requirements:** - A minimum of 15 credit hours needed

For concentration requirements, please see specific concentration

**Concentration/General Education Electives:** - A minimum of 6 credit hours needed

Electives can be concentration or general education

For concentration electives, please see specific concentration

**College Success Skills:**

Must be taken by first-time, full-time students

**General Education Requirements:** - A minimum of 13 credit hours needed

ENGL	101	English Composition I (3)
ENGL	102	English Composition II (3)
COMM	101	Fundamentals of Speech (3)
MATH	115	College Algebra (3) or higher
PED	116	Lifetime Fitness (1)

**Natural/Physical Science Elective(s):** - A minimum of 5 credit hours needed from each.

Must include a lab - See page 109 for a list of electives

**Humanities Elective(s):** - A minimum of 12 credit hours needed

Must select from at least three (3) different areas - See page 109 for a list of electives

**Social and Behavioral Science Elective(s):** - A minimum of 6 credit hours needed

See page 109 for a list of electives

**Developmental courses do not apply towards degree requirements**

## Associate in Science Degree - Labette Community College

A minimum of 62 credit hours is required

**Concentration Requirements:** - A minimum of 15 credit hours needed

For concentration requirements, please see specific concentration

**Concentration/General Education Electives:** - A minimum of 12 credit hours needed

Electives can be concentration or general education

For concentration electives, please see specific concentration

**College Success Skills:**

Must be taken by first-time, full-time students

**General Education Requirements:** - A minimum of 13 credit hours needed

ENGL 101	English Composition I (3)
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
MATH 115	College Algebra (3) or higher
PED 116	Lifetime Fitness (1)

**Natural/Physical Science Elective(s):** - A minimum of 5 credit hours needed from each

Must include a lab

See page 109 for a list of electives

**Humanities Elective(s):** - A minimum of 6 credit hours needed

See page 109 for a list of electives

**Social and Behavioral Science Elective(s):** - A minimum of 6 credit hours needed

See page 109 for a list of electives

**Developmental courses do not apply towards degree requirements**

## Associate in Applied Science Degree - Labette Community College

A minimum of 60 credit hours is required

**Concentration Requirements:** - A minimum of 24 credit hours needed

For concentration requirements, please see specific concentration

**Concentration/Contextual/General Education Electives:** - A minimum of 15 credit hours needed

Electives can be concentration, contextual, or general education

For concentration or contextual electives, please see specific concentration

**College Success Skills:**

Must be taken by first-time, full-time students

**General Education Requirements:** - A minimum of 9 credit hours needed

ENGL 101	English Composition I (3)
ENGL 102	English Composition II (3) <i>or</i>
BUAD 110	Business Communication (3) <i>or</i>
COMM 101	Fundamentals of Speech (3)
MATH 106	Applied Mathematics (3) <i>or</i>
MATH 100	Intermediate Algebra (3) <i>or</i>
MATH 115	College Algebra (3)

**General Education Elective(s):** - A minimum of 12 credit hours needed

See page 109 for a list of electives

**Developmental courses do not apply towards degree requirements**

## **Associate in General Studies Degree - Labette Community College**

A minimum of 62 credit hours is required

### ***Concentration Requirements:***

A minimum of 15 credit hours

### ***College Success Skills Course:***

Must be taken by first-time, full-time students

### ***General Education Requirements:*** - A minimum of 13 credit hours needed

ENGL 101	English Composition I (3)
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
MATH 115	College Algebra (3) or higher
PED 116	Lifetime Fitness (1)

### ***Natural/Physical Science Elective(s):*** - A minimum of 5 credit hours needed from each

Must include a lab

See page 109 for a list of electives

### ***Humanities Elective(s):*** - A minimum of 6 credit hours needed

See page 109 for a list of electives

### ***Social and Behavioral Science Elective(s):*** - A minimum of 6 credit hours needed

See page 109 for a list of electives

### ***General Education Electives:*** - A minimum of 12 credit hours needed

See page 109 for a list of electives

***Developmental courses do not apply towards degree requirements***



## General Education Electives

### ■ Humanities Electives

#### ▶ Art

- ART 103 Drawing I (3)
- ART 104 Drawing II (3) \*
- ART 107 Two Dimensional Design (3)
- ART 111 Ceramics I (3)
- ART 112 Ceramics II (3) \*
- ART 113 Sculpture (3)
- ART 115 Painting I (3)
- ART 116 Painting II (3) \*
- ART 120 Photography I (3)
- ART 121 Photography II (3)
- ART 130 Art Appreciation (3)

#### ▶ Communication, Philosophy & Religion

- COMM 110 Critical Thinking and Argumentation (3)
- PHIL 101 Philosophy I (3)
- PHIL 104 Introduction to Logic (3)
- PHIL 106 Ethics (3)
- RELI 101 Comparative World Religions (3)
- RELI 103 Old Testament Survey (3)
- RELI 105 New Testament Survey (3)

#### ▶ English

- ENGL 200 Creative Writing (3)
- ENGL 206 General Literature (3)
- ENGL 208 Intro to Western Literature (3)
- ENGL 212 Literature I: P&D (3)
- ENGL 213 Literature II: P&F (3)
- ENGL 215 Science Fiction (3)
- ENGL 219 Film Appreciation (3)

#### ▶ Foreign Language

- LANG 104 French I (5) I/O
- LANG 105 French II (5) I/O \*
- LANG 127 Spanish I (5)
- LANG 128 Spanish II (5) \*

#### ▶ History

- HIST 101 American History to 1877 (3)
- HIST 102 American History Since 1877 (3)
- HIST 103 World History to 1500 (3)
- HIST 104 World History Since 1500 (3)
- HIST 108 Current World Affairs (3)
- HIST 201 Kansas History (3)

#### ▶ Music

- MUSI 101 Music Appreciation (3)
- MUSI 104 History of Jazz and Rock (3)

### ■ Mathematics & Sciences Electives

#### ▶ Mathematics

- MATH 115 College Algebra (3) \*
- MATH 120 Elementary Statistics (3) \*
- MATH 125 Trigonometry (3) \*
- MATH 130 Calculus I (5) \*

#### ▶ Natural Science

- BIOL 101 Biology (3) (no lab)
- BIOL 108 Principles and Concepts of Genetics (3)
- BIOL 120 Biology (5)
- BIOL 122 Environmental Life Science (5)

- BIOL 124 General Botany (5)
- BIOL 126 General Zoology (5)
- BIOL 130 Anatomy & Physiology (5) \*
- BIOL 201 Microbiology (5) \*

#### ▶ Physical Science

- CHEM 120 Introduction to Chemistry (5) \*
- CHEM 124 College Chemistry I (5) \*
- CHEM 126 College Chemistry II (5) \*
- CHEM 204 Organic Chemistry I (5) \*
- CHEM 207 Organic Chemistry II (5) \*
- PHSC 101 Principles of Geology (5)
- PHSC 103 Introduction to Astronomy (5)
- PHSC 105 Physical Science (5) \*
- PHYS 201 College Physics I (5) \*
- PHYS 203 Engineering Physics I (5) \*
- PHYS 205 College Physics II (5) \*
- PHYS 208 Engineering Physics II (5) \*

### ■ Social & Behavioral Sciences Electives

#### ▶ Anthropology & Sociology

- SOCI 101 Sociology (3)
- SOCI 112 Into to Social Work (3)
- SOCI 201 Marriage and Family (3)
- SOCI 203 Social Problems (3)
- SOCI 207 Anthropology (3)

#### ▶ Economics

- ECON 101 Issues in Today's Economy (3)
- ECON 203 Macroeconomics (3)
- ECON 204 Microeconomics (3)

#### ▶ Geography

- GEOG 101 World Regional Geography (3)
- GEOG 102 North American Geography (3)

#### ▶ Political Science

- POLS 103 State and Local Government (3)
- POLS 105 American Government (3)

#### ▶ Psychology

- PSYC 101 General Psychology (3)
- PSYC 201 Developmental Psychology (3)
- PSYC 202 Psychology of Adjustment (3) \*

### ■ Other General Education Electives

- BUAD 101 Introduction to Business (3)
- COMM 101 Fundamentals of Speech (3)
- COMP 110 Computer Concepts & App. (3)
- COMP 120 Computer Info Systems (3)
- EDUC 147 Information Literacy (2)
- ENGL 101 English Composition I (3)
- ENGL 102 English Composition II (3)
- LEAR 101 College Success Skills (1)
- PED 116 Lifetime Fitness (1)

\* Prerequisite must be met prior to taking the course. Please refer to the course descriptions.



**Accounting**  
Associate in Science

<b>Concentration Requirements .....</b>		<b>Credit Hours</b>
ACCT 112	Financial Accounting .....	3
ACCT 114	Managerial Accounting .....	3
ACCT 121	Computer Accounting.....	3
BUAD 101	Introduction to Business .....	3
COMP 115	Spreadsheet Concepts and Applications .....	3
ECON 203	Macroeconomics.....	3
ECON 204	Microeconomics .....	3
<b>Total .....</b>		<b>21</b>

<b>General Education Requirements.....</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra <i>or higher</i> .....	3
PED 116	Lifetime Fitness .....	1
COMP 120	Computer Information Systems .....	3
PHIL 106	Ethics .....	3
	Physical Science Elective with lab.....	5
	Natural Science Elective with lab .....	5
	Humanities Electives.....	6
	General Education Electives .....	6
<b>Total .....</b>		<b>41</b>
<b>Program Total .....</b>		<b>62</b>

**Note:** Membership in Phi Beta Lambda is encouraged.

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Accounting**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

**Course # Course Title**

ACCT	112	Financial Accounting (3)
ENGL	101	English Composition I (3)
MATH	115	College Algebra (3)
BUAD	101	Introduction to Business (3)
		Humanities Elective (3)

**Semester Hours (15) Cumulative Hours (15)**

**Semester 2**

**Course # Course Title**

ACCT	114	Managerial Accounting (3)
COMP	120	Computer Information Systems (3)
ENGL	102	English Composition II (3)
COMM	101	Fundamentals of Speech (3)
		Natural Science Elective (5)

**Semester Hours (17) Cumulative Hours (32)**

**Semester 3**

**Course # Course Title**

ECON	204	Microeconomics (3)
PED	116	Lifetime Fitness (1)
PHIL	106	Ethics (3)
		General Education Elective (3)
		Physical Science Elective with Lab (5)

**Semester Hours (15) Cumulative Hours (47)**

**Semester 4**

**Course # Course Title**

ECON	203	Macroeconomics (3)
COMP	115	Spreadsheet Concepts & Application (3)
ACCT	121	Computer Accounting (3)
		Humanities Elective (3)
		General Education Elective (3)

**Semester Hours (15) Cumulative Hours (62)**

**\* College Success Skills should be taken the first semester.**

**Art**  
Associate in Arts

<b>Concentration Requirements</b>		<b>Credit Hours</b>
ART 103	Drawing I.....	3
ART 107	Two Dimensional Design .....	3
ART 111	Ceramics I <i>or</i>	
ART 113	Sculpture .....	3
ART 115	Painting I.....	3
ART 120	Photography I .....	3
ART 130	Art Appreciation .....	3

**Total..... 18**

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra .....	3
PED 116	Lifetime Fitness .....	1
	Physical Science Elective with lab .....	5
	Natural Science Elective with lab .....	5
	Humanities Electives (from at least three areas).....	12
	Social and Behavioral Science Electives .....	6
	General Education Electives.....	3

**Total..... 44**

**Program Total..... 62**

Complete the following courses and select 3 credit hours from a Humanities area other than Art.

ART 104	Drawing II (3)
ART 112	Ceramics II (3)
ART 116	Painting II (3)

Refer to the **Placement Testing Procedure 3.22** on page 31.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



**Art**  
Associate in Arts  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
COMM 101	Fundamentals of Speech (3)
ENGL 101	English Composition I (3)
ART 103	Drawing I (3)
ART 107	Two Dimensional Design (3)
ART 130	Art Appreciation (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
ART 111	Ceramics I (3) <i>or</i>
ART 113	Sculpture (3)
ART 120	Photography I (3)
PED 116	Lifetime Fitness (1)
	Physical Science Elective with Lab (5)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (30)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II (3)
MATH 115	College Algebra (3)
ART 115	Painting I (3)
	Social/Behavioral Science Elective (3)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (45)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
	Natural Science Elective with Lab (5)
	Social/Behavior Science Elective (3)
	Humanities Electives (6)
	General Education Elective (3)
<b>Semester Hours (17) Cumulative Hours (62)</b>	

\* College Success Skills should be taken the first semester.

**Athletic Training**  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
PED	103	Care and Prevention of Athletic Injuries..... 3
PED	105	Personal & Community Health..... 3
PED	111	Athletic Training Practicum I ..... 2
PED	118	First Aid..... 2
PED	114	Basic Nutrition..... 3
OTEC	124	Medical Terminology ..... 3
PSYC	101	General Psychology ..... 3
PSYC	201	Developmental Psychology ..... 3
		<b>Total..... 22</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL	101	English Composition I ..... 3
ENGL	102	English Composition II..... 3
COMM	101	Fundamentals of Speech ..... 3
MATH	115	College Algebra <i>or</i> higher ..... 3
PED	116	Lifetime Fitness ..... 1
BIOL	120	Biology <i>or</i>
BIOL	130	Anatomy and Physiology ..... 5
		Physical Science Elective with Lab ..... 5
		Humanities Electives ..... 6
		Social and Behavioral Science Electives ..... 6
		General Education Electives ..... 6
		<b>Total..... 41</b>
		<b>Program Total..... 63</b>

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Athletic Training**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
OTEC 124	Medical Terminology (3)
PED 103	Care and Prevention of Athletic Injuries (3)
PED 116	Lifetime Fitness (1)
MATH 115	College Algebra (3)
COMM 101	Fundamentals of Speech (3) Humanities Elective (3)
<b>Semester Hours (16) Cumulative Hours (16)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
BIOL 130	Anatomy and Physiology(5)
ENGL 101	English Composition I (3)
PED 105	Personal and Community Health (3)
PED 118	First Aid (2)
PSYC 101	General Psychology (3)
<b>Semester Hours (16) Cumulative Hours (32)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
PED 111	Athletic Training Practicum I (2)
PED 114	Basic Nutrition (3)
PSYC 201	Developmental Psychology (3) Social and Behavioral Science Elective (3) Physical Science Elective with Lab (5)
<b>Semester Hours (16) Cumulative Hours (48)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II (3) Humanities Elective (3) Social and Behavioral Science Elective (3) General Education Electives (6)
<b>Semester Hours (15) Cumulative Hours (63)</b>	

\* College Success Skills should be taken the first semester.

**Biology**  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
BIOL 124	General Botany .....	5
BIOL 126	Zoology, General .....	5
BIOL 130	Anatomy and Physiology.....	5
BIOL 201	Microbiology .....	5
	Natural/Physical Science Elective with Lab* .....	5
<b>Total .....</b>		<b>.25</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra .....	3
CHEM 124	College Chemistry I.....	5
PED 116	Lifetime Fitness .....	1
BIOL 120	Biology .....	5
	Humanities Electives .....	6
	Social and Behavioral Electives.....	6
	General Education Elective .....	3
<b>Total .....</b>		<b>38</b>
<b>Program Total .....</b>		<b>63</b>

**\* Recommendations for Natural & Physical Sciences Elective:**

- PHYS 201 College Physics I (Biology concentration) (5)
- CHEM 204 Organic Chemistry I (Microbiology concentration) (5)
- CHEM 126 College Chemistry II (5)

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Biology**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
MATH 115	College Algebra (3)
BIOL 120	Biology (5)
CHEM 124	College Chemistry I(5)
PED 116	Lifetime Fitness (1)
	General Education Elective (3)
	<b>Semester Hours (17) Cumulative Hours (17)</b>

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
ENGL 101	English Composition I (3)
BIOL 124	General Botany <i>or</i>
BIOL 126	General Zoology (5)
BIOL 130	Anatomy & Physiology (5)
	Social and Behavior Science Elective (3)
	<b>Semester Hours (16) Cumulative Hours (33)</b>

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II (3)
BIOL 124	General Botany <i>or</i>
BIOL 126	General Zoology (5)
BIOL 201	Microbiology (5)
	Social and Behavior Science Elective (3)
	<b>Semester Hours (16) Cumulative Hours (49)</b>

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
PHYS 201	College Physics I (5) <i>or</i>
CHEM 204	Organic Chemistry I <i>or</i>
BIOL 201	Microbiology
COMM 101	Fundamentals of Speech (3)
	Humanities Elective (6)
	<b>Semester Hours (14) Cumulative Hours (63)</b>

\* College Success Skills should be taken the first semester.

**Business Administration**  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
ACCT 112	Financial Accounting.....	3
ACCT 114	Managerial Accounting.....	3
BUAD 101	Introduction to Business .....	3
BUAD 110	Business Communications.....	3
ECON 203	Macroeconomics.....	3
ECON 204	Microeconomics .....	3
MATH 120	Elementary Statistics .....	3
<b>Total .....</b>		<b>21</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra <i>or higher</i> .....	3
PED 116	Lifetime Fitness .....	1
COMP 120	Computer Information Systems.....	3
PHIL 106	Ethics .....	3
	Physical Science Elective with lab .....	5
	Natural Science Elective with lab.....	5
	Humanities Electives .....	6
	General Education Electives.....	6
<b>Total .....</b>		<b>41</b>
<b>Program Total .....</b>		<b>62</b>

**Note: Membership in Phi Beta Lambda is encouraged.**

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

## **Business Administration**

Associate in Science

Four Semester Plan

### **Semester 1 \***

#### **Course # Course Title**

ACCT 112	Financial Accounting (3)
BUAD 101	Introduction to Business (3)
ENGL 101	English Composition I (3)
MATH 115	College Algebra (3)
	Humanities Elective (3)
	<b>Semester Hours (15) Cumulative Hours (15)</b>

### **Semester 2**

#### **Course # Course Title**

ACCT 114	Managerial Accounting (3)
COMP 120	Computer Information Systems (3)
COMM 101	Fundamentals of Speech (3)
ENGL 102	English Composition II (3)
	Natural Science Elective with Lab (5)
	<b>Semester Hours (17) Cumulative Hours (32)</b>

### **Semester 3**

#### **Course # Course Title**

ECON 204	Microeconomics (3)
MATH 120	Elementary Statistics (3)
PED 116	Lifetime Fitness (1)
PHIL 106	Ethics (3)
	Physical Science Elective with Lab (5)
	<b>Semester Hours (15) Cumulative Hours (47)</b>

### **Semester 4**

#### **Course # Course Title**

BUAD 110	Business Communications (3)
ECON 203	Macroeconomics (3)
	Humanities Elective (3)
	General Education Elective (6)
	<b>Semester Hours (15) Cumulative Hours (62)</b>

\* College Success Skills should be taken the first semester.

**Chemistry**  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
CHEM 204	Organic Chemistry I .....	5
CHEM 207	Organic Chemistry II .....	5
PHYS 201	College Physics I <i>or</i>	
PHYS 203	Engineering Physics I .....	5
<b>Total .....</b>		<b>15</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II .....	3
COMM 101	Fundamentals of Speech .....	3
CHEM 124	College Chemistry I .....	5
CHEM 126	College Chemistry II .....	5
MATH 130	Calculus I .....	5
PED 116	Lifetime Fitness .....	1
	Humanities Electives .....	6
	Natural Science Elective with Lab .....	5
	Social/Behavioral Science Elective .....	6
	General Education Electives* .....	6
<b>Total .....</b>		<b>48</b>
<b>Program Total .....</b>		<b>63</b>

**\*Transfer students should take the following General Education Electives:**

- PHYS 205 College Physics II *or*
- PHYS 208 Engineering Physics II (5)
- BIOL 120 Biology (5)

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



**Chemistry**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

**Course #    Course Title**

ENGL 101	English Composition I (3)
CHEM 124	College Chemistry I (5)
MATH 130	Calculus I (5)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (16) Cumulative Hours (16)</b>	

**Semester 2**

**Course #    Course Title**

ENGL 102	English Composition II (3)
CHEM 126	College Chemistry II (5)
COMM 101	Fundamentals of Speech (3)
	Natural Science Elective with Lab (5)
<b>Semester Hours (16) Cumulative Hours (32)</b>	

**Semester 3**

**Course #    Course Title**

PED 116	Lifetime Fitness (1)
CHEM 204	Organic Chemistry I (5)
PHYS 201	College Physics I <i>or</i>
PHYS 203	Engineering Physics I (5)
	Humanities Elective (3)
	General Education Elective (3)
<b>Semester Hours (17) Cumulative Hours (49)</b>	

**Semester 4**

**Course #    Course Title**

CHEM 207	Organic Chemistry II (5)
	General Education Electives (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (14) Cumulative Hours (63)</b>	

\* College Success Skills should be taken the first semester.

**Communication**  
Associate in Arts

<b>Concentration Requirements</b>		<b>Credit Hours</b>
BUAD 101	Introduction to Business .....	3
COMM 103	Introduction to Advertising.....	3
COMM 105	Introduction to Public Relations .....	3
COMM 106	Introduction to Mass Media.....	3
COMM 110	Critical Thinking and Argumentation.....	3
	*Concentration Electives.....	6
<b>Total.....</b>		<b>21</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
COMM 101	Fundamentals of Speech .....	3
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II.....	3
MATH 115	College Algebra .....	3
PED 116	Lifetime Fitness .....	1
	Natural Science Elective with Lab.....	5
	Physical Science Elective with Lab .....	5
	Humanities Electives (from at least three areas).....	12
	Social and Behavioral Science Electives .....	6
<b>Total.....</b>		<b>41</b>
<b>Program Total.....</b>		<b>62</b>

\*Recommended Concentration Electives

	Computer Elective (3)
ENGL 200	Creative Writing (3)
GRAP 107	Intro to Desktop Publishing (3)
GRAP 118	Typography (3)
GRAP 130	Advertising Design (3)

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Communication**  
Associate in Arts  
Four Semester Plan

**Semester 1 \***

**Course #      Course Title**

COMM 101	Fundamentals of Speech (3)
COMM 103	Introduction to Advertising (3)
ENGL 101	English Composition I (3)
PED 116	Lifetime Fitness (1)
	Humanities Elective (3)

**Semester Hours (13) Cumulative Hours (13)**

**Semester 2**

**Course #      Course Title**

COMM 106	Introduction to Mass Media (3)
ENGL 102	English Composition II (3)
MATH 115	College Algebra (3)
	Humanities Elective (3)
	Natural Science Elective w/lab (5)

**Semester Hours (17) Cumulative Hours (30)**

**Semester 3**

**Course #      Course Title**

BUAD 101	Introduction to Business (3)
COMM 110	Critical Thinking and Argumentation (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
	Physical Science Elective with Lab (5)

**Semester Hours (17) Cumulative Hours (47)**

**Semester 4**

**Course #      Course Title**

COMM 105	Introduction to Public Relations (3)
	Concentration Electives (6)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)

**Semester Hours (15) Cumulative Hours (62)**

**\* College Success Skills should be taken the first semester.**

**Computer Science**  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
COMP 120	Computer Information Systems .....	3
COMP 130	Introduction to Programming.....	3
COMP 135	C++ Programming .....	3
COMP 212	Principles of Software Design .....	3
COMP 214	Concepts of Computer Systems <i>or</i>	
INDU 125	Fundamentals of Electronics.....	3
MATH 120	Elementary Statistics .....	3
	Computer Science Electives * .....	9
<b>Total .....</b>		<b>27</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 130	Calculus I.....	5
PED 116	Lifetime Fitness .....	1
BIOL 120	Biology .....	5
	Physical Science Elective with Lab .....	5
	Humanities Electives .....	6
	Social and Behavioral Science Electives .....	6
<b>Total .....</b>		<b>37</b>
<b>Program Total .....</b>		<b>64</b>

**\*Computer Science Electives**

COMP 115	Spreadsheet Concepts and Applications (3)
COMP 138	Visual Basic Programming (3)
COMP 180	Introduction to Networking (3)
COMP 182	Network Administration I (3)
COMP 192	Database Concepts and Applications (3)
COMP 205	Special Topics in Computing/Robotics (3)

*Refer to the **Placement Testing Procedure** 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Computer Science**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
COMP 130	Introduction to Programming (3)
ENGL 101	English Composition I (3)
MATH 130	Calculus I (5)
	Computer Science Elective (3)
	Humanities Elective (3)
<b>Semester Hours (17) Cumulative Hours (17)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
COMP 120	Computer Information Systems (3)
ENGL 102	English Composition II (3)
MATH 120	Elementary Statistics (3)
	Physical Science Elective with Lab (5)
	Computer Science Elective (3)
<b>Semester Hours (17) Cumulative Hours (34)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
COMP 135	C++ Programming (3)
COMP 214	Concepts of Computer Systems <i>or</i>
INDU 125	Fundamentals of Electronics (3)
PED 116	Lifetime Fitness (1)
BIOL 120	Biology (5)
	Social/Behavioral Science Elective (3)
<b>Semester Hours (15) Cumulative Hours (49)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
COMP 212	Principles of Software Design (3)
COMM 101	Fundamentals of Speech (3)
	Computer Science Elective (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (15) Cumulative Hours (64)</b>	

\* College Success Skills should be taken the first semester.

## Computer Science Certificate Program

### Management Information Systems Certificate

Requirements		Credit Hours
COMP 120	Computer Information Systems .....	3
COMP 130	Introduction to Programming.....	3
COMP 138	Visual Basic Programming .....	3
COMP 180	Introduction to Networking .....	3
COMP 182	Network Administration I.....	5
COMP 192	Database Concepts and Applications.....	3
	<b>Total .....</b>	<b>20</b>

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*





## Criminal Justice

### Associate in Science

This degree is designed for a student planning to transfer to a four year institution with a study concentration in the area of criminal justice or corrections, probation, & parole.

Please consult an advisor for guidance concerning electives.

<b>Concentration Requirements</b>		<b>Credit Hours</b>
CRIM 101	Introduction to Administration of Justice .....	3
CRIM 112	Ethics in Criminal Justice .....	3
CRIM 119	Interview and Report Writing .....	3
CRIM 135	Criminal Procedures .....	3
CRIM 137	Criminal Law .....	3
CRIM 138	Juveniles in the Criminal Justice System.....	3
	*Concentration Electives .....	9
	<b>Total .....</b>	<b>27</b>
<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II .....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra <i>or higher</i> .....	3
PED 116	Lifetime Fitness .....	1
	Physical Science Elective with lab.....	5
	Natural Science Elective with lab .....	5
	Humanities Electives.....	6
	Social and Behavioral Science Electives .....	6
	<b>Total .....</b>	<b>35</b>
	<b>Program Total.....</b>	<b>62</b>

#### \*Concentration Elective:

- CRIM 111 Patrol Procedures (3)
- CRIM 118 Drugs in Society (3)
- CRIM 131 Community Policing (3)
- CRIM 204 Police Supervision and Management (3)

**Note: If a student has successfully completed the Law Enforcement Academy, the student may receive credit for the following courses. Students must pay tuition and fees for the courses they want added to their LCC transcript.**

- CRIM 111 Patrol Procedures (3)**
- CRIM 119 Interview and Report Writing (subject to proficiency test) (3)**
- CRIM 135 Criminal Procedures (subject to proficiency test) (3)**

**Note:** Students planning to transfer credit for a Baccalaureate degree should base their program of study on the requirements of the college to which they will transfer.

Refer to the **Placement Testing Procedure 3.22** on page 31.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.



**Criminal Justice**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
CRIM 101	Intro to Admin of Justice (3)
ENGL 101	English Composition I (3)
COMM 101	Fundamentals of Speech (3)
	Social/Behavioral Science Elective (3)
	Concentration Elective (3)
	<b>Semester Hours (15) Cumulative hours (15)</b>

**Semester 2**

CRIM 112	Ethics in Criminal Justice (3)
CRIM 137	Criminal Law (3)
ENGL 102	English Composition II (3)
PED 116	Lifetime Fitness (1)
	Humanities Elective (3)
	Social Behavioral Science Elective (3)
	<b>Semester Hours (16) Cumulative Hours (31)</b>

**Semester 3**

CRIM 119	Interview and Report Writing (3)
CRIM 135	Criminal Procedures (3)
MATH 115	College Algebra (3)
	Natural Science Elective with lab (5)
	Concentration Elective (3)
	<b>Semester Hours (17) Cumulative Hours (48)</b>

**Semester 4**

CRIM 138	Juveniles in the Justice System (3)
	Concentration Elective (3)
	Humanities Elective (3)
	Physical Science Elective with Lab (5)
	<b>Semester Hours (14) Cumulative Hours (62)</b>

**\*College Success Skills should be taken the first semester.**

## Dental Assistant Associate in Applied Science

The Dental Assistant Program has been granted initial accreditation by the Commission on Dental Accreditation (CODA), 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653, <http://www.ada.org/100.aspx>.

Students interested in the Dental Assistant Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Dental Assistant Program. Acceptance in the Dental Assistant Program is based on the criteria established by the department. CPR certification is required prior to admission. To obtain more information about the criteria and to get a copy of the application procedure please contact the Program Director, Leigh Ann Martin at (620) 232-5820 ext 107

Requirement for Application/Acceptance Process

DNAS 100 Cardiopulmonary Resuscitation for Dental Assistant Program ..... 1

<b>Concentration Requirements</b>		<b>Credit Hours</b>
DNAS 101	Fundamentals in Dental Assisting .....	2
DNAS 105	Anatomy for Dental Assistants .....	1
DNAS 107	Dental Health Education .....	2
DNAS 110	Infection Control for Dental Practices .....	2
DNAS 111	Dental Materials I .....	4
DNAS 114	Chairside Assisting I .....	4
DNAS 118	Dental Radiology I .....	3
DNAS 119	Dental Anatomy .....	2
DNAS 125	Dental Science .....	2
DNAS 135	Chairside Assisting II .....	3
DNAS 138	Dental Radiology II .....	1
DNAS 140	Dental Practice Management .....	3
DNAS 144	Clinical Experience I .....	4
DNAS 151	Clinical Experience II .....	3
<b>Total .....</b>		<b>37</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
BIOL 130	Anatomy & Physiology .....	5
COMM 101	Fundamentals of Speech .....	3
MATH 106	Applied Mathematics <i>or</i>	
MATH 100	Intermediate Algebra .....	3
PSYC 101	General Psychology .....	3
PSYC 201	Developmental Psychology .....	3
	Computer Elective .....	3
<b>Total .....</b>		<b>23</b>
<b>Program Total .....</b>		<b>60</b>

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Dental Assistant**  
Associate in Applied Science  
Five Semester Plan

Requirement for Application/Acceptance Process

DNAS 100 Cardiopulmonary Resuscitation for Dental Assistant Program..... 1

**Semester 1 \***

**Course #      Course Title**

ENGL 101      English Composition I (3)  
BIOL 130      Anatomy & Physiology (5)  
PSYC 101      General Psychology (3)

**Semester Hours (11) Cumulative Hours (12)**

**Semester 2**

**Course #      Course Title**

MATH 106      Applied Mathematics *or*  
MATH 100      Intermediate Algebra (3)  
PSYC 201      Developmental Psychology (3)  
COMM 101      Fundamentals of Speech (3)  
                    Computer Elective (3)

**Semester Hours (12) Cumulative Hours (24)**

**Semester 3**

**Course #      Course Title**

DNAS 101      Fundamentals in Dental Assisting I (2)  
DNAS 110      Infection Control for Dental Practices (2)  
DNAS 111      Dental Materials I (4)  
DNAS 114      Chairside Assisting I (4)  
DNAS 118      Dental Radiology I (3)  
DNAS 119      Dental Anatomy (2)

**Semester Hours (17) Cumulative Hours (41)**

**Semester 4**

**Course #      Course Title**

DNAS 105      Anatomy for Dental Assistants (1)  
DNAS 107      Dental Health Education (2)  
DNAS 125      Dental Science (2)  
DNAS 135      Chairside Assisting II (3)  
DNAS 138      Dental Radiology II (1)  
DNAS 144      Clinical Experience I (4)

**Semester Hours (13) Cumulative Hours (54)**

**Semester 5**

**Course #      Course Title**

DNAS 140      Dental Practice Management (3)  
DNAS 151      Clinical Experience II (3)

**Semester Hours (6) Cumulative Hours (60)**

**\* College Success Skills should be taken the first semester.**

## Dental Assistant Certificate

Requirement for Application/Acceptance Process	1
DNAS 100 Cardiopulmonary Resuscitation for Dental Assistant Program .....	1

<b>Concentration Requirements</b>	<b>Credit Hours</b>
DNAS 101 Fundamentals in Dental Assisting .....	2
DNAS 105 Anatomy for Dental Assistants .....	1
DNAS 107 Dental Health Education .....	2
DNAS 110 Infection Control for Dental Practices .....	2
DNAS 111 Dental Materials I .....	4
DNAS 114 Chairside Assisting I .....	4
DNAS 118 Dental Radiology I .....	3
DNAS 119 Dental Anatomy .....	2
DNAS 125 Dental Science .....	2
DNAS 135 Chairside Assisting II .....	3
DNAS 138 Dental Radiology II .....	1
DNAS 140 Dental Practice Management .....	3
DNAS 144 Clinical Experience I .....	4
DNAS 151 Clinical Experience II .....	3
<b>Total .....</b>	<b>37</b>

*Refer to the **Placement Testing Procedure** 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Dental Assistant  
Certificate  
Three Semester Plan**

Requirement for Application/Acceptance Process

DNAS 100 Cardiopulmonary Resuscitation for Dental Assistant Program..... 1

**Semester 1**

<b>Course #</b>	<b>Course Title</b>
DNAS 101	Fundamentals in Dental Assisting I (2)
DNAS 110	Infection Control for Dental Practices (2)
DNAS 111	Dental Materials I (4)
DNAS 114	Chairside Assisting I (4)
DNAS 118	Dental Radiology I (3)
DNAS 119	Dental Anatomy (2)
<b>Semester Hours (17) Cumulative Hours (18)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
DNAS 105	Anatomy for Dental Assistants (1)
DNAS 107	Dental Health Education (2)
DNAS 125	Dental Science (2)
DNAS 135	Chairside Assisting II (3)
DNAS 138	Dental Radiology II (1)
DNAS 144	Clinical Experience I (4)
<b>Semester Hours (13) Cumulative Hours (31)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
DNAS 140	Dental Practice Management (3)
DNAS 151	Clinical Experience II (3)
<b>Semester Hours (6) Cumulative Hours (37)</b>	

# Diagnostic Medical Sonography Certificate

## Admission Criteria

Students interested in the Diagnostic Medical Sonography Program must have earned at least an Associates Degree in an accredited Health Care Program including Respiratory Therapy, Nursing, Physical Therapy Assistant, and Radiography, or those who are registry eligible and desire to become proficient in sonography. Admission to the College does not ensure admission into the Diagnostic Medical Sonography Program. Acceptance into the Diagnostic Medical Sonography Program is based on the criteria established by the department. To obtain more information about the criteria and to get a copy of the application procedure please contact the program director by calling (620) 421-6700 extension 1181.

<b>Concentration Requirements</b>		<b>Credit Hours</b>
DMS 201	Introduction to Sonography .....	2
DMS 205	Sonography Sectional Anatomy & Abdominal Pathology I .....	4
DMS 206	OB/GYN for Sonography I .....	3
DMS 207	OB/GYN for Sonography II.....	3
DMS 209	Introduction to OB/GYN and Vascular Sonography Lab .....	2
DMS 211	Sonography Physics & Instrumentation .....	3
DMS 213	OB/GYN Sonography Lab.....	2
DMS 218	General & Abdominal Sonography Lab.....	3
DMS 220	General Sonography Clinical Training I .....	3
DMS 221	Sonography Clinical Training II .....	6
DMS 222	Sonography Clinical Training III.....	6
DMS 223	Sonography Clinical Training IV.....	6
DMS 225	Vascular Sonography Lab.....	2
DMS 230	Vascular Sonography I.....	2
DMS 231	Vascular Sonography II .....	4
DMS 234	Sonography and Physics Registry Review.....	2
DMS 250	Sonography Registry Review.....	6
<b>Total Credit Hours .....</b>		<b>59</b>

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Diagnostic Medical Sonography**  
Certificate  
Five Semester Plan

**Semester 1**

<b>Course #</b>	<b>Course Title</b>
DMS 201	Introduction to Sonography (2)
DMS 205	Sonography Sectional Anatomy & Abdominal Pathology I (4)
DMS 211	Sonography Physics and Instrumentation (3)
DMS 218	General Abdominal Sonography Lab (3)
DMS 220	General Sonography Clinical Training I (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
DMS 206	OB/GYN for Sonography I (3)
DMS 209	Introduction to OB/GYN and Vascular Sonography Lab (2)
DMS 221	Sonography Clinical Training II (6)
DMS 230	Vascular Sonography I (2)
DMS 234	Sonography and Physics Registry Review (2)
<b>Semester Hours (15) Cumulative Hours (30)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
DMS 207	OB/GYN for Sonography II (3)
DMS 213	OB/GYN Sonography Lab (2)
DMS 222	Sonography Clinical Training III (6)
<b>Semester Hours (11) Cumulative Hours (41)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
DMS 223	Sonography Clinical Training IV (6)
DMS 225	Vascular Sonography Lab (2)
DMS 231	Vascular Sonography II (4)
<b>Semester Hours (12) Cumulative Hours (53)</b>	

**Semester 5**

<b>Course #</b>	<b>Course Title</b>
DMS 250	Sonography Registry Review (6)
<b>Semester Hours (6) Cumulative Hours (59)</b>	

**Education**  
**Early Childhood Education**  
 Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
EDUC 110	Child Development.....	3
EDUC 142	Early Childhood Education.....	3
EDUC 151	Children’s Literature.....	3
EDUC 152	Children’s Music .....	3
EDUC 154	Art Education.....	3
	Concentration Electives .....	3
	Early Childhood Education Elective.....	4-5
<b>Total .....</b>		<b>22-23</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 111	Mathematics for Education <i>or</i>	
MATH 115	College Algebra .....	3
PED 116	Lifetime Fitness .....	1
PHSC 105	Physical Science .....	5
PSYC 101	General Psychology .....	3
PSYC 201	Developmental Psychology .....	3
	Natural Science Elective with lab.....	5
	Humanities Electives .....	6
	General Education Electives.....	6
<b>Total .....</b>		<b>41</b>
<b>Program Total.....</b>		<b>63-64</b>

**General Education Elective Recommendation**

EDUC 147	Information Literacy (2)
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**Concentration Electives:**

EDUC 107	Administration & Org. of Child Care Program (3)
EDUC 108	Parenting, Rewards and Responsibilities (3)
EDUC 112	Early Childhood Curriculum (3)
EDUC 114	Caring for Children with Handicaps (1)
EDUC 118	Health, Safety, and Nutrition for Young Children (3)
EDUC 122	Activities for Young Children (3)
EDUC 123	Home, School, and Community Relations (3)
PED 119	Pediatric First Aid/CPR/AED (2)

**Early Childhood Education Elective**

EDUC 126	Childhood Program Planning 0-5 (5)
PARA 114	Applied Behavior Analysis in Education (3) <i>and</i>
PARA 115	Applied Behavior Analysis in Education Lab (1) <i>must be taken concurrently</i>

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



## Education - Early Childhood Education

Associate in Science

Four Semester Plan

### Semester 1 \*

Course #	Course Title
EDUC 110	Child Development (3)
EDUC 142	Early Childhood Education (3)
ENGL 101	English Composition I (3)
	Natural Science Elective with Lab (5)
	General Education Elective (3)
<b>Semester Hours (17) Cumulative Hours (17)</b>	

### Semester 2

Course #	Course Title
EDUC 151	Children's Literature (3)
ENGL 102	English Composition II (3)
MATH 111	Math for Education <i>or</i>
MATN 115	College Algebra (3)
PSYC 101	General Psychology (3)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (32)</b>	

### Semester 3

Course #	Course Title
COMM 101	Fundamentals of Speech (3)
PHSC 105	Physical Science (5)
PSYC 201	Developmental Psychology (3)
	Early Childhood Elective (4-5)
<b>Semester Hours (15-16) Cumulative Hours (47-48)</b>	

### Semester 4

Course #	Course Title
EDUC 152	Children's Music (3)
EDUC 154	Art Education (3)
PED 116	Lifetime Fitness (1)
	Concentration Electives (3)
	Humanities Elective (3)
	General Education Elective (3)
<b>Semester Hours (16) Cumulative Hours (63-64)</b>	

\* College Success Skills should be taken the first semester.

**Education**  
**Child Care and Support Services Management**  
Associate in Applied Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
ACCT 112	Financial Accounting.....	3
EDUC 107	Administration and Organization of a Child Care Program.....	3
EDUC 110	Child Development.....	3
EDUC 118	Health, Safety, and Nutrition for Young Children.....	3
EDUC 142	Early Childhood Education.....	3
EDUC 151	Children's Literature .....	3
EDUC 152	Children's Music .....	3
OTEC 111	Records Management .....	2
PED 119	Pediatric First Aid/CPR/AED.....	2
	Concentration Electives .....	16
<b>Total.....</b>		<b>41</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I.....	3
BUAD 110	Business Communication .....	3
MATH 106	Applied Mathematics <i>or</i>	
MATH 100	Intermediate Algebra <i>or</i>	
MATH 115	College Algebra.....	3
	General Education Electives.....	12
<b>Total.....</b>		<b>21</b>
<b>Program Total.....</b>		<b>62</b>

**Concentration Electives:**

EDUC 108	Parenting, Rewards and Responsibilities (3)
EDUC 114	Caring for Children with Handicaps (3)
EDUC 116	Family Day Care (3)
EDUC 122	Activities for Young Children (3)
EDUC 123	Home, School, and Community Relations (3)
EDUC 126	Childhood Program Planning 0-5 (5)
EDUC 131	Observation and Assessment in Early Childhood Settings (4)

**General Education Electives Recommended**

BUAD 101	Introduction to Business (3)
COMP 110	Computer Concepts and Applications (3)
COMP 120	Computer Information Systems (3)

*Refer to the **Placement Testing Procedure** 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Education - Child Care and Support Services Management**  
Associate in Applied Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
ENGL 101	English Composition I (3)
EDUC 107	Administration and Organization of a Child Care Program (3)
EDUC 110	Child Development (3)
PED 119	Pediatric First Aid/CPR/AED (2)
	Concentration Electives (4)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
EDUC 118	Health, Safety and Nutrition for Young Children (3)
EDUC 142	Early Childhood Education (3)
ACCT 112	Financial Accounting (3)
	General Education Electives (6)
<b>Semester Hours (15) Cumulative Hours (30)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
EDUC 151	Children's Literature (3)
EDUC 152	Children's Music (3)
MATH 106	Applied Mathematics <i>or</i>
MATH 100	Intermediate Algebra <i>or</i>
MATH 115	College Algebra (3)
	Concentrative Electives (3)
	General Education Elective (3)
<b>Semester Hours (15) Cumulative Hours (45)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
BUAD 110	Business Communications (3)
OTEC 111	Records Management (2)
	Concentration Electives (9)
	General Education Elective (3)
<b>Semester Hours (17) Cumulative Hours (62)</b>	

\* College Success Skills should be taken the first semester.

## Education Child Care Certificate

	<b>Certificate Requirements</b>	<b>Credit Hours</b>
<b>Semester 1</b>		
EDUC 107	Administration and Organization of a Child Care Program.....	3
EDUC 110	Child Development.....	3
EDUC 126	Childhood Program Planning 0-5.....	5
PED 119	Pediatric First Aid and CPR.....	2
<b>Total.....</b>		<b>13</b>

*Students are eligible to apply for and complete the CDA after completing the first semester successfully.*

### Semester 2

EDUC 112	Early Education Curriculum.....	3
EDUC 118	Health, Safety and Nutrition for the Young Child.....	3
EDUC 151	Children’s Literature.....	3
	Child Care Electives.....	4
<b>Total.....</b>		<b>13</b>
<b>Total.....</b>		<b>26</b>

*Students who complete the program meet the technical instruction for the Early Childhood Associate Apprenticeship Program.*

#### Concentration Elective(s)

EDUC 108	Parenting, Rewards and Responsibilities (3)
EDUC 116	Family Day Care (3)
EDUC 122	Activities for Young Children (3)
EDUC 123	Home, School, and Community Relations (3)
EDUC 131	Observation and Assessment in Early Childhood Settings (4)
EDUC 142	Early Childhood Education (3)

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



**Education**  
**Elementary Education**  
 Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
EDUC 134	Preprofessional Lab for Teachers <i>and</i> .....	1
EDUC 140	Introduction to Teaching <i>must be taken concurrently</i> .....	3
EDUC 151	Children’s Literature.....	3
EDUC 152	Children’s Music .....	3
EDUC 154	Art Education.....	3
GEOG 101	World Regional Geography .....	3
<b>Total</b> .....		<b>16</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 111	Math for Education <i>or</i>	
MATH 115	College Algebra .....	3
PED 116	Lifetime Fitness .....	1
COMP 110	Computer Concepts & Applications .....	3
PSYC 101	General Psychology .....	3
PSYC 201	Developmental Psychology .....	3
	Humanities Electives .....	6
	Natural Science Elective with Lab (General Biology <i>or</i>	
	Environmental Science).....	5
	Physical Science Elective with Lab (Physical Science,	
	Introduction to Chemistry, <i>or</i> College Physics I .....	5
	General Education Electives .....	9
<b>Total</b> .....		<b>47</b>
<b>Program Total</b> .....		<b>63</b>

**Recommended General Education Electives**

See your Advisor for specific General Education Requirements for transfer schools.

ART 130	Art Appreciation (3)
EDUC 147	Information Literacy (2)
ENGL 206	General Literature (3)
LANG 127	Spanish (5)
HIST 101	American History to 1877 (3)
HIST 102	American History from 1877 (3)
MUSI 101	Music Appreciation (3)
ECON 101	Issue’s In Today’s Economy (3)
POLS 105	American Government (3)
SOCI 101	Sociology (3)

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

## Education - Elementary Education

Associate in Science

Four Semester Plan

### Semester 1 \*

#### Course # Course Title

ENGL	101	English Composition I (3)
EDUC	140	Introduction to Teaching (3)
EDUC	134	Pre-Professional Lab (1)
COMP	110	Computer Concepts and Applications (3)
BIOL	114	Environmental Life Science or other Natural Science Elective with Lab (5)

**Semester Hours (15) Cumulative Hours (15)**

### Semester 2

#### Course # Course Title

ENGL	102	English Composition II (3)
MATH	115	College Algebra or (3)
MATH	111	Math for Education (3)
EDUC	151	Children's Literature (3)
PSYC	101	General Psychology (3)
		Humanities Elective (3)

**Semester Hours (15) Cumulative Hours (30)**

### Semester 3

#### Course # Course Title

COMM	101	Fundamentals of Speech (3)
PHSC	105	Physical Science or other Physical Science Elective with Lab (5)
PED	116	Lifetime Fitness (1)
EDUC	152	Children's Music (3)
PSYC	201	Developmental Psychology (3)
		General Education Elective (3)

**Semester Hours (18) Cumulative Hours (48)**

### Semester 4

#### Course # Course Title

EDUC	154	Art Education (3)
GEOG	101	World Regional Geography (3)
		Humanities Elective (3)
		General Education Elective (6)

**Semester Hours (15) Cumulative Hours (63)**

\* College Success Skills should be taken the first semester.

**Education**  
**Secondary Education**  
 Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
EDUC 140	Introduction to Teaching.....	3
EDUC 134	Pre-professional Lab for Teachers.....	1
	Concentration Electives .....	15
<b>Total .....</b>		<b>19</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra <i>or higher</i> .....	3
PED 116	Lifetime Fitness .....	1
PHSC 105	Physical Science .....	5
PSYC 101	General Psychology .....	3
PSYC 201	Developmental Psychology .....	3
	Humanities Electives .....	6
	Natural Science Elective.....	5
	General Education Electives.....	9
<b>Total .....</b>		<b>44</b>
<b>Program Total.....</b>		<b>63</b>

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



## Education - Secondary Education

Associate in Science

Four Semester Plan

### Semester 1 \*

#### Course # Course Title

ENGL	101	English Composition I (3)
EDUC	140	Introduction to Teaching (3)
EDUC	134	Pre-Professional Lab for Teachers (3)
		Natural Science Elective (5)
		General Education Elective (3)

**Semester Hours (15) Cumulative Hours (15)**

### Semester 2

#### Course # Course Title

ENGL	102	English Composition II (3)
MATH	115	College Algebra (3)
PSYC	101	General Psychology (3)
		Concentration Elective (3)
		Humanities Elective (3)

**Semester Hours (15) Cumulative Hours (30)**

### Semester 3

#### Course # Course Title

COMM	101	Fundamentals of Speech (3)
PHSC	105	Physical Science (5)
PSYC	201	Developmental Psychology (3)
		Concentration Elective (3)
		General Education Elective (3)

**Semester Hours (17) Cumulative Hours (47)**

### Semester 4

#### Course # Course Title

PED	116	Lifetime Fitness (1)
		Concentration Electives (9)
		Humanities Elective (3)
		General Education Elective (3)

**Semester Hours (16) Cumulative Hours (63)**

\* College Success Skills should be taken the first semester.

## Electronics Technology Certificate

Concentration Requirements .....	Credit Hours
INDU 123 Electronic Devices .....	3
INDU 125 Fundamentals of Electronics DC/AC .....	3
INDU 127 Digital Logic Circuits w/Lab .....	3
INDU 155 Safety (OSHA) * .....	1
INDU 167 Fundamentals of Electronics DC/AC Lab .....	3
INDU 168 Electronic Devices Lab .....	3
<b>Total .....</b>	<b>16</b>

### Certificate Plan

To be admitted into the Electronics Technology Certificate Program you must be at least a sophomore in high school and have a COMPASS Reading score of 75 or higher, or an ACT of 17 or higher.

Students in the program must maintain a minimum GPA of 2.5 in all college coursework.

\* Students must pay tuition and fees for one credit hour to add the OSHA 10 hour training course to their LCC transcript.

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Electronics Technology**  
Certificate  
Three Semester Plan

**Semester 1 \*(Fall)**

**Course #    Course Title**

INDU	125	Fundamentals of Electronics DC/AC (3)
INDU	155	Safety (OSHA) (1)
INDU	167	Fundamentals of Electronics DC/AC Lab (3)

**Semester Hours (7) Cumulative Hours (7)**

**Semester 2 (Spring)**

**Course #    Course Title**

INDU	123	Electronic Devices (3)
INDU	168	Electronic Devices Lab (3)

**Semester Hours (6) Cumulative Hours (13)**

**Semester 3 (Summer)**

**Course #    Course Title**

INDU	127	Digital Logic Circuits w/Lab (3)
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**Semester Hours (3) Cumulative Hours (16)**

Upon completion of the Electronics Technology Certificate Program students are prepared to sit for the Certified Electronics Technology (CET) Exam.

Labette Community College's Electronics Program has articulation agreements with the following colleges to allow students to advance their education in Electronics:

- North Central Kansas Technical College in Beloit, KS - Associate in Applied Science degree in Electronics Technology
- Pittsburg State University in Pittsburg, KS - Bachelor's degree in Electronics Engineering

**English**  
Associate in Arts

<b>Concentration Requirements</b>		<b>Credit Hours</b>
ENGL 212	Literature I: Poetry and Drama .....	3
ENGL 213	Literature II: Prose and Fiction .....	3
	Concentration Electives* .....	9
<b>Total .....</b>		<b>15</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II .....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra <i>or higher</i> .....	3
PED 116	Lifetime Fitness .....	1
	Physical Science Elective with lab .....	5
	Natural Science Elective with lab .....	5
	Humanities Electives (from at least three areas).....	12
	Social and Behavioral Science Electives .....	6
	General Education Electives .....	6
<b>Total .....</b>		<b>47</b>
<b>Program Total .....</b>		<b>62</b>

**\* Concentration Electives (select 3 courses)**

ENGL 200	Creative Writing (3)
ENGL 206	General Literature (3)
ENGL 208	Introduction to Western Literature (3)
ENGL 215	Science Fiction (3)
ENGL 219	Film Appreciation (3)

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**English**  
Associate in Arts  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
ENGL 101	English Composition I (3)
ENGL 212	Introduction to Lit I: Poetry & Drama (3)
MATH 115	College Algebra (3)
	Humanities Elective (3)
	Social/Behavioral Science Elective (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II (3)
ENGL 213	Introduction to Lit II: Prose & Fiction (3)
COMM 101	Fundamentals of Speech (3)
	Natural Science Elective with Lab (5)
	Humanities Elective (3)
<b>Semester Hours (17) Cumulative Hours (32)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
PED 116	Lifetime Fitness (1)
	Physical Science Elective with Lab (5)
	Social and Behavioral Science Elective (3)
	Concentration Elective (3)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (47)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
	Concentration Electives (6)
	Humanities Elective (3)
	General Ed Electives (6)
<b>Semester Hours (15) Cumulative Hours (62)</b>	

\* College Success Skills should be taken the first semester.

**Exercise Science**  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
PED 110	Introduction to Exercise Science .....	3
PED 105	Personal and Community Health .....	3
PED 103	Care and Prevention of Athletic Injuries.....	3
PED 115	Personal Training and Fitness Management .....	3
PED 118	First Aid.....	2
PED 114	Basic Nutrition.....	3
PED 117	Training and Conditioning Lab I .....	1
<b>Total .....</b>		<b>18</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
BIOL 120	Biology <i>or</i>	
BIOL 130	Anatomy and Physiology .....	5
CHEM 124	College Chemistry .....	5
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 114	College Algebra .....	3
PED 116	Lifetime Fitness .....	1
PSYC 101	General Psychology .....	3
PSYC 201	Developmental Psychology .....	3
	Humanities Electives .....	6
	General Education Electives .....	6
	Social and Behavioral Science Electives .....	3
<b>Total .....</b>		<b>44</b>
<b>Program Total .....</b>		<b>62</b>

Refer to the **Placement Testing Procedure 3.22** on page 31.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

**Exercise Science**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

**Course #      Course Title**

ENGL 101	English Composition I (3)
PSYC 101	General Psychology (3)
PED 110	Intro to Exercise Science (3)
MATH 115	College Algebra (3)
	Humanities Electives (3)

**Semester Hours (15) Cumulative Hours (15)**

**Semester 2**

**Course #      Course Title**

ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
PED 105	Personal & Community Health (3)
PED 116	Lifetime Fitness (1)
PSYC 201	Developmental Psychology (3)
	Humanities Electives (3)

**Semester Hours (16) Cumulative Hours (31)**

**Semester 3**

**Course #      Course Title**

PED 103	Care and Prevention of Athletic Injuries (3)
PED 115	Personal Training and Fitness Management (3)
BIOL 120	Biology <i>or</i>
BIOL 130	Anatomy and Physiology (5)
PED 118	First Aid (2)
	Social and Behavioral Science Elective (3)

**Semester Hours (16) Cumulative Hours (47)**

**Semester 4**

**Course #      Course Title**

PED 117	Training and Conditioning Lab I (1)
PED 114	Basic Nutrition (3)
CHEM 124	College Chemistry (5)
	General Education Electives (6)

**Semester Hours (15) Cumulative Hours (62)**

**\* College Success Skills should be taken the first semester.**

**Graphic Design**  
Associate in Applied Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
GRAP 101	Graphic Communication .....	3
GRAP 107	Introduction to Desktop Publishing .....	3
GRAP 118	Typography .....	3
GRAP 120	Color Theory.....	3
GRAP 128	Digital Animation .....	3
GRAP 200	Portfolio Development.....	3
GRAP 204	Digital Illustration.....	3
GRAP 206	Photo Editing Software.....	3
GRAP 208	Website Design Software.....	3
GRAP 210	Digital Page Layout .....	3
	Concentration Electives .....	15
<b>Total .....</b>		<b>45</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
COMM 101	Fundamentals of Speech <i>or</i>	
BUAD 110	Business Communications.....	3
ENGL 101	English Composition I.....	3
MATH 106	Applied Mathematics <i>or</i>	
MATH 115	College Algebra .....	3
	General Education Electives.....	12
<b>Total .....</b>		<b>21</b>
<b>Program Total .....</b>		<b>66</b>

**Concentration Electives:**

GRAP 113	Packaging Design (3)
GRAP 122	Illustration (3)
GRAP 130	Advertising Design (3)
GRAP 202	Digital Photography (3)
GRAP 216	Graphic Design Print Media (3)

Membership in SkillsUSA and Graphic Design Club is encouraged.

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



**Graphic Design**  
Associate in Applied Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
GRAP 101	Graphic Communication (3)
GRAP 107	Introduction to Desktop Publishing (3)
GRAP 202	Digital Photography (3)
ART 103	Drawing I (3)
ART 107	Two Dimensional Design (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
GRAP 113	Packaging Design (3)
GRAP 118	Typography (3)
GRAP 120	Color Theory (3)
GRAP 122	Illustration (3)
GRAP 204	Digital Illustration (3)
MATH 106	Applied Mathematics (3) <i>or</i>
MATH 115	College Algebra (3)
<b>Semester Hours (18) Cumulative Hours (33)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
GRAP 128	Digital Animation (3)
GRAP 130	Advertising Design (3)
GRAP 206	Photo Editing Software (3)
GRAP 216	Graphic Design Print Media (3)
ART 130	Art Appreciation (3)
ENGL 101	English Composition I (3)
<b>Semester Hours (18) Cumulative Hours (51)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
GRAP 200	Portfolio Development (3)
GRAP 208	Website Design Software (3)
GRAP 210	Digital Page Layout (3)
COMM 101	Fundamentals of Speech (3) <i>or</i>
BUAD 110	Business Communications (3)
	General Education Elective (3)
<b>Semester Hours (15) Cumulative Hours (66)</b>	

**\*College Success Skills should be taken the first semester.**

**History**  
Associate in Arts

<b>Concentration Requirements</b>			<b>Credit Hours</b>
HIST	101	American History To 1877 .....	3
HIST	102	American History Since 1877 .....	3
HIST	103	World History to 1500 .....	3
HIST	104	World History Since 1500 .....	3
		Concentration Electives* .....	3
<b>Total .....</b>			<b>15</b>

<b>General Education Requirements</b>			<b>Credit Hours</b>
ENGL	101	English Composition I .....	3
ENGL	102	English Composition II .....	3
COMM	101	Fundamentals of Speech .....	3
MATH	115	College Algebra .....	3
PED	116	Lifetime Fitness .....	1
		Physical Science Elective with lab .....	5
		Natural Science Elective with lab .....	5
		Humanities Electives (from at least three areas) .....	12
		Social and Behavioral Science Electives .....	6
		General Education Electives* .....	6
<b>Total .....</b>			<b>47</b>
<b>Program Total .....</b>			<b>62</b>

**\*Concentration Electives (select 1 course)**

HIST	108	Current World Affairs (3)
HIST	119	Explorations in History (3)
HIST	201	Kansas History (3)
POLS	105	American Government (3)
GEOG	101	World Regional Geography (3)
MUSI	104	History of Jazz and Rock (3)
ART	133	Art History I (3)
SOCI	105	Anthropology (3)

Refer to the **Placement Testing Procedure** 3.22 on page 31.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

**History**  
Associate in Arts  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
HIST 102	American History Since 1877 (3)
ENGL 101	English Composition I (3)
MATH 115	College Algebra (3)
	Social and Behavioral Science Elective (3)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
HIST 101	American History to 1877 (3)
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
	Social and Behavioral Science Elective (3)
	Physical Science Elective with Lab (5)
<b>Semester Hours (17) Cumulative Hours (32)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
HIST 103	World History to 1500 (3)
PED 116	Lifetime Fitness (1)
	Concentration Elective (3)
	Humanities Elective (3)
	Natural Science Elective with Lab (5)
<b>Semester Hours (15) Cumulative Hours (47)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
HIST 104	World History since 1500 (3)
	General Electives (6)
	Humanities Electives (6)
<b>Semester Hours (15) Cumulative Hours (62)</b>	

\* College Success Skills should be taken the first semester.

**Liberal Studies**  
Associate in Arts

<b>Concentration Requirements</b>	<b>Credit Hours</b>
Concentration Electives .....	15
General Education Electives .....	6
<b>Total .....</b>	<b>21</b>

<b>General Education Requirements</b>	<b>Credit Hours</b>
ENGL 101 English Composition I .....	3
ENGL 102 English Composition II .....	3
COMM 101 Fundamentals of Speech .....	3
MATH 115 College Algebra <i>or</i> higher .....	3
PED 116 Lifetime Fitness .....	1
Physical Science Elective with lab .....	5
Natural Science Elective with lab .....	5
Social and Behavioral Science Electives .....	6
Humanities Electives .....	12
<b>Total .....</b>	<b>41</b>
<b>Program Total .....</b>	<b>62</b>

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Liberal Studies**  
Associate in Arts  
Four Semester Plan

**Semester 1 \***

**Course #    Course Title**

MATH 115	College Algebra (3)
ENGL 101	English Composition I (3)
COMM 101	Fundamentals of Speech (3)
	Concentration Elective (3)
	Humanities Elective (3)

**Semester Hours (15) Cumulative Hours (15)**

**Semester 2**

**Course #    Course Title**

PED 116	Lifetime Fitness (1)
ENGL 102	English Composition II (3)
	Concentration Requirement (3)
	Social and Behavioral Science Elective (3)
	General Education Elective (3)
	Humanities Elective (3)

**Semester Hours (16) Cumulative Hours (31)**

**Semester 3**

**Course #    Course Title**

	Concentration Requirement (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
	Natural Science Elective with Lab (5)
	General Education Elective (3)

**Semester Hours (17) Cumulative Hours (48)**

**Semester 4**

**Course #    Course Title**

	Concentration Requirements (6)
	Humanities Elective (3)
	Physical Science Elective with Lab (5)

**Semester Hours (14) Cumulative Hours (62)**

**\* College Success Skills should be taken the first semester.**

**Mathematics\***  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
COMP 138	Visual Basic Programming .....	3
MATH 130	Calculus I.....	5
MATH 131	Calculus II.....	5
MATH 201	Calculus III .....	5
MATH 202	Differential Equations.....	3
PHYS 203	Engineering Physics I .....	5
PHYS 208	Engineering Physics II .....	5
<b>Total .....</b>		<b>31</b>

<b>Electives (choose 5 or 6 hours)</b>		<b>Credit Hours</b>
MATH 120	Elementary Statistics .....	3
MATH 121	Matrix Algebra.....	3
MATH 125	Trigonometry .....	3
CHEM 124	College Chemistry I .....	5
COMP 135	C++ Programming .....	3
<b>Total .....</b>		<b>5 or 6</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
PED 116	Lifetime Fitness .....	1
BIOL 120	Biology .....	5
	Humanities Electives .....	6
	Social and Behavioral Science Electives .....	6
<b>Total .....</b>		<b>27</b>
<b>Program Total .....</b>		<b>63 or 64</b>

\* *This degree will provide the courses for students who are going to continue their education in Mathematics/Physics/Engineering Physics or Engineering.*

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Mathematics**  
**Mathematics Option**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

**Course #    Course Title**

MATH	120	Elementary Statistics (3)
MATH	130	Calculus I (5)
ENGL	101	English Composition I (3)
PED	116	Lifetime Fitness (1)
BIOL	120	Biology (5)

**Semester Hours (17) Cumulative Hours (17)**

**Semester 2**

**Course #    Course Title**

MATH	123	Matrix Algebra (3)
MATH	131	Calculus II (5)
COMM	101	Fundamentals of Speech (3)
ENGL	102	English Composition II (3)
COMP	138	Visual Basic Programming (3)

**Semester Hours (17) Cumulative Hours (34)**

**Semester 3**

**Course #    Course Title**

MATH	201	Calculus III (5)
PHYS	203	Engineering Physics I (5)
		Humanities Elective (3)
		Social and Behavioral Science Elective (3)

**Semester Hours (16) Cumulative Hours (50)**

**Semester 4**

**Course #    Course Title**

MATH	202	Differential Equations (3)
PHYS	208	Engineering Physics II (5)
		Humanities Elective (3)
		Social and Behavioral Science Elective (3)

**Semester Hours (14) Cumulative Hours (64)**

**\* College Success Skills should be taken the first semester.**

**Mathematics**  
**Physics or Engineering Option**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
MATH 130	Calculus I (5)
CHEM 124	College Chemistry I (5)
COMM 101	Fundamentals of Speech (3)
ENGL 101	English Composition I (3)
PED 116	Lifetime Fitness (1)
<b>Semester Hours (17) Cumulative Hours (17)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
COMP 138	Visual Basic Programming (3)
MATH 131	Calculus II (5)
ENGL 102	English Composition II (3)
BIOL 120	Biology (5)
<b>Semester Hours (16) Cumulative Hours (33)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
PHYS 203	Engineering Physics I (5)
MATH 201	Calculus III (5)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (16) Cumulative Hours (49)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
MATH 202	Differential Equations (3)
PHYS 208	Engineering Physics II (5)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (14) Cumulative Hours (63)</b>	

\* College Success Skills should be taken the first semester.





**Nursing**  
Associate in Applied Science

**Admission Criteria**

Students interested in the Nursing Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Nursing Program. Acceptance into the Nursing Program is based on the criteria established by the department. Nurse Aide Certification is required prior to admission.

To obtain more information about the criteria and to get a copy of the application procedure please contact the Program Assistant at (620) 421-6700 extension 1263.

**Bi-Level Nursing Curriculum**  
Associate in Applied Science

**Requirement for Application/Acceptance Process**

HEAL 121	Nurse Aide: Geriatric .....	6
HEAL 101	CPR.....	5

**PREREQUISITES**

Must be completed or in process to be eligible to apply for admission to the nursing program.

ENGL 101	English Composition I .....	3
MATH 115	College Algebra .....	3
BIOL 130	Anatomy & Physiology .....	5
PSYC 101	General Psychology .....	3

**LEVEL I**

**General Education Requirements**

NURS 207	Pathophysiology .....	3
PSYC 201	Development Psychology .....	3

**Nursing Requirements**

NURS 120	Fundamentals of Nursing.....	10
NURS 122	Medical-Surgical Nursing.....	9
NURS 124	Family Nursing I.....	3

Practical Nurse Certificate awarded after successfully completing Level I  
Optional: Eligible to take the NCLEX-PN® Exam

**Articulating LPNs ONLY**

NURS 126	Bridge Course for LPNs .....	1
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## LEVEL II

### **General Education Requirements**

BIOL	201	Microbiology .....	5
COMM	101	Fundamentals of Speech <i>or</i>	
ENGL	102	English Composition II.....	3

### **Nursing Requirements**

NURS	201	Mental Health Nursing .....	4
NURS	203	Family Nursing II .....	4
NURS	205	Advanced Medical-Surgical Nursing.....	8

Associate in Applied Science Degree in Nursing awarded after successfully  
completing Levels I and II.  
Eligible to take the NCLEX-RN® Exam

Competition of the nursing education program does not guarantee eligibility to take  
the licensure examination..

\*Exit Assessment Exam is required after completion of NURS 205 Advanced Medical-  
Surgical Nursing for students receiving financial aid.

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education  
Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer  
than 15 hours after high school graduation.*

**Nursing**  
Associate in Applied Science

**Bi-Level Nursing Curriculum**

<b>Concentration Requirements</b>			<b>Credit Hours</b>
NURS	120	Fundamentals of Nursing.....	10
NURS	122	Medical-Surgical Nursing.....	9
NURS	124	Family Nursing I.....	3
NURS	201	Mental Health Nursing .....	4
NURS	203	Family Nursing II .....	4
NURS	205	Advanced Medical-Surgical Nursing* .....	8
<b>Total .....</b>			<b>38</b>

<b>General Education Requirements</b>			<b>Credit Hours</b>
BIOL	130	Anatomy & Physiology .....	5
BIOL	201	Microbiology .....	5
ENGL	101	English Composition I.....	3
COMM	101	Fundamentals of Speech <i>or</i> .....	
ENGL	102	English Composition II.....	3
MATH	115	College Algebra .....	3
NURS	207	Pathophysiology .....	3
PSYC	101	General Psychology .....	3
PSYC	201	Developmental Psychology .....	3
<b>Total .....</b>			<b>28</b>
<b>Program Total.....</b>			<b>66</b>

\*Exit Assessment Exam is required after completion of NURS 205 Advanced Medical-Surgical for students receiving financial aid.

**Requirement for Application/Acceptance Process**

HEAL	121	Nurse Aide: Geriatric.....	6
HEAL	101	CPR.....	0.5

**Articulating LPNs ONLY**

			<b>Credit Hours</b>
NURS	126	LPN Bridge Course.....	1
<b>Total .....</b>			<b>1</b>

Completion of the nursing education program does not guarantee eligibility to take the licensure examination.

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Nursing**  
Associate in Applied Science  
Semester Plan

**Semester Pre-application/Acceptance \***

<b>Course #</b>	<b>Course Title</b>
HEAL 101	CPR (0.5)
HEAL 121	Nurse Aide: Geriatric (6)
<b>Semester Hours (6.5)</b>	

**Semester Prerequisite**

<b>Course #</b>	<b>Course Title</b>
ENGL 101	English Composition I (3)
BIOL 130	Anatomy & Physiology (5)
MATH 115	College Algebra (3)
PSYC 101	General Psychology (3)
<b>Semester Hours (14) Cumulative Hours (14)</b>	

**Semester 1**

<b>Course #</b>	<b>Course Title</b>
NURS 120	Fundamentals of Nursing (10)
NURS 207	Pathophysiology (3)
<b>Semester Hours (13) Cumulative Hours (27)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
PSYC 201	Developmental Psychology (3)
NURS 122	Medical-Surgical Nursing (9)
NURS 124	Family Nursing I (3)
<b>Semester Hours (15) Cumulative Hours (42)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
BIOL 201	Microbiology (5)
NURS 201	Mental Health Nursing (4)
NURS 203	Family Nursing II (4)
<b>Semester Hours (13) Cumulative Hours (55)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
COMM 101	Fundamentals of Speech <i>or</i>
ENGL 102	English Composition II (3)
NURS 205	Advanced Medical-Surgical Nursing** (8)
<b>Semester Hours (11) Cumulative Hours (66)</b>	

\* **College Success Skills should be taken the first semester.**

\*\*Exit Assessment Exam is required after completion of NURS 205 Advanced Medical-Surgical Nursing for students receiving financial aid.

**Office Technology**  
**Administrative Assistant**  
 Associate in Applied Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
BUAD 110	Business Communications.....	3
COMP 115	Spreadsheet Concepts and Applications .....	3
OTEC 106	Formatting .....	3
OTEC 111	Records Management & Database Applications .....	3
OTEC 113	Business Accounting .....	3
OTEC 119	Business Math.....	3
OTEC 121	Office Procedures .....	3
OTEC 122	Office Internship I.....	1-3
OTEC 140	Business English.....	3
OTEC 155	Word Processing Concepts and Applications .....	3
	Concentration Emphasis*** .....	3
	Concentration Electives** .....	6
	Concentration Elective*.....	3
<b>Total.....</b>		<b>40-42</b>

<b>General Education Requirements:</b>		<b>Credit Hours</b>
ENGL 101	English Composition I.....	3
ENGL 102	English Composition II <i>or</i>	
COMM 101	Fundamentals of Speech.....	3
MATH 106	Applied Math <i>or</i>	
MATH 100	Intermediate Algebra <i>or</i>	
MATH 115	College Algebra.....	3
COMP 110	Computer Concepts and Applications .....	3
	General Education Electives.....	9
<b>Total.....</b>		<b>21</b>
<b>Program Total.....</b>		<b>61-63</b>

**Concentration Emphasis & Electives**

**Business Administrative Assistant :**

OTEC 136 Business Office Applications (3)\*\*\*

**Legal Administrative Assistant Emphasis:**

OTEC 138 Legal Office Applications(3)\*\*\*

**Business Administrative Assistant Electives(6)\*\***

ACCT 112 Financial Accounting (3)  
 ACCT 121 Computer Accounting (3)  
 COMP 120 Computer Information Systems (3)  
 COMP 192 Database Concepts &  
 Applications (3)  
 BUAD 101 Intro to Business (3)

**Legal Administrative Assistant Electives:\*\***

BUAD 104 Business Law I (3)  
 BUAD 105 Business Law II (3)  
 CRIM 137 Criminal Law (3)  
 POLS 103 State and Local Government (3)  
 POLS 105 American Government (3)

**Concentration Electives (3)\***

Choose from OTEC, BUAD, COMP, ACCT Course.

Membership in SkillsUSA or PBL is encouraged.

*Refer to the **Placement Testing Procedure** 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Office Technology**  
**Administrative Assistant**  
Associate in Applied Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
COMP 110	Computer Concepts and Applications (3)
ENGL 101	English Composition I (3)
OTEC 106	Formatting (3)
OTEC 111	Records Management & Database Applications (3)
OTEC 140	Business English (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II <i>or</i>
COMM 101	Fundamentals of Speech (3)
OTEC 119	Business Math (3)
BUAD 110	Business Communications (3)
COMP 115	Spreadsheet Concepts & Applications (3)
	Concentration Electives (3)
<b>Semester Hours (15) Cumulative Hours (30)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
OTEC 113	Business Accounting (3)
OTEC 121	Office Procedures (3)
OTEC 155	Word Processing Concepts and Applications (3)
MATH 106	Applied Math <i>or</i>
MATH 100	Intermediate Algebra <i>or</i>
MATH 115	College Algebra (3)
	General Education Elective (3)
<b>Semester Hours (15) Cumulative Hours (45)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
OTEC 122	Office Internship I (1-3)
OTEC 136	Business Office Applications <i>or</i>
OTEC 138	Legal Office Applications (3)
	Concentration Elective (6)
	General Education Elective (6)
<b>Semester Hours (16-18) Cumulative Hours (61-63)</b>	

\* College Success Skills should be taken the first semester.

## Office Technology Clerical Assistant Certificate

<b>Concentration Requirements</b>		<b>Credit Hours</b>
OTEC	102	College Keyboarding ..... 3
OTEC	106	Formatting ..... 3
OTEC	111	Records Management & Database Applications ..... 3
OTEC	119	Business Math..... 3
COMP	110	Computer Concepts and Applications ..... 3
COMP	115	Spreadsheet Concepts and Applications ..... 3
		Concentration Electives * ..... 6
		<b>Total ..... 24</b>

**\*Concentration Electives**

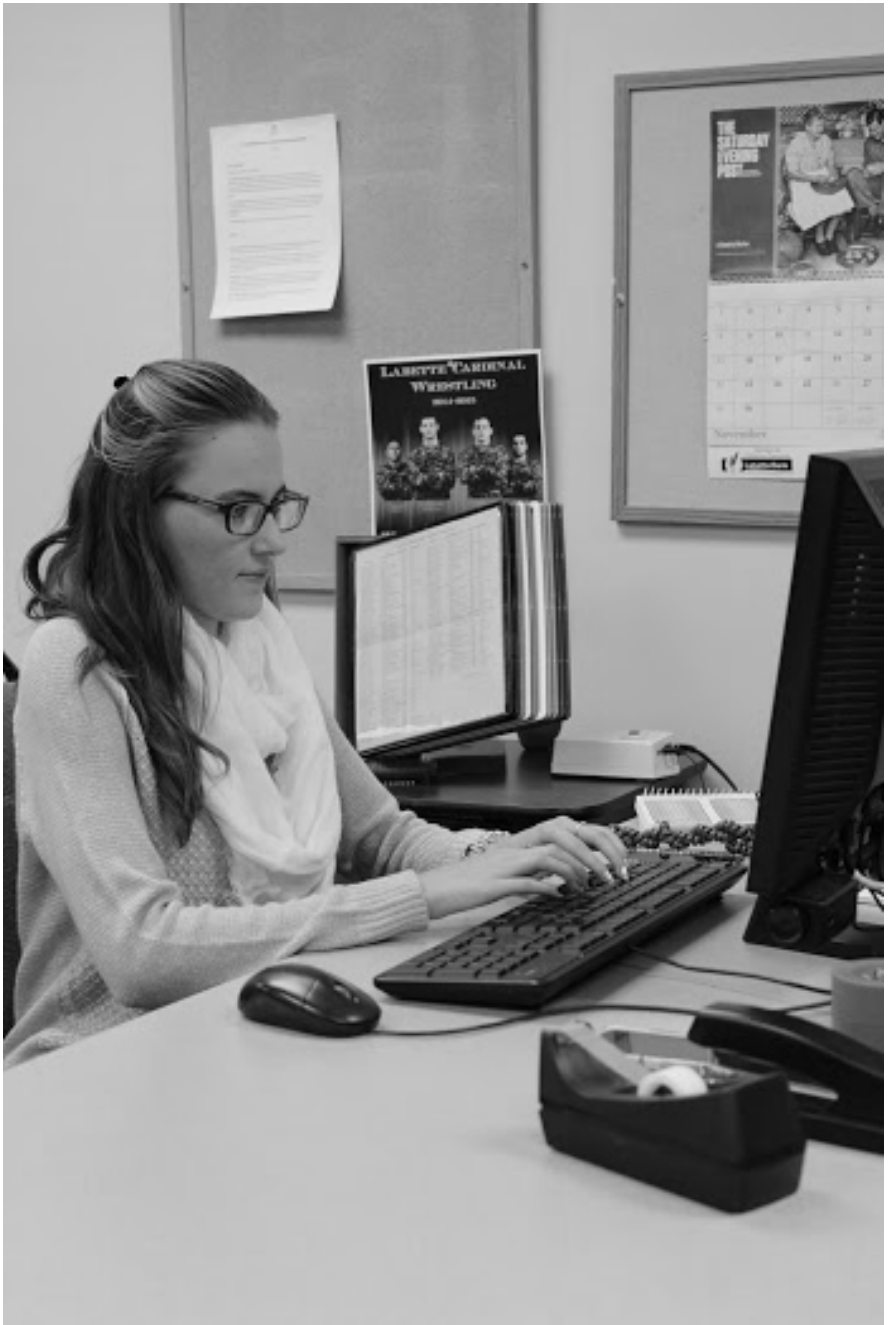
OTEC	103	Microcomputer Application I (3)
OTEC	113	Business Accounting (3)
OTEC	121	Office Procedures (3)
OTEC	122	Office Internship I (1-3)
OTEC	123	Office Internship II (3)
OTEC	140	Business English (3)
OTEC	155	Word Processing Concepts and Applications (3)
BUAD	110	Business Communications (3)

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*





**Office Technology**  
**Medical Administrative Assistant**  
Associate in Applied Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
BUAD 110	Business Communications.....	3
OTEC 106	Formatting .....	3
OTEC 111	Records Management and Database Applications.....	3
OTEC 113	Business Accounting .....	3
OTEC 119	Business Math.....	3
OTEC 121	Office Procedures .....	3
OTEC 122	Office Internship I.....	1-3
OTEC 124	Medical Terminology .....	3
OTEC 133	Medical Coding ICD.....	3
OTEC 137	Medical Office Applications.....	3
OTEC 140	Business English.....	3
OTEC 155	Word Processing Concepts and Applications .....	3
	Concentration Electives* .....	5-6
	<b>Total .....</b>	<b>39-42</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
BIOL 130	Anatomy & Physiology .....	5
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II <i>or</i>	
COMM 101	Fundamentals of Speech .....	3
MATH 106	Applied Math <i>or</i>	
MATH 100	Intermediate Algebra <i>or</i>	
MATH 115	College Algebra .....	3
COMP 110	Computer Concepts and Applications .....	3
	General Education Electives .....	6
	<b>Total .....</b>	<b>23</b>
	<b>Program Total .....</b>	<b>62-65</b>

**\*Concentration Electives**

- OTEC 125 Advanced Medical Terminology (3)
  - OTEC 128 Medical Transcription (2)
  - OTEC 134 Medical Coding CPT (3)
- Up to 3 credit hours may be NURS

Membership in SkillsUSA is encouraged.

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Office Technology**  
**Medical Administrative Assistant**  
Associate in Applied Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
COMP 110	Computer Concepts and Applications (3)
OTEC 106	Formatting (3)
OTEC 111	Records Management and Database Applications (3)
OTEC 140	Business English (3)
ENGL 101	English Composition I (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
BIOL 130	Anatomy & Physiology (5)
OTEC 119	Business Math (3)
OTEC 124	Medical Terminology (3)
BUAD 110	Business Communications (3)
ENGL 102	English Composition II <i>or</i>
COMM 101	Fundamentals of Speech (3)
<b>Semester Hours (17) Cumulative Hours (32)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
OTEC 113	Business Accounting (3)
OTEC 121	Office Procedures (3)
OTEC 133	Medical Coding ICD (3)
OTEC 155	Word Processing Concepts and Applications (3)
MATH 106	Applied Math <i>or</i>
MATH 100	Intermediate Algebra <i>or</i>
MATH 115	College Algebra (3)
<b>Semester Hours (15) Cumulative Hours (47)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
OTEC 122	Office Internship I (1-3)
OTEC 137	Medical Office Applications (3)
	Concentration Electives (5-6)
	General Education Elective (6)
<b>Semester Hours (15-18) Cumulative Hours (62-65)</b>	

\* College Success Skills should be taken the first semester.

**Office Technology  
Medical Administrative Assistant Certificate**

<b>Concentration Requirements</b>		<b>Credit Hours</b>
OTEC	106	Formatting ..... 3
OTEC	124	Medical Terminology ..... 3
OTEC	133	Medical Coding ICD..... 3
OTEC	140	Business English..... 3
		Concentration Electives * ..... 15-16
<b>Total</b> .....		<b>27-28</b>

**\* Select 17-18 hours from the following:**

- OTEC 111 Records Management & Database Applications (3)
- OTEC 122 Coordinating Office Training I (3)
- OTEC 125 Advanced Medical Terminology (3)
- OTEC 128 Medical Transcription (2)
- OTEC 134 Medical Coding CPT (3)
- OTEC 137 Office Application - Medical Administrative Assistant (3)
- OTEC 155 Word Processing Application & Processing (3)
- COMP 110 Computer Concepts & Applications (3)

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



**Physical Education**  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
PED 101	Introduction to Physical Education .....	3
PED 103	Care and Prevention of Athletic Injuries.....	3
PED 105	Personal & Community Health .....	3
PED 118	First Aid.....	2
PSYC 101	General Psychology .....	3
PSYC 201	Developmental Psychology .....	3
	Concentration Electives .....	6
<b>Total .....</b>		<b>23</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II.....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra .....	3
PED 116	Lifetime Fitness .....	1
BIOL 120	Biology <i>or</i>	
BIOL 130	Anatomy and Physiology.....	5
	Physical Science Elective with Lab .....	5
	Humanities Electives .....	6
	Social and Behavioral Science Electives .....	6
	General Education Electives .....	6
<b>Total .....</b>		<b>41</b>
<b>Program Total .....</b>		<b>64</b>

**\*Concentration Electives:**

**With emphasis on Coaching/Teaching**

- PED 189 Rules & Officiating (3)
- EDUC 140 Introduction to Teaching (3)
- Choice of one 3 hour Coaching Theory course

**With emphasis on Recreation/Leisure:**

- PED 107 Community Recreation (3)
- PED 109 Recreational Activities (2)

**AND Select 1 PE Activity Elective from following list:**

120,121,210,211	V. Baseball	150	Beginning Golf
122,123,214,215	V. Basketball	162	Beginning Swimming
133,134,222,223	V. Wrestling	185	Lifesaving
131,132	V. Volleyball	195	Weightlifting
129,130,220,221	V. Softball		

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Physical Education**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
ENGL 101	English Composition I (3)
MATH 115	College Algebra (3)
PSYC 101	General Psychology (3)
PED 101	Introduction to PE (3)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II (3)
COMM 101	Fundamentals of Speech (3)
PED 103	Care & Prevention (3)
PED 118	First Aid (2)
	Physical Science Elective with Lab (5)
<b>Semester Hours (16) Cumulative Hours (31)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
PED 105	Personal and Community Health (3)
BIOL 120	Biology <i>or</i>
BIOL 130	Anatomy & Physiology (5)
	Social and Behavioral Science Elective (3)
	Concentration Elective (3)
	General Education Elective (3)
<b>Semester Hours (17) Cumulative Hours (48)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
PSYC 201	Developmental Psychology (3)
PED 116	Lifetime Fitness (1)
	Concentration Elective (3)
	General Education Elective (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (16) Cumulative Hours (64)</b>	

\* College Success Skills should be taken the first semester.

**Physical Therapist Assistant**  
Associate in Applied Science

Students interested in the PTA Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the PTA Program. Acceptance into the PTA Program is based on the criteria established by the department.

To obtain more information about the criteria and to get a copy of the application procedure please contact the health science assistant by calling (620) 421-6700 extension 1157.

**Concentration Requirements:**

PTA	101	Introduction to PTA .....	5
PTA	102	Kinesiology .....	3
PTA	103	Physical Agents and Therapeutic Interventions .....	5
PTA	104	Therapeutic Exercise .....	3
PTA	105	Clinical Education I .....	2
PTA	201	Pathology for the Physical Therapist Assistant.....	3
PTA	202	Musculoskeletal .....	5
PTA	203	Neuromuscular Rehabilitation .....	5
PTA	204	Clinical Education II.....	3
PTA	205	Clinical Education III .....	7
<b>Total .....</b>			<b>41</b>

**General Education Requirements:**

BIOL	130	Anatomy & Physiology .....	5
ENGL	101	English Composition I .....	3
COMM	101	Fundamentals of Speech .....	3
MATH	115	College Algebra .....	3
OTEC	124	Medical Terminology .....	3
PSYC	101	General Psychology .....	3
PSYC	201	Developmental Psychology .....	3
		Computer Elective .....	3
<b>Total .....</b>			<b>26</b>
<b>Program Total.....</b>			<b>67</b>

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



**Physical Therapist Assistant**  
Associate in Applied Science  
Five Semester Plan

**Semester 1 \***

**Course #      Course Title**

ENGL 101	English Composition I (3)
COMM 101	Fundamentals of Speech (3)
MATH 115	College Algebra (3)
PSYC 101	General Psychology (3)

**Semester Hours (12) Cumulative Hours (12)**

**Semester 2**

**Course #      Course Title**

PSYC 201	Developmental Psychology (3)
BIOL 130	Anatomy & Physiology (5)
OTEC 124	Medical Terminology (3)
	Computer Elective (3)

**Semester Hours (14) Cumulative Hours (26)**

**Semester 3**

**Course #      Course Title**

PTA 101	Introduction to PTA (5)
PTA 102	Kinesiology (3)
PTA 103	Physical Agents and Therapeutic Interventions (5)
PTA 104	Therapeutic Exercise (3)
PTA 105	Clinical Education I (2)

**Semester Hours (18) Cumulative Hours (44)**

**Semester 4**

**Course #      Course Title**

PTA 201	Pathology for the Physical Therapist Assistant (3)
PTA 202	Musculoskeletal (5)
PTA 203	Neuromuscular Rehabilitation (5)
PTA 204	Clinical Education II (3)

**Semester Hours (16) Cumulative Hours (60)**

**Semester 5**

**Course #      Course Title**

PTA 205	Clinical Education III (7)
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**Semester Hours (7) Cumulative Hours (67)**

**\* College Success Skills should be taken the first semester.**

**Pre-Professional Medical Programs\***  
Associate in Science

Students should consult the catalog of the college or university to which they are planning to transfer for completion of their degree and carefully select the courses that will meet their requirements.

<b>Concentration Requirements</b>		<b>Credit Hours</b>
CHEM 124	College Chemistry I .....	5
CHEM 126	College Chemistry II .....	5
CHEM 204	Organic Chemistry I .....	5
CHEM 206	Organic Chemistry II .....	5
PHYS 201	College Physics I .....	5
BIOL 126	General Zoology <i>or</i>	
BIOL 130	Anatomy & Physiology .....	5
<b>Total .....</b>		<b>30</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II .....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra <i>or higher</i> .....	3
PED 116	Lifetime Fitness .....	1
PHYS 205	College Physics II .....	5
BIOL 120	Biology .....	5
ART 103	Art Appreciation <i>or</i>	
MUSI 101	Music Appreciation .....	3
PSYC 101	General Psychology .....	3
PSYC 201	Developmental Psychology .....	3
	Humanities Electives.....	3
<b>Total .....</b>		<b>35</b>
<b>Program Total .....</b>		<b>65</b>

\* *This degree will provide the courses for students who are going to continue their education in Medicine/Veterinary Medicine/Dentistry/Med-Tech/Optomety.*

*Refer to the **Placement Testing Procedure** 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

## Pre-Professional Medical Programs

Four Semester Plan

Associate in Science

### Semester 1\*

Course #	Course Title
CHEM 124	College Chemistry I (5)
MATH 115	College Algebra (3)
ENGL 101	English Composition I (3)
PSYC 101	General Psychology (3)
<b>Semester Hours (14)      Cumulative Hours (14)</b>	

### Semester 2

Course #	Course Title
CHEM 126	College Chemistry II (5)
ENG 102	English Composition II (3)
PSYC 201	Developmental Psychology (3)
PED 116	Lifetime Fitness (1)
BIOL 126	General Zoology <i>or</i>
BIOL 130	Anatomy & Physiology (5)
<b>Semester Hours (17)      Cumulative Hours (31)</b>	

### Semester 3

Course #	Course Title
CHEM 204	Organic Chemistry I (5)
PHYS 201	College Physics I (5)
BIOL 130	Anatomy & Physiology (5)
ART 130	Art Appreciation <i>or</i>
MUSI 101	Music Appreciation (3)
<b>Semester Hours (18)      Cumulative Hours (49)</b>	

### Semester 4

Course #	Course Title
CHEM 206	Organic Chemistry II (5)
PHYS 205	College Physics II (5)
COMM 101	Fundamentals of Speech (3)
	Humanities Elective (3)
<b>Semester Hours (16)      Cumulative Hours (65)</b>	

\* College Success Skills should be taken the first semester.

**Pre-BSN\***  
Associate in Science

<b>Concentration Requirements</b>			<b>Credit Hours</b>
BIOL	201	Microbiology .....	5
LANG	127	Spanish I <i>or</i> .....	5
GEOG	101	World Regional Geography .....	3
NURS	116	Pharmacology for Healthcare Providers .....	3
NURS	206	Health Assessment .....	3
NURS	207	Pathophysiology .....	3
PED	114	Basic Nutrition <i>or</i> .....	
NURS	151	Therapeutic Nutrition .....	3
POLS	103	State and Local Government <i>or</i> .....	
POLS	105	American Government .....	3
RELI	101	Comparative World Religions .....	3
SOCI	101	Sociology .....	3
<b>Total.....</b>			<b>29-31</b>

<b>General Education Requirements</b>			<b>Credit Hours</b>
BIOL	130	Anatomy & Physiology .....	5
CHEM	120	Introduction to Chemistry <i>or</i> .....	
CHEM	124	College Chemistry I .....	5
ENGL	101	English Composition I .....	3
ENGL	102	English Composition II .....	3
COMM	101	Fundamentals of Speech .....	3
PED	116	Lifetime Fitness .....	1
PSYC	101	General Psychology .....	3
PSYC	201	Developmental Psychology .....	3
MATH	115	College Algebra .....	3
		Humanities Electives .....	6
<b>Total.....</b>			<b>35</b>
<b>Program Total.....</b>			<b>64-66</b>

\*The Pre-BSN Program was developed to transfer to BSN Programs at several universities. It is necessary for all students majoring in Pre-BSN to be advised by the Director of Nursing in order for students to complete the correct courses for their selected BSN Program.

**Humanities Electives: Select one course from the following:**

ART	130	Art Appreciation (3)
ENGL	200	Creative Writing (3)
MUSI	101	Music Appreciation (3)
MUSI	104	History of Jazz & Rock (3)

**Select one from the following categories:**

History		English:			
HIST	101	American History to 1865 (3)	ENGL	206	General Literature
HIST	102	American History Since 1865 (3)	ENGL	212	Literature I Poetry & Drama (3)
HIST	103	World History to 1500 (3)	ENGL	213	Literature II Prose & Fiction (3)
HIST	104	World History Since 1500 (3)			
Philosophy:					
PHIL	101	Philosophy I (3)			
PHIL	104	Intro to Logic (3)			
PHIL	106	Ethics (3)			

*Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

*Exit Assessment is required for graduation.*

**Pre-BSN**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
ENGL 101	English Composition I (3)
MATH 115	College Algebra (3)
PSYC 101	General Psychology (3)
RELI 101	Comparative World Religions (3)
LANG 127	Spanish I (5) <i>or</i>
GEOG 101	World Regional Geography (3)

**Semester Hours (15-17) Cumulative Hours (15-17)**

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
BIOL 130	Anatomy & Physiology (5)
ENGL 102	English Composition II (3)
PSYC 201	Developmental Psychology (3)
NURS 116	Pharmacology for Healthcare Providers (3)
PED 116	Lifetime Fitness (1)
NURS 206	Health Assessment (3)

**Semester Hours (18) Cumulative Hours (33-35)**

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
COMM 101	Fundamentals of Speech (3)
CHEM 120	Introduction to Chemistry (5) <i>or</i>
CHEM 124	College Chemistry I (5)
NURS 207	Pathophysiology (3)
PED 114	Basic Nutrition (3) <i>or</i>
NURS 151	Therapeutic Nutrition (3)
	Humanities Elective (3)

**Semester Hours (17) Cumulative Hours (50-52)**

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
BIOL 201	Microbiology (5)
POLS 105	American Government (3) <i>or</i>
POLS 103	State & Local Government (3)
SOCI 101	Sociology (3)
	Humanities Elective (3)

**Semester Hours (14) Cumulative Hours (64-66)**

\* College Success Skills should be taken the first semester.

**Pre-Pharmacy**  
Associate in Science

<b>Concentration Requirements</b>		<b>Credit Hours</b>
CHEM 124	College Chemistry I .....	5
CHEM 126	College Chemistry II .....	5
CHEM 204	Organic Chemistry I .....	5
BIOL 120	Biology .....	5
BIOL 201	Microbiology .....	5
<b>Total .....</b>		<b>25</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II .....	3
COMM 101	Fundamentals of Speech .....	3
MATH 130	Calculus I .....	5
PED 116	Lifetime Fitness .....	1
CHEM 206	Organic Chemistry II .....	5
BIOL 130	Anatomy & Physiology .....	5
PSYC 101	General Psychology .....	3
	Humanities Electives .....	6
	Social and Behavioral Science Elective .....	3
	General Education Elective .....	3
<b>Total .....</b>		<b>40</b>
<b>Program Total .....</b>		<b>65</b>

**For entrance into the KU Pharmacy program, students who did not receive at least a B in high school Physics will need to take PHYS 201 College Physics I.**

*Refer to the **Placement Testing Procedure** 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Pre-Pharmacy**  
Associate in Science  
Four Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
CHEM 124	College Chemistry I (5)
ENGL 101	English Composition I (3)
MATH 130	Calculus I (5)
BIOL 120	Biology (5)
<b>Semester Hours (18) Cumulative Hours (18)</b>	

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II (3)
CHEM 126	College Chemistry II (5)
BIOL 130	Anatomy & Physiology (5)
COMM 101	Fundamentals of Speech (3)
<b>Semester Hours (16) Cumulative Hours (34)</b>	

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
CHEM 204	Organic Chemistry I (5)
PED 116	Lifetime Fitness (1)
BIOL 201	Microbiology (5)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (17) Cumulative Hours (51)</b>	

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
CHEM 206	Organic Chemistry II (5)
PSYC 101	General Psychology (3)
	Humanities Elective (3)
	General Education Elective (3)
<b>Semester Hours (14) Cumulative Hours (65)</b>	

\* College Success Skills should be taken the first semester.

# Radiography

## Associate in Applied Science

### Admission Criteria

Students interested in the Radiography Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Radiography Program. Acceptance into the Radiography Program is based on the criteria established by the department.

To obtain more information about the criteria and to get a copy of the application procedure please contact the health science assistant by calling (620) 421-6700 extension 1157.

<b>Concentration Requirements</b>		<b>Credit Hours</b>
RADI 101	Introduction to Radiography, Ethics, and Law .....	2
RADI 103	Radiographic Procedures I.....	1
RADI 104	Radiographic Procedures II .....	3
RADI 105	Radiographic Procedures III .....	3
RADI 107	Radiographic Imaging I .....	1
RADI 109	Patient Care in Radiography I.....	2
RADI 113	Simulations in Radiography I.....	1
RADI 115	Patient Care in Radiography II .....	3
RADI 117	Radiographic Imaging II.....	3
RADI 119	Clinical Training I.....	3
RADI 120	Clinical Training II .....	3
RADI 125	Principles of Physics and Equipment Operation.....	3
RADI 127	Introduction to CT and Cross Sectional Anatomy .....	2
RADI 201	Imaging Modalities .....	3
RADI 203	Clinical Training III.....	3
RADI 204	Clinical Training IV.....	3
RADI 205	Clinical Training V .....	3
RADI 207	Radiographic Imaging III.....	3
RADI 211	CT Procedures .....	2
RADI 213	Radiographic Pathophysiology .....	2
RADI 214	Simulations in Radiography II.....	1
RADI 217	Radiation Protection I.....	2
RADI 218	Radiation Protection II.....	2
RADI 219	Image Analysis .....	2
RADI 221	Radiography Comprehensive Review.....	2
RADI 223	Critical Thinking & Analysis in Radiography .....	3
<b>Total .....</b>		<b>61</b>



**General Education Requirements**

**Credit Hours**

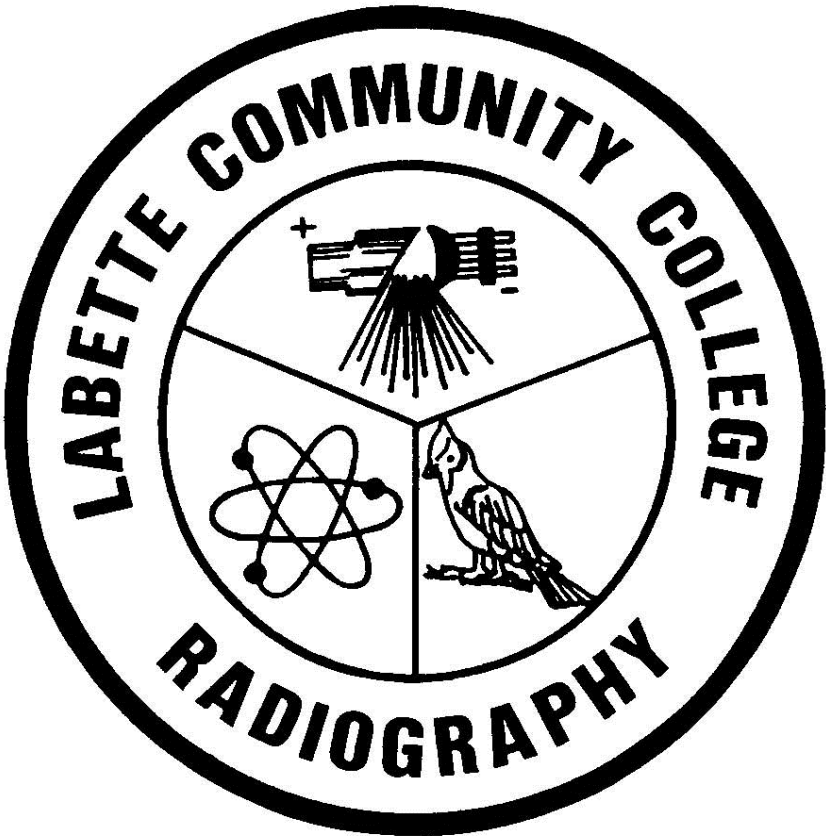
All General Education courses that satisfy the Associate in Applied Science Degree in Radiography should be completed prior to review and selection.

BIOL	130	Anatomy & Physiology .....	5
ENGL	101	English Composition I .....	3
ENGL	102	English Composition II <i>or</i>	
COMM	101	Fundamentals of Speech .....	3
MATH	115	College Algebra .....	3
PSYC	101	General Psychology <i>or</i>	
PSYC	201	Developmental Psychology .....	3
<b>Total.....</b>			<b>17</b>
<b>Program Total.....</b>			<b>78</b>

*Refer to the **Placement Testing Procedure 3.22** on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*



**Radiography**  
Associate in Applied Science  
Six Semester Plan

**Prerequisite Courses\***

<b>Course #</b>	<b>Course Title</b>	
ENGL 101	English Composition I (3)	
ENGL 102	English Composition II <i>or</i>	
COMM 101	Fundamentals of Speech (3)	
BIOL 130	Anatomy & Physiology (5)	
MATH 115	College Algebra (3)	
PSYC 101	General Psychology <i>or</i>	
PSYC 201	Developmental Psychology (3)	
		<b>Semester Hours (17) Cumulative Hours (17)</b>

**Semester 1-Summer**

<b>Course #</b>	<b>Course Title</b>	
RADI 101	Introduction to Radiography, Ethics & Law (2)	
RADI 103	Radiographic Procedures I (1)	
RADI 107	Radiographic Imaging I (1)	
RADI 109	Patient Care in Radiography I (2)	
		<b>Semester Hours (6) Cumulative Hours (6)</b>

**Semester 2-Fall**

<b>Course #</b>	<b>Course Title</b>	
RADI 104	Radiographic Procedures II (3)	
RADI 113	Simulations in Radiography I (1)	
RADI 115	Patient Care in Radiography II (3)	
RADI 117	Radiographic Imaging II (3)	
RADI 119	Clinical Training I (3)	
		<b>Semester Hours (13) Cumulative Hours (19)</b>

**Semester 3-Spring**

<b>Course #</b>	<b>Course Title</b>	
RADI 105	Radiographic Procedures III (3)	
RADI 120	Clinical Training II (3)	
RADI 125	Principles of Physics and Equipment Operation (3)	
RADI 127	Introduction to CT and Cross Sectional Anatomy (2)	
RADI 214	Simulations in Radiography II (1)	
		<b>Semester Hours (12) Cumulative Hours (31)</b>

**(Continued on next page)**

### **Semester 4-Summer**

<b>Course #</b>	<b>Course Title</b>
RADI 201	Imaging Modalities (3)
RADI 203	Clinical Training III (3)

**Semester Hours (6) Cumulative Hours (37)**

### **Semester 5-Fall**

<b>Course #</b>	<b>Course Title</b>
RADI 204	Clinical Training IV (3)
RADI 207	Radiographic Imaging III (3)
RADI 211	CT Procedures (2)
RADI 213	Radiographic Pathophysiology (2)
RADI 217	Radiation Protection I (2)

**Semester Hours (12) Cumulative Hours (49)**

### **Semester 6-Spring**

<b>Course #</b>	<b>Course Title</b>
RADI 205	Clinical Training V (3)
RADI 218	Radiation Protection II (2)
RADI 219	Image Analysis (2)
RADI 221	Radiography Comprehensive Review (2)
RADI 223	Critical Thinking & Analysis in Radiography (3)

**Semester Hours (12) Cumulative Hours (61)**

# Respiratory Therapy

## Associate in Applied Science

### Admission Criteria

Students interested in the Respiratory Therapy Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Respiratory Therapy Program. Acceptance into the Respiratory Therapy Program is based on the criteria established by the department.

To obtain more information about the criteria and to get a copy of the application procedure please contact the health science assistant by calling (620) 421-6700 extension 1157. HEAL 101 CPR must be successfully completed before or during the first semester of the program and HEAL 151 Advanced Cardiac Life must be successfully completed during the third semester of the program or prior to placement in RESP 110 Clinical Practice II.

<b>Concentration Requirements</b>		<b>Credit Hours</b>
RESP 101	Fundamentals of Respiratory Care I .....	3
RESP 102	Fundamentals of Respiratory Care II .....	3
RESP 105	Respiratory Care Pharmacology .....	3
RESP 107	Cardiopulmonary Anatomy and Physiology .....	2
RESP 109	Clinical Practice I .....	2
RESP 110	Clinical Practice II .....	5
RESP 113	Pediatric Respiratory Care .....	3
RESP 115	Introduction to Mechanical Ventilation .....	3
RESP 148	Respiratory Comprehensive Review .....	2
RESP 153	CRT Review .....	1
RESP 158	Fundamentals of Respiratory Care I Lab .....	1
RESP 160	Fundamentals of Respiratory Care II Lab .....	2
RESP 161	Fundamentals of Respiratory Care III Lab .....	2
RESP 203	Fundamentals of Respiratory Care III .....	3
RESP 205	Respiratory Diseases .....	3
RESP 207	Critical Care Medicine .....	3
RESP 211	Clinical Practice III .....	5
RESP 212	Respiratory Care Professional Forum .....	2
RESP 213	Respiratory Care Topics & Procedures .....	3
<b>Total.....</b>		<b>51</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
<b>All General Education Requirements must be completed prior to beginning the first fall semester of the program. An exception will be made for the computer science or general psychology courses.</b>		

ENGL 101	English Composition I .....	3
BUAD 110	Business Communications <i>or</i>	
ENGL 102	English Composition II .....	3
MATH 115	College Algebra .....	3
BIOL 130	Anatomy & Physiology .....	5
BIOL 201	Microbiology .....	5
OTEC 124	Medical Terminology.....	3
PSYC 101	General Psychology <i>or</i> .....	3
PSYC 201	Developmental Psychology .....	
<b>Total.....</b>		<b>25</b>
<b>Program Total.....</b>		<b>76</b>

*See pages 27 and 28 for Health Care Related Courses.  
Refer to the **Placement Testing** Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

*College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.*

**Respiratory Therapy**  
Associate in Applied Science  
Seven Semester Plan

**Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
BIOL 130	Anatomy & Physiology (5)
ENGL 101	English Composition I(3)
MATH 115 **	College Algebra(3)

**Semester Hours (11) Cumulative Hours (11)**

**Semester 2**

<b>Course #</b>	<b>Course Title</b>
BUAD 110	Business Communications <i>or</i>
ENGL 102	English Composition II (3)
BIOL 201	Microbiology (5)
OTEC 124	Medical Terminology (3)

**Semester Hours (11) Cumulative Hours (22)**

**Semester 3**

<b>Course #</b>	<b>Course Title</b>
RESP 101	Fundamentals of Respiratory Care (3)
RESP 105	Respiratory Care Pharmacology (3)
RESP 107	Cardiopulmonary Anatomy & Physiology (2)
RESP 158	Fundamentals of Respiratory Care I Lab (1)
PSYC 101	General Psychology <i>or</i>
PSYC 201	Developmental Psychology (3)

**Semester Hours (12) Cumulative Hours (34)**

**Semester 4**

<b>Course #</b>	<b>Course Title</b>
RESP 102	Fundamentals of Respiratory Care II (3)
RESP 109	Clinical Practice I (2)
RESP 115	Introduction to Mechanical Ventilation (3)
RESP 160	Fundamentals of Respiratory Care II Lab (2)
RESP 205	Respiratory Diseases (3)

**Semester Hours (13) Cumulative Hours (47)**

**Semester 5**

<b>Course #</b>	<b>Course Title</b>
RESP 203	Fundamentals of Respiratory Care III (3)
RESP 161	Fundamentals of Respiratory Care III Lab (2)

**Semester Hours (5) Cumulative Hours (52)**

**Semester 6**

<b>Course #</b>	<b>Course Title</b>
RESP 110	Clinical Practice II (5)
RESP 113	Pediatric Respiratory Care (3)
RESP 153	CRT Review(1)
RESP 213	Respiratory Care Topics & Procedures (3)

**Semester Hours (12) Cumulative Hours (64)**

**Semester 7**

<b>Course #</b>	<b>Course Title</b>
RESP 148	Respiratory Comprehensive Review (2)
RESP 207	Critical Care Medicine (3)
RESP 211	Clinical Practice III (5)
RESP 212	Respiratory Care Professional Forum (2)

**Semester Hours (12) Cumulative Hours (76)**

\*College Success Skills should be taken the first semester.

\*\* Must have taken and passed within last five years.

**Social Science**  
Associate in Arts

This degree is designed for a student planning to transfer to a four-year institution and concentration in psychology, sociology, or social work. Please consult an advisor for guidance about electives.

<b>Concentration Requirements</b>		<b>Credit Hours</b>
PSYC 101	General Psychology .....	3
SOCI 101	Sociology .....	3
ECON 101	Issues in Today's Economy .....	3
	Concentration Electives* .....	6-7
<b>Total .....</b>		<b>15-16</b>

<b>General Education Requirements</b>		<b>Credit Hours</b>
ENGL 101	English Composition I .....	3
ENGL 102	English Composition II .....	3
COMM 101	Fundamentals of Speech .....	3
MATH 115	College Algebra .....	3
PED 116	Lifetime Fitness .....	1
	Physical Science Elective with Lab .....	5
	Natural Science Elective with Lab .....	5
	Humanities Electives (from at least three areas) .....	12
	Social and Behavioral Science Electives .....	6
	General Education Electives .....	6
<b>Total .....</b>		<b>47</b>
<b>Program Total .....</b>		<b>62-63</b>

**\*Concentration Electives**

**Must complete courses for emphasis**

**Psychology Emphasis:**

PSYC 101 General Psychology must be taken as a prerequisite to the following 2 courses

PSYC 201 Developmental Psychology (3)

PSYC 202 Psychology of Adjustment (3)

(offered Spring semester only)

**Sociology Emphasis:**

SOCI 201 Marriage and Family (3)

SOCI 203 Social Problems (3)

**Social Work Emphasis:**

SOCI 112 Introduction to Social Work (3)

SOCI 122 Basic Helping Skills (3)

SOCI 123 Basic Helping Skills Experience (1)

Refer to the **Placement Testing Procedure 3.22** on page 31.

For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.

College Success Skills (LEAR 101) is required for all first-time, full-time students with fewer than 15 hours after high school graduation.

## Social Science / Psychology

Associate in Arts

Four Semester Plan

### Semester 1 \*

Course #	Course Title
PSYC 101	General Psychology (3)
ENGL 101	English Composition I (3)
	Natural Science Elective with Lab (5)
	Humanities Elective (3)

**Semester Hours (14) Cumulative Hours (14)**

### Semester 2

Course #	Course Title
ENGL 102	English Composition II (3)
PED 116	Lifetime Fitness (1)
MATH 115	College Algebra (3)
PSYC 202	Psychology of Adjustment (3)
	Humanities Elective (3)
	General Education Elective (3)

**Semester Hours (16) Cumulative Hours (30)**

### Semester 3

Course #	Course Title
COMM 101	Fundamentals of Speech (3)
SOCI 101	Sociology (3)
PSYC 201	Developmental Psychology (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)

**Semester Hours (15) Cumulative Hours (45)**

### Semester 4

Course #	Course Title
ECON 101	Issues In Today's Economy (3)
	Physical Science Elective with Lab (5)
	General Education Elective (3)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)

**Semester Hours (17) Cumulative Hours (62)**

\* College Success Skills should be taken the first semester.

## Social Science / Social Work

Associate in Arts

Four Semester Plan

### Semester 1 \*

Course #	Course Title
PSYC 101	General Psychology (3)
ENGL 101	English Composition I (3)
COMM 101	Fundamentals of Speech (3)
SOCI 101	Sociology (3)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

### Semester 2

Course #	Course Title
ENGL 102	English Composition II (3)
SOCI 203	Social Problems (3)
ECON 101	Issues in Today's Economy (3)
MATH 115	College Algebra (3)
	Physical Science Elective with Lab (5)
<b>Semester Hours (17) Cumulative Hours (32)</b>	

### Semester 3

Course #	Course Title
SOCI 112	Introduction to Social Work (3)
SOCI 201	Marriage and Family (3)
PED 116	Lifetime Fitness (1)
	Natural Science Elective with Lab (5)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (47)</b>	

### Semester 4

Course #	Course Title
SOCI 122	Basic Helping Skills (3)
SOCI 123	Basic Helping Skills Experience (1)
	General Education Electives (6)
	Humanities Electives (6)
<b>Semester Hours (16) Cumulative Hours (63)</b>	

\* College Success Skills should be taken the first semester.



## **Social Science / Sociology**

Associate in Arts

Four Semester Plan

### **Semester 1 \***

<b>Course #</b>	<b>Course Title</b>
PSYC 101	General Psychology (3)
ENGL 101	English Composition I (3)
COMM 101	Fundamentals of Speech (3)
SOCI 101	Sociology (3)
	Humanities Elective (3)
<b>Semester Hours (15) Cumulative Hours (15)</b>	

### **Semester 2**

<b>Course #</b>	<b>Course Title</b>
ENGL 102	English Composition II (3)
SOCI 203	Social Problems (3)
ECON 101	Issues in Today's Economy (3)
MATH 115	College Algebra (3)
	Physical Science Elective with Lab (5)
<b>Semester Hours (17) Cumulative Hours (32)</b>	

### **Semester 3**

<b>Course #</b>	<b>Course Title</b>
SOCI 201	Marriage and Family (3)
PED 116	Lifetime Fitness (1)
	Natural Science Elective with Lab (5)
	Humanities Elective (3)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (15) Cumulative Hours (47)</b>	

### **Semester 4**

<b>Course #</b>	<b>Course Title</b>
	General Education Electives (6)
	Humanities Electives (6)
	Social and Behavioral Science Elective (3)
<b>Semester Hours (15) Cumulative Hours (62)</b>	

\* College Success Skills should be taken the first semester.

## Department Codes

<b>Letter Code</b>	<b>Department Name</b>
ACCT .....	Accounting
ART .....	Art
BIOL .....	Biological Science
BUAD .....	Business Administration
CHEM .....	Chemistry
COMM .....	Communication
COMP .....	Computer Science
CRIM .....	Criminal Justice
DMS .....	Diagnostic Medical Sonography
DNAS .....	Dental Assistant
ECON .....	Economics
EDUC .....	Education
ENGL .....	English
FIRE .....	Fire Science
GEOG .....	Geography
GRAP .....	Graphic Design
HEAL .....	Health Care
HIST .....	History
INDU .....	Industrial Technology
LANG .....	Foreign Language
LEAR .....	Student Success Center
MATH .....	Mathematics
MGMN .....	Management
MUSI .....	Music
NURS .....	Nursing
OTEC .....	Office Technology
PARA .....	Paraprofessional
PED .....	Physical Education
PHIL .....	Philosophy
PHSC .....	Physical Science
PHYS .....	Physics
POLS .....	Political Science/Government
PSYC .....	Psychology
PTA .....	Physical Therapist Assistant
RADI .....	Radiography
RELI .....	Religion
RESP .....	Respiratory Therapy
SOCI .....	Sociology
SPEC .....	Special Interest

# Course Descriptions

## Accounting

ACCT 112 (0504) Financial Accounting

Prerequisite: None

Credit Hours: 3

An introduction to financial accounting concepts with emphasis on financial statements, their components, and their inter-relationships. Emphasis is on how individual transactions affect the financial statements.

ACCT 114 (0503) Managerial Accounting

Prerequisite: ACCT 112 Financial Accounting

Credit Hours: 3

An introduction to the concepts and tools associated with providing accounting information to management. Major topics include: cost behavior, cost estimation, cost accumulation and assignment, budgeting, and the uses of accounting information for making decisions.

ACCT 121 (0516) Computer Accounting

Prerequisite: ACCT112 Financial Accounting **or** OTEC 113 Business Accounting

Credit Hours: 3

Provides students the opportunity to learn to work with accounting software and to interpret financial information in the form of computer output.

## Art

ART 103 (1034) Drawing I

Placement Test Level: General Education Course Placement\*

Credit Hours: 3

Prerequisite: None

Students will explore various drawing materials, techniques, and subject matter. Emphasis will be placed on development of basic drawing fundamentals and stylistic preferences. Instruction will be based on class discussion and lab work.

ART 104 (1035) Drawing II

Placement Test Level: General Education Course Placement\*

Prerequisite: ART 103 Drawing I

Credit Hours: 3

A continuation of material covered in Drawing I. Emphasis will be placed on individual special problems in drawing and use of color. Student will work on independent projects. Instruction will be based on class discussion, individual conference, and lab work.

ART 107 (1024) Two Dimensional Design

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

Elements and principles of two-Dimensional design. Emphasis on solutions to practical and aesthetic composition problems of visual communication. Lecture, critique, supervised studio practice with a variety of media.

ART 111 (1029) Ceramics I

Placement Test Level: General Education Course Placement\*

Prerequisite: None

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

Credit Hours: 3

An introduction to basic clay manipulation techniques including hand-building, clay additives, decoration, kiln loading, firing, and beginning wheel throwing techniques. Emphasis will be placed on three-dimensional design of clay works. Instruction will be based on class discussion, lecture, and lab work.

ART 112 (1010) Ceramics II

Placement Test Level: General Education Course Placement\*

Prerequisite: ART 111 Ceramics I

Credit Hours: 3

An introduction to wheel throwing techniques and advanced hand-building. Emphasis will be placed on traditional and sculptural applications of clay. This course is intended to be a continuation of Ceramics I. Instruction will be based on class discussion, lecture, and lab work.

ART 113 (1030) Sculpture

Placement Test Level: General Education Course Placement\*

Credit Hours: 3

Prerequisite: None

An introduction to the special problems and techniques of three-dimensional sculptural form and design including clay modeling, molding, and casting. Emphasis will be placed on additive and subtractive processes. Instruction will be based on lecture, class discussion, and lab work.

ART 115 (1021) Painting I

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

An introduction and exploration of various painting materials, techniques, and subject matter. The use of oils, color theory, value, and stylistic techniques will be emphasized. Instruction will be based on class discussion and lab work.

ART 116 (1022) Painting II

Placement Test Level: General Education Course Placement\*

Prerequisite: ART 115 Painting I

Credit Hours: 3

A continuation of material covered in Painting I. Emphasis will be placed on individual special problems in painting. Students will work on independent projects. Instruction will be based on class discussion, individual conference, and lab work.

ART 120 (1012) Photography I

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course, designed for the amateur photographer, or for someone who wants to explore photography, including discussion on types and operation of cameras, composition, exposure, lighting, and basic photo editing techniques. Students must have access to an adjustable digital camera for the entire length of this course.

ART 121 (1013) Photography II

Placement Test Level: General Education Course Placement\*

Prerequisite: ART 120 Photography I

Credit Hours: 3

This course builds upon the photographic skills learned in Photography I and provides an introduction to advanced digital photography and photo editing techniques. Students must have access to an adjustable digital camera for the entire length of this course.

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

### ART 130 (1011) Art Appreciation

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course is designed to give students a broad background in art history and an appreciation of art. The primary focus will be on the principles and philosophies of the visual arts. In addition, we will look at how art relates to and enriches our society. Instruction will be based on video and slide presentations, lecture, selected readings, class discussion, and hands-on projects.

### EDUC 154 (831) Art Education

Prerequisite: None

Credit Hours: 3

This course is designed to help art education and elementary education concentrations build an understanding of children's art and develop an art curriculum for their classroom that provides quality art experiences for every child. Emphasis will be placed on lab work and experimentation of various art materials suitable for the classroom. Instruction is based on lecture, class discussion, and lab work.

## **Biology**

All 5 Credit Hour Biology courses include a Lab

### BIOL 101 (0401) Biology

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course presents a study of the basic concepts of living matter with emphasis on cells, tissue, and organism structure and function. An evolutionary approach with emphasis on classification, inheritance, and the ecology of plants and animals is used. This course is intended for students whose concentration is other than biology, with emphasis on knowledge of the scientific method of the chemical component of living organism and the fundamental relationship between animals and plants.

### BIOL 108 (0422) Principles and Concepts of Genetics (IO)

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

Genetics, Principles and Concepts is a course designed to study the patterns and mechanisms of classical inheritance, molecules basis of inheritance and gene expression, DNA technologies, gene expression, cancer genetics and population genetics and evolution.

### BIOL 120 (0431) Biology

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 5

This course presents a study of the basic concepts of living organisms using an evolutionary approach with emphasis on classification, inheritance, and the ecology of plants and animals. This course is intended for students whose concentration is biology and related disciplines with emphasis on knowledge of the scientific method and the chemical components and functions of cells, and tissues and organisms' structure and function. Laboratory exercises are designed to emphasize and support the course concepts and stress the scientific method of investigation.

### BIOL 122 (0404) Environmental Life Science

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 5

This general education course provides an overview of life science which includes general biology and general ecology topics. This class is directed toward elementary education majors and to provide these

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

majors with a comprehensive exposure to biology, as well as experiments and investigations that can be safely carried out in the elementary classroom. This course will not fulfill any requirements for biology majors; it will fulfill life science requirement for non-biology majors only. This 5 hour course includes 2 hours of lab and requires students to document their lab work and experiences through the use of a paper file system or the computer.

#### BIOL 124 (0402) General Botany

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 5

A study of plant growth, physiology, morphology, reproduction, taxonomy, and evolution. This course is open to anyone interested; however, it is directed toward students with a biology concentration.

Laboratory exercises accompany lectures.

#### BIOL 126 (0407) General Zoology

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 5

Fundamental principles and processes of animal life including relationships, morphology, life history, ecology, genetics, and evolution. This course is open to anyone interested; however, it is directed toward students with a biology concentration. Laboratory exercises accompany lecture.

#### BIOL 130 (0412) Anatomy and Physiology

Placement Test Level: General Education Course Placement\*

Recommended Prerequisite: High School Biology with an A or B, BIOL 101 Biology (3 credit hour) or BIOL 120 Biology (5 credit hour)

Credit Hours: 5

This course is designed for one semester and is a comprehensive discipline of Biology. Anatomy and Physiology (A&P) involves both lecture and laboratory study of the human body. The course covers the competencies for anatomy and physiology at the college level as set forth by the State of Kansas Core Competency Committee. The course will integrate the structure and function of the human body. This course meets the requirements for those interested in nursing, respiratory therapy, radiography, physical education, biology majors, minors, and for other health sciences. Lectures and labs are presented in a logical sequence by body systems

#### BIOL 201 (0411) Microbiology

Recommended as a Prerequisite: BIOL 101 Biology (3 credit hour) or BIOL 120 Biology (5 credit hour) or BIOL 130 Anatomy & Physiology (5 credit hour)

Credit Hours: 5

This course presents a study of microorganisms and their morphological, physiological, and biochemical characteristic response to the environment as well as their influence on the surroundings. Their relationship to the anatomy and physiology of the human body, aspects of parasitism, infection state, body defenses, and methods of control and prevention of infections will also be studied. Laboratory experiments will be conducted relating to bacterial growth, isolation and pure culture techniques as well as physiological characteristics of different microorganisms.

### **Business Administration**

#### BUAD 101 (0501) Introduction to Business

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A study of different aspects of the business world such as marketing, production, finance, and human resource management.

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

BUAD 104 (0505) Business Law I

Prerequisite: None

Credit Hours: 3

An introduction to laws covering administrative law, tort law, and contracts. Sophomore standing is recommended.

BUAD 105 (0506) Business Law II

Prerequisite: BUAD 104 Business Law I

Credit Hours: 3

A study of laws covering sales, partnerships, corporations, real property, negotiable paper, insurance, security devices, bankruptcy, wills, and estates. Sophomore standing is recommended.

BUAD 110 (0545) Business Communications

Prerequisite: None

Credit Hours: 3

This course is designed to develop skills and knowledge necessary for effective business communications – both oral and written, and to provide experience in the application of these skills and knowledge in solving business communication problems.

## Chemistry

All 5 Credit Hour Chemistry courses include a Lab.

CHEM 120 (1951) Introduction to Chemistry

Placement Test Level: General Education Course Placement\*

Prerequisite: MATH 96 Beginning Algebra, or MATH 106 Applied Mathematics, or High School Algebra

Credit Hours: 5

Lecture and laboratory. Lecture content includes unit conversions, acid-base reactions, and oxidation-reduction reactions, nomenclature, bonding, biochemistry, nuclear chemistry, gases, concentration units, and colligative properties. The laboratory supports the lecture and provides general lab techniques. Recommended for students in health and science fields, preparation for CHEM 124 College Chemistry I, and meets general education requirements.

CHEM 124 (1961) College Chemistry I

Placement Test Level: General Education Course Placement\*

Prerequisite: MATH 100 Intermediate Algebra or 1 ½ years of High School Algebra.

Recommended: CHEM 120 Introduction to Chemistry or 1 year High School Chemistry.

Credit Hours: 5

First course of a two-semester study of general chemistry. Course content includes nomenclature, stoichiometry, acids and bases, oxidation-reduction reactions, gas laws, thermochemistry, atomic structure, periodicity, bonding, molecular structures, and bonding theory. (Fall Semester)

CHEM 126 (1962) College Chemistry II

Placement Test Level: General Education Course Placement\*

Prerequisites: CHEM 124 College Chemistry I and MATH 115 College Algebra

Credit Hours: 5

A continuation of College Chemistry I with course content including kinetics, equilibrium thermodynamics, acid-base theories, electrochemistry, and nuclear chemistry. (Spring Semester)

CHEM 204 (1972) Organic Chemistry I

Placement Test Level: General Education Course Placement\*

Prerequisite: CHEM 124 College Chemistry I

Recommended Prerequisite: CHEM 126 College Chemistry II

Credit Hours: 5

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

First course of a two-semester study of the principles of organic chemistry. Course content includes organic nomenclature, reaction mechanisms and types, alkenes, and stereochemistry. (Fall Semester)

CHEM 207 (1995) Organic Chemistry II

Placement Test Level: General Education Course Placement\*

Prerequisite: Organic Chemistry I

Credit Hours: 5

Continuation of CHEM 204 Organic Chemistry I course content extending into alcohols, ketones, carboxylic acids, and derivatives, aromatics, other classes of compounds, reaction mechanisms, and spectroscopy. (Spring Semester)

## Communication

COMM 101 (1560) Fundamentals of Speech

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A basic study of communication theory and its practical application at all levels: intrapersonal (understanding the self), interpersonal (one-to-one relationships and small group interaction), and public speaking. Students examine factors that influence the development of the self-concept and interpersonal relationships, participate in problem-solving panel discussions, deliver informative and persuasive speeches, and improve their critical listening and thinking skills.

COMM 103 (0635) Introduction to Advertising

Prerequisite: None

Credit Hours: 3

This course examines strategies, techniques, and principles behind effective advertising including planning, targeting, media selection and buying, strategy and design.

COMM 105 (0637) Introduction to Public Relations

Prerequisite: None

Credit Hours: 3

This course introduces students to the public relations industry from management and practitioner standpoints. It focuses on developing skills and knowledge required to be a successful public relations practitioner.

COMM 106 (0620) Introduction to Mass Media

Prerequisite: None

Credit Hours: 3

This course is an introduction to different forms of mass media – newspaper, magazines, books, radio, recordings, television, motion pictures and others. It is designed to give students an understanding of the media's role in society today. The course will explore the histories of the different forms of media, the evolution of the media's role in society, problems with media today, possible solutions to those problems, current media practices, mass media theory, ethics, and the media and social problems. Students will be asked to keep abreast of the media and current events through reading newspapers, watching television, listening to the radio, surfing the web, and more.

COMM 110 (1563) Critical Thinking and Argumentation

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course is an introduction to the basic theory of argument and persuasion. Students learn how to think in a clear and logical manner, analyze information critically, formulate persuasive arguments, and deliver those arguments effectively, both in oral and in written forms. Students learn how to make claims, provide evidence, explore underlying assumptions, and analyze counter-points.

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## Computer Science

COMP 110 (0715) Computer Concepts and Applications

Placement Test Level: General Education Course Placement\*

Credit Hours: 3

Prerequisite: Previous keyboarding skills or OTEC 101 Keyboarding or OTEC 102 College Keyboarding.

An introduction to the study of computer hardware and use of software including operating systems, Internet browser, word processing, spreadsheet, database, and presentation programs. Students need basic keyboarding skills to enroll in this course.

COMP 115 (0733) Spreadsheet Concepts and Applications

Prerequisite: Keyboarding Skills

Credit Hours: 3

This course is a comprehensive hands-on course that provides users with fundamentals, both conceptual and applied, they need to use spreadsheet software. Students learn basic and advanced features of spreadsheet use and develop the tools needed to apply this technology to business application.

COMP 120 (0717) Computer Information Systems

Placement Test Level: General Education Course Placement\*

Prerequisite: Keyboarding Skills

Credit Hours: 3

An introduction to the use of computer-based information systems and communications technology in a business environment. Includes an introduction to information technology terminology, hardware, software, and data communications as well as a survey of programming languages and emerging computer technologies.

COMP 130 (0736) Introduction to Programming

Prerequisite: None

Credit Hours: 3

This class is an introduction to the program development and design process, including computer-based concepts of problem solving and use of tools such as flowcharts, structure charts, and pseudocode. The following is stressed in this course: basic constructs of programming including structured techniques, modular design, top-down design, coding, and testing.

COMP 135 (5516) C++ Programming

Prerequisite: COMP 138 Visual Basic Programming

Credit Hours: 3

An introduction to C++ programming using structured programming and object oriented design.

COMP 138 (0730) Visual Basic Programming

Prerequisite: COMP 130 Introduction to Programming or MATH 100 Int. Algebra with grade B or higher

Credit Hours: 3

This course provides the beginning programmer with a solid foundation in Visual Basic programming, using visualization and application. Designed for beginners with little or no previous programming experience, this course emphasizes solid programming principles and teaches the Visual Basic language in the process. By putting standard concepts, like input, output, selection, and repetition, at the forefront, instead of focusing solely on a specific language, students will gain knowledge and insight that is easily transferable to other languages.

COMP 180 (5510) Introduction to Networking

Prerequisite: None

Credit Hours: 3

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The main goal of this course is to provide you with a comprehensive understanding of networking technologies, concepts and terminology. You will learn about the equipment and technologies used in LANs and WANs. You will learn about the network topologies used today and design a network using these topologies. A variety of network equipment will be discussed, including hubs, routers, switches, and NICs. LAN architectures are covered including Ethernet, token ring, and FDDI. Also, you will learn about wide area networking technologies and remote access technologies such as X.25, ISDN, frame relay, ATM, DSL, SMDS, and SONET networks. Wireless networking and handheld computing is also discussed. All major LAN and WAN protocols will be discussed including TCP/IP and the newer IPv6. In addition you will learn about the OSI layered communications model. Aside from learning the technologies involved in networking, you will get to understand the daily tasks involved with managing and troubleshooting a network. You will have a variety of hands-on and case project assignments that reinforce the concepts you read in each chapter.

#### COMP 182 (5511) Network Administration I

Prerequisite: COMP 180 Introduction to Networking

Credit Hours: 5

An introduction to the study of computer operating systems and use of software including operating system, Internet browser, administrative tools, backup systems and network protocols.

#### COMP 192 (0729) Database Concepts and Applications

Prerequisite: None

Credit Hours: 3

Students will gain a comprehensive understanding of database architecture and function. Students will learn how to create an operational database including interactive queries, graphical user interfaces and comprehensive report using Microsoft Access 2007. This course is designed to give a thorough knowledge of the working database that may be encountered in a professional setting.

#### COMP 205 Special Topics in Computing/Robotics

Prerequisite: Special Permission of Instructor

Credit Hours: 3

Covers selected topics in Networking and Computer Science. A specific programming language, application, networking, or programming topic will be listed as a subtitle.

#### COMP 212 (5508) Principles of Software Design

Prerequisite: COMP 135 C++ Programming

Credit Hours: 3

Intermediate programming techniques using the C++ language. Topics covered include sorting, object oriented programming, data abstraction, algorithmic design, and basic data structure including linked lists and arrays.

#### COMP 214 (5509) Concepts of Computer Systems

Prerequisite: COMP 135 C++ Programming

Credit Hours: 3

An introduction of computer systems constructs, including compilers, assemblers, linking, loading, input and output, system monitors, memory organization, processor structure, and resource allocation.

### **Criminal Justice**

#### CRIM 101 (5551) Introduction to Administration of Justice

Prerequisite: None

Credit Hours: 3

A study of the overall system of criminal justice from its early historical development to its evolution within the United States; identification of various subsystems and components – law enforcement courts, corrections, and private agencies; their role expectations and interrelationships; basic premises and crime,

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punishment, and rehabilitation; education and training elements; and ethics for professionalism within the system.

#### CRIM 111 (5567) Patrol Procedure

Prerequisite: None

Credit Hours: 3

The fundamentals of proper patrol procedures and techniques, with particular emphasis on safety, public relations, crime prevention, and the handling of routine complaints. Identifying and the handling of police problems that are most frequently encountered.

#### CRIM 112 Ethics in Criminal Justice

Prerequisite: None

Credit Hours: 3

This course is an examination of the ethical considerations facing the criminal justice practitioners. Some topics to be discussed include moral behavior, maintaining moral and ethical behavior under the powers of law enforcement authority, ethics and law enforcement, ethics and the courts, punishment for ethical violations, policy and management issues, professionalism, pride and ethics for practitioners. By the end of the course, students will have a better understanding of ethical and moral issues within the criminal justice system.

#### CRIM 113 (5574) Accident Investigation

Prerequisite: None

Credit Hours: 3

This course is designed to help law enforcement students to learn the proper procedure to working accident scenes. It will teach the use of different methods of drawing accident scale systems and use of triangulation and various equipment at the accident scene. The Standard Traffic Ordinances will also be applied to the accident investigation scene. Use of the drag block measuring methods and calculator are applied in this course.

#### CRIM 118 Drugs in Society

Prerequisite: None

Credit Hours: 3

Why do people take drugs? What is the impact of drugs and addiction to society? How does society attempt to control drug use and distribution? What are the relationships between drugs and crime? Exploring questions such as these will be the central focus on this class. We will look at the nature of the drug crisis. We will first look at statistical evidence of drug use, how we measure this, and the question of "Why do people get high?" We will also look deep into the history of drugs, prohibition, and current trends. Once we have covered these critical areas, we will look into the distribution and illicit drug trades, both domestic and foreign. We'll continue on and discuss other topics such as gangs, organized crime, and crime related offenses. The class will be wrapped up discussing debates such as legalizing drugs, understanding drug policies, and treatment methods for drug users. Throughout the semester, you will be asked to think critically about the material presented in class and evaluate it. To enhance critical thinking skills, you will have numerous opportunities to discuss topics in class.

#### CRIM 119 (5550) Interview and Report Writing

Prerequisite: Placement in English Composition I

Credit Hours: 3

An examination of report writing as a process, with emphasis on the chronological sequence of events, form, and written expression to present a clear, concise, and accurate account of the incident, development of the field notebook in investigations, recording details of the search, recovery of evidence, conducting interviews and interrogations, and recording relevant facts and details for the purpose of reference, accountability, and presentation in court.

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### CRIM 131 (5553) Community Policing

Prerequisite: None

Credit Hours: 3

Examines the philosophical concept of community policing, as it involves collaboration among police agencies, the public, other governmental agencies and organizations. It explores the historical evolution of community policing, rationale for existence, implementation strategies, pilot projects, focus of responsibility, ideas to be implemented, and ways to evaluate success of community policing concepts.

### CRIM 135 (5565) Criminal Procedures

Prerequisite: None

Credit Hours: 3

Provides a background of operational procedures in Kansas law. Sets forth those procedures necessary for the understanding of legal proceedings pertaining to laws of arrest, search, and seizure and the admissibility of evidence. Introduces basic courts system procedures and the jurisdiction of the courts.

### CRIM 137 (5557) Criminal Law

Prerequisite: CRIM 101 (5551) Introduction to Administration of Justice

Credit Hours: 3

Reviews the Kansas Criminal Codes and defines the various statutory offenses, with special emphasis upon the Bill of Rights and laws of arrest. Also examines the recent trends in Supreme Court decisions, the rights of individuals in a free society, and limitations on the police by the Constitution.

### CRIM 138 (5563) Juveniles in the Criminal Justice System

Prerequisite: None

Credit Hours: 3

A study of Kansas laws pertaining to juveniles. Reviews the historical reasons for the establishment of juvenile courts in the U.S., examines the juvenile justice process, and introduces the functions of the various components of the system, sociological concepts, theory of the adolescent subculture, and delinquency prevention aspects.

## **Dental Assistant**

### DNAS 100 CPR for Dental Assistant Program

Credit Hours: 1

Students will review didactic material concerning: CPR theory, when to initiate/discontinue CPR, proper compression and ventilation techniques, Heimlich maneuver, hazards of CPR, assessment skills. Students will demonstrate: proper compression and ventilation techniques (on mannequins), Heimlich maneuver for clearing an obstructed airway, to include pregnant and obese patients. AED policies and procedures. Student will need to pass a written exam with a minimum score of 80%.

### DNAS 101 Fundamentals in Dental Assisting

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 2

Introduces the profession of dental assisting, which includes; history of the profession, educational requirements, functions and credentials of dental health team members, ethics and legal aspects of dentistry, the patient record, and dental terminology.

### DNAS 105 Anatomy for Dental Assistants

Prerequisite: Successful completion of DNAS 101 - Fundamentals in Dental Assisting, DNAS 110 - Infection Control for Dental Practices, DNAS 111 - Dental Materials I, DNAS 114 - Chairside Assisting I, DNAS 118 - Dental Radiology I, DNAS 119 - Dental Anatomy.

Credit Hours: 1

Material will cover the body systems, physiology and anatomy of those systems and the relationship and interaction of the systems in relationship with dental treatment.

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#### DNAS 107 Dental Health Education

Prerequisite: Successful completion of DNAS 101 - Fundamentals in Dental Assisting, DNAS 110 - Infection Control for Dental Practices, DNAS 111 - Dental Materials I, DNAS 114 - Chairside Assisting I, DNAS 118 - Dental Radiology I, DNAS 119 - Dental Anatomy.

Credit Hours: 2

This course will cover the basic study of oral health and prevention of dental disease with emphasis on: dental health education, dental diseases, nutrition, oral pathology, and the philosophy of preventive dentistry.

#### DNAS 110 Infection Control for Dental Practices

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 2

This course will cover: microbiology, disease transmission and infection control, waste management practices and the importance of principles and techniques of disinfection and sterilization in the dental practice.

#### DNAS 111 Dental Materials I

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 4

This course will cover: identification of materials used in general dentistry, physical and chemical properties of dental materials, functions and classifications of dental materials, waste management, and regulatory agencies. Students will learn the principles of safety and aseptic technique involved in working with materials and equipment as well as laboratory practice with impression materials, and gypsum products.

#### DNAS 114 Chairside Assisting I

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 4

This course will cover: the principles of working as a dental team member, the operation and maintenance of dental equipment, positioning of the dental team and patient, identification of instruments, instrument transfer, protection of the oral cavity during dental procedures, and the application of expanded functions in Kansas.

#### DNAS 118 Dental Radiology I

Prerequisite: Acceptance into Dental Assistant Program

Credit Hours: 3

Students will learn the basic principles of diagnostic radiography including: radiography equipment, radiation characteristics, radiation biology, protective measures, regulations, bisecting angle and paralleling techniques, extra oral radiology, and anatomical landmarks. Instruction and laboratory techniques include: exposure, processing, mounting and evaluation of dental films using the mannequins.

#### DNAS 119 Dental Anatomy

Prerequisite: Acceptance into Dental Assistant Program.

Credit Hours: 2

This course covers the development of the oral cavity, teeth, and supporting structures. The primary and permanent teeth are studied in detail as well as the major anatomic landmarks of the head and neck. Also included is dental charting of teeth and conditions.

#### DNAS 125 Dental Science

Prerequisite: Successful completion of DNAS 101 - Fundamentals in Dental Assisting, DNAS 110 - Infection Control for Dental Practices, DNAS 111 - Dental Materials I, DNAS 114 - Chairside Assisting I, DNAS 118 - Dental Radiology I, DNAS 119 - Dental Anatomy.

Credit Hours: 2

This course will provide the student with knowledge of medical emergencies that may arise in the dental setting. The student will be expected to recognize signs and symptoms of specific emergencies to assist in

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the delivery of the suggested treatment. The patient record is also discussed in regard to patient health history. Study of pharmacology anesthesia, and pain management, particularly as it relates to the dental practice.

#### DNAS 135 Chairside Assisting II

Prerequisite: DNAS 114 - Chairside Assisting I

Credit Hours: 3

This course continues and builds upon the principles of working as a team member during restorative and preventive procedures while using various types of dental materials.

#### DNAS 138 Dental Radiology II

Prerequisite: DNAS 118 - Dental Radiology I

Credit Hours: 1

Students will gain radiographic interpretation knowledge, including: identification of restorations, dental materials, caries, diseases of the dental pulp and soft tissues. This course also includes a review of radiation protection and quality assurance in the dental office.

#### DNAS 140 Dental Practice Management

Prerequisite: DNAS 105 -Anatomy for Dental Assistants, DNAS 107 - Dental Health Education, DNAS 125 - Dental Science, DNAS 135 - Chairside Assisting II, DNAS 138 - Dental Radiology II, DNAS 144 - Clinical Experience I.

Credit Hours: 3

This course will provide instruction in additional business office procedures, supplies and inventory, expenses and disbursements, banking procedures, recording fees charged and paid, collections, computer applications in the dental office, and dental insurance. Job seeking skills are also included.

#### DNAS 144 Clinical Experience I

**Prerequisite:** Successful completion of DNAS 101 - Fundamentals in Dental Assisting, DNAS 110 - Infection Control for Dental Practices, DNAS 111 - Dental Materials I, DNAS 114 - Chairside Assisting I, DNAS 118 - Dental Radiology I, DNAS 119 - Dental Anatomy.

Credit Hours: 4

Opportunity to apply and practice the principles and procedures studied in the formal academic program within the clinical setting. Settings include: private practice dental offices (both general practice and specialty offices), government clinics, and public health facilities. Students will demonstrate the principles of chairside assisting, dental laboratory procedures, and dental office procedures.

#### DNAS 151 Clinical Experience II

Prerequisite: DNAS 144 - Clinical Experience I.

Credit Hours: 3

In private practice dental offices (both general and specialty practices), government clinics and public health facilities, the students will continue demonstrating the principles of chairside assisting, dental and laboratory procedures, and business office procedures. Scheduled clinical seminars will provide an opportunity to review and discuss procedures and clinical experiences.

### **Diagnostic Medical Sonography**

#### DMS 201 Introduction to Sonography

Prerequisite: Acceptance into Sonography Program

Credit Hours: 2

This course designed to introduce the student to the basic responsibilities of a diagnostic medical sonographer. The course will include medical terminology and abbreviations, ergonomics, bioeffects, and knobology used in diagnostic ultrasound. Introduction to Sonography will build upon the ethics and law curriculum from your radiology program and apply it to the ultrasound setting. Patient confidentiality

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and rights will be explained along with the professional codes of conduct for a diagnostic medical sonographer.

#### DMS 205 Sonography Sectional Anatomy & Abdominal Pathology I

Prerequisite: Acceptance into Sonography Program

Credit Hours: 4

This course will serve as an introduction to the study of diseases of the abdomen as related to the normal and abnormal appearance on a sonogram. This will include understanding of the physiology, pathology, and pathophysiology of the abdominal structures, including but not limited to thyroid, breast, prostate, scrotum, urinary tract, small parts, non-cardiac chest, and MSK imaging. Doppler applications will be applied to all structures covered in this course. The normal vs. abnormal laboratory values will be demonstrated.

#### DMS 206 OB/GYN for Sonography I

Prerequisite: DMS 205 Sonography Sectional Anatomy & Pathology I

Credit Hours: 3

This course will begin with the normal anatomy of the female abdominopelvic wall/floor (MSK), cavities, and organs. A description of the physiology of the female pelvic organs will also be included as well as an in depth study of the female menstrual/ovarian cycle. This course will also include an introduction to the normal anatomy of the first, second, and third trimester fetus, as well as normal measurements. Infertility methods and how they are utilized will be covered, as well as how they affect the female pelvic system. Doppler application will be applied to all areas covered in this course. The normal vs. abnormal laboratory values will be demonstrated. The normal placenta and Amniotic Fluid values will also be a course of study. Study on Transabdominal as well as Transvaginal scanning and application will be covered. Lastly, this course will discuss the pitfalls, artifacts, and normal variants that occur with pelvic/obstetrical ultrasound.

#### DMS 207 OB/GYN for Sonography II

Prerequisite: Introduction to OB/GYN Anatomy, Pathology, and Physiology

Credit Hours: 3

This course is a continuation of the OB/GYN for Sonography I course. In this course we will build further upon the foundation we have already created. Included will be neoplastic, infectious, congenital, and metabolic immunologic pathology/anomalies of the female pelvis, first, second, and third trimesters, placenta and umbilical cord. This course will also include discussion about normal vs. abnormal amniotic fluid levels and the correlation with pathology/anomalies. Also discussed in this course is fetal therapy for anomalies. Doppler application will be applied to all areas. Protocol and procedures of OB scanning will be covered in depth.

#### DMS 209 Introduction to OB/GYN and Vascular Sonography Lab

Prerequisite: Acceptance into Sonography Program

Credit Hours: 2

This course is an introduction to vasculature, OB/GYN anatomy, and different Doppler waveforms within the specific structures. The student will learn different approaches and techniques to vascular and OB/GYN ultrasonography, to include an introduction to the normal anatomy of the first, second, and third trimester fetus. Doppler application will be applied to all areas covered in this course. This course will introduce the student to Doppler imaging of the abdomen, extremities, intracranial vessels, and Ankle brachial indexes, Plethysmography, and OB/GYN.

#### DMS 211 Sonography Physics & Instrumentation

Prerequisite: Acceptance into Sonography Program

Credit Hours: 3

This course will provide a detailed study of the principles of the production and propagation of sound waves as applied to diagnostic medical Sonography. Included will be acoustic physics and Doppler ultrasound principles. Ultrasound instrumentation and image optimization will be foundational objectives. This course will prepare competent entry-level general sonographers.

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### DMS 213 OB/GYN Sonography Lab

Prerequisite: Introduction to OB/GYN and Vascular Sonography

Credit Hours: 2

This course is a continuation of the Introduction to OB/GYN Sonography Lab course. In this course we will build upon the foundation we have already created. Included will be scanning methods of neoplastic, infectious, congenital, and metabolic immunologic pathology/anomalies of the female pelvis, first, second, and third trimesters, placenta and umbilical cord. This course will also implement the scanning of normal vs. abnormal amniotic fluid levels and the correlation with pathology/anomalies. Also discussed in this course is fetal therapy for anomalies. Doppler application will be applied to all areas. Protocol and procedures of OB scanning will be covered in depth as well as practiced. The scanning application of Neonatal Brain and Spine will be included.

### DMS 218 General & Abdominal Sonography Lab

Prerequisite: Acceptance into Sonography Program

Credit Hours: 3

This course will present beginning scanning procedures, and protocols for the Sonography procedures of the abdomen and small anatomical parts. Sonographic technique and normal and abnormal appearance of the anatomy will also be covered.

### DMS 220 General Sonography Clinical Training I

Prerequisite: DMS 205 Sonography Sectional Anatomy & Abdominal Pathology

Credit Hours: 3

An introductory course to Sonography scanning, procedures, and protocols. The student will begin with observation and progress to assisting with and performing procedures. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, and major vasculature structures of the abdomen, and small parts. The student will attend a clinical rotation for 24 hours per week. Hours and days are subject to change.

### DMS 221 Sonography Clinical Training II

Prerequisite: Acceptance into Sonography Program

Credit Hours: 6

This course is a continuation to the Introductory Clinical Course. The student will still be observing some procedures and progress to assisting with and performing procedures. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, and major vasculature structures of the abdomen, and small parts. The student will attend 24 hours of clinical per week. Hours and days are subject to change.

### DMS 222 Sonography Clinical Training III

Prerequisite: Vascular Sonography Clinical II

Credit Hours: 6

This course is a continuation of Clinical Course 221 (Clinical Training II). The student is fairly confident with abdominal and small parts procedures at this point in their clinical rotation. The student should perform the required unassisted competencies this rotation as well as the required 2<sup>nd</sup> set of assisted competencies. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, major vasculature structures of the abdomen, small parts, OB/ Gynecology, and vascular of the upper and lower extremities. The student will attend 24 hours of clinical per week. Hours and days are subject to change.

### DMS 223 Sonography Clinical Training IV

Prerequisite: Sonography Clinical III

Credit Hours: 6

This course is a continuation of Clinical Course 222 (Clinical Training III). The student is confident or fairly with abdominal, small parts, OB/Gynecology, and upper and lower extremity vascular procedures at this point in their clinical rotation. The student should perform the required unassisted competencies this rotation, once the student has completed these competencies they should be able to perform all

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examinations with ease and confidence. This course will cover general Sonography procedures of the abdomen, thyroid, scrotum, breast, MSK, non-cardiac chest, major vasculature structures of the abdomen, small parts, OB/Gynecology, and vascular of the upper and lower extremities. The student will attend 24 hours of clinical per week. Hours and days are subject to change. .

#### DMS 225 Vascular Sonography Lab

Prerequisite: DMS 230 Introduction to Vascular Sonography

Credit Hours: 2

This laboratory course will increase your anatomy and pathology knowledge and Doppler skills of the cerebrovascular, extremities, abdominal vasculature transcranial, plethysmography, segmental, ABI's, aortic aneurysms, IVC imaging, venous Doppler evaluation with compression and augmentation, Allen test, Laser vein ablation, radio frequency, invasive vs. noninvasive testing, carotid imaging and evaluating, Raynaud's testing using hands on technique.

#### DMS 230 Vascular Sonography I

Prerequisite: Acceptance into Sonography Program

Credit Hours: 2

This course is an introduction to the vasculature anatomy, location, and different waveforms. The student will learn different approaches and techniques to vascular ultrasonography. This course will introduce the student to Doppler imaging of the abdomen, extremities, intracranial vessels, and Ankle brachial indexes, and Plethysmography.

#### DMS 231 Vascular Sonography II

Prerequisite: Introduction to Vascular Sonography

Credit Hours: 4

This course will increase your knowledge and Doppler skills of the cerebrovascular, extremities, abdominal vasculature, transcranial, plethysmography, segmental, ABI's, aortic aneurysms, IVC imaging, venous Doppler evaluation with compression and augmentation, Allen test, Laser vein ablation, radio frequency, invasive vs. noninvasive testing, carotid imaging and evaluation, Raynaud's testing, and all vascular Sonography procedures. Lab scanning and exam competencies will be performed in the lab setting.

#### DMS 234 Sonography and Physics Registry Review

Prerequisite: DMS 211 Sonography Physics & Instrumentation

Credit Hours 2

This course will provide a detailed review of principles of the production and propagation of sound waves as applied to diagnostic medical Sonography. Included will be acoustic physics, Doppler shift, acoustic parameters, waveform interference and Doppler ultrasound principles. This course will prepare the student for the SPI physics registry.

#### DMS 250 Sonography Registry Review

Prerequisite: DMS 205 Sonography Sectional Anatomy & Pathology I, DMS 207 OB/GYN Sonography Procedures, DMS 231 Vascular Sonography Procedures

Credit Hours: 6

This course is broken down into three areas that will review all necessary subject matter of normal vs. diseased anatomy, functions, pathology, physiology, sectional abdominal anatomy, OB/GYN, vascular, and small parts to better prepare students to sit for registry exam.

### **Economics (ECON)**

#### ECON 101 (2249) Issues in Today's Economy

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

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Issues in Today's Economy is designed to be a practical guide to the economy for non-majors. The course emphasizes important current issues in both the macro and micro economy such as inflation, unemployment, taxes, healthcare, energy policy, crime, terrorism and the global economy.

ECON 203 (2241) Macroeconomics

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

Introduces the student to the principles of macroeconomics. The course will cover the economic theories involved in explaining the behavior of the entire economy. Topics will include supply and demand, the relationship between economic activity with the money and banking system, unemployment, inflation, productivity, economic growth, economic fluctuations and international trade.

ECON 204 (2242) Microeconomics

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

Introduces the student to the principles of microeconomics. The course will cover such topics as consumer choice, supply and demand relationships in markets, the theory of the firm within perfect competition, monopoly, monopolistic competition, and oligopoly market structures, the labor market, income inequality and government intervention in markets.

## **Education**

EDUC 107 (0823) Administration & Organization of a Child Care Program

Prerequisite: None

Credit Hours: 3

This course will provide the student with an understanding of the organization and administration of a child care program. They will gain an understanding of how to administer a variety of high quality child care programs according to the state rules and regulations.

EDUC 108 Parenting, Rewards, and Responsibilities

Prerequisite: None

Credit Hours: 3

This course will establish the need to take the responsibilities of parenting seriously, how good management and interpersonal skills are relevant to parenting, employ guidelines for the physical care, health, and safety of children, and how to nurture children's intellectual, emotional, social and moral development. The impact of the developing brain on nurturing and intellectual and emotional growth are examined, including prenatal development, prenatal care, and the birth process. Various strategies for parents to help children deal with family changes and crises, strategies for balancing family life and work life, methods to use to find quality child care, and education programs are assessed. This course encompasses the National Standard for Family and Consumer Science Education for Parenting: Evaluate the effects of parenting roles and responsibilities on strengthening the well-being of individuals and families.

EDUC 110 (5275) Child Development

Prerequisite: None

Credit Hours: 3

This course is designed for teachers in training and teachers in service whose major interest is the pre-kindergarten, kindergarten, and primary child. It would also be a valuable tool for social service workers, special educators, parents, home visitors, and others who require a practical understanding of the young child. This course introduces the uniqueness of the young child in comparison to the older child and illustrates how to work with young children in ways that relates to their development level.

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EDUC 112 Early Education Curriculum

Prerequisite: None

Credit Hour: 3

This course is designed for teachers, pre-teachers, child care providers, parents, and other adults working with young children in an education setting. Participants will learn ways to create an active curriculum for young children.

EDUC 114 Caring for Children with Handicaps

Prerequisite: EDUC 110 Child Development

Credit Hours: 3

This course provides an overview of exceptionalities in development. Content includes federal and state laws, characteristics and etiologies of mental retardation, learning disabilities, emotional disturbance; speech and language disorders, hearing and vision impairments, physical disabilities, and giftedness. This course enables teachers, parents, and other adults the ability to gain a deeper understanding of including children with disabilities in the child care setting.

EDUC 116 (0839) Family Day Care

Prerequisite: None

Credit Hours: 3

This course will provide the student with an understanding of the organization and administration of a family day care program. They will gain an understanding of how to administer a variety of high quality child care programs according to the state rules and regulations.

EDUC 118 Health Safety and Nutrition for the Young Child

Prerequisite: None

Credit Hours: 3

This course provides students with a holistic environmental approach to safety, nutrition, and health in quality early childhood education environments. It is designed for teachers, pre-teachers, child care providers and others interested in the basic health, nutrition and safety of young children.

EDUC 122 Activities for Young Children

Prerequisite: EDUC 110 Child Development

Credit Hours: 3

This course is designed for teachers, pre-service teachers, child care providers and any one working and playing with young children. This course will focus on the creativity of young children and the importance of fostering this skill to promote learning.

EDUC 123 Home, School, and Community Relations

Prerequisite: None

Credit Hours: 3

This course will provide students the understanding that successful early childhood education depends on partnerships with children's families, school and communities. Students will demonstrate an understanding of the importance and complexity of children's families and communities. Students will use this understanding to create respectful, reciprocal relations that support, empower, and involve all families in their children's learning. This course incorporates the standards and objectives that are set forth by the NAYEC and Core Competencies for Early Childhood and Youth Development (Kansas and Missouri) intended for individuals interested in education, and early childhood.

EDUC 126 Childhood Program Planning 0-5

Prerequisite: None

Credit Hours: 5

This course is designed for teachers, child care professionals, and adults working with young children. Students will gain an understanding of how early childhood theories are applied to developmentally appropriate practices and guidance techniques in early childhood classrooms. There will be a focus on the physical, cognitive, social, emotional and creative development of children ages 0-5. Students will

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participate in observations for children in the child's natural environments. Identifying developmental milestones and developmentally appropriate behaviors, will be recoded in a portfolio as tools for assessment and documentation of the child's development.

**EDUC 131 Observation and Assessment in Early Childhood Settings**

Prerequisite: EDUC 110, Child Development

Credit Hours: 4

This course provides a framework to introduce assessment of children in early childhood settings through observation of children at play using understandings about children to inform planning. Anecdotal records, rating systems, and multiple assessment strategies are explored. The course focusses on the appropriate use of assessment strategies to document growth, play, and learning to join with families in promoting children's success. Students will analyze goals through observation, documentation, and various forms of assessments that are central to the practice of all early childhood professionals. Students will also implement individual goals, applying a systematic process ethically, in partnership with families and professionals, to positively influence the development of every child. Students will observe children in their natural environment(s). This course incorporates the standards and objectives that are set forth by the NAYEC and Core Competencies for Early Childhood and Youth Development (Kansas and Missouri) intended for anyone interested in education, early childhood, or child care providers.

**EDUC 134 (0842) Preprofessional Lab**

Prerequisite: None

Credit Hours: 1

An introductory lab experience in teach education. To help in understanding the role of the teacher and the school, students will be assigned to public schools in the area to assist the classroom teacher in almost all phases of classroom activity except teaching. Duties may include tutorial experience, taking class attendance and playground duty, etc.

**EDUC 140 (0819) Introduction to Teaching**

Prerequisite: None

Credit Hours: 3

This course is designed to provide the student with a general knowledge of the teaching profession as it occurs in elementary and secondary education in the United States. Topics to be introduced will be as follows: the history of education, teaching methods, educational settings, and the roles of educational personnel.

**EDUC 142 Early Childhood Education**

Prerequisite: None

Credit Hours: 3

This course will provide students with an overview of issues involved in the early care and education of young children. Students will develop multiple ways to reflect on the knowledge, skills, and developmentally appropriate practices for early childhood education. This course also incorporates the standards and objectives that are set forth by the NAYEC and is intended for anyone interested in education, early childhood, preschool or day care providers.

**EDUC 147 (1601) Information Literacy**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 2

An introduction to information and its effect on society. The students will learn to deal with information and how to effectively access it through library resources, Web catalogs, indexes, reference materials, electronic databases and the Internet. The student will learn how to evaluate information and use it in an ethical manner.

**EDUC 151 (0820) Children's Literature**

Prerequisite: None

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Credit Hours: 3

This course is designed to familiarize students with the heritage, concentration genres, and criteria for evaluating children's literature; suggested selections of books for the elementary and middle school program, and methods of teaching literature among children in any setting.

EDUC 152 (0822) Children's Music

Prerequisite: None

Credit Hours: 3

This course is directed toward students in the elementary education program. It is designed to show how music can be taught and integrated into other areas of the elementary classroom curriculum. Traditional areas of music instruction will be covered including fundamentals of music, singing, playing instruments, listening, moving to music, and creative experiences with music. In addition, we will study multicultural approaches to teaching and practice writing lesson plans focusing on the needs and interests of young children.

EDUC 154 (0831) Art Education

Prerequisite: None

Credit Hours: 3

This course is designed to help art education and elementary education concentrations build an understanding of children's art and develop an art curriculum for their classroom that provides quality art experiences for every child. Emphasis will be placed on lab work and experimentation of various art materials suitable for the classroom. Instruction is based on lecture, class discussion, and lab work.

GEOG 101 (911) (ED) World Regional Geography

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course uses a world regional approach to geography. After learning the conceptual framework of geography, we will apply these concepts to specific regions of the world. Focusing on selected countries as case studies, the class will examine the ways in which the geographic environment molds peoples and nations. The themes of development and conflict will be stressed as they relate to the various regions of the world.

PARA 114 Applied Behavior Analysis in Education

Prerequisite: None

Credit Hours: 3

This course is designed for teachers, childcare providers, parents and anyone working with children. This course will demonstrate how behavior affects everyone and introduce students to 7 behavioral skills that help promote positive child development. This course will allow the students to observe, evaluate and interpret data gathered through observation and interaction with children.

PARA 115 Applied Behavior Analysis in Education Lab

Prerequisite: None

Credit Hours: 1

This course is designed for teachers, childcare providers, parents and anyone working with children. This course will demonstrate how behavior affects everyone and introduce students to 7 behavioral skills that help promote positive child development. This course will allow the students to observe, evaluate and interpret data gathered through observation and interaction with children. Students will be required to have 15 hours of observation.

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## English

### ENGL 097 Reading and Writing Essentials

Prerequisite: None

Credit Hours: 3

This course is designed to help students obtain the skills they need to succeed in college courses that are reading and writing intensive. This course serves those students who do not feel comfortable with their present reading/writing skills or those whose test scores place them into this course.

### ENGL 099 Pre-College Reading and Writing

Prerequisite: C (70%) or better in Reading and Writing Essentials or appropriate placement score

Credit Hours: 3

This course is designed to teach the student reading comprehension, critical thinking, and writing and grammar skills required to succeed in higher level reading/writing intensive college courses. In this course, students learn to read and evaluate information found in texts, and to generate topics, and write clear, well-organized paragraphs, as well as being responsive readers for other students.

### ENGL 101 (1513) English Composition I

Placement Test Level: General Education Course Placement\*

Prerequisite: Placement Test Score

Credit Hours: 3

This course develops students' abilities in basic, written communication skills. Persons who plan to receive any type of degree must be able to communicate effectively, through both the spoken and written word; this class provides guidance in the areas of traditional grammar and communication logic and gives students practice in applying principles of exposition. In general, the class helps students master language and provides them with critical thinking skills which are necessary in higher education.

### ENGL 102 (1514) English Composition II

Placement Test Level: General Education Course Placement\*

Prerequisite: ENGL 101 English Composition I

Credit Hours: 3

This course continues to develop students' abilities in basic communication skills covered in English Composition I and introduces students to the techniques of research. Persons who plan to receive any type of degree must be able to communicate effectively, both through the spoken and written word; this class provides guidance in the areas of traditional grammar and communication logic and gives students practice in applying the principles of exposition taught in English Composition I. In general, the class helps students master language and provides critical thinking skills which are necessary in higher education.

### ENGL 200 (1570) Creative Writing

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course gives students practice in creative writing. Instruction centers on the elements of style, techniques of structure, and the importance of observation. Students act as an audience for one another and practice editing skills. In addition, students learn some of the steps involved in selling their work and in the publishing process. Research and observation skills that support creative writing will be practiced. In addition, students will strive to become better writers by becoming better readers.

### ENGL 206 General Literature

Placement Test Level: General Education Course Placement\*

Prerequisite: None

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Credit Hours: 3

This introduction to literature course is organized around three major literary genres—short fiction, poetry, and drama. The focus is on the elements of literature that these genres have in common—plot and structure, character, setting, style, symbolism and myth, and theme.

Although these common elements are considered individually in the study of each genre, the emphasis remains on the interrelationship of the elements in the literary text; they function together to produce a whole that is greater than the sum of its parts.

The course also places a strong emphasis on writing about literature as an act of discovery and as a way for students to enhance their composition and critical thinking skills. Some writing activities are personal responses; some are analytical and interpretive essays.

ENGL 208 (1520) Introduction to Western Literature

Placement Test Level: General Education Course Placement\*

Prerequisite: English Placement Test (Native Speakers of English)

English Placement Test and TOEFL score of 520 (Non-native Speakers of English)

Reading for Academic Success or appropriate reading score

Credit Hours: 3

This course is designed to provide students with opportunities to examine western literature selections from the Ancient World to the Renaissance.

Students will study two genres: fiction and poetry. Students will examine and identify the formal features of each selection, analyze and interpret the material for meaning, and record these explorations in journals.

ENGL 212 (1523) Introduction to Literature I: Poetry and Drama

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course increases students' general competence in literature and language and helps them develop analytical skills that can heighten the experience of reading a poem or play.

Students also write about particular selections as a way to discover their own ideas and to enhance their composition and critical thinking skills. Some writing activities are personal responses; some are analytical and interpretive.

ENGL 213 (1524) Introduction to Literature II: Prose and Fiction

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course is a study of selected short stories and longer novellas; it stresses the reading and analysis of representative works to give students an understanding of the craft of fiction. This class is designed to introduce students to the elements of fiction—plot, character, setting, point of view, symbol, and style—as they function together to produce meaning in a short story.

Students also write about the stories as a way to discover their own ideas and to enhance their composition and critical thinking skills. Some writing activities are personal responses; some are analytical and interpretive.

ENGL 215 (1539) Science Fiction (IO)

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

The development of the science fiction genre in relationship to changing technology is surveyed, emphasizing trends in literature, art, and film.

ENGL 219 (1541) Film Appreciation

Placement Test Level: General Education Course Placement\*

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Prerequisite: None

Credit Hours: 3

This course introduces students to the language of film, to its cultural dimensions, and to its history. Students study individual films as genre pieces, learn to judge visual images, and become aware of the aesthetic aspects of film.

## **Foreign Language**

LANG 104 (1121) French I (IO)

Reading Placement Test Level: None

Prerequisite: None

Credit Hours: 5

An introduction to French with emphasis on the study of grammar and creation of sentence structure. The course is designed to build vocabulary to 600 words and to enable students to use the language in proper grammar and pronunciation.

LANG 105 (1122) French II (IO)

Reading Placement Test Level: None

Prerequisite: LANG 104 French I

Credit Hours: 5

A continuation of French I covering the final areas of grammar with emphasis on usage in the language, constructing conversations and paragraphs.

LANG 127 (1152) Spanish I

Reading Placement Test Level: Reading Essentials

Prerequisite: None

Credit Hours: 5

Spanish I is a five credit hour transfer course. Upon completion of the course, students will be able to pronounce, read, write, and understand basic Spanish phrases. Comprehension, oral, and written, will focus on "survival skills" in the target culture. Students will be able to ask directions, greetings, know dates, days of the week and months, tell time, and order food, etc.

LANG 128 (1153) Spanish II

Reading Placement Test Level: None

Prerequisite: LANG 127 Spanish I

Credit Hours: 5

Spanish II is a five credit hour transfer course. Spanish II is a performance-oriented program designed to make the study of Spanish a flexible and personal experience. Upon completion of the course, students will be able to pronounce, read, write, and understand Spanish phrases and maintain a full conversation. Comprehension, oral and written, will focus on "survival skills" as well as exposure to Spanish literature such as poems and short stories. The student will be fully involved in the study of all tenses in Spanish (present, preterite, imperfect, future, conditional, and subjunctive) as well as the use of command forms both familiar and formal.

## **Geography**

GEOG 101 (911) World Regional Geography

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

The first part of the course surveys the basic concepts of physical and human geography. In the remainder of the course these concepts are applied to a study of the major regions of the world. Emphasis is placed on the themes of development, conflict, and globalization, with the goal of providing students the tools to develop informed perspectives on current global events.

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GEOG 102 (912) North American Geography  
Placement Test Level: General Education Course Placement\*  
Prerequisite: None  
Credit Hours: 3

This is a course about the geography of North America. Emphasis is on the key environmental, cultural, economic, and political issues facing North America today. The course does pay a small amount of attention to physical geography, and also to the historical processes that have helped to shape each region in North America. Because of the physical, economic, and cultural linkages of the United States and Canada to the Mexican borderlands, along with their environmental and physical connections to the island of Greenland, this course also includes studies of the USA-Mexico borderlands region and Greenland.

## **Graphic Design**

GRAP 101 (1145) Graphic Communication

Prerequisite: None  
Credit Hours: 3

This is a basic course in advertising design and copy for the graphic design industry. Basic layout and copy considerations will be reviewed. Instruction will be given in research methods used by designers as well as digital methods of typesetting. Guidelines for combining image and type, writing effective headlines, slogans and body copy for all types of print ads will be included. Communicating with a client and other graphic design professionals (i.e., printers, typesetters, manufacturers, etc.) will be covered.

GRAP 107 (1099) Introduction to Desktop Publishing

Prerequisite: None  
Credit Hours: 3

This introductory course into the Macintosh computer explores basic computer skills, with emphasis given to page layout for desktop publishing. Students will learn basic skills using design and illustration, photo-imaging, and page layout software.

GRAP 113 (1136) Packaging Design

Prerequisite: None  
Credit Hours: 3

This course will emphasize the application of graphic design elements to various three-dimensional forms. Creative solutions to the design and assembly of product packaging and displays using traditional materials and digital design tools will be explored. Students will conceptualize visually and verbally, sketch ideas in a rough form, and develop final concepts into three-dimensional mockups with computer-generated graphics.

GRAP 118 (1117) Typography

Prerequisite: None  
Credit Hours: 3

An introduction to the theory and practice of typographic design. The principles of type are studied focusing on letterforms, point size, kerning, leading, and appropriate type selection. The study and identification of type families and categories will be emphasized. Students will learn the typographic elements and techniques by which they can effectively communicate to a mass audience. Instruction will consist of lecture, class discussion, and projects.

GRAP 120 (1028) Color Theory

Prerequisite: None  
Credit Hours: 3

This course explains the basic principles of color as applied to pigment, light, and print. Color psychology, symbolism, manipulation, sensation, temperature, and harmonies, stimulate further inquiry into graphic design and client/sales persuasion. The course uses lecture, discussion, and color exercises to explore color theory and application.

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GRAP 122 (1112) Illustration

Prerequisite: None

Credit Hours: 3

This course focuses on illustration as a communicative device in developing total design concepts to solve graphic problems of professional scope and complexity in a variety of digital and traditional media. Traditional techniques are utilized to create original illustrations, and then digital techniques are applied to reproduce the illustration digitally using appropriate software. The student will apply the elements and principles of design as well as layout techniques to incorporate the illustration into a final digitized design. (Examples: postage stamp illustration will be digitally reproduced as a sheet of stamps, editorial illustration will be integrated into an editorial page layout, etc). Illustration for all design disciplines (fashion, graphics, product, interiors and environmental) will be discussed as well as illustration trends in the field.

GRAP 128 (1097) Digital Animation

Prerequisite: None

Credit Hours: 3

An introductory level course in computer graphics animation. Creating moving images for Internet and multi-media applications will be featured.

GRAP 130 (1114) Advertising Design

Prerequisite: None

Credit Hours: 3

An advanced course dealing with the relationship of the designer to different audiences. The potential of graphics as a vehicle for communication in signage, editorials, print, posters, television, radio, and displays. Traditional and electronic media will be utilized to develop concepts specific to a client's needs and/or constraints. Design trends will be explored as pertaining to different graphic materials will be discussed.

GRAP 200 (1116) Portfolio Development

Prerequisite: None

Credit Hours: 3

In this course, the student will develop a portfolio of work that demonstrates the conceptual abilities and technical skills necessary to gain employment in the field of graphic design. Creative marketing and self-promotion techniques will be discussed to assist the student in developing and designing a personal identity package that includes a creative resume, business card, letterhead and personal logo in preparation for seeking employment. Interviewing techniques, business practices, professional associations, resources, and job-seeking skills, specific to the field of graphic design, will be discussed.

GRAP 202 Digital Photography

Prerequisite: None

Credit Hours: 3

Digital Photography is a study of current electronic imaging processes related to photography. Digital cameras will be used to capture images. Adobe Photoshop software and computers will serve as the digital darkroom.

GRAP 204 (1137) Digital Illustration

Prerequisite: None

Credit Hours: 3

This course will focus on using the Macintosh computer as an Illustrative/Graphic Design tool. Students will create graphics and illustrations using Adobe Illustrator. The use of design and illustration is emphasized.

GRAP 206 (1140) Photo Editing Software

Prerequisite: None

Credit Hours: 3

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This is an introductory course in photo-imaging using the computer, a scanner, a digital camera, and Adobe Photoshop software. Students will learn to create and manipulate photo images and incorporate those images into graphic design. Image quality and the use of photography in the design process will be emphasized.

GRAP 208 (1139) Website Design Software

Prerequisite: None

Credit Hours: 3

This course will feature Adobe Dreamweaver software. Students will learn about creating web pages and then create one for their online portfolios. These pages will be linked to the Labette Community College Graphic Design page for use by the students as a web presence as they seek employment.

GRAP 210 (1143) Digital Page Layout

Prerequisite: None

Credit Hours: 3

Using Adobe InDesign as the page layout program, students will incorporate graphics, scanned images, digital photography and text into various design projects. Concept development, design quality and effectiveness of communication will be emphasized.

GRAP 216 (1138) Graphic Design Print Media

Prerequisite: None

Credit Hours: 3

This course will focus on pre-press file preparation. Emphasis will be on digital preparation of print files for commercial printing and for online applications.

## **Health Care**

HEAL 101 (5280) Cardiopulmonary Resuscitation

Prerequisite: None

Credit Hours: 0.5

Students will review didactic material concerning: CPR theory, when to initiate/discontinue CPR, proper compression and ventilation techniques, Heimlich maneuver (FBAO relief), hazards of CPR, assessment skills. Students will demonstrate: proper compression and ventilation techniques (on mannequins), Heimlich maneuver for clearing an obstructed airway, to include pregnant and obese patients, and reasonable assessment skills

Students will pass the 50-question written examination with a minimum score of 80%.

HEAL 104 (5488) CPR/First Aid

Prerequisite: None

Credit Hours: 1

This course is designed to teach the basic levels of the first aid and CPR for the layperson until medical help arrives. This course will help individuals recognize emergencies and make appropriate decisions regarding care.

HEAL 115 (5465) Adult Care Home Operator

Prerequisite: None

Credit Hours: 3

This course is designed to provide operators of assisted living facilities, residential health care facilities, home plus, and adult day care facilities with information on the principles of assisted living. The aging process and its effect on activities, treatment, and management of the elderly will be presented.

Participants who attend all sessions and successfully complete a comprehensive examination will meet the requirements to be an operator as established by the Kansas Department of Health and Environment.

HEAL 121 (5211) Nurse Aide: Geriatric

Prerequisite: Two-Step TB Skin Test and Compass Reading Test

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Credit Hours: 6

State-approved course which prepares the student to take the Kansas examination for nurse aide certification. Identify and apply in the clinical setting the basic concepts and principles of resident welfare, safety, psychosocial needs of residents, resident rights, rehabilitation, and legal and ethical responsibilities. Apply the knowledge of basic disease process, aging process, and nursing procedures to the care of residents encountered in a long-term care facility. Students should be able to lift 100-150 pounds.

HEAL 129 (1853) Home Health Aide

Prerequisite: Must be Certified Nurse Aide (CNA)

Credit Hours: 1

Prepares student to take the state examination for Home Health Aide. Familiarizes the student with the functions and purposes of home health agencies and prepares the student to work as a home health aide. Tasks performed by the home health aide may include but are not limited to: assisting the client to bathe, dress and groom; safely assisting clients in ambulation; maintaining a record of services provided as well as observations of the apparent status of client's condition; preparing and serving foods following specialized diets; cleaning the client's environment including changing of bed linens and laundry tasks; and performing a variety of miscellaneous duties as prescribed in a written plan of care.

HEAL 131 (5212) Medication Aide

Prerequisite: Kansas Certified Nurse Aide License, Two-Step TB Skin Test, Compass Reading Test, and Pre-Algebra Test

Credit Hours: 3.5

This course is intended to prepare participants to safely perform the standard duties of a medication aide within Kansas licensed adult care homes. Material will be presented through online forums, quizzes, and critical thinking activities with instructor support. A 25 hour clinical rotation will be completed by the student with the instructor. The state test will be administered at the LCC campus after the completion of online instruction and clinical rotation.

HEAL 132 (5221) Medication Aide Recertification

Prerequisite: Must be Medication Aide

Credit Hours: 1

State approved course. A review of skills essential for the administration, care, and handling of medications. Required every two years by state regulations.

It consists of an overview of current medications and their effects on the elderly, including overmedication and drug abuse, drug-drug and drug food interactions, drug classification update and regulations, and other legal considerations.

HEAL 142 (5213) Emergency Medical Technician – EMT

Prerequisite: High school diploma or GED or be a current high School senior enrolling with the consent of your school. Valid Driver's License. Reading Placement Test Level: Accuplacer Reading Score of 69 or higher, Compass test of 75 or higher or ACT Reading Test scoring of 17 or higher or successful completion of Pre-College Reading & Writing. Proof of immunizations including a current Td 2 Step TB Test. Criminal Background Check (paid by student). Complete a program orientation at LCC.

Credit Hours: 12

This course will develop student skills in recognizing symptoms of illness and injuries and proper procedures of emergency care. This course prepares the student to take the Kansas State Board of Emergency Medical Services examination for Emergency Medical Technician certification. This course is designed for individuals interested in providing medical care to patients in the prehospital setting. It will provide the participant with opportunity to gain information, skills and attitudes necessary for certification and practice as an EMT in the State of Kansas. This course is approved by the Kansas Board of Emergency Medical Services. It addresses information and techniques currently considered to be the responsibilities of the Emergency Medical Technician according to the United States Department of Transportation National Standard Curriculum and the Kansas Authorized Activities for the EMT.

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HEAL 151 (5819) Advanced Cardiac Life Support (ACLS)

Prerequisite: None

Credit Hours: 1

This course is designed to provide the participant with the skills to respond to acute cardiovascular situations in and out of the hospital setting.

HEAL 163 Preparation Course for Pharmacy Technician Certification Exam

Prerequisite: Compass Reading score of at least 75, Compass Math score of at least 34

Credit Hours: 3

This introductory course prepares the student to take the national Pharmacy Technician Certification Board (PTCB) examination. It includes both online instruction and a clinical observation (30 hours total) with opportunities to observe a compounding pharmacist and in an independent retail pharmacy, a long-term care facility and a hospital pharmacy. This course is designed to prepare the student to sit for the certification exam, and as an observational introduction to pharmacy operations. It is not intended to be a comprehensive career readiness course.

## History

HIST 101 (2251) American History To 1877

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A survey of the social, political, cultural, diplomatic, and economic development of North America, the British colonies, and the United States from before the arrival of Europeans to 1877.

HIST 102 (2252) American History Since 1877

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A survey of the social, political, cultural, diplomatic, and economic development of the United States from 1877 to the present.

HIST 103 (2253) World History to 1500

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A survey of world history from prehistory to about 1500 C.E. The histories of the Ancient Near East, India, China, Greece, Rome, Ancient America, the Muslim world, and Medieval Europe will be compared through their politics, religions, philosophies, societies, economics, and cultures.

HIST 104 (2254) World History Since 1500

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A survey of world history from 1500 C.E. to the present, with emphasis on the causes and effects of the hegemony of Western Civilization, the emergence of globalization, and the historical roots of today's global issues.

HIST 108 (2210) Current World Affairs

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course is an in-depth study of current events, trends and developments that affect daily life. In this course, we explore broad forces at play in the world: international economics, national interests, military power, nationalism, ethnicity, the environment and human rights. We will discuss world events as they unfold before our eyes and seek to understand them in light of their historical context. Students will leave

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this class with both a vision of the world's vast political landscape and the ability to better understand the multitude of events that comprise that landscape.

HIST 119 (2262) Explorations in History

Prerequisite: None

Credit Hours 1-3

These are history courses that focus on a particular historical field, time period, or topic. Previously offered courses include: European History, American Indian History, African-American History and Women's History.

HIST 201 (2260) Kansas History

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A political, social, cultural, and economic survey of Kansas history from before the arrival of Europeans to the present day, emphasizing how the history of Kansas fits in to the larger scope of American history.

### **Industrial Technology**

INDU 123 Electronic Devices

Prerequisite: INDU 125 Fundamentals of Electronics I w/Lab, INDU 167 Fundamentals of Electronics II w/Lab

Credit Hours: 3

This course will provide a fundamental knowledge of DC Power Supplies, Diodes, Transistors, Amplifiers and Troubleshooting. Operational Amplifiers, Oscillators, Integrated Circuits, Thyristors, Switch Mode Regulators, and AM/FM Radio Circuits

INDU 125 Fundamentals of Electronics DC/AC

Prerequisite: None

Credit Hours: 3

This course provides a fundamental knowledge of analysis techniques used to solve for current, voltage, wattage, and resistance in various DC/AC circuits.

INDU 127 Digital Logic Circuits w/Lab

Prerequisite: None

Credit Hours: 3

Theory and experimentation with building block circuits in logic systems and computers in a hands-on environment. Small scale ICs are used to learn the basic fundamentals of these systems and subsystems. Simple analysis techniques are taught to build the student's ability to troubleshoot. Binary mathematics and Boolean concepts are introduced and explained as needed.

INDU 155 Safety (OSHA)

Prerequisite: None

Credit Hours: 1

This course will include OSHA standards assuring proper safety techniques for all types of circuits and components.

INDU 167 Fundamentals of Electronics DC/AC Lab

Prerequisite: Enrolled in INDU 125 Fundamentals of Electronics I w/Lab

Credit Hours: 3

Provides a fundamental knowledge of analysis techniques used to solve for current, voltage, wattage, resistance, and impedance in various AC Circuits.

INDU 168 Electronic Devices Lab

Prerequisite: INDU 125 Fundamentals of Electronics DC/AC, INDU 167 Fundamentals of Electronics

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DC/AC Lab, Enrolled in INDU 123 Electronic Devices

Credit Hours: 3

The course will include DC Power Supplies, Diodes, Transistors, Amplifiers, Troubleshooting, Operational Amplifiers, Oscillators, Integrated Circuits, Thyristors, Switch Mode Regulators, and AM/FM Radio Circuits.

## Management

MNGM 152 Leadership I

Prerequisite: None

Credit Hours: 3

Develop effective management/leadership skills through the study of various management philosophies, team building concepts, and the leadership characteristics of past and present prominent leaders.

## Mathematics

MATH 88 (0811) Foundations of Math

Prerequisite: Placement Test Recommendation

Credit Hours: 3

This course is designed to help students improve their mathematical skills in the areas of whole numbers, fractions, decimals, measurement, and percents. The basic operations of addition, subtraction, multiplication, and division will be stressed in all areas. (Non transferable)

MATH 106 (1707) Applied Mathematics

Prerequisite: Placement Test Recommendation *or* C or better in MATH 88, Foundations of Math

Credit Hours: 3

This course is designed to help vocational students and other career minded students develop and refine job-related mathematical skills. The course includes material on arithmetic operations, problem solving techniques, estimation of answers, measurement skills, and geometry.

MATH 96 (1717) Beginning Algebra

Prerequisite: Placement Test Recommendation *or* C or better in MATH 88, Foundations in Math

Credit Hours: 3

This course will build skills in basic algebra concepts. Topics covered in the course will include the basic language and terms of algebra, rules for signed numbers, techniques for solving linear, quadratic, and literal equations, rules and properties of exponents as applied to algebraic expressions, and the graphing and solving of linear equations and linear systems in two unknowns. (Non transferable)

MATH 100 (1718) Intermediate Algebra

Prerequisite: Placement Test Recommendation *or* C or better in MATH 96, Beginning Algebra

Credit Hours: 3

This course will continue on from MATH 96 Beginning Algebra to cover properties of relations and functions, properties of radicals and radical expressions, properties of rational expressions, solving quadratic equations using root extraction and the quadratic formula, and extending and building graphing concepts from lines to basic polynomial functions. (Non transferable)

MATH 111 (1713) Mathematics for Education

Prerequisite: Placement Test Recommendation *or* C or better in MATH 100, Intermediate Algebra

Credit Hours: 3

This course is designed to provide a foundation of theory for many of the concepts found in the current elementary and middle school mathematics classroom. This course will examine topics related to the Real Number system, such as set theory, logic, probability theory, and statistics, all from a problem solving approach. The use of technology (e.g. calculator, the Internet, etc.) as tools for problem solving and research will be an integral part of the course.

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### MATH 115 (1719) College Algebra

Placement Test Level: General Education Course Placement\*

Prerequisite: Placement Test Recommendation **or** C or better in MATH 100 Intermediate Algebra

Credit Hours: 3

This course continues from MATH 100 Intermediate Algebra to cover and extend the properties of functions and their inverses, properties and graphs of the exponential and logarithmic functions, graphing techniques for general higher order polynomials and rational functions, and various solution techniques for solving higher order linear systems of equations. Topics on sequences and series will be presented as time permits. Use of technology such as the graphing calculator and some computer packages will be incorporated into the course.

### MATH 120 (1720) Elementary Statistics

Placement Test Level: General Education Course Placement\*

Prerequisite: Placement Test Recommendation **or** MATH 115 College Algebra

Credit Hours: 3

This course is an introduction to fundamental statistical concepts and techniques with computer capability for applying these techniques to data. Includes descriptive statistics, nonparametric statistics, sampling techniques, hypothesis testing and other statistical inference.

### MATH 121 Matrix Algebra

Prerequisite: Placement Test Recommendation **or** MATH 115 College Algebra (C or better)

Credit Hours: 3

This is an introductory course covering basic linear algebra, matrices, and their applications to the sciences, math, business, and economics. The course will cover matrices and matrix algebra, solution of linear systems of equations, the determinant of a matrix and its properties, eigenvalues and eigenvectors of matrices, and vector and inner product spaces.

### MATH 125 (1730) Trigonometry

Placement Test Level: General Education Course Placement\*

Prerequisite: Placement Test Recommendation **or** MATH 115 College Algebra

Credit Hours: 3

This course will cover the basic trigonometric functions on the right triangle and extend to rules for solving non-right triangles. Trigonometric identities will be derived and proven. Complex numbers and applications to the sciences will be presented. This course should be taken by any student needing to take Calculus I who has not yet had any exposure to the trigonometric functions. This course is recommended for any student needing to take physics and is required for most pre-engineering and engineering programs.

### MATH 130 (1751) Calculus I

Placement Test Level: General Education Course Placement\*

Prerequisite: Placement Test Recommendation **or** MATH 125 Trigonometry

Credit Hours: 5

The first course in the calculus sequence will cover the concepts of limits and continuity of polynomial, rational, trigonometric, and exponential functions. The concept of rates of change and the derivative will be applied to these functions. The course will come to a close with the concepts of the anti-derivative and properties and definition of the definite integral. This course is required of any student seeking a degree in physics, mathematics, engineering, chemistry, and other related fields at a four-year institution.

### MATH 131 (1752) Calculus II

Prerequisite: MATH 130 Calculus I

Credit Hours: 5

This second course in the calculus sequence will cover the concepts of limits as applied to transcendental functions. Various substitution techniques for evaluating integrals will be presented. Problems involving areas, volumes of surfaces, and moments will be developed and solved. The course will cover sequences and series and look at properties of convergence and divergence. There will be an introductory look at differential equations and coverage of polar coordinates and parameterized curves. This course is

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required of any student seeking a degree in physics, mathematics, engineering, chemistry, and other related fields at a four-year institution.

MATH 201 (1753) Calculus III

Prerequisite: MATH 131 Calculus II

Credit Hours: 5

This third course will complete the calculus sequence. The course will cover infinite sequences and series and test of convergence and divergence. The calculus of multivariable functions, partial derivatives, and optimization of higher dimensional surfaces will be covered. The theory and use of vector-valued functions to calculus will be presented. Problems of areas, volumes, and moments will be extended to three-dimensional space and solved using multiple integration techniques (including the line integral, Stoke's Theorem, and Green's Theorem in vector fields). This course is required of any student seeking a degree in physics, mathematics, engineering, chemistry, and other related fields at a four-year institution.

MATH 202 (1740) Differential Equations

Prerequisite: MATH 201 Calculus III

Credit Hours: 3

This course will include solution techniques for the standard ordinary differential equations of the first and second order (with some generalization to higher order equations). Power series solution techniques for linear equations with constant coefficients will be presented. Solution of differential equations using the Laplace Transform will be presented. Applications to geometry and the physical science will be presented and covered. This course is required of any student seeking a degree in physics, mathematics, engineering, chemistry, and other related fields at a four-year institution.

## Music

MUSI 101 (1051) Music Appreciation

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This is a survey course in basic fundamentals of music, and from this foundation moving into a better understanding of styles and music from different periods in history. The main purpose is for students to gain a broader understanding of and appreciation for many types and styles of music. We will also see how music is influenced by social, religious, political, and scientific advancements happening in the world at any given time.

MUSI 104 (1092) History of Jazz and Rock

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This is a survey course that shows the logical musical derivatives and developments of jazz and rock music. At the same time the course will identify and listen to the important elements that compose the individual styles of jazz and rock music as they evolved from era to era.

MUSI 132 (1045) Community Chorus

Prerequisite: None

Credit Hours: 1

The Community Chorus provides interested persons with the opportunity to rehearse and perform worthwhile literature for both pleasure and improved musical knowledge. One can either enroll for credit or can simply come and sing for the enjoyment of joining others in song.

MUSI 133 (1093) Community Orchestra

Prerequisite: None

Credit Hours: 1

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The Community Orchestra provides interested persons with the opportunity to rehearse and perform worthwhile literature for both pleasure and improved musical knowledge. One can either enroll for credit or can simply come and play for the enjoyment of making music.

**MUSI 144 (1047) Community Band**

Prerequisite: None

Credit Hours: 1

This course provides interested persons with the opportunity to rehearse and perform worthwhile literature for both pleasure and improved musical knowledge. One can either enroll for credit or can simply come and play for the enjoyment of making music.

**MUSI 148 Guitar Ensembles**

Prerequisite: None

Credit Hours: 1

Guitar Ensemble provides interested students with the opportunity to perform guitar music in a group environment. Music will be selected from a variety of styles including (but not limited to) Renaissance, Baroque, Classical, Romantic, Contemporary, Folk, Blues, Jazz, Rock, Country, and Popular music. This is not a class for beginners. Beginners are encouraged to take Private Lessons.

**MUSI 176 Jazz Band**

Prerequisite: None

Credit Hours: 1

The LCC Jazz Bank provides interested students and community members with the opportunity to study and perform American jazz music in genres such as Dixieland, Swing, Bebop, Cool Jazz, Fusion, Funk and Latin.

**EDUC 152 (0822) Children's Music**

Prerequisite: None

Credit Hours: 3

This course is directed toward students in the elementary education program. It is designed to show how music can be taught and integrated into other areas of the elementary classroom curriculum. Traditional areas of music instruction will be covered including fundamentals of music, singing, playing instruments, listening, moving to music, and creative experiences with music. In addition, we will study multicultural approaches to teaching and practice writing lesson plans focusing on the needs and interests of young children.

### **Private Music Instruction**

**MUSI 137 (1095) Explorations in Music**

Private Music Instruction

Private music instruction is provided through Explorations in Music. The offerings include the following: voice, guitar, piano, percussion, brass, strings, and woodwinds.

Prerequisite: None

Credit Hours: 1

Explorations in Music provides interested students with the opportunity to learn more about a musical instrument of their choice. Beginning students will learn basic fundamentals, technique, and develop sight-reading and musicianship skills. More advanced students will gain better understanding of interpretation of the repertoire they are studying and will learn to analyze compositional techniques found in musical literature. All students will be given an opportunity to perform in the semester recital.

### **Nursing**

**NURS 110 (5479) Legal Issues for Nursing (IO)**

Prerequisite: None

Credit Hours: 2

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This course will examine the legal issues confronting nurses in professional practice. There will be an analysis of ethical implications on legal issues. Subjects ranging from malpractice, negligence, and patient care will be discussed. The student will also learn defensive practice strategies and litigation prevention as a part of this course.

**NURS 112 (5486) Phlebotomy**

Prerequisite: None

Credit Hours: 1

This course is designed to teach health professionals or students techniques of proper venipuncture. A variety of classroom activities with laboratory practice will be offered. At the conclusion of the course, the participant will have a basic understanding of proper phlebotomy techniques. Participants will learn to successfully perform venipuncture using a variety of methods.

**NURS 115 (5489) Topics in Health Care Alternative and Complementary Therapies**

Prerequisite: None

Credit Hours: 1

This elective course for health care consumers or health care professionals covers a variety of topics. Courses developed for professional audiences are eligible for submission for approval for continuing education credit required for relicensure as an LPN or RN in Kansas. This course is designed as an introductory to alternative and complementary therapies for health care providers. The study of how alternative therapies affect health care and the community will be explored. This course will help the learner understand unconventional therapies and prepare them to address questions surrounding this topic in health care.

**NURS 116 (8041) Pharmacology for Health Care Providers**

Prerequisite: None

Credit Hours: 3

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

**NURS 118 (5490) Intravenous (IV) Therapy for LPNs and RNs**

Prerequisite: Must have current LPN licensure and evidence of professional student liability insurance available through Labette Community College. Compliance with current immunization and tuberculin test requirements, per Nursing Department Policy will be required prior to enrollment in course.

Credit Hours: 3

This elective course is designed to teach knowledge, skills, and competencies in administration of intravenous fluid therapy. Certification in IV Therapy for the State of Kansas will be received after successful completion of the State Exam. LPNs and RNs will both be rewarded with continuing education hours.

**NURS 120 (5291) Fundamentals of Nursing**

Prerequisite: Valid Nurse Aid Certification & Admission to the LCC Nursing Program

Credit Hours: 10

Introduces fundamental skills, concepts, and principles of biopsychosocial needs of individuals. The nursing process provides a foundation for holistic nursing care. Presents basic concepts of drug calculation, administration, and classification of drugs, and nursing implications. Drug calculation must be passed with 94% before clinical administration of medication. Identifies important aspects of the nursing profession, such as historical, ethical, and legal issues. This class will introduce the role of the nurse as a member of the health care team and provides a foundation for nursing education and care using Maslow's Hierarchy of Needs. Nursing care of the older adult is introduced. Simulated skills are practiced in the nursing laboratory. Students will attend supervised clinical in the hospital and nursing homes where they will participate in patient care and in an observational experience in the ancillary departments of surgery and post-anesthesia room.

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**NURS 122 (5295) Medical-Surgical Nursing**

Prerequisite: Successful completion of NURS 120 Fundamentals of Nursing

Credit Hours: 9

Presents holistic nursing care of medical-surgical clients with common health needs. As a member of the health care team, the student will practice beginning management and leadership skills, and will differentiate delegation and clinical skills required of practical versus registered nurses.

**NURS 124 (5294) Family Nursing I**

Prerequisite: Successful completion of NURS 120 Fundamentals of Nursing

Credit Hours: 3

Uses a family-centered approach to focus on the holistic nursing care of the child-bearing/rearing family. Experiences in Family Nursing I are designed to promote student understanding of the nursing care required of childbearing and pediatric clients and their families within the community. The student will utilize understanding of the nursing process to prioritize, plan and provide nursing care based upon Maslow's Hierarchy of Needs and the ANA Nursing Standards of Practice. Clinical experiences in acute care and community agencies afford the student experience in direct patient care of low risk childbearing/rearing and pediatric individuals and their families.

**NURS 126 (5287) Bridge Course for LPN's**

Prerequisite: Valid LPN license from Kansas, completion of all Level I general education courses, and acceptance into Level II of the LCC Nursing Program.

Credit Hours: 1

This course is required for all LPN advanced placement in LCC's Nursing Program. Course and clinical experience validates current knowledge and skills, plus provides new theory necessary to practice holistic nursing care as a registered nurse student. It is also required for any LCC PN graduate who has not been enrolled in an LCC nursing course in the previous two semesters.

**NURS 151 (5475) Therapeutic Nutrition for Health Care Providers**

Prerequisite: None

Credit Hours: 3

This course is designed as an introduction to the science of nutrition for health care providers. Therapeutic nutrition in this course will include a study of the digestive system, and an in-depth study of the nutrient groups: carbohydrates, fats, proteins, vitamins, minerals, and water. By using therapeutic nutrition students will develop a perceptiveness of nutrients needed for normal growth and maintenance through the lifespan and during disease processes.

**NURS 201 (5296) Mental Health Nursing**

Prerequisite: Successful completion of all Level I courses.

Credit Hours: 4

A study of mental health nursing concepts, and an introduction to therapies used in providing safe holistic nursing care for the mentally ill.

**NURS 203 Family Nursing II**

Prerequisite: Successful completion of all Level I courses

Credit Hours: 4

Builds on the family-centered approach to provide holistic nursing care to the high risk child bearing/rearing family. Experiences in Family Nursing II are designed to promote student understanding of nursing care required of high risk maternity, newborn, and pediatric clients. The student is expected to bring to this course knowledge of nursing care for low risk childbearing, newborn, and pediatric clients and their families, learned in NURS 124 Family Nursing I. The student will utilize understanding of the nursing process to prioritize, plan and provide holistic nursing care based upon Maslow's Hierarchy of Needs and the ANA Nursing Standards.

**NURS 204 NCLEX-RN® Review/Preparation (IO)**

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Prerequisite: None

Credit Hours: 3

This course will provide a comprehensive review for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). It will explore expected nursing skills for each developmental stage of the life cycle. The class will also explore computerized adaptive testing, both in preparing for the NCLEX-RN® exam and the test framework.

NURS 205 Advanced Medical-Surgical Nursing

Prerequisite: Successful completion of all Level I courses, NURS 201 Mental Health Nursing, and NURS 203 Family Nursing II.

Credit Hours: 8

Presents the holistic nursing care of clients with acute health needs with focus on the role of the registered nurse. Identifies opportunities for career and professional growth. Presents the role of the registered nurse in the care of clients with more complex acute health care needs. Clinical leadership experience will be required for preparation in management of human and equipment resources in the acute care setting. Trends and issues concerning career management, medical-economic forces in healthcare, leadership, and management will be explored.

NURS 206 Health Assessment for Nursing Practice

Prerequisite: Pre-Nursing student or acceptance into Nursing Program

Credit Hours: 3

This course is designed to educate the nurse of the skills needed for health assessment of their patients. They will learn history taking, psychosocial assessment, and physical assessment techniques and skills necessary to obtain data. They will learn that this data collection is significant to understanding the patient as a whole, and individualizing their care. A base of health assessment knowledge prepares the nurse for exceptional understanding of the patient situation and gives them a baseline so that they can recognize any changes in patient condition. This course will focus on skills and techniques to be applied to patients of all ages. The course includes lecture and discussion of the various systems of the body. There will also be skills demonstration by the instructor and time set aside in each class for lab skills practice.

NURS 207 (5484) Pathophysiology

Prerequisite: Completion of high school or college Anatomy and Physiology with grade of “C” or better

Credit Hours: 3

This course is designed to better prepare students in the transition between learning content covered in basic anatomy and physiology courses and the study of disease processes studied in nursing, respiratory, and radiography courses.

## **Office Technology**

OTEC 102 (0587) College Keyboarding

Prerequisite: None

Credit Hours: 3

This course is designed to develop machine control and mastery of the keyboard. The course emphasizes proper keyboarding techniques, accuracy, and speed, which can be applied to a variety of problems that the students are likely to meet in their personal life and/or in the business world.

OTEC 103 (0739) Microcomputer Applications I

Prerequisite: None

Credit Hours: 3

This course will teach the student specific areas of expertise in the computer area.

OTEC 106 (0588) Formatting

Prerequisite: OTEC 102 College Keyboarding or One or more units of keyboarding in high school

Credit Hours: 3

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This course is designed to review business document formats, to build speed and accuracy, and to use decision-making skills to evaluate document formats and mailability. Applying written communication skills and demonstrating quality and efficiency in production are emphasized.

OTEC 111 (0551) Records Management & Database Applications

Prerequisite: None

Credit Hours: 3

This course is designed to present knowledge and skills that are needed in records management work. This course emphasizes the basic principles and procedures used in alphabetic, numeric, and subject filing methods for manual and automated records systems. Practice in application of filing rules is provided through the use of records management projects. Students will gain practice in document management and file management using Access database.

OTEC 113 (0523) Business Accounting

Prerequisite: None

Credit Hours: 3

Elementary accounting procedures including theory and practice associated with double-entry bookkeeping are introduced. Special emphasis is placed on the use of journal entries, accounting for and control of cash, and payroll accounting.

OTEC 115 (0502) Human Relations in Business

Prerequisite: None

Credit Hours: 3

A behavioral science course designed to provide development of concepts and strategies about the behavior of workers and managers in an organizational environment.

OTEC 119 (0530) Business Math

Prerequisite: Placement test scores equivalent to MATH 106 Applied Mathematics

Credit Hours: 3

Business decision-making usually involves business math. Business Math provides a background of general and specific knowledge of business math concepts for those students who plan to enter business programs. Students will develop skills using a 10-key adding machine by touch and using the numeric keypad of a computer.

OTEC 121 (0557) Office Procedures

Prerequisite: OTEC 102 College Keyboarding or one or more units of keyboarding in high school.

Credit Hours: 3

This course is the study and development of personal qualities, skills, and knowledge needed for success in clerical occupations, including how to find and "land" the right office position, writing letters, using postal and shipping services, handling mail, filing, using the telephone, transmitting business messages, using banking and credit services, and handling financial transactions.

OTEC 122 (0536) Office Internship I

Prerequisite: Enrollment in an Office Technology Program **or** permission of instructor

Credit Hours: 1-3

This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Students may receive training through paid employment (part-time or full-time), or an unpaid internship (3-5 hours a week).

OTEC 123 (0537) Office Internship II

Prerequisite: Enrollment in an Office Technology Program **or** permission of instructor

Credit Hours: 3

This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Students may receive training through paid employment (part-time or full-time), or an unpaid internship (3-5 hours a week).

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OTEC 124 (5231) Medical Terminology

Prerequisite: None

Credit Hours: 3

Presents basic concepts and elements of medical terms pertaining to the study of the human body, and assists in the development of the ability to read and understand the language of medicine. This course will introduce the basic elements of medical terminology such as prefixes, suffixes, word roots, and combining forms. Commonly used abbreviations will also be addressed.

OTEC 125 (5232) Advanced Medical Terminology

Prerequisite: OTEC 124 Medical Terminology

Credit Hours: 3

This course will build on the knowledge gained in the previous Medical Terminology course. The course will again be outlined by body systems focusing on terminology associated with disease processes, related procedures and pharmaceutical treatment methods. Strong emphasis will be placed on the correct usage and spelling of terms. The student should already have a firm base knowledge of suffixes, prefixes and root words.

OTEC 128 (0607) Medical Transcription

Prerequisite: OTEC 102 College Keyboarding, or one or more units of keyboarding in high school; OTEC 127 Transcriptions Skills.

Credit Hours: 2

Provides an overview of the medical transcription environment, the responsibilities of the transcriptionist, and the skills required. Focuses on the mechanics of transcription including transcription tools, the style and form of the transcriptionist, the various formats for medical reports, and medical terminology.

OTEC 133 (0609) Medical Coding ICD

Prerequisite: OTEC 125 Medical Terminology **or** Medical Training

Credit Hours: 3

This course is designed to introduce the basic concepts of ICD-10-CM diagnosis coding. The class will provide hands-on experience in the application of diagnosis codes while following the official coding rules and guidelines. The student will gain an understanding of how to analyze clinical data for the purposes of coding and reimbursement.

OTEC 134 (0610) Medical Coding CPT

Prerequisite: OTEC 133 Medical Coding ICD **or** instructor permission

Credit Hours: 3

This course is designed to study the concepts of Current Procedural Terminology (CPT Coding) along with HCPCS coding. This course is designed to provide practical application of the coding process using health documentation from patient charts. The student will gain an in-depth understanding of the wide variety of functions that these coding methods serve in the medical community and in health care administration management.

OTEC 136 (0574) Business Office Applications

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student is introduced to secretarial duties performed as an administrative assistant to a top executive. The student will make decisions, set priorities, maintain a tickler file, prepare tables and graphs, and compose correspondence. In addition, the student will be asked to prepare a formal job description of an executive assistant.

OTEC 137 (0576) Medical Office Application

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student is introduced to the administrative routines of a doctor's office and will perform various activities including preparing patients' charts, taking telephone messages,

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scheduling appointments, organizing patient files, and transcribing medical tapes. In addition, the student will be asked to prepare a formal job description of a medical assistant.

#### OTEC 138 (0575) Legal Office Applications

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student is introduced to secretarial duties performed in a small law firm. The student will produce and format various legal documents, become familiar with terminology used in the legal profession, machine transcribe legal correspondence, and get an overall view of the day-to-day operating procedures of a legal office. In addition, the student will be asked to prepare a formal job description of a legal assistant.

#### OTEC 140 (0507) Business English

Prerequisite: None

Credit Hours: 3

This course will emphasize the rules and accepted practices of English grammar in the contemporary business office. Emphasis will be on word choice, number style, capitalization, proofreading, abbreviations, and editing documents.

#### OTEC 155 (0535) Word Processing Concepts and Applications

Prerequisite: OTEC 102 College Keyboarding

Credit Hours: 3

Word Processing Concepts & Applications is a comprehensive hands-on course that provides users with the fundamentals (both conceptual and applied) they need to use word processing software. Students learn the basics and advanced features of Microsoft Word. They will use and develop the tools needed to apply this technology to business applications.

## Philosophy

#### PHIL 101 (1591) Philosophy I

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

Introduces the nature and scope of philosophic thought and terminology, stressing the influence of philosophy on the individual and the world. Many names, topics, and writings from various periods are studied with an emphasis on the Greeks and their subsequent influence.

#### PHIL 104 (1593) Introduction to Logic

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course is a study of how we can (and do) reason about all aspects of our lives. Students learn how to both create logically consistent arguments and also to break down arguments presented by others so as to judge their logical validity. Special subjects in the course include inductive fallacies, generalization, induction, analogies, and cause/effect, as well as a study of formal (or propositionally deductive) logic.

#### PHIL 106 (1957) Ethics

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course provides a systematic and critical study of values related to human conduct. It focuses on both traditional standards of ethical conduct and qualities of personal character. What we hold to be right or wrong, the basis for believing so, and what we consider to be virtues or vices are examined with an eye to understand our current ethical situation.

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## Physical Education

PED 101 (0833) Introduction to Physical Education

Prerequisite: None

Credit Hours: 3

Study of history, philosophy, and social significance of physical education. Includes equipment design, calls visitation, and construction of a physical education program.

PED 103 (0771) Care and Prevention of Athletic Injuries

Prerequisite: None

Credit Hours: 3

The study and application of the methods used in athletic training to prevent and to care for injuries specific to athletic participation.

PED 105 (0837) Personal and Community Health

Prerequisite: None

Credit Hours: 3

Acquaints students with modern health problems and solutions. Topics are communicable diseases, social health, mental health, and consumer health with a concentration emphasis on lifestyle problems. Course meets requirements for all students interested in teaching, physical education, or nursing.

PED 107 (0814) Community Recreation

Prerequisite: None

Credit Hours: 3

An introductory course in recreation. It provides each student with the basic understanding of leisure time impact upon society and makes each student aware of the importance of off-work activity. Explains how government, state, and local programs function.

PED 109 (0832) Recreational Activities

Prerequisite: None

Credit Hours: 2

This course is designed to meet the need of those students who plan to teach in the junior or senior high school or enter the recreation field. The emphasis is weighed more heavily toward individual participation rather than team, however, both are included. Stress is on the wise use of leisure time activities.

PED 110 Introduction to Exercise Science

Prerequisite: None

Credit Hours: 3

This course is designed to introduce students to the history of exercise science, philosophies, potential careers, and terminology used in exercise science fields. Students will also be introduced to exercise physiology concepts, measures and testing, facility sites and issues, and basic medical precautions.

PED 111 (0772) Athletic Training Practicum I

Prerequisite: PED 103 Care and Prevention of Athletic Injuries

Credit Hours: 2

Students will receive practical athletic training experience as an apprentice with varsity sports programs during practices and games.

PED 114 (1365) Basic Nutrition

Prerequisite: None

Credit Hours: 3

Principles of normal nutrition. Food values and adequate nutrient allowances for growth and maintenance will be discussed.

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

**PED 115 Personal Training and Fitness Management**

Prerequisite: PED 110 Introduction to Exercise Science

Credit Hours: 3

This course will introduce students to the career options of a personal trainer and prepare them for success in that field. Students will learn biometrics, measurements and testing, and exercise planning. Facility design, funding, legal issues, and safety will also be covered in the course.

**PED 116 (0773) Lifetime Fitness Concepts**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 1

Lifetime Fitness Concepts is a one hour course offered by the Department of Recreation and Health. It is the objective of this course to present a series of physical fitness related concepts to the general student population with the expectation that the information will enlighten and motivate the students to improve their personal fitness status. The concepts presented will allow the students to become familiar with, and to actually begin to participate in activities and programs which may alter their lifestyles and which could make them healthier more productive people.

**PED 117 Training and Conditioning Lab I**

Prerequisite: PED 115 Personal Training and Fitness Management

Credit Hours: 1

Students will learn to safely demonstrate and teach proper weight lifting and conditioning exercises. Students will learn basic biomechanical movements and terminology. Movements in a single plane and multiple planes will be covered. Students will work with scenarios to modify exercise plans to meet participant requirements to develop progress in exercise. Group exercise planning, plyometrics, and individualized exercised planning will all be demonstrated.

**PED 118 (0892) First Aid**

Prerequisite: None

Credit Hours: 2

The purpose of this course is to provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives. An emphasis is also on prevention of injury and illness.

**PED 140 (0829) Theory of Coaching Baseball**

Prerequisite: None

Credit Hours: 3

Discussion and participation in pre-season and in-season training methods, skill development and administrative principles in the coaching of baseball.

**PED 141 (0920) Theory of Coaching Basketball**

Prerequisite: None

Credit Hours: 3

Discussion and participation in preseason and in-season training drills and development in administrative principles in the coaching of basketball with a concentration emphasis placed on the college level.

**PED 142 (0894) Theory of Coaching Wrestling**

Prerequisite: None

Credit Hours: 3

Provides for the beginner an extension of basic wrestling. It awards the athlete with credit for physical exercise and mental acquaintance with the rules, strategies, and disciplines of the sport.

**PED 150 (0774) Beginning Golf**

Prerequisite: None

Credit Hours: 1

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

Introduction of the game and its techniques as a lifelong recreation as well as a highly intricate skill.

PED 162 (0855) Beginning Swimming

Prerequisite: None

Credit Hours: 1

Theory and practice in techniques of swimming, designed to fit the individual needs of the student from basic swimming strokes to lifesaving techniques.

PED 176 Dance Appreciation (Cheerleading)

Prerequisite: None

Credit Hours: 1

Students will learn the fundamentals of spirit squad performance. This course is designed to introduce and develop fitness and conditioning through various methods of cardiorespiratory and muscular training techniques. Different principles of total fitness will be discussed. May be taken for credit four times to apply towards graduation.

PED 185 (0809) Lifesaving

Prerequisite: None

Credit Hours: 2

Instruction in lifesaving enabling students to take care of themselves and to safely aid or rescue anyone in danger of drowning, when rescue is humanly possible.

PED 189 (0853) Rules and Officiating

Prerequisite: None

Credit Hours: 3

This course covers the rules of football, basketball, tennis, and wrestling. Students are exposed to the proper mechanics of officiating these sports.

## **Varsity Sports**

PED 120 (0784) Varsity Baseball I

Prerequisite: None

Credit Hours: 1

PED 121 (0785) Varsity Baseball II

Prerequisite: Varsity Baseball

Credit Hours: 1

PED 122 (0801) Varsity Basketball I

Prerequisite: None

Credit Hours: 1

PED 123 (0802) Varsity Basketball II

Prerequisite: Varsity Basketball I

Credit Hours: 1

PED 129 (0918) Varsity Softball I

Prerequisite: None

Credit Hours: 1

PED 130 (0790) Varsity Softball II

Prerequisite: Varsity Softball I

Credit Hours: 1

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

PED 131 (0780) Varsity Volleyball I

Prerequisite: None

Credit Hours: 1

PED 132 (0781) Varsity Volleyball II

Prerequisite: Varsity Volleyball I

Credit Hours: 1

PED 133 (0824) Varsity Wrestling I

Prerequisite: None

Credit Hours: 1

PED 134 (0825) Varsity Wrestling II

Prerequisite: Varsity Wrestling I

Credit Hours: 1

PED 210 (0786) Varsity Baseball III

Prerequisite: Varsity Baseball II

Credit Hours: 1

PED 211 (0787) Varsity Baseball IV

Prerequisite: Varsity Baseball III

Credit Hours: 1

PED 214 (0803) Varsity Basketball III

Prerequisite: Varsity Basketball II

Credit Hours: 1

PED 215 (0804) Varsity Basketball IV

Prerequisite: Varsity Basketball III

Credit Hours: 1

PED 220 (0791) Varsity Softball III

Prerequisite: Varsity Softball II

Credit Hours: 1

PED 221 (0792) Varsity Softball IV

Prerequisite: Varsity Softball III

Credit Hours: 1

PED 222 (0826) Varsity Wrestling III

Prerequisite: Varsity Wrestling II

Credit Hours: 1

PED 223 (0827) Varsity Wrestling IV

Prerequisite: Varsity Wrestling III

Credit Hours: 1

### **Physical Science**

All 5 Credit Hour Physical Science courses include a Lab.

PHSC 101 (0901) Principles of Geology

Placement Test Level: General Education Course Placement\*

Prerequisite: Reading Essentials

Credit Hours: 5

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

Study of the earth's physical, structural, and chemical features with emphasis on the mid-continent region and Kansas. Minerals, rocks, and hydrological systems are investigated.

PHSC 103 (1910) Introduction to Astronomy

Placement Test Level: General Education Course Placement\*

Prerequisite: MATH 100 Intermediate Algebra or equivalent

Credit Hours: 5

A study via instruction and laboratory experiences of the historical developments in astronomy from ancient times; the theoretical and empirical foundations of astronomy; the composition and mechanics of the solar system, stellar systems, and galactic systems; and introduction to observational astronomy and cosmology.

PHSC 105 (1911) Physical Science

Placement Test Level: General Education Course Placement\*

Prerequisite: MATH 96 Beginning Algebra (MATH 100 Intermediate Algebra is strongly recommended)

Credit Hours: 5

A survey course that emphasizes physics, chemistry, earth science, and astronomy. Designed for the student whose concentration is not in a science or engineering field, but who needs to fulfill a laboratory science requirement. Not open to those who have any college credit in chemistry or physics.

### **Physical Therapist Assistant**

PTA 101 Introduction to PTA

Prerequisite: Admission to PTA Program

Credit Hours: 5

This course is designed to teach physical therapist assistant students the roles and responsibilities of the PTA, basic communication skills for the healthcare provider, HIPPA, documentation, teaching and learning, safety, infection control and universal precautions, safety, vital signs data collection, basic gait training, and patient handling techniques. Students will be provided an overview of the history and development of physical therapist and the physical therapist assistant. They will be provided with training on reading and following the Physical Therapist's plan of care and learn to document their treatments using a SOAP format. Professional behaviors and evidence based practice will be introduced.

PTA 102 PTA Kinesiology

Prerequisite: Acceptance to the PTA Program

Credit Hours: 3

This course is designed to teach the physical therapist assistant students the concepts of kinesiology and biomechanics, joint structure and function, palpation, goniometry, manual muscle testing and gait analysis.

PTA 103 Physical Agents and Therapeutic Interventions

Prerequisite: Admission to PTA Program

Credit Hours: 5

This course is designed to teach the PTA student various modalities used in rehabilitation setting. Also covered, is therapeutic massage, myofascial techniques and wound care interventions.

PTA 104 Therapeutic Exercise

Prerequisite: Admission to PTA Program

Credit Hours: 3

This course is designed to introduce the concepts of therapeutic exercise used in the clinical setting. It focuses on specific areas of the body as well as diagnostic categories. Cardiopulmonary physical therapy is also covered in this course. The student will be able to develop an effective treatment plan that is consistent with the Physical Therapist's plan of care.

PTA 105 Clinical Education I

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

Prerequisite: Admission to PTA Program

Credit Hours: 2

This course is a three (3) week full-time clinical affiliation at an approved health care facility. Students will be placed in an environment to facilitate didactic and clinical skills and further develop skills in physical therapy care/treatment. Supervision during the clinical experience will be performed by the clinical instructor assigned to the student by the health care facility. Also included in this course are 10 hours of clinically relevant seminars with student presentations and guest speakers.

PTA 201 Pathology for the PTA

Prerequisite: Admission to PTA Program

Credit Hours: 3

This course is designed to familiarize the student with common pathologies seen in the realm of physical therapy. Emphasis will be not only on the illness and disease process but the associated disability. Implications and precautions as they relate to rehabilitation will be emphasized.

PTA 202 PTA Musculoskeletal

Prerequisite: Admission to PTA Program

Credit Hours: 5

This course is designed to train the student to provide physical therapy, under the direction of a physical therapist, to clients with a variety of musculoskeletal disorders. Emphasis is on critical thinking and the PTA's role in the data collection of patients with orthopedic conditions. Evidence based practice will be emphasized and cultural competence will be introduced.

PTA 203 Neuromuscular Rehabilitation

Prerequisite: Admission to PTA Program

Credit Hours: 5

This course is designed to introduce various neurological diseases as well as the treatments used by physical therapy professionals. Emphasis will be on assessments and treatment appropriate for the physical therapist assistant. Theoretical foundations, management, functional problems and movement disorders are covered.

PTA 204 Clinical Education II

Prerequisite: Admission to PTA Program

Credit Hours: 3

This course is a four (4) week full-time clinical affiliation at an approved healthcare facility. Students will be placed in an environment to facilitate didactic and clinical skills and further develop skills in physical therapy care/treatment. Supervision during the clinical experience will be performed by the clinical instructor assigned to the student by the healthcare facility. Also included in this course are 15 hours of clinically relevant seminars with student presentations and guest speakers.

PTA 205 Clinical Education III

Prerequisite: Admission to PTA Program

Credit Hours: 7

This course is an eight week full-time clinical affiliation at an approved healthcare facility. Students will be placed in an environment to facilitate didactic and clinical skills and further develop skills in physical therapy care/treatment. Supervision during the clinical experience will be performed by the clinical instructor assigned to the student by the healthcare facility.

### **Physics or Engineering**

All 5 Credit Hour Physics courses include a Lab.

PHYS 201 (1931) College Physics I

Placement Test Level: General Education Course Placement\*

Prerequisite: Concurrent enrollment in **or** completion of MATH 125 Trigonometry

Credit Hours: 5

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry.

PHYS 203 (0901) Engineering Physics I

Placement Test Level: General Education Course Placement\*

Prerequisite: Concurrent enrollment in or completion of MATH 130 Calculus I

Credit Hours: 5

Physics I is the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra, trigonometry, and calculus.

PHYS 205 (1932) College Physics II

Placement Test Level: General Education Course Placement\*

Prerequisite: MATH 125 Trigonometry and PHYS 201 College Physics I

Credit Hours: 5

Physics II is the continuation of Physics 201 using the tools of algebra and trigonometry. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics.

PHYS 208 (0902) Engineering Physics II

Placement Test Level: General Education Course Placement\*

Prerequisite: Concurrent enrollment in or completion of MATH 131 Calculus II.

Credit Hours: 5

Physics 208 is the continuation of Physics 203 using the tools of algebra, trigonometry, and calculus. Topics covered in this course will include electricity and magnetism, waves, optics, and an introduction to modern physics.

## **Political Science**

POLS 103 (2271) State and Local Government

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

State and Local Government is designed to introduce students to our federal system of government, and it specifically instructs students in the Constitutional basis for State and Local Governments as well as their structure and mechanics. The course emphasizes basic questions about the forces that produce order, conflict, and change in government. State and Local Government is recommended for political science majors, pre-law students, criminal justice students and all students who want an understanding of the processes, functions and institutions of our system of government below the National Government level.

POLS 105 (2270) American Government

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A general, systematic study of the development and structure of the American national government, with emphasis on the actual workings. Serves as a foundation for other political science courses.

## **Psychology**

PSYC 101 (2010) General Psychology

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

This course surveys the field of human psychology. It is the first course offered in psychology and, as such, it introduces the student to the fundamental methods and points of view in the scientific study of human behavior.

PSYC 201 (2090) Developmental Psychology

Placement Test Level: General Education Course Placement\*

Prerequisite: PSYC 101 General Psychology **or** instructor's permission

Credit Hours: 3

The subject matter of Developmental Psychology is the human life cycle, the prenatal and newborn periods, infancy, childhood (early and late), adolescence, and adulthood. This branch of psychology explores the ways in which human physical growth and intellectual and social behavior change over time.

PSYC 202 (2091) Psychology of Adjustment

Placement Test Level: General Education Course Placement\*

Prerequisite: PSYC 101 General Psychology

Credit Hours: 3

Psychology of Adjustment is designed to provide a basic understanding and practical application of the psychological principles and concepts that are most relevant to the student as an individual, and as an individual in society. The student will be encouraged to apply these concepts to their life and to develop a fuller understanding of themselves, and their personal and social relationships. Students will look at the theory of adjustment, personal learning style, lifespan influences, managing stress and wellness, social relationships, work and leisure including aspects of solitude. This is an interactive, writing intensive course which requires written assignments as well as personal and group interaction as a major strategy of learning. The objective of this course is to promote psychological adjustment and mental health by personally relating to the psychological principles and studies presented. Please be aware that personal discussions and open sharing is expected from each student during this class. You will be provided with an ethical contract to maintain confidentiality and professionalism in this course. Each student is viewed as a Learner/Peer/Teacher. Your contributions are valued and are expected as a standard in this class.

## **Radiography**

RADI 101 (5233) Introduction to Radiography, Ethics and Law

Prerequisite: Acceptance into Radiography Program

Credit Hours: 2

Introduction to historical review of health care with emphasis on Radiologic technology. Principles of radiography, radiation protection, ethics, and law will be presented. A one week clinical orientation is also incorporated into this course.

RADI 103 (5234) Radiographic Procedures I

Prerequisite: Acceptance into Radiography Program

Credit Hours: 1

Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including special studies. Consideration is given to the evaluation of optimal diagnostic images. In this course the radiographic positioning and anatomy of the chest and abdomen will be covered.

RADI 104 (5235) Radiographic Procedures II

Prerequisite: RADI 103 Radiographic Procedures I

Credit Hours: 3

Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including special studies. Consideration is given to the evaluation of optimal diagnostic images. In this course the anatomy and positioning of the following body parts will be covered the upper extremity, shoulder girdle, lower extremity, pelvic girdle, bony thorax, and the spine.

RADI 105 (5236) Radiographic Procedures III

Prerequisite: RADI 104 Radiographic Procedures II

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*



Credit Hours: 3

Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including special studies. Consideration is given to the evaluation of optimal diagnostic images. In this course radiographic positioning of the skull and special radiographic procedures will be included. Surgical, Mobile, Trauma, and Pediatric Radiographic techniques will also be covered.

RADI 107 (5237) Radiographic Imaging I

Prerequisite: Acceptance into Radiography Program

Credit Hours: 1

Introduction to clinical radiography including radiographic equipment design and use, radiation protection, image acquisition, and image processing.

RADI 109 (5237) Patient Care in Radiography I

Prerequisite: Acceptance into Radiography Program

Credit Hours: 2

Introduction to the care of patients while in the radiology department. Topics include: Body Mechanics, Patient Transfer, Patient Assessment, and Infection control.

RADI 113 (5240) Simulations in Radiography I

Prerequisite: RADI 103 Radiographic Procedures I

Credit Hours: 1

Laboratory study of the radiographic procedures used to visualize the anatomical structures of upper and lower chest, abdomen, and contrast studies. Laboratory setting once a week.

RADI 115 (5472) Patient Care in Radiography II

Prerequisite: RADI 109 Patient Care in Radiography I

Credit Hours: 3

This course is a continuation of Patient Care with the addition of the basic concepts of pharmacology. Vital signs, medical emergencies, and the administration of contrast media and contrast studies will be covered.

RADI 117 (5239) Radiographic Imaging II

Prerequisite: RADI 107 Radiographic Imaging I

Credit Hours: 3

Content is designed to establish a knowledge base in factors that govern the image production process. Image quality and technical factors will be discussed in detail.

RADI 119 (5286) Clinical Training I

Prerequisite: RADI 103 Radiographic Procedures I

Credit Hours: 3

This portion of clinical training is used to acquaint the learner with the organization and function of health care facilities. In addition, the learner will observe and assist a practicing radiographer to appreciate both the ethical and technical responsibilities associated with radiologic technology. 24 hours a week for 15 weeks.

RADI 120 (5370) Clinical Training II

Prerequisite: RADI 119 Clinical Training I

Credit Hours: 3

This portion of clinical training encompasses major radiographic equipment, room maintenance and preparation, principles of record keeping, proper patient handling. The learner should be making the transition from the passive mode of observation to a more active mode of assisting the radiographer perform examinations of the chest, abdomen, extremities, and contrast studies. 24 hours per week for 15 weeks.

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

RADI 125 (5103) Principles of Radiation Physics and Equipment Operation

Prerequisite: RADI 117 Radiographic Imaging I

Credit Hours: 3

A basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter.

RADI 127 (5268) Introduction to Computed Tomography & Cross Sectional Anatomy

Prerequisite: RADI 104 Radiographic Procedures II

Credit Hours: 2

This course explores the basic computed tomography concepts for the entry level radiographer.

RADI 201 (5248) Imaging Modalities

Prerequisite: RADI 105 Radiographic Procedures III

Credit Hours: 3

This course encompasses the concepts and applications within advanced modality areas of radiology, including: Magnetic Resonance Imaging, Mammography, Bone Densitometry, Ultrasound, Nuclear Medicine, PET, Radiation Therapy, and Angiography.

RADI 203 (5371) Clinical Training III

Prerequisite: RADI 120 Clinical Training II

Credit Hours: 3

During this portion of clinical training, the learner investigates fluoroscopic equipment and procedural duties. In addition, the learner will be introduced to the responsibilities and principles of scheduling patients for radiographic examinations. The learner should now be assisting with all radiographic examinations, and should be making the transition from a passive mode to a more active mode. Students will change clinical sites in July. 32 hours per week for 8 weeks.

RADI 204 (5372) Clinical Training IV

Prerequisite: RADI 149 Clinical Training III

Credit Hours: 3

Emphasis is placed on skull radiography, trauma radiography, body section, mobile and surgical radiography, pediatric radiography, and computed tomography procedures. Quality Assurance procedures will also be performed. 24 hours per week for 15 weeks.

RADI 205 (5373) Clinical Training V

Prerequisite: RADI 204 Clinical Training IV

Credit Hours: 3

Emphasis is placed on trauma, special procedure radiography, and CT procedures. In addition the learner will be required to successfully complete the remaining category competency evaluations. 24 hours per week for 15 weeks.

RADI 207 (5104) Radiographic Imaging III

Prerequisite: RADI 117 Radiographic Imaging II

Credit Hours: 3

Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiography. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-base and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

RADI 211 (5107) Computed Tomography Procedures

Prerequisite: RADI 127 Introduction to CT and Cross Sectional Anatomy

Credit Hours: 2

Studies the positional and functional relationships of body structures, with an emphasis on their appearances as seen with Computed Tomography (CT) scanning.

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

**RADI 213 (5247) Radiographic Pathophysiology**

Prerequisite: Entrance into sophomore year of Radiography Program

Credit Hours: 2

Study of pathologies and their effects on the anatomy, physiology, and radiography of the human body.

**RADI 214 (5229) Simulations in Radiography II**

Prerequisite: RADI 113 Simulations in Radiology I

Credit Hours: 1

Laboratory study of the radiographic procedures used to visualize the anatomical structures of the scapula, pelvic girdle, bony thorax, spine, and head.

**RADI 217 (5241) Radiation Protection I**

Prerequisite: RADI 125 Principles of Physics & Equipment Operation

Credit Hours: 2

The study of the biological effects of radiation and patient protection. Also included are radiation monitoring and occupational exposure and protection.

**RADI 218 Radiation Protection II**

Prerequisite: RADI 217 Radiation Protection I

Credit Hours: 2

The study of the biological effects of radiation and patient protection. Also included are radiation monitoring and occupational exposure and protection.

**RADI 219 (5105) Image Analysis**

Prerequisite: Entrance into Sophomore year of Radiography Program

Credit Hours: 2

Will provide a basis for analyzing radiographic images. Including the importance of imaging standards, discussion of a problem-solving technique for image evaluation and factors that can affect image quality.

**RADI 221 (5266) Radiography Comprehensive Review**

Prerequisite: Completion of all Radiography courses to date

Credit Hours: 2

Group discussion on current topics in radiologic technology. Review of the principles of radiography and their application to the ARRT examination. Mock registry exams on the computer .

**RADI 223 (5106) Critical Thinking and Analysis in Radiography**

Prerequisite: Entrance into sophomore year of Radiography Program

Credit Hours: 3

Comprehensive review course with emphasis on critical thinking, problem analysis, and solution judgment skills. Includes group sessions for scenario development.

## **Religion**

**RELI 101 (1510) Comparative World Religions**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course examines different religions and their history, practices, and beliefs.

**RELI 103 (1512) Old Testament Survey (IO)**

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

A general survey of the people and customs in Old Testament times, places, and periods of history, along with the study of the literary structure of the Old Testament.

RELI 105 (1564) New Testament Survey  
Placement Test Level: General Education Course Placement\*  
Prerequisite: None  
Credit Hours: 3

An introduction to the New Testament and other early Christian literature in their historical and cultural context.

## **Respiratory Therapy**

RESP 101 Fundamentals of Respiratory Care I  
Prerequisite: Admission into the Respiratory Therapy Program  
Credit Hours: 3

This course provides instruction in basic gas physics and basic Respiratory Therapy. Included is a section on microbiology, patient assessment and professionalism.

RESP 102 Fundamentals of Respiratory Care II  
Prerequisite: RESP 101 Fundamentals of Respiratory Care I  
Credit Hours: 3

This course will continue from FRC I in presenting equipment and therapeutics. A diagnostics component will be added. The student will learn about specialized oxygen devices, arterial blood puncture analysis and interpretation, plus pulmonary function testing. In addition emergency care, artificial airways, and the electrical conduction system of the heart will also be taught. There is a separate laboratory class that will include hands on competencies taught in this course..

RESP 105 Respiratory Care Pharmacology  
Prerequisite: Admission into the Respiratory Therapy program  
Credit Hours: 3

This course addresses general principles of pharmacology with emphasis on drugs affecting the cardiopulmonary system. An overview of antibiotics, narcotics, and sedatives is presented.

RESP 107 Cardiopulmonary Anatomy and Physiology I  
Prerequisite: Admissions into the Respiratory Therapy Program  
Credit Hours: 2

An in-depth study of cardiopulmonary anatomy and physiology will be presented. Units on renal physiology and acid-base balance are included.

RESP 109 Clinical Practice I  
Prerequisite: Fundamentals of Respiratory Care I, Cardiopulmonary Anatomy and Physiology, and RC Pharmacology  
Credit Hours: 2

This clinical course allows the Respiratory Therapy student to apply skills learned in the classroom to the clinical setting. Emphasis is placed on basic therapeutic modalities, charting, and assessment skills.

RESP 110 Clinical Practice II  
Prerequisite: Successful completion Clinical Practice I, Fundamentals of Respiratory Care I, II, III plus Labs, RC Pharmacology, Cardiopulmonary A&P, Intro to Mechanical Ventilation, and Respiratory Diseases  
Credit Hours: 5

This clinical course allows the Respiratory Therapy student to apply skills learned in the classroom to the clinical setting. Emphasis is placed on cardiac and pulmonary monitoring and basic Respiratory Therapy therapeutics.

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

### RESP 113 Pediatric Respiratory Care

Prerequisite: Fundamentals of Respiratory Care I, Cardiopulmonary Anatomy and Physiology, Respiratory Care Pharmacology

Credit Hours: 3

This course will cover neonatal and pediatric Respiratory Therapy. The course includes units on fetal development, neonatal and pediatric respiratory diseases, pharmacological agents, and Respiratory Therapy modalities applied to the neonatal and pediatric patient.

### RESP 115 Introduction to Mechanical Ventilation

Prerequisite: RESP 101 Fundamentals of Respiratory Care I, RESP 107 Cardiopulmonary Anatomy and Physiology I, RESP 105 Respiratory Care Pharmacology

Credit Hours: 3

This introductory course covers basic concepts important to understanding mechanical ventilation. The student will concentrate on modes of ventilation, ventilator set-up and trouble-shooting, and charting of mechanical ventilation.

### RESP 148 Respiratory Comprehensive Review

Prerequisite: Fundamentals of Respiratory Care I and II, Introduction RC, Cardiopulmonary A&P, RC Pharmacology, Clinical Practice I and Clinical Practice II, CRT Review, Topics and Procedures I and II

Credit Hours: 2

Students will practice on information gathering and decision making skills in a controlled classroom environment. Students will work on test taking skills specific to passing the NBRC RRT written and clinical simulation exams.

### RESP 153 CRT-Review

Prerequisite: Fundamentals of Respiratory Care I and II, Introduction to Mechanical Ventilation, Cardiopulmonary A&P, RC Pharmacology, Clinical Practice I and Clinical Practice II

Credit Hours: 1

Students will practice on information gathering and decision making skills in a controlled classroom environment. Students will work on test taking skills specific to passing the NBRC entry level exam.

### RESP 158 Fundamentals of Respiratory Care I Lab

Prerequisite: Admission into the Respiratory Therapy Program

Credit Hours: 1

This course is designed to familiarize the student with Respiratory Therapy procedures and practices in the hospital setting. Patient care experience will include oxygen therapy, medical gas cylinder use, humidity and aerosol therapy, incentive spirometry, chest physiotherapy, bronchial hygiene, isolation techniques, cardiopulmonary resuscitation, and patient assessment.

### RESP 160 Fundamentals of Respiratory Care II Lab

Prerequisite: RESP 101 Fundamentals of Respiratory Care I, RESP 158 Fundamentals of Respiratory Care I Lab

Credit Hours: 2

This course will continue from FRC I in presenting equipment and therapeutics. This course is designed to familiarize the student with Respiratory Therapy procedures and practices taught in FRC II. The student will learn about specialized oxygen devices, cardiopulmonary resuscitation, arterial blood gas puncture analysis and interpretation, bedside pulmonary function testing, artificial airway placement, and electrocardiography.

### RESP 161 Fundamentals of Respiratory Care III Lab

Prerequisite: Fundamentals of Respiratory I and II, Introduction to Mechanical Ventilation, Cardiopulmonary Anatomy and Physiology, Pharmacology, Clinical Practice I and II, Respiratory Diseases

Credit Hours: 2

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

This course will continue from FRC III in presenting equipment and therapeutics with mechanical ventilation. This course is designed to familiarize the student with Respiratory Therapy procedures and practices taught in FRC III.

#### RESP 203 Fundamentals of Respiratory Care III

Prerequisite: Fundamentals of Respiratory Care I and II, Cardiopulmonary Anatomy and Physiology, Pharmacology, Clinical Practice I and II, Respiratory Diseases

Credit Hours: 3

This course will include an in-depth study of mechanical ventilation along with weaning procedures and the care of the critically ill patient

#### RESP 205 Respiratory Diseases

Prerequisite: Fundamentals of RC I and Lab, Cardiopulmonary A&P, and RC Pharmacology

Credit Hours: 3

This course provides the students with an in-depth study of diseases that affect the cardiopulmonary system. Patient evaluation, assessment, diagnosis and treatment of diseases will be addressed.

#### RESP 207 Critical Care Medicine

Prerequisite: Fundamentals of Respiratory Care I, II, and III, Cardiopulmonary Anatomy and Physiology, Respiratory Care Pharmacology, Clinical Practice I, and II, Pediatric Respiratory Care, Respiratory Diseases, and Topics and Procedures

Credit Hours: 3

This course will cover care of the acutely ill and critically ill patient. Emphasis is placed on application of data obtained during monitoring and assessment of patients. Therapeutic and diagnostic modalities will be addressed.

#### RESP 211 Clinical Practice III

Prerequisite: Successful completion Clinical Practice I, and II, Fundamentals of Respiratory Care I, II, III, RC Pharmacology, Cardiopulmonary A&P, Topics and Procedures I and II, Respiratory Diseases, and Advance Mechanical Ventilation

Credit Hours: 5

In this course students will apply skills learned in the classroom to the clinical setting. Emphasis will be placed on specialized areas of Respiratory Therapy such as neonatal and pediatric Respiratory Therapy, long-term ventilator care, home health, and sleep studies.

#### RESP 212 Respiratory Care Professional Forum

Prerequisite: Fundamentals of Respiratory Care I, II, and III, Respiratory Care Pharmacology, Cardiopulmonary Anatomy and Physiology, Respiratory Care Diseases, Clinical Practice I and II, Respiratory Care Topics and Procedures.

Credit Hours: 2

The purpose for this course is to provide students with an opportunity to share significant clinical experiences, to present clinical problems and solutions, to practice communication skills, and the presentation of student in-services. The student will learn how to write an effective resume and practice job-seeking skills, including the interview process. The student will also learn how to write a Respiratory Therapy protocol. This course is concurrent with RESP 211, Clinical Practice III.

#### RESP 213 Respiratory Care Topics and Procedures

Prerequisite: Fundamentals of Respiratory Care I, II, III, Cardiopulmonary Anatomy and Physiology, Pharmacology, Respiratory Diseases

Credit Hours: 3

This is a course designed to prepare the student for specialized monitoring used by respiratory therapist and includes: invasive hemodynamic monitoring, intracranial pressure monitoring, bronchoscopes, thoracentesis, chest tubes, sleep studies, pulmonary rehabilitation, chest x-rays, and respiratory gas monitoring.

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

HEAL 151 (5819) Advanced Cardiac Life Support

Prerequisite: None

Credit Hours: 1

This course is designed to provide the participant with the skills to respond to acute cardiovascular situations in and out of the hospital setting.

## **Sociology**

SOCI 101 (2280) Sociology

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

This course examines human social interactions and relationships between groups. Within the context of classical and contemporary sociology, the course provides an overview of the study of society, the individual in society, social inequality, social institutions, social change, and social issues.

SOCI 112 (2282) Introduction to Social Work (IO)

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A survey of the human services fields, this course examines social welfare agencies and services, as well as career opportunities in social work.

SOCI 122 Basic Helping Skills

Prerequisite: Co-requisite: SOCI 123 Basic Helping Skills Experience

Credit Hours: 3

This course combines the theories of social work practice with the learning of social work practice skills using common models and theoretical frameworks. This course presents ecological models, the strength-based, problem-solving process, dominant brief therapies, and cultural competence as approaches to practice in social work. This course presents and provides structured practice of the fundamental interpersonal skills required for effective social work practice. The course teaches interviewing skills and critical thinking about interview processes, (from intake through termination and evaluation) and focuses primarily on using those skills with individuals. The models, theories, and processes learned in this course serve as the foundation for generalist practice with individuals, families, groups, and communities. This course will give students an opportunity to practice these skills in a laboratory setting on a weekly basis. This course also includes a 48-hour volunteer experience in a social agency.

SOCI 123 Basic Helping Skills Experience

Prerequisite: Co-requisite: SOCI 122 Basic Helping Skills

Credit Hours: 1

Students will be exposed to the social work clinical setting. Students will participate in 48 hours of supervised volunteer service at an approved location.

SOCI 201 (1350) Marriage and Family

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

Marriage, family, and alternative lifestyles are closely examined from a sociological and theoretical perspective. Discussion will focus on how relationships and gender roles have changed, attitudes and decision-making in regard to sexuality, and changes in the marital relationship across time.

SOCI 203 (2283) Social Problems

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

*\*Refer to the Placement Testing Procedure 3.22 on page 31.*

*For a listing of all Humanities, Social Science, Natural & Physical Science and General Education Electives, see page 108.*

This course examines well-defined social problems in both theoretical and practical ways. The social problems studied will give the student a base for analyzing and understanding social problems prevalent in society today. A wide variety of topics are discussed including poverty, race and ethnic relations, gender and social inequality, crime, and sexual deviance.

SOCI 207 (2220) Anthropology

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

An introductory study of diverse human cultures throughout the world, both past and present. The physical and cultural systems of various people will be examined through kinship ties, economics, religion, government, and the arts.

### **Special Interest**

SPEC 125 (2292) Topics in Personal Enrichment

Prerequisite: None

Credit Hours: 1/2 - 5

Topics in Personal Enrichment is designed to provide a framework for exploration of specific continuing education topics.

PARA 131 (1550) Beginning Sign Language

Prerequisite: None

Credit Hours: 3

This course is intended to provide individual as well as group learning, discussion, practice and utilization in signing conversations with hearing impaired individuals at a beginning level. Vocabulary introduced will be modeled and practiced in sentence form with each other and by the instructor. Learning the alphabet, numbers and then categories of vocabulary will be introduced weekly along with extra vocabulary and semantic items selected from other sources other than the required text books.

PARA 132 (1551) Intermediate Sign Language

Prerequisite: PARA 131 Beginning Sign Language

Credit Hours: 3

An intermediate course in manually coded English. Emphasis is on reading and signing exact English. A basic orientation to paraprofessional interpreting in a school setting will be covered.

PARA 133 (1552) Advanced Sign Language

Prerequisite: PARA 131 Beginning Sign Language and PARA 132 Intermediate Sign Language

Credit Hours: 3

Apply learned vocabulary to the educational setting. Emphasis on paraprofessional interpreting and modifying vocabulary.

WORK 173 Topics in Workforce Education

Prerequisite: None

Credit Hours: 1-5

Topics in Workforce Education is designed to provide a framework for exploration of specific business and industry related training topics.

### **Student Success Center**

LEAR 101 (0828) College Success Skills

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 1

An introduction to the College, its personnel, its support systems, and its extracurricular activity opportunities for new students.



LEAR 112 Parenting

Prerequisite: None

Credit Hours: 1

Provides parents, teachers, and care givers an understanding of human behavior and an awareness of opportunities to promote learning as they guide young children.



# College Personnel

## Board of Trustees

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*Men's Basketball Coach*  
*Director of Diagnostic Medical Sonography*  
*Director of Physical Therapy Assistant*  
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*Wilson, Hillary, A.S.*  
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*Yockey, Trudy*

*Custodian Supervisor*  
*Custodian*  
*Talent Search Assistant*  
*Assistant Softball Coach*  
*Library Assistant*  
*Assistant Baseball Coach*  
*Grounds Supervisor*  
*Athletic Assistant*  
*Assistant Men's Basketball Coach*  
*Assistant Registrar*  
*Library Aide*  
*Student Affairs Assistant/Admissions*  
*Receptionist/ Switchboard Operator*  
*Student Affairs Assistant/Registrar*  
*Custodian*  
*Custodian*  
*Bookstore Manager*  
*Part-Time Workforce Assistant*  
*Assistant Women's Basketball Coach.*  
*Cherokee Center Assistant*  
*Student Support Services Assistant*  
*Health Care Program Assistant*  
*Maintenance*  
*Custodian*  
*Food Service*  
*Finance and Operations Assistant*  
*Instructional Assistant*  
*Admissions Recruiter*  
*Cherokee Center Assistant*  
*Assistant Volleyball Coach*  
*Cherokee Center Maintenance/Custodian*  
*Nursing Program Assistant*  
*Facilities Assistant*  
*Academic Affairs Assistant*  
*Assistant Wrestling Coach*  
*Instructional Assistant*  
*Custodian*  
*Library Aide*  
*Foundation/Alumni*  
*Food Service Supervisor*

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