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# GENERAL INFORMATION

## ABOUT THE COLLEGE

### [bartonccc.edu/aboutbarton](http://bartonccc.edu/aboutbarton)

The idea to create a community college in Barton County was introduced in the early 1960s at the Mayflower Café, a popular Great Bend restaurant on Forest Avenue where businessmen gathered for coffee and conversation. Those early proponents were dedicated to the proposition that everyone has the right to higher education.

Former Great Bend Tribune editor Paul Conrad, the Great Bend Jaycees and later the entire community was involved in bringing a community college to Barton County. Beginning with a feasibility study in 1960 and overcoming a 1962 election defeat, Barton Community College was founded in 1965.

J.A. Mermis chaired the original Board of Trustees. With the trustees at work long before the first students arrived, the college exceeded all expectations from the beginning.

When the college opened in the fall of 1969, more than 1,000 students enrolled in the first classes when only 525 were expected. Today, the college serves more than 13,000 students annually, averaging more than 6,000 headcount and more than 1,000 full-time equivalency each semester.

Throughout its history, the college has been dedicated to the philosophy that the individual is society's greatest resource and has relied on its greatest strength, its employees. From the care given to the physical plant to the individual attention given in its classrooms, the staff and faculty have successfully attracted students from all over the state of Kansas, the nation and beyond.

Barton graduates who transfer have performed as well or better than the university students who started at their respective colleges, according to the universities' reports. Community college students who have entered the

workforce have matched the success of their university peers.

The local citizenry and the college's faculty, staff and students put the "community" in Barton Community College and have spread its influence across the state and nation. The college has earned a reputation for its responsiveness to community needs, its adaptability to the changing environment, and its commitment to learning as a lifelong process.

## MISSION

The Mission of Barton Community College is to provide quality educational opportunities that are accessible, affordable, continuously improving and student focused. Barton is driven to provide an educational system that is learning-centered, innovative, meets workforce needs, and strengthens communities.

We will seek to achieve our mission through five interrelated themes that define our commitment to excellence in education:

### Empowerment

We strive to empower all students to formulate and realize educational goals which will promote their personal growth and facilitate their full participation in a rapidly changing world.

### Learning

We invite and assist all students to master a core of knowledge and skills needed for advanced learning, employment, personal growth, and responsible citizenship.

### Evaluation

We evaluate the relevant skills and knowledge acquired by all students so as to enhance their meaningful and productive educational experiences. Similarly, Barton evaluates its performance in terms of its contribution to student learning and success.

## QUICK FACTS

Founding of the College	April 6, 1965
Governing Body	Six-member elected board of trustees
First Fall Enrollment (1969)	935 students
Students Served Annually	13,000 plus
Average Student Age	29.4
Colors	Royal Blue and Light Gold
Mascot	Cougar
Fight Song	"Great to be a Cougar"
NJCAA Championships	55

## BARTON COUNTY CAMPUS

Site	East of Bissells Point
Size	160 acres
Buildings	8
Students Served Annually	7,000 plus
Average Class Size	12
Student Accessible PCs	300 plus
Student Housing Capacity	340

## FORT RILEY CAMPUS

Started	1984
Students Served Annually	6,400 plus
Average Class Size	14.5

## FORT LEAVENWORTH CAMPUS

Started	October 2012
Students Served Annually	458
Average Class Size	9

## COLLEGE PRESIDENTS

1969 - 1972	Dr. Otis Robinson
1972 - 1975	Dr. Paul Hines
1975 - 1996	Dr. Jimmie Downing
1996 - 2005	Dr. Veldon Law
2005 - 2006	Dr. Stephen Maier (Interim)
2006 - Present	Dr. Carl Heilman

## Discovery

Because we are a force for innovation, we continually strive to discover better ways to empower all students to learn and grow. Barton is a learning institution in both its means and its ends; we facilitate our students' discovery of what they need and want to know.

## Growth

We strive to grow each year in our ability to accomplish our mission through purposeful enrollment and a commitment to quality.

# GENERAL INFORMATION

## Accreditation and Certification

### [bartonccc.edu/accreditation](http://bartonccc.edu/accreditation)

Barton Community College is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, [hlcommission.org](http://hlcommission.org). Also, Barton Community College is accredited under the provisions of the Kansas Community Junior College Act of 1965 and is a member of the American Association of Community Colleges as well as the Council of North Central Junior Colleges.

## Automotive Technology

### [auto.bartonccc.edu](http://auto.bartonccc.edu)

The Automotive Technology Program is certified by the National Automotive Technicians Education Foundation. (NATEF).

Website: [natef.org](http://natef.org)

## Emergency Medical Services

### [ems.bartonccc.edu](http://ems.bartonccc.edu)

Barton's program is structured around the National Standard Curriculum and is nationally recognized and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Website: [caahep.org](http://caahep.org)

## Medical Laboratory Technician

### [mlt.bartonccc.edu](http://mlt.bartonccc.edu)

The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Website: [naacls.org/search/programs.asp](http://naacls.org/search/programs.asp)

## Nursing

### [nursing.bartonccc.edu](http://nursing.bartonccc.edu)

The Nursing Program is approved by the Kansas State Board of Nursing and accredited by the Accrediting Commission of Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326

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Fax: (404) 975-5020

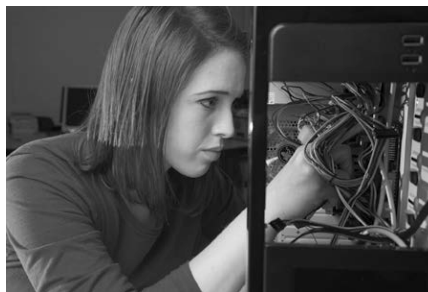
Website: [acenursing.org](http://acenursing.org)

## BARTON COUNTY CAMPUS

The Barton County campus is located on 160 acres, three miles northeast of Great Bend, across the road from Bissell's Point. The campus includes nine buildings in the main section of campus with four buildings of student housing and the Cougar Athletics Fields located on the outskirts.

Students find it easy to get around campus with the Learning Resource Center at the hub and the Science and Math Building, Technical Building, Fine Arts Building, Student Union, Classroom Building, Physical Education Building, and Administration Building forming a circle around the LRC.

Learning facilities include numerous science labs, some of which are equipped for specific programs. The College's attention to technology can be found in its ITV rooms, 35 smart classrooms,



As more college instructors use the web to support their classes, access to a computer becomes even more necessary. A computer

not only helps you do your coursework, it's often needed to get your course work in the first place as well as to turn it in, to take tests and to communicate with your instructor.

If you do not have computer access at your residence, the Barton County Campus has computer labs and wireless access points across campus and in Student Housing. Additionally, there may be other access points available to you in your community through public libraries or schools. You do have to be on campus to use our computers so convenience makes it worth considering the purchase of your own.

numerous computer labs and technical program labs. The Planetarium offers programs free of charge as a public service. A 40-foot dome theater with 66 seats, the Planetarium is equipped to recreate the night sky in amazing detail.



Cultural facilities include an 840-seat auditorium and the Shafer Art Gallery. Named for Hoisington, Kan., native and internationally known artist Gus Shafer and his wife, Eva, the gallery schedules shows of local, regional and national interest. Barton's Permanent Art Collection features more than 800 pieces in its collection, including more than 25 Shafer bronzes and more than 100 works by Great Bend native Charles B. Rogers.

Recreational facilities include an all-weather track; tennis courts; baseball, softball and soccer fields; a basketball and volleyball arena; an indoor swimming pool; the Windy Hill Disc Golf Course; and the Kirkman Student Activity Center, which houses indoor practice facilities; a fitness center, spring floor and the Thelma Harms Wellness Center.

Barton offers on-campus housing for 340 students in a comfortable and fun setting for both men and women. Living on campus enhances students' opportunities to meet other students and adapt to college life easier and quicker. Conveniences like free cable and free Internet are available in each room.

## CAMP ALDRICH CONFERENCE CENTER

### [campaldrich.bartonccc.edu](http://campaldrich.bartonccc.edu)

The Camp Aldrich Conference Center, situated on 290 acres of rolling sand hills

# GENERAL INFORMATION

northeast of the college, features a classroom facility, cabins, a swimming pool, tennis courts, and much more.

Located approximately two miles north of Highway 156 between Claflin, Kan., and Cheyenne Bottoms Wildlife Refuge, the camp features 40 heavily-wooded acres preserved as a wilderness area. Buildings of rough cedar and unique roof-lines blend into the rolling sandhills. Approximately 70 species of wild flowers and grasses and 57 different species of birds have been identified by campers. Some of the birds are on the endangered species list.



The camp property is composed of the Administration Building, parking lot, the Dining Hall, five lodges that can also be used for seminars and classrooms, a pool and a bathhouse. The day camp area has five shade shelters, much like those in recreational parks. Latrines and washstands are also located at each shelter.

For reservations or information, contact the Facility Management Office, Barton Community College, 245 NE 30 RD, Great Bend, KS 67530, 792-9340.

## BARTONLINE

### **BARTonline.org**

Barton Community College operates a virtual campus, BARTonline, using a Learning Management System that allows students to choose the best time for them to complete assignments within each unit.

**BARTonline.org**  
YOUR COMMUNITY COLLEGE SOLUTION

Courses utilize weekly blocks that allow students to determine the best time of day

and the best days of the week to attend class. Students can take a single class or pursue and earn a variety of degree and certificate programs. Students may also take classes for the purpose of transfer to other institutions.

Courses are offered in nine and seventeen-week formats. Fall and spring semesters each contain two nine-week and one seventeen-week session. The summer session is nine weeks long. There are also a couple of four-week sessions throughout the year. Each of the courses listed in the BARTonline catalog is offered at least once each semester. There are no minimum class size limits so classes are never canceled because of low enrollment or capped due to high enrollment.

The college's accreditation by The Higher Learning Commission ([hlcommission.org](http://hlcommission.org)) has been expanded to include offering associate degrees and certificates online. Students may earn an associate in arts, associate in science, or associate in general studies degree as well as an associate in applied science degree in some career technical education programs.

## FORT LEAVENWORTH CAMPUS

### **FL.bartonccc.edu**

Fort Leavenworth is the oldest military installation west of the Mississippi River. It was established in 1827 as a forward operating base to protect the Santa Fe and Oregon Trails. Lewis and Clark explored the area where the fort is located between 26–29 June in 1804. Fort Leavenworth is historically known as the "Intellectual Center of the Army." This tradition began in 1881, when



General William T. Sherman established the School of Application for Cavalry and Infantry. The school evolved into the U.S. Army Command and General Staff College (CGSC), which currently resides at Fort Leavenworth. Today, Fort Leavenworth covers 5,634 acres and houses over 3,600 permanent party soldiers. Many of these soldiers stationed at Fort Leavenworth support the United States Disciplinary Barracks (USDB) which is the only maximum security correctional facility in the Department of Defense and the oldest penal institution in continuous operation in the Federal prison system. In addition to the soldiers "permanently" stationed at Fort Leavenworth, 1,400 students and their families also reside on the installation during their nine-month assignment to CGSC (Command and General Staff College.)

The Barton Fort Leavenworth campus provides education and training to the total military family. The Fort Leavenworth campus administration office, classrooms, and computer labs are located in Building 62. The campus also provides instructional services for Military Schools Program, Basic Skills Enhancement Program (BSEP), and Leadership Skills Enhancement Courses (LSEC) as well as evening and weekend college courses.

## FORT RILEY CAMPUS

### **FR.bartonccc.edu**

Fort Riley, the home of "The Big Red One," is known for its excellent training, abundant recreational opportunities, rich history and tremendous relations with surrounding communities. Barton Community College is proud of its association with Fort Riley and the U.S. Army, which began in 1984 with a single training contract and has continued to grow in support of the Army, its soldiers and their families.

The Barton-Fort Riley campus provides education and training to the total military family as well as selected

# GENERAL INFORMATION

specialized education and training to the entire state. The campus provides 7 degree programs. In addition, BARTonline, the college's site for online courses, is administered at the Fort Riley campus.



The Fort Riley campus administration building is located in Building 217 on the Main Post of Fort Riley, located across from the Fort Riley Museum and the Custer House. The campus provides instructional education for the on-duty educational programs for Basic Skills Enhancement Program (BSEP) and Leadership Skills Enhancement Courses (LSEC), and evening and weekend courses, with all courses leading to a degree. Classrooms are located on Main Post and Custer Hill. Barton provides the Fort Riley Tutor Center for the students of the seven consortium schools on Fort Riley (Kansas State, Southwestern, University of Mary, Central Michigan University, Upper Iowa University, and Central Texas College). Barton provides the DANTES test site for CLEP and DSST for Fort Riley and the surrounding area students. Courses also are offered at the Hazardous Materials and Emergency Services Training Institute located at 100 Continental Ave., Grandview Plaza, KS

## HAZARDOUS MATERIALS AND EMERGENCY SERVICES TRAINING INSTITUTE

[hmedi.bartonccc.edu](http://hmedi.bartonccc.edu), [bartonsafety.org](http://bartonsafety.org)  
The Hazardous Materials and Emergency Services Training Institute located at 100 Continental Avenue in Grandview Plaza, KS, offers training in hazardous materials

management, emergency management/homeland security, occupational safety and health and courses in Emergency Medical Technician and Paramedic, which may lead to certificates and an associate degree.

## Military Schools Program

[military.bartonccc.edu/military-schools](http://military.bartonccc.edu/military-schools)

Military Schools Program provides centralized vocational training to the soldiers of Fort Riley. The program's secondary mission is to provide training to U.S. Government employees and other members of the total Army family.

## Military On-Site Training Program (MOST)

[military.bartonccc.edu/most](http://military.bartonccc.edu/most)

The Military On-Site Training Program (MOST) is designed to enhance the readiness posture of U.S. Army Reserve and National Guard units by delivering cost effective and flexible skills-based training at the unit's location.



## BARTON COMMUNITY COLLEGE FOUNDATION

[bartonccfoundation.org](http://bartonccfoundation.org)

Since 1967, the Foundation has provided Barton with the private resources necessary to fulfill its mission of providing educational, cultural and social opportunities. The Foundation supports academic scholarships, program development, facilities and equipment. The



Foundation coordinates annual friend/fundraising activities and events to benefit the college.

Students, complete the Foundation's one-page application online or in person by the preference deadline of June 1. Foundation scholarships are in addition to any awarded by the College.

For more information on how you can advance academics through the Barton Community College Foundation, contact us at 245 NE 30 RD, Great Bend, KS 67530, (620) 792-9306. All donations are tax deductible.

## Silver Cougar Club

[bartonccc.org](http://bartonccc.org)

Silver Cougar Club is a membership organization for anyone 55 years or older residing within the seven-county Barton Community College service area.



Membership benefits include special events and activities throughout the year, reduced fees for classes, admission to sporting events, socials and a bi-monthly newsletter. Dues are \$15 single or \$25 for a married couple. For more information, contact the coordinator at (620) 786-1136 or the Barton Community College Foundation at (620) 792-9306.





## ADMISSIONS

### Rights of the College

The College reserves the right to deny a student admission or readmission if considered detrimental to the best interests of the college community or if the College is unable to provide the services, courses or program(s) needed to assist the student in meeting educational objectives.

### Admissions Procedure

Students must apply for admission either electronically or by submitting a paper application.

In compliance with Kansas Statute KSA 2009 Supp. 65-129, the College has instituted a tuberculosis prevention and control policy for students. All students applying for admission to Barton with classes in classroom setting, will be required to complete a Tuberculosis Screening Questionnaire. **VERY IMPORTANT:** A yes response to **ANY** of the five questions will classify the student in a “high risk” tuberculosis category as defined by the Kansas Department of Health and Environment guidelines. These students will be required to complete a Tuberculosis Assessment at the local health department, medical clinic or BCC Student Health prior to attendance in a college classroom. Failure to comply will result in holds on further enrollments and the release of permanent transcripts.

### ADMISSIONS POLICY: SPECIAL STUDENT

A person can be admitted to Barton Community College as a special student if the student:

- Is not seeking an approved certificate or degree from Barton
- Is taking classes for personal enrichment
- Is a high school/home school sophomore, junior or senior with written permission from the high school/home school administrator
- Is a high school/home school student enrolled in an approved gifted program with written permission from the high school/home school administrator
- Is taking classes to transfer to another school

\*Special students are not eligible for federal financial aid and some institutional aid. Student services such as advisement are available at the student’s request.

### ADMISSIONS POLICY: REGULAR STUDENT

Students admitted to Barton as Regular Students are those individuals who the College has deemed as degree- or certificate-seeking from Barton and eligible for graduation upon completion of the degree requirements. A student admitted as a regular student must request official transcripts (secondary, post-secondary, and/or GED) from all previously attended institutions to be sent directly to Barton. **NOTE:** Students not submitting all official transcripts from all previously attended

institutions prior to completion of entering term will be changed to a “Special Student” for the next term.

The following degree- or certificate-seeking students will be admitted as Regular Students:

- The student must declare a degree or certificate program of study, and
- A graduate of an accredited high school, or
- A graduate of a recognized home school, or
- A student who has passed the General Education Development (G.E.D.) examination.

### Selective Admissions Policy

Admission to Barton Community College does not guarantee acceptance and/or enrollment in the following programs. Additional admission requirements are required.

- Emergency Medical Services – Paramedic
- Medical Laboratory Technician
- Nursing

### Emergency Medical Services – Paramedic Students

#### ems.bartonccc.edu

Barton is one of only seven accredited paramedic programs in Kansas with faculty and staff having over 100 years of combined EMS experience. Offering the largest EMS education service area of any community college in Kansas, Barton’s program makes education convenient and accessible.

Barton’s program uses the National Standard Curriculum and is nationally recognized and accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP). Website: caahep.org

### Admission Procedure

Students seeking admission to the Paramedic program must be admitted to the college and must also apply for admission to the Paramedic program. Admission to the college does **NOT** automatically mean admission into the Paramedic program. For more information contact the Emergency Medical Services Office at 792-9341 or thomasa@bartonccc.edu.

### Application Process:

Complete Application Form for Barton’s Paramedic Program

1. Complete student portion of “Barton Allied Health Programs History & Physical Form”
2. Schedule a physical exam with your physician. Have your physician complete the appropriate section of the “Barton Allied Health Programs History & Physical Form.” **NOTE:** You will be required to provide copies of immunization records as well as complete the Barton immunization form.
3. Request a “Student Copy Transcript” from any and all education institutions that you have attended. Enclose this transcript in your application packet. If you have been a Barton

# GETTING STARTED

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student, or have already sent official transcripts to Barton, you may call Barton's Enrollment Services and request that a copy of your transcript is sent to the EMS Department, c/o of Karyl White. If you are not sure if you have enough General Education requirements please see the Paramedic "Associate in Applied Science" template. **NOTE:** You will be required to send official college and high school transcripts to Barton's registrar's office prior to graduation.

4. Enclose a copy of your current Kansas EMT card.
5. Enclose two (2) professional letters of recommendation from two (2) other people than those you listed as references on your "Paramedic Application Form."
6. Applications must be received in EMS office by July 31 for classes starting in January and April 30 for classes starting in August.
7. Dates, times, and locations for the written, skills, and oral interview examinations will be scheduled approximately two (2) months prior to the start of classes. You will be notified by either phone or email confirming these dates.

## Medical Lab Technology Students

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### **mlt.bartonccc.edu**

Barton's Medical Lab Technology Program combines the value of tradition with the enhancements of innovation. Barton's MLT Program graduates are well respected in the field. Clinical partners provide internships, giving students hands-on experience and access to state-of-the-art equipment. The MLT curriculum leads to an Associate of Applied Science degree and eligibility to take a national certification examination. This Program can also be a bridge to a 4 year Bachelors of Science in Clinical Laboratory Science. Barton's MLT Program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Rosemont, IL, 60018-5119, (773) 714-8880

### **Admission Procedure**

Students seeking admission to the Medical Lab Technology program must be admitted to the college and must also apply for admission to the MLT program. Admission to the college does NOT automatically mean admission into the MLT program. For more information contact the MLT secretary at (888) 423-1711 or the MLT Program Director, Cheryl Lippert, at 786-1133 or [lippertc@bartonccc.edu](mailto:lippertc@bartonccc.edu).

### **Application Process:**

1. Apply to the college, submitting all college and high school transcripts
2. Apply separately to the MLT program at this link: [bartonccc.edu/careerprograms/medlabtech](http://bartonccc.edu/careerprograms/medlabtech). (online application only) Deadlines for application are April 15 for August entry and October 31 for January entry.
3. Set up Verified credentials account after notification by program representative. Includes: background check, health

forms, immunization records, current TB test/chest x-ray, proof of current health insurance, current CPR proof.

4. Upon completion of all documents and an interview, the selected applicants for the Program are notified by email of admission or conditional admission for the August or January entry date. The remaining applicants are referred for career counseling.

Acceptance is limited by readiness to enter the program, therefore students are selected based on the following criteria: a.) the applicant's interview b.) academic credentials c.) cooperative lab support d.) general education course completion including phlebotomy national certification eligibility e.) references/employers as solicited by applicant.

## Nursing Students

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### **nursing.bartonccc.edu**

Barton's well-rounded and demanding coursework, along with experienced and dedicated faculty, prepares you with the skills needed to face just about any nursing environment. The curriculum will educate you on many aspects of nursing care from pre-birth to death.

A career in nursing provides a wide variety of job opportunities. Nurses practice in many settings (hospitals, long term care facilities, community agencies, clinics, schools) and care for all age groups.

Barton offers 2 types of programs for people wanting to enter the field of nursing: Certificate in Practical Nursing (PN) and an Associate in Applied Science Degree in Nursing (ADN). A student completes the first two semesters of the program to earn a PN certificate and is eligible to take the CLEX-P® to become a Licensed Practical Nurse. The graduate then can decide to continue their education or enter the work force.

When the LPN wants to continue their education they may apply for the second year of the nursing program, graduates will receive the Associate in Applied Science degree and is eligible to take the CLEX-R® to become a Registered Nurse. Barton Nursing is approved by the Kansas State Board of Nursing and the Associated Degree Nursing Program is accredited by:

### **Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Website: [acenursing.org](http://acenursing.org)

### **Admission Procedure**

Students seeking admission to the nursing program must be admitted to the college and must also apply for admission to

the nursing program. Admission to the college does NOT automatically mean admission into the nursing program.

For the complete nursing admission procedure go to [nursing.bartonccc.edu](http://nursing.bartonccc.edu) or contact the nursing office at 792-9357 for an admission packet.

Note: Possession of a misdemeanor or felony conviction may preclude acceptance into the nursing program and/or licensure as a Licensed Practical Nurse or Registered Nurse in the state of Kansas. (Statute Kansas Nurse Practice Act 65-1120).

## **SPECIAL NOTES:**

### **Former Barton Students**

Regular students who have attended Barton and then dropped out/stopped for one year or longer, or who have completed a degree or certificate must submit a new application for admission. Students must provide official transcripts of all college credits earned since the last semester of attendance at Barton.

### **Home School Students**

Home school credit evaluations may be submitted in lieu of a transcript or diploma from the school administrator.

### **Transfer Students**

A transfer student is eligible for admission to Barton Community College if eligible to re-enter the institution last attended and in compliance with other requirements of the College.

Individuals who are on academic probation, suspension or dismissal from another college, may apply for admission. If accepted, the student will be admitted according to the Academic Progress Policy which places the student on a one-semester probation.

Barton accepts transfer credit earned at regionally accredited colleges in the United States. Transfer credits will be accepted from colleges and universities starting from the year they are accredited or hold candidacy status with the North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, and the Western Association of Colleges and Schools.

Transfer credit from institutions recognized by CHEA ([www.chea.org](http://www.chea.org)) and/or the US Department of Education are subject for review by the Registrar and the Vice President of Instruction and Student Services. Transfer credit from non-accredited institutions will not be accepted at Barton unless approved by the Registrar and/or the Vice President of Instruction and Student Services. All transfer hours will be equated on the semester-hour

system. All credits and grades including repeated courses will be listed on the Barton transcript and calculated into the student's cumulative grade point average.

To be eligible for graduation, students must have completed at least 15 hours out of the required sixty-four (64) hours from Barton Community College. Students seeking a certificate from Barton must have completed at least 25% of the required courses from Barton.

When a course taken at another institution is repeated at Barton, the College shall accept the most recent grade to calculate the student's grade point average or satisfy course and/or graduation requirements.

Students seeking a degree/certificate from Barton need to provide all official transcripts for previous coursework.

Non-degree students are not required to submit transcripts unless it is needed for a course prerequisite. Non-degree seeking student's transcripts will be kept on file and only evaluated as needed and/or as requested by the student.

### **Army Enlistees**

The Concurrent Admissions Program (ConAP) is a joint program of the Army Recruiting Command, Servicemembers Opportunity Colleges (SOC), and the College. As an eligible Army enlistee, individuals will be admitted to the College concurrent with enlistment, defer enrollment for classes for up to two years after discharge and matriculate as a veteran after leaving active duty.

### **International Students**

- International students must adhere to all Barton Community College admissions policies.
- An international admissions packet must be submitted for review by May 1 for the fall semester and October 1 for the spring semester.
- A TOEFL score of 500-paper/73 computer is required. Students from an English speaking country are not required to take the TOEFL. A conditional admission may be allowed for a TOEFL score under 500/73. Enrollment will be restricted under this conditional admission. Students may be required to enroll in appropriate English as a Second Language course(s) upon arrival in addition to their academic program of study.
- Proof of graduation from a secondary school or equivalent is required. All transcripts from the secondary school or any college/universities attended of prior work must include certified English translations. Faxed or copies will not be accepted as official.
- New international students will be charged a one-time nonrefundable application/enrollment fee of \$150 after

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completing their initial enrollment at Barton Community College.

- All admissions criteria must be met before housing application forms are approved. The housing deposit fee is required before acceptance is granted to the College.
- Each student is required to have adequate medical insurance
- Each student must provide copies of their immunization record in English. **IMMEDIATELY ON ARRIVAL TO CAMPUS** arrangements must be made with Student Health Services to have a medical assessment, TB screening and review of immunizations. These assessments are **MANDATORY** prior to attending classes.
- The minimum academic year expense is \$12,000. However, students should plan to bring more than this amount so that they can pay summer expenses, if applicable. Students who choose to attend Barton must do so with the intention of paying all expenses from their own financial resources.
- Each student desiring transfer from another educational institution in the United States will be evaluated on a case-by-case basis by Barton's International Admissions Office.
- Barton's International Admissions Office will review all international applications for acceptance each semester.

## ENROLLMENT PROCEDURE: BARTON COUNTY CAMPUS

A student is either classified as either a Regular Student or as a Special Student. To determine student status see Admissions Policy, visit [bartonccc.edu/admissions](http://bartonccc.edu/admissions), or contact the Barton Admissions Office at 792-9286 or (800) 722-6842.

\*To determine if student is eligible to receive Federal Financial Aid visit: [financialaid.bartonccc.edu](http://financialaid.bartonccc.edu) or call the Barton Financial Aid Office at 792-9270 or (866) 257-2574.

### Regular students

A student admitted as a regular student must request official transcripts (secondary, post-secondary, and/or GED) from all previously attended institutions to be sent directly to Barton. A regular student will be assigned an advisor, may be eligible to receive federal financial aid, will be eligible to earn a certificate or degree, and may be eligible to compete in intercollegiate athletics.

#### New Students:

Contact the Admissions Office in the Kirkman Student Activity Center at 792-9286 or (800) 722-6842. All new students may be required to submit placement scores, college transcripts, or be assessed prior to enrollment. Scores and/or college transcripts are used for placement in English, Reading, and Math courses. Barton's assessment is free of charge. \*For further information, see Academic Placement.

#### Returning Students:

1. Schedule an appointment with your academic advisor
2. Enroll with your academic advisor

3. Make payment arrangements and receive a copy of your schedule from the Business Office in the Kirkman Student Activity Center. For more information contact the Business Office at 792-9321.

### Special Students

A student admitted as a special student is not required to submit transcripts. A special student is not eligible to receive federal financial aid, is not eligible to earn a certificate or degree from Barton, is not eligible to compete in intercollegiate athletics, and will not be assigned an advisor. However, student services will be available upon the student's request.

\*Students may be required to submit placement scores, college transcripts, or be assessed prior to enrollment. Scores and/or college transcripts are used for placement in English, Reading, and Math courses. Barton's assessment is free of charge. For further information, see Academic Placement.

#### Barton County Campus:

Complete enrollment form at Enrollment Services in the Kirkman Student Activity Center.

By Phone: Call Enrollment Services at 792-9252.

#### Off Campus Classes:

1. Enroll by coming to Enrollment Services in the Kirkman Student Activity Center or by phoning Enrollment Services at 792-9252.
- or
2. Contact Karly Little at 792-9294 for on-site enrollment information.

## ONLINE LEARNING

Barton Community College offers students two online learning options: BARTonline([bartonline.org](http://bartonline.org)) and Edukan([edukan.org](http://edukan.org)). Students are encouraged to visit and follow the application/registration procedures for each respective online learning platform.

#### Other regulations

For summer school, students may not register for more than nine credit hours per session without approval from the Vice President of Instruction and Student Services.

## ENROLLMENT PROCEDURE: BARTON FORT RILEY CAMPUS

**College Program classes are open to everyone.**

Students can enroll in classes up to 8 weeks prior to the start of classes by visiting the Barton-Fort Riley office located at Building 217 Custer Ave, Fort Riley. Students will enroll in courses by using the Genius portal on the BARTonline.org website. Active duty military must submit tuition assistance (TA) requests through GoArmyEd.

College Program courses are available during evening and weekend hours. Sessions are eight (8) week hybrid courses. Hybrid 3-credit hour courses meet once per week for 3 hours and 5 credit hour courses meet twice per week for 3 hours. Payment for the courses can be completed online or in the Barton office.

Books are provided for most of the classes at no cost to the student.

**LSEC (Leadership Skills Enhancement Courses) are open to Active duty military, Veterans, National Guard/Reserve, DOD employees, retirees, and their family members.**

New students are encouraged to enroll in LSEC classes through the Barton Office and the Army Education Center at Building 217 Custer Ave, Fort Riley. Returning students can enroll online using the BARTonline.org and GOARMYED.com websites.

Enrollment in LSEC courses begin at least 4 weeks prior to the start of classes. LSEC courses are only offered during on-duty hours. Books are provided at no cost to the student, and tuition is fully covered by scholarship. Cycles are six (6) weeks in length. Courses are traditional type courses that meet every day for 1½ hours.

**BSEP (Basic Skills Enhancement Program) courses are open to Active duty military, and if space is available, family members of active duty, veterans, DOD employees, and retirees**

These are developmental classes designed to enhance basic math, reading, and writing skills for the GT and Armed Forces Classification Test (AFCT) testing. These developmental classes also help prepare for college level study. Whether you need to build your basic skills or just gain confidence in them again, these courses are designed to help you succeed. These courses do earn college credit but do not count toward graduation requirements.

Active Duty Military must enroll in BSEP classes with the Army Education Center. Family members, Veterans, DOD employees, and retirees may enroll in BSEP classes based on space availability with the Education Center located at 217 Custer Avenue.

Enrollment in BSEP classes begins 8 weeks prior to the start of classes. Classes meet Monday thru Friday for 3-4 weeks, 3 hours each class meeting.

## TESTING AND PLACEMENT

Students at both the Great Bend campus and the Fort Riley campus entering college for the first time without ACT, SAT, ASSET, Accuplacer, or COMPASS scores must take the Accuplacer test.

Students must have placement scores on file if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific assessment scores. Placement scores will be used to place students in the appropriate English, reading or math course.

Testing provides both the student and the advisor an effective tool to position the student for academic success. Through enrollment in proper courses, students are more likely to meet their academic goals.

## Other Testing Services

For information about other testing services, please see the Student Services section of the catalog on page 24.

## RESIDENCY STATEMENT

All applicants must indicate your residency status on the application.

For the purpose of being assessed college tuition, Kansas residents are persons, who, if adults, have resided, or if minors (under 18) whose parents have resided in Kansas for six months immediately preceding the first day of classes.

In some cases, residency status is subject to interpretation by Barton. Such persons as financially independent students whose parents reside in another state, non-residents who marry residents, military personnel and their dependents stationed in Kansas, and students acquiring an abode, whether by purchase, renting or otherwise and intending to live in it permanently or indefinitely, should consult the Office of Enrollment Services if in doubt about their residency status.

It is the student's responsibility to enroll under the proper residency classification. If there is any question concerning residency status, it is the student's responsibility to raise the question in the Enrollment Services before the start of the semester.

Certain undocumented immigrants and others may be eligible for resident tuition. This applies to any student who:

1. Has attended an accredited Kansas high school for three or more years and
2. either graduated from an accredited Kansas high school or has earned a GED issued in Kansas and
3. a.) in the case of a person without lawful immigration status; has signed and filed an affidavit with the institution stating that the person or the person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so or  
b.) in the case of a person with a legal nonpermanent immigration status, has filed with the postsecondary education institution an affidavit stating that such person has filed an

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application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so.

Students who meet eligibility requirements should request an affidavit from the Admissions Office or the Office of Enrollment Services.

## Tuition & Fee Waiver for Deceased Safety Officer Dependents

Effective July 1, 1996, individuals who were dependents of any Kansas firefighter or law enforcement officer who died as a result of injuries suffered in the line of duty will be allowed to enroll without charge of tuition or mandatory fees at any public institution of postsecondary education in the State of Kansas. (Kansas Senate Bill 325)

### Waiver Guidelines

- Dependents include birth child, adopted child, stepchild or any child who was actually dependent in whole or in part of a public safety officer and those who are related to the public safety officer by marriage.
- The statute is not retroactive and will not provide a vehicle for recovery of tuition and fees paid prior to July 1, 1996. However, the death of the law enforcement officer/firefighter could have occurred prior to July 1, 1996.
- The fees which are waived are those fees which all students must pay at the time of enrollment.
- If you qualify, you must complete a form before the waiver is accepted. Forms may be obtained or additional questions answered by the Business Manager, Kirkman Visitor Center, located on the Barton County Campus, 792-9319.

### Tuition & Fee Waiver for Dependents of Veterans

K.S.A. 75-4364 provides an opportunity for dependents and spouses of certain military personnel who died on or after September 11, 2001, while, and as a result of, serving in active military service to enroll in Kansas postsecondary educational institutions without payment of tuition or fees. Enrollment without payment of tuition and fees means that an eligible student will be allowed to enroll without payment of tuition or any mandatory fees required of all students at the time of enrollment. The student will be responsible for other charges associated with the student's academic program and living costs.

## FINANCIAL AID

### [financialaid.bartonccc.edu](http://financialaid.bartonccc.edu)

The Financial Aid Office, functioning in a manner that is consistent with the College mission statement, promotes scholarship, grant, student loan and employment opportunities for qualified, deserving students. The fundamental purpose of the Financial Aid Office is to actualize this philosophy through counseling and facilitation of the financial aid process.

## Merit-based Aid

You must be a Kansas High School graduate (or a Kansas resident with a GED) to be eligible for the Barton Bound Scholarship. The award is based upon your high school GPA or ACT score, whichever is higher. To be awarded a scholarship, you must complete and submit a Barton Admissions & Scholarship Application by May 1 for the fall semester and December 1 for the spring semester for the 2014-15 aid year. The Barton Bound will be for a flat amount except for the Elite tier which will be tuition & books and awarded based upon a combination of a 3.7 or higher GPA plus an ACT score of 28 or above. As with all other Barton tuition scholarships, for online classes the tuition amount covered is equal to the same amount as that for face to face classes.

Award	Award Amount	Kansas HS GPA	ACT Score
Elite Award	Tuition & Books	3.7 and Above	and 28+
Excellence Award	\$1,000	3.5 and Above	or 26+
Honor Award	\$800	3.0-3.49	or 24-25
Achievement Award	\$500	2.5-2.99	or 22-23
Merit Award	\$250	2.0-2.49	or 20-21

## Other Institutional Scholarships

### Activity Scholarships

Activity Scholarships are offered by sponsors from various Barton programs. Selection is made for special skills, abilities or interests. The student is expected to complete specified obligations. The sponsor administering the award determines the contract obligations and award amounts. Activity Scholarships available: Cheer, Drama, Forensics, Graphic Design, HALO, Journalism, Student Senate, Band, Vocal Music, and Admissions.

### Departmental Scholarships

Departmental Scholarships are offered by various programs at the discretion of instructors. Departments offering scholarships include: Agriculture, Art, Automotive, Business, Criminal Justice, Early Childhood, EMS, Medical Assistant, MLT, Music and Networking.

### Foundation Scholarships

As part of its mission, the Barton Community College Foundation provides and funds a large number of scholarships to traditional or non-traditional students attending Barton for educational opportunities or training. Thanks to the generosity of many donors, endowments and annually funded scholarships, with a wide variety of criteria, are available to assist students. Scholarship application priority deadline is June 1st prior to the academic year. The application can be found at [bartoncccfoundation.org](http://bartoncccfoundation.org).

### Trooper Bill Scholarship

An automatic (no application required) scholarship available to military dependents taking College Programs who are:

Kansas residents, seeking a degree or certificate at Barton and have at least a 3.5 or higher overall GPA. The scholarship is worth \$100 per term (\$300 annually) and is credited directly to the student's account at one of the term payout dates.

## Need-based Aid

### Federal Financial Aid

To apply for Federal financial aid, a Free Application for Federal Student Aid (FAFSA) must be completed. Students can complete a FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). There is no charge to have an application processed. If financial aid is applied for in one school year, the student may be sent a renewal application the next year. All Barton degree programs are eligible for federal aid, but not all certificate programs are eligible. Students will need to contact the Financial Aid Office to inquire if a particular certificate program is eligible.

**Federal Pell Grants (PELL)** are funded by the federal government and do not need to be repaid. This program is designed for undergraduates who do not have a bachelor's degree, and it serves as the foundation, or base, for other forms of aid. Eligibility is based on need. The amount of the Pell Grant is determined by a federal funding formula, number of credit hours and weeks for which the student is enrolled. The maximum award for the 2016-17 year is \$5,815.

**Federal Supplemental Educational Opportunity Grants (FSEOG)** are basic funded by the federal government and do not need to be repaid. Eligibility is based on need and availability of funds. FSEOG funds are campus-based; and therefore, limited funds are available. Institutions participating in the FSEOG program are responsible for formulating a policy regarding distribution of FSEOG. Barton awards FSEOG in amounts of \$200 per term during the fall and spring terms to those applicants showing the greatest need as long as funds are available.

**Federal Work Study (FWS)** provides employment opportunities that enable students to earn money to fund their education. Also campus-based, FWS awards are based on documented need and availability of funds. For additional information, contact the Career Center at 792-9349.

**Federal Direct Student Loans** are low interest loans that are either subsidized or unsubsidized. A subsidized loan is based on financial need unmet by other aid. The federal government pays interest or ("subsidizes") the loan as long as the student is enrolled in at least six credit hours. On an unsubsidized loan the student will be charged interest from the time the loan is disbursed until it is paid in full.

**Other Need-Based Aid:** There are also two other types of scholarships for students who show need according to

guidelines listed on the scholarship application and who are not eligible to receive other types of aid.

**Barton Boost Scholarship:** This scholarship is need-based for high school student not receiving any other type of aid. Based upon the number of credit hours the student is enrolled in, the student may receive a scholarship up to and including six credit hours of the cost of tuition and fees per term. The scholarship in combination with other resources cannot exceed direct cost of the classes.

**Barton Fresh Start Scholarship:** Available to transfer students or students who graduated prior to 2015.

Award	Enrollment Level	Award Amount	Kansas HS GPA
Barton Fresh Start	Full Time (12+ Hours)	\$1,000	3.0 and Above
Barton Fresh Start	3/4 Time (9-11 Hours)	\$750	3.0 and Above
Barton Fresh Start	1/2 Time (6-8 Hours)	\$500	3.0 and Above
Barton Fresh Start	<1/2 Time (1-5 Hours)	\$250	3.0 and Above

If you have any questions or concerns about financial aid at Barton please refer to our website or if you do not have access to a computer call us at 792-9270 or (800) 748-7594.

### Return to Title IV Refunds

Students who withdraw 100% from classes, officially or unofficially, may be subject to repaying a portion of their federal aid. Federal funds that may be effected by a withdrawal are the Federal Pell grant, Federal student loans, Federal SEOG, and the Federal ACG grant. When a student withdraws, Barton must determine the actual amount of federal aid the student earned while attending. If the student drops all classes before 60% of completion, federal aid will be subject to a return to the Department of Ed. If classes are dropped after completing 60%, the aid is considered earned and will not be subject to recalculation or repayment to the Department of Education.

The Department of Education provides a formula for schools to determine the actual amount of federal aid that students might be required to repay. The order of the R2T4 (Return to Title IV) funds is Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

If the student withdraws before federal has been paid, the student might be eligible for a post withdrawal disbursement. If that is the case, Financial Aid Office will be notified of the withdrawal and will determine if the student is subject to a PWD (Post Withdrawal Disbursement).

During the first two weeks of the fall and spring semesters, the student may drop classes and a 100% refund will be issued. After this point, when a class is dropped, no refund will be

# GETTING STARTED

issued. It is the student's responsibility to officially withdraw from classes. Students may initiate a drop by contacting their advisor or the Enrollment Services Office at 792-9252. **Non-attendance does not constitute an official drop.**

If the student withdraws from classes and it is determined that a refund of federal funds is owed, Barton will contact the student informing them if they owe a repayment. The student will be responsible to repay any funds that are determined to be unearned if you owe a repayment to the Department of Education. Owing a repayment may cause the student to be ineligible for further federal aid.

For financial aid disbursement policies, visit the Barton Financial Aid web site.

## STUDENT HOUSING

### housing.bartonccc.edu

Barton Community College offers on-campus housing for 340 students with single occupancy options in a comfortable and fun setting for both men and women. Living on campus can enhance your opportunity to meet other students and adapt to college life more easily and quickly.

Conveniences include free: cable, internet availability in each room, access to newly released movies updated monthly, three laundromats, phone service, two Eco-friendly drinking water stations, large flat screen TV & Wii in the commons areas and access to indoor pool and workout facility.

The application process is simple and based on a **first come first serve basis upon receipt of the reservation/damage deposit.** Go online at [housing.bartonccc.edu](http://housing.bartonccc.edu) to view the student housing options and complete contract online. The housing brochure which includes additional information is available online as well as in the Admissions Office located in the Kirkman Visitors Center. Barton mandates that all full-time freshman students (those enrolled in 12 or more semester hours with a total of less than 24 successfully passed college credits) are required to live in college residence halls. You may be exempt from being required to live in the college residence halls if you meet at least one of the following criteria:

- Are married
- Are 21 years of age or older, or
- Have children or child who reside(s) with you
- Live in Barton County, or bordering county with parents, legal guardian, or other immediate family member.

### Meningitis Health Information Facts

Students residing in campus housing are required to review information provided on meningitis and the possible dangers related to the disease.

They are encouraged to receive the vaccine. Students must provide either documentation of the vaccine or sign the provided waiver indicating declining of vaccine at this time. Students under 18 years of age must have parent or guardian sign the waiver.

A booster vaccine is recommended if student was vaccinated prior to the age of 16. Check with your medical provider. This vaccine should not be confused with HIB that is given to young children.

Recent studies suggest younger students who live in dorms, those who smoke, and those who spend more than four hours a week in congested areas are at greater risk for developing this disease. It is rare but severe and frequently fatal.





## 2016 - 2017 Cost Information

### Legal Residence in Kansas - \$104 per credit hour

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$1664	\$3328
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$2079</b>	<b>\$4158</b>

### Legal Residence outside Kansas (within the USA) - \$135 per credit hour

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$2160	\$4320
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$2575</b>	<b>\$5150</b>

### International Residents - \$187 per credit hour

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$2992	\$5984
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$3407</b>	<b>\$6814</b>

Additional Fee \$150 – One time administrative fee

### Housing Costs - Housing contract includes 19 meals per week plan

Summer 2016		Fall '16 and Spring '17 Semesters	Semester Cost	Annual Cost
Application Fee	\$120	<b>19 Meals per week</b>		
Cost	Start at \$347 per session with no meal plan	Twin Suite, Shared Bath	\$2,812	\$5,624
		Single Suite, Shared Bath	\$3,283	\$6,566
NOTES:		Application Fee	\$120 Required to reserve space. Housing reserved on a first-come first-serve basis.	
■ Application Fee is non-refundable.		Single Room Rate	Additional charge for single occupancy or deluxe suite upon availability.	
■ No meals are included with the summer housing price.				
■ Students who choose to pay the entire semester at the time the first payment is due will receive a 4% discount.				

### Yearly Cost Estimates

\*Based on 16 credit hours per semester X 2 semesters

	Kansas Resident	Non-KS Resident (U.S Citizen)	International Resident
Tuition	\$3328	\$4320	\$5984
Books	\$830	\$830	\$830
Housing**	\$5624	\$5624	\$5624
<b>Total Cost (**Estimated)</b>	<b>\$9,782</b>	<b>\$10,774</b>	<b>\$12,438</b>

**Additional Notes:** Housing Students add \$120 Application Fee  
International Students add \$150 Administrative Fee

\*A scholarship of \$7 per credit hour applies to Barton County residents

\*\* Housing cost is based on the double occupancy room rate.

\*\*\* Cost is estimated based on basic charges and do not include other personal costs or costs associated with various classes nor cost of online courses.

### Online Costs

BARTonline: \$150

EduKan: \$150

For more information of an estimated cost of attendance, visit the Barton Financial Aid web site.

Prices are subject to change at the discretion of the Board of Trustees.

# STUDENT SERVICES

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## ACTIVITIES

Student activity programming supplements instructional programming by providing experiences designed to increase students' enjoyment of life and stimulate their personal growth and social development. Student interest organizations, clubs and activities have been created to provide these opportunities and experiences. Each club or organization has one to two faculty or staff sponsors who are directly responsible to and for their respective groups. The Director of Student Life oversees these activities and clubs.

**Student Government Association** – The SGA is the representative body of the student population. It is comprised of elected student officials who provide a “voice” for the student body relevant to their campus experience, and who plan student activities. Elections are held for sophomores in the spring semester and for freshmen in the fall semester. Contact the Director of Student Life at 792-9271 or [engled@bartonccc.edu](mailto:engled@bartonccc.edu) for more information.

**Intercom** - a monthly source of information about student activities taking place on campus and other need to know information. It is sent via email to students' college ([bartoncougars.org](http://bartoncougars.org)) email address and available on the web under Student Life. Contact the Director of Student Life at 792-9271 or [engled@bartonccc.edu](mailto:engled@bartonccc.edu) for more information.

## ADVISEMENT

Barton's advisement system is a student-centered, advisor driven system designed to increase student success and retention by promoting close and continuous contact between students, advisors, and the Barton student support structure. Advisors are accessible to all advisees and exhibit an open-door policy.

An Advisement Coordinator will assign an advisor to all degree seeking students. Non degree seeking students may request an advisor or may contact an

Advisement Coordinator when help is needed.

Advisors can help with many things. Here are a few:

- Degree Planning
- Career Options
- Enrollment
- Dropping/Adding a class
- Changing majors and/or advisors
- Graduation requirements
- Advice on courses, schools, and life issues

Academic advisors will provide a friendly, open environment that will foster self-exploration, self-awareness and self-evaluation thus enhancing a sense of personal identity. Additionally, advisors assist students in exploring the possible short and long-range consequences of their choices and facilitate students' recognition and acceptance of personal responsibility for what happens in their lives. Advisors will assist their advisees, not only with semester-by-semester planning, but with college career, workforce, and/or transfer plans as well.

### Barton County Campus Advisement Center

Room L134, North end of the Learning Resource Center  
792-9225 or (800) 748-7594, ext. 225  
[advisement@bartonccc.edu](mailto:advisement@bartonccc.edu)

### Barton Fort Riley Advisement Services

Building 217, Fort Riley Campus  
(785) 784-6606 or (877) 620-6606  
[advisement@bartonccc.edu](mailto:advisement@bartonccc.edu)

## TESTING AND PLACEMENT

Students entering college for the first time without SAT, ACT, Accuplacer, ASSET or Compass test scores may be assessed for placement. Students at both the Great Bend campus and the Fort Riley campus entering college for the first time without ACT, SAT, ASSET, Accuplacer, or COMPASS scores must take the Accuplacer test. Students enrolling in a 100% online English, math or science course with BARTonline may

complete an institutionally developed online placement test.

Students must have placement scores on file if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific assessment scores. Placement scores will be used to place students in the appropriate English, reading or math course.

Testing provides both the student and the advisor an effective tool to position the student for academic success. Through enrollment in proper courses, students are more likely to meet their academic goals.

### Other Testing Services

**Instructor Assigned Testing:** Student Services may conduct other assessments or testing as required by individual instructors or departments.

**Proctoring:** Individual instructors can arrange to have make-up tests proctored.

### The following nationally-normed instruments can be administered:

**DANTES - CLEP & DSST:** Testing instruments provided by Barton Fort Riley Testing Center which allows the student to receive credit for informal learning by “testing out” of entry-level and upper-level courses. Military soldiers are able to take the test at no cost, fees apply to all other students.

The CLEP test is also offered at the Barton County Campus.

### Tests Administered Through Other Testing Agencies

Automotive Service Excellence Exam (ASE)

Please contact the Barton County Campus Testing Center at 792-9344 or 792-9282 or the Fort Riley Testing Center at (785) 240-3617 to make an appointment or further information.

## BOOKSTORE

The Bookstore, located in the Student Union on the Barton County Campus, offers Barton apparel and memorabilia, snacks, sandwiches, muffins, and drinks in addition to all the books and supplies needed for classes on the Barton County Campus.

Regular hours are 7:30 a.m. to 6 p.m. Monday through Thursday and 7:30 a.m. to 5:30 p.m. on Friday. Summer hours are 7 a.m. to 5:30 p.m., Monday through Thursday. Contact the Bookstore at 792-9229.

## CAREER CENTER

[careercenter.bartonccc.edu](http://careercenter.bartonccc.edu)

### Career Exploration

Barton's Career Counselor is available to assist you with choosing a career that fits a student's personality and interests. Assessments of abilities, values and interests are available to assist in choosing a major. Further career exploration resources are available through the Career Center such as books, videos, job shadowing, and assistance with online resources.

### Internships/Job Shadow

An internship or job shadowing experience may be arranged through the Career Center. Internships are work experiences that enhance learning and help to verify career choice or encourage exploration of further options. Internships are often unpaid work and may or may not be for college credit.

### Job Search Assistance and Part Time Employment

Resources and personal assistance are available in the following areas: resume and cover letter writing, completing job applications, developing interview skills, professional etiquette and job search assistance. Current opportunities are posted on our website for on and off campus employment at [careercenter.bartonccc.edu](http://careercenter.bartonccc.edu)

## Transfer Information

Catalogs and brochures from public and private colleges in the state of Kansas are available outside of the Career Center Office. Information about transfer equivalency of Barton courses to other institutions is also available. Information from colleges outside of Kansas will be obtained at your request. Many Kansas colleges send admissions representatives to Barton to speak with our students. Check the Career Center website for specific dates and times.

Call 792-9349, or come to the office in room L133, located on the north end of the Learning Resources Center.

## CHILD DEVELOPMENT CENTER

[cdc.bartonccc.edu](http://cdc.bartonccc.edu)

Students, faculty, and staff with children between the ages of 2 weeks and 12 years have access to the Child Development Center located at the Barton County Campus on a space-available basis. The Center is open from 7 a.m. to 6 p.m. whenever College offices are open. The Center remains open for child care services on Fridays in summer when the Barton County campus offices observe a summer schedule. Located adjacent to the three-story Phase IV Housing Complex, the Center provides care for as short a time as one hour and as long as eleven hours each day. The Center is licensed by the State of Kansas to provide care for up to 66 children during each academic semester. The Director of the Child Development Center can be reached at 786-1131 or 792-9360 to provide information about Center enrollment.

## COUNSELING

[counseling.bartonccc.edu](http://counseling.bartonccc.edu)

Professional counseling is available on the Barton County Campus to help students with personal issues or with academic concerns that would ultimately affect the achievement of their academic goals. Counseling is also available to assist students in exploring choices, recognizing consequences,

and assuming personal responsibility. Referral services are available for career counseling on campus, as well as for community resources. You may also visit our counseling website at [counseling.bartonccc.edu](http://counseling.bartonccc.edu). For counseling services, call 792-9295 or visit L139, in the north end of the Learning Resource Center. Counseling is confidential and free for Barton students.

## COMPUTER LAB

The Student Services computer lab on the Barton County campus makes available to students and others PCs, printers, and scanners. Qualified personnel are available to assist with Internet access, word-processing, and other computer assignments. On the Barton County campus, the computer lab is located in the far northwest corner of the Learning Resource Center. On the Fort Riley Campus, computer access is located in Buildings 7604 and 215 when computer classes are not in session. Additionally, the Fort Riley Tutor Center located in Building 7656 has computers available during the day for students.

## DISABILITY SERVICES

Disability Services provides and coordinates academic or other accommodations to students with disabilities in order to promote equal educational opportunities. Accommodations are provided on an individualized, case by case basis. Prior to receiving accommodations, students are wholly responsible for identifying themselves as being disabled and for providing the proper documentation. Students with disabilities seeking academic accommodations are encouraged to contact the Student Services office as soon as possible at (855) 509-3367 or may contact [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu). Students attending the Fort Riley campus may contact the Fort Riley Student Support office at (785) 784-6606 or e-mail [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu) to request assistance with accommodations. Fort Leavenworth students should

# STUDENT SERVICES

contact (855) 509-3375 or e-mail [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu) to request assistance with accommodations.

## HEALTH SERVICES

### [healthservices.bartonccc.edu](http://healthservices.bartonccc.edu)

Barton employs a registered nurse full-time from August through May. Clinic hours are Monday, Wednesday and Thursday 8 a.m. to 4 p.m.; Tuesday 8 a.m. to 5:30 p.m.; and Friday 8 a.m. to 1 p.m. After hour emergency contacts can be made by calling cell phone 786-0392. Basic services are free to all students and employees of the college.

**All expenses incurred through medical, dental and eye referrals are the responsibility of the student, parent or guardian.**

The mission of the College Health Program is to help maintain a state of optimum health, both physical and emotional, among the students, faculty and staff.

Services available include:

1. First aid and emergency care.
2. Routine health checks.
3. Assistance with medical, dental and eye referrals
4. Immunization information and assistance with updates
5. Prescription injections can be given with approval of prescribing physician and college nurse. Medication must be provided by the student.
6. Assistance with family planning, STD and HIV counseling
7. Medical information source

### Immunization Information

Barton follows the established recommendations of the Kansas Department of Health and Education (KDHE) and the American College Health Association (ACHA).

1. Proof of immunizations is not required but it is HIGHLY recommended that all college students review and update their immunizations.
2. Informative guidelines on

immunizations are available in the Student Health Office.

3. Limited immunizations may be obtained through Student Health Services. Minimal fees are assessed. If your insurance covers immunizations, it is advised you receive them from your Healthcare provider or Health Department. The college does not process insurance claims.
4. Housing students and international students are asked to provide immunization information along with health assessment at enrollment.
5. All international students are mandated to be seen in Student Health within 24 hours of arrival on campus. Mandatory TB screening will be completed, along with a health assessment including review of immunizations. The TB screening and updates of immunizations will be required to be completed prior to attendance of classes.
6. Campus housing students will be required to show documented proof of meningitis immunization or the signed waiver.
7. As per KS Statute KSA 2009 Supp. 65-129, all students entering a classroom will be screened for tuberculosis. Those who evidence heightened risk will be required to provide the TB Risk Assessment Evaluation which must be completed by a health care professional. Students requiring a Tuberculosis Risk Assessment may inquire at Student Health for testing or go to local Health Department or Healthcare Provider. Assistance with referrals will be provided as needed.

### Medical Insurance

According to the Affordable Care Act (ACA) all individuals are required to maintain Essential Coverage in Health Insurance. The college does not have a plan or endorse any particular plan.

## LIBRARY

### [library.bartonccc.edu](http://library.bartonccc.edu)

Barton's Library offers a variety of resources to meet the informational and

research needs of students and area residents. Access is provided to the library's print and electronic resources including, but not limited to, books, e-books, periodicals, and databases. The library strives to adjust its resources and services to meet the needs of its patrons.

Research and general library assistance is available in person, by phone 792-9365/(888) 403-1900, or e-mail [library@bartonccc.edu](mailto:library@bartonccc.edu).

Library hours may alter with the season, campus closings, school holidays, and by demand as dictated by student use. Hours of operation and any variations will be posted on the library's website and Facebook page.

For more information, stop by the library which is located in the south end of the Learning Resource Center, call 792-9365, or visit the library's web site at [library.bartonccc.edu](http://library.bartonccc.edu).

## CAMPUS SAFETY

At Barton the safety and well being of our students, faculty, staff and visitors are of utmost importance. With the support of other departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.

The Barton Campus Safety Department provides a 24-hour a day, seven days a week patrol function on campus, parking lots, and student housing. The Campus Safety office is located in T-154 and can be reached by calling 792-9217.

## TRIO PROGRAMS

### Student Support Services

Student Support Services is one of four TRIO programs sponsored by Barton. TRIO programs are funded through the United States Department of Education. These grants provide free services for eligible students to assist them in meeting their educational goals. The Barton

Student Support Services (SSS) program is designed to meet student needs in all academic, career, transitional, and life skills areas. Each member of the Student Support Services staff is committed to helping students successfully complete a two-year degree and/or transfer to a four-year institution.

## Services

Services available to eligible students include: academic, career, vocational, transfer, and personal counseling; financial aid information and assistance, transfer visits, disability accommodations, college skills seminars and tutoring.

## Eligibility

Students may be eligible for the SSS program if they are first generation college students, meet limited income guidelines, or have a physical or learning disability. In addition, students must show a need for academic support services.

## Location

The Student Support Services program offices are located in the north end of the Learning Resource Center. Staff members may be reached by calling 792-9240.

## Upward Bound Programs

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

A six-week residential program is conducted on the Barton Community College campus during the summer.

Barton Community College has two Upward Bound programs serving our service area:

### **Barton County Upward Bound: Serves Ellinwood, Hoisington and Great Bend**

Contact: 792-9219 or  
bcub.bartonccc.edu

### **Central Kansas Upward Bound: Serves Central Plains, Chase, Ellsworth, Lyons, and Wilson**

Contact: 786-1181 or  
ckub.bartonccc.edu

## Educational Opportunity Center

### **bartonccc.edu/community/CKEOC**

The Central Kansas Educational Opportunity Center (CKEOC) offers free services to provide eligible adults assistance with secondary and postsecondary education attainment. CKEOC has been developed to respond to the increasing educational needs of adults and offer support in identifying their educational, personal, and career goals. The CKEOC TRIO Program is 100% funded by the Department of Education with all services free to those who qualify. CKEOC may serve those under the age of 19 due to there is not a Talent Search Project within the CKEOC target area.

## Services

Services include: Career exploration, college and vocational school searches academic advisement, financial aid and admissions assistance, placement in and guidance through high school diploma or GED programs, campus visits, financial literacy, supportive workshops, job networking, and mentoring.

## CKEOC Service Area

The CKEOC service area covers 33 counties with EOC Advisors available to meet with current and prospective participants within Workforce Centers. The main EOC office is located in the Great Bend KansasWorks Center and satellite offices are located in Hays, Junction City, Manhattan, Salina, and the Barton Fort Riley Office.

## Contact Information:

**Great Bend:** 793-8164 or  
toll free (877) 684-8164

**Junction City:** (785) 238-5200

## TUTORING

Peer and professional tutoring is provided free of charge on the Barton County Campus from 8 a.m. to 9:30 pm Monday through Thursday and from 8 a.m. to 4:30 p.m. on Fridays. Evening, Sunday and summer tutoring hours vary and will be posted at the beginning of each semester. Contact the Barton County Campus Tutoring Center at 786-1127. Professional tutoring services are provided free of charge at Fort Riley in Building 7656. Tutoring is available Monday - Tuesday, 9 a.m. to 5 p.m.; Wednesday - Thursday, 9 a.m. to 7 p.m.; and Friday, 9 a.m. to 3 p.m.; Saturday, 11 a.m. to 3 p.m. Please contact the Fort Riley Tutoring Center at (785) 240-3617 or (785) 784-6606 ext. 763.

For distance or online tutoring options, please contact TutoringServices@bartonccc.edu for more information.

## VETERAN SERVICES

### **bartonccc.edu/supportservices/ militaryresources**

The College assists veterans, active duty, and family members in securing educational benefits. Information may be obtained from the nearest Veterans Administration Office or the College's Veteran Service representatives. The Barton County campus VA representative can be reached at (800) 748-7594 ext. 363, and the Fort Riley and Fort Leavenworth campus VA representative can be reached at (785) 784-6606 ext. 707.

# ACADEMIC INFORMATION

## ACADEMIC INTEGRITY

The College values the honest pursuit of knowledge and expects its students to conduct themselves with academic integrity. To that end, it has adopted an academic integrity policy which defines basic and capital violations and outlines the expectations, rights and responsibilities, sanctions, and related processes essential to maintain the standards of academic integrity within the College.

Upon the recommendation of the faculty, Barton Community College adopted the following values statement:\*

**“Academic Integrity is a commitment, even in the face of adversity, to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Specifically, these values are defined as follows:**

- An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
- An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
- An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interaction of students, faculty, and administrators.
- An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.
- An academic community of integrity upholds personal responsibility and depends upon action in the face of wrongdoing.

\*As stated in The Center for Academic Integrity handbook, “The Fundamental Values of Academic Integrity,” p.4. Des Plaines, Illinois.

## CODE OF CONDUCT

Barton County Community College has established and maintains a fair and equitable procedure for addressing student disciplinary matters ensuring that the rights of the students, the College community, and the community-at-large are protected.

The objectives of the disciplinary process at Barton County Community College are:

1. To protect members of the campus community from harm due to the indiscretions of the few members of the community who are unable, or unwilling to respect the rights of others;
2. To help ensure order in the College community;
3. To create an environment that enhances the opportunity for learning;

4. To protect the rights of members of the College community and the community at large; and
5. To assure students due process when they have been charged with violating College rules and regulations.

Complete Code of Conduct procedure available at [studentconduct.bartonccc.edu](http://studentconduct.bartonccc.edu).

## COLLEGE TO UNIVERSITY ARTICULATION AGREEMENTS

Barton promotes the development of partnerships with colleges and universities. One of the leading outcomes of these partnerships are articulation agreements. Agreements may benefit students interested in general transfer or students who are pursuing specific programs of study. For more information, please check out the following website: [bartonccc.edu/instruction/transartic](http://bartonccc.edu/instruction/transartic)

## DEVELOPMENTAL EDUCATION

### Statement of Philosophy

As developmental educators at Barton Community College, we believe in maximizing the potential of our students and ourselves. We believe in the rights of all students to excellent post-secondary educational experiences: therefore, we strive to achieve and maintain excellence in all our teaching and learning endeavors. It is our mandate to help students overcome any barriers that would hinder their personal and academic success.

We create a learning environment in which faculty, staff, and administration employ the best practices in their field, promote individual initiative, honor diversity, empower independent learning, and encourage risk taking, active learning, problem-solving, and critical thinking while we model a lifelong commitment to learning.



# ACADEMIC INFORMATION

## Mission Statement

Developmental education at Barton Community College provides a post-secondary educational opportunity, sensitive and responsive to the individual differences and special needs among learners.

To facilitate academic preparedness, we support diagnostic testing and placement, develop and provide general and discipline-specific learning strategies, and assist students in coping with barriers to learning.

The developmental courses offered regularly in the course schedule include the following:

Reading	Credit Hours
Basic Reading	3
Intermediate Reading	3

English	Credit Hours
English for Speakers of Other Languages (ESOL) Lab	1
ESOL Conversational English	1
ESOL Academic Vocabulary	1
ESOL Sentence Structure	1
Intro to English Language	6
ESOL I	3
ESOL II	3
ESOL III	3
Basic English	3
Intermediate English	3

Math	Credit Hours
Basic Applied Math	3
Basic Algebra	3
College Preparatory Math	3

<b>Student Success</b>	<b>3</b>
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## Barton ACE

Barton Community College's ACE program helps students master needed math and reading skills in an accelerated time frame. The ACE Lab is located in the classroom building.

Advisors or the Student Support Services staff assist students with the selection of appropriate developmental courses should testing indicate that the student could benefit by enrolling in one or more of these courses.

## MILITARY SERVICE SCHOOL CREDIT

Barton Community College will award college credit to veterans and military personnel enrolled at Barton who have successfully completed specialized training in a military service school. For active duty service members, a Joint Services Transcript (JST) and Enlisted Records Brief (ERB) are used to

complete the military evaluation process. The evaluation for the number of credit hours to be awarded will be based on the recommendations as set forth in "A Guide to the Evaluation Experiences in the Armed Services," published by the American Council on Education. Veterans must provide documentation that shows the correct identification of the training program by title, length, location, and course number and submit a DD214 form in addition to any certificates of training you may have.

## OUTCOMES ASSESSMENT

The College is committed to the assessment of learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.



# PROGRAMS OF STUDY

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## OVERVIEW

### Programs and Curricula

Barton Community College offers a comprehensive curriculum including: transfer opportunities, career technical education programs, general education coursework, certificate and associate degree programs. The College's goal is to provide high quality education and training in all of its courses, regardless of the program of study. Flexibility in planning a course of study, along with experienced advisors, assists our students reach educational goals.

### Transfer Programs

Barton is fully accredited by the Higher Learning Commission, therefore credits earned are accepted by most colleges and universities in the United States. By following the information provided by the Transfer Equivalency Program a student will be able to carefully plan an associate degree program, which will transfer without loss of credit. Students should utilize the expertise of academic advisors on campus, as well as information gained by contacting colleges and universities concerning degree requirements within the appropriate departments or colleges.

Students who plan to transfer to a four-year college or university, but are uncertain of the area of specialization or major, should consider taking general education courses required by most colleges or universities. Visit with an academic advisor concerning the "Transfer and Articulation Agreement" which provides a guide to general education planning for students transferring to in-state colleges or universities.

Careful planning in cooperation with an academic advisor will result in a smooth transition from Barton to the transfer school. Barton students who have transferred to four-year colleges and universities have consistently done as well or better than the students who started at that four-year institution.

### Career Technical Education Programs (Certificates & Degrees)

Career technical education offers students an opportunity to pursue certificate and degree programs designed to prepare them for employment and/or transfer to a university. The subject matter is relevant to the real world, promoting technical and essential skills development. Many of Barton's programs serve as a career pathway link from secondary to postsecondary education.

Career technical education also assists individuals already in the workplace, providing training options that enhance current workplace skills, while supporting potential career advancement or transitional careers.

Barton develops and updates its programs in collaboration

with advisory committees comprised of industry representatives. These representatives share information that ensures curriculum which mirrors the expectations of employers. Many programs offer student career learning experiences.

Whether students are pursuing certificate and/or degree completion or are preparing to transfer, they are strongly encouraged to work closely with their program advisor. All of Barton's career technical education programs have advisors available to assist students.

### General Education

The General Education program provides a foundation for personal enrichment and achievement. A broad selection of courses is available to explore a variety of interests. These courses are designed to become a part of a transfer program. The essential objective of general education is to educate the individual student to be a rational and humane person.

### Associate Degree Programs

The associate degree is a nationally recognized degree awarded upon the successful completion of a minimum of 64 credit hours with a cumulative grade point average of 2.0 or better in an approved educational program. Students will want to review with an academic advisor the several degree options available at Barton.





# PROGRAMS OF STUDY

## GENERAL EDUCATION COURSES

The definitions for general education courses are as follow:

**General Education Course** - Any course that is approved to fulfill credit towards the State and College requirements for General Education and graduation with any of the following degrees: Associate in Arts (A.A.), Associate in Science (A.S.), Associate in General Studies (A.G.S.), or Associate in Applied Science (A.A.S). General education courses typically are non-developmental and non-professional in orientation, and they are offered as electives or required courses from within broader subject areas.

**Foundation Studies Course** - A "foundation course" is any general education course that is an elective or a required course and that fulfills course or credit requirements in the quantitative, communications, or physical education areas.

**Studio Course** - Any course in the Fine Arts (Humanities) that instructs students on the techniques used in artistic expression and significantly involves students (individually or as a group) in the production of tangible, physical artistic products.

**Performance Course** - Any course in the Fine Arts (Humanities) that instructs students on the techniques used in artistic expression and significantly involves students (individually or as a group) in ephemeral activities that relate to public entertainment and/or personal enrichment.

## GRADUATION REQUIREMENTS

### Associate in Applied Science

The Associate in Applied Science Degree prepares you for entry into a career. The coursework is relevant to the real world, promoting employability traits that range from job-related technical skills to workplace ethics and soft skills. The program of study consists primarily of career technical education classes but may also include transfer classes.

Developmental courses cannot be used to fulfill degree requirements.

Prior to the beginning of the third semester, candidates for the Associate in Applied Science Degree must designate a specific program of courses approved by the appropriate instructional area and signed by the advisor.

The Associate in Applied Science Degree will be awarded upon the attainment of predetermined and specified performance requirements and satisfactory completion of a planned program of at least 64 college credit hours with a cumulative grade point average of 2.0 or overall "C." To be eligible for graduation, the student must have completed at least fifteen (15) credit hours from Barton Community College. Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. "Continuous enrollment" refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student's enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of

record at the time of program re-entry.

This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation—e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.

**A minimum distribution of credits and general education course requirements shall be:**

### GENERAL EDUCATION REQUIREMENTS

**Distribution Requirement:** Minimum of 15 credit hours must be taken from at least three of the following five general education curriculum areas, unless specific general education courses are required by the student's program of study:

**Written/Oral Communications**

**Humanities**

**Social and Behavioral Sciences**

**Natural Sciences and Mathematics**

**Physical Education** (maximum of two credit hours)

**OR Health** (maximum of three credit hours)

In addition to the general education requirements, you must complete the remaining course hour requirements as designated in your particular area of study.

**MINIMUM TOTAL REQUIREMENTS FOR ASSOCIATE IN APPLIED SCIENCE DEGREE:**

**64 credit hours**

# PROGRAMS OF STUDY

## Associate in Arts Degree

The Associate in Arts Degree prepares you for transfer to universities with advanced standing. The courses are comparable to lower division level courses at Kansas Regents colleges and universities.

Developmental courses cannot be used to fulfill degree requirements.

Prior to the beginning of the third semester, candidates for the Associate in Arts Degree must designate a specific program of courses approved by the appropriate instructional area and signed by the advisor.

The Associate in Arts Degree will be awarded upon completion of the planned program of not less than 64 college credit hours with a cumulative grade point average of 2.0 or overall "C." To be eligible for graduation, the student must have completed at least fifteen (15) credit hours from Barton Community College. Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. "Continuous enrollment" refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student's enrollment be interrupted, they will be held

to the guidelines and requirements of the catalog of record at the time of program re-entry.

This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.

### A minimum distribution of credits and general education course requirements shall be:

#### FOUNDATION STUDIES REQUIREMENTS

**15 credit hours total**

##### Distribution Requirements:

- Written Communications:** 6 credit hours
  - English Composition I (ENGL 1203 or 1204)
  - English Composition II (ENGL 1206 or 1207)
- Oral Communications:** 3 credit hours
  - Public Speaking (COMM 1230) or
  - Interpersonal Communications (COMM 1200)
- College-level Mathematics:** 3 credit hours
  - College Algebra (MATH 1828)
- Computer Literacy:** 3 credit hours
  - Computer Concepts & Apps or equivalent (BSTC 1036)

#### HUMANITIES REQUIREMENTS\*\*

**9 credit hours total**

**Distribution Requirements:** minimum of 3 credit hours in at least two of the following three subject areas:

- Fine Arts Area\*** (See general education courses list for acceptable courses)
- Language Arts Area** (See general education courses list for acceptable courses)
- Philosophy/Religion and History Area** (See general education courses list for acceptable courses)

#### SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS\*\*\*

**9 credit hours total**

**Distribution Requirements:** minimum of 3 credit hours in at least two of the following three subject areas:

- Social Science Area** (See general education courses list for acceptable courses)
- Behavioral Science Area** (See general education courses list for acceptable courses)
- Economics/Political Science Area** (See general education courses list for acceptable courses)

#### NATURAL SCIENCES AND MATHEMATICS\*\*\*\*

**5 credit hours total**

- Distribution Requirements:** At least one 5-credit hour lab science course
- Natural Science Area** (See general education courses list for acceptable courses)

#### PHYSICAL EDUCATION, HEALTH, PERFORMANCE REQUIREMENTS

**2 credit hours total**

##### Distribution Requirement:

The State of Kansas requires one credit hour of physical education or health for the Associate in Arts Degree. The Barton requirement may be met with a minimum of two credits in Physical Education, Health, and/or Dance/Music/Theatre performance courses, but no more than one credit hour from performance courses may count towards this two credit hour requirement.

#### TOTAL GENERAL EDUCATION REQUIREMENTS

**40 credit hours**

##### Distribution Requirement:

In addition to the general education requirements, the Associate in Arts Degree requires 24 college credit hours in the subject areas of fine arts, language arts, philosophy, religion, history, social science, behavioral science or economics/political science.

#### TOTAL REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE:

**64 credit hours**

#### NOTES:

\* Excluding courses listed as performance in Music and Theatre. However, up to three credit hours of Art/Theatre studio courses may be used to meet BCCC graduation requirements.

\*\* Transfer and Articulation Agreement require a minimum of 12 credits, with at least one course from any three of the following six areas: Art, Music, Theatre, History, Philosophy, and Literature. No modern language, nor performance or studio courses in Art, Music, or Theatre may be used to fulfill this requirement.

\*\*\* Transfer and Articulation Agreement require a minimum of 12 credits, with at least one course from any three of the following six areas: Sociology, Political Science, Geography, Psychology, Economics, and Anthropology.

\*\*\*\* Transfer and Articulation Agreement require a minimum of 9 credits of laboratory science, with courses from two disciplines.

# PROGRAMS OF STUDY

## Associate in Science Degree

The Associate in Science Degree prepares you for transfer to universities with advanced standing. The courses are comparable to lower division level courses at Kansas Regents colleges and universities.

Developmental courses cannot be used to fulfill degree requirements.

Prior to the beginning of the third semester, candidates for the Associate in Science Degree must designate a specific program of courses approved by the appropriate instructional area and signed by the advisor.

The Associate in Science Degree will be awarded upon completion of the planned program of not less than 64 college credit hours with a cumulative grade point average of 2.0 or overall "C." To be eligible for graduation, the student must have completed at least fifteen (15) credit hours from Barton Community College. Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. "Continuous enrollment" refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student's enrollment be interrupted,

they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry.

This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.

### A minimum distribution of credits and general education course requirements shall be:

#### FOUNDATION STUDIES REQUIREMENTS

##### Distribution Requirements:

##### Written Communications: 6 credit hours

English Composition I (ENGL 1203 or 1204)

English Composition II (ENGL 1206 or 1207)

##### Oral Communications: 3 credit hours

Interpersonal Communications (COMM 1200) or

Public Speaking (COMM 1230)

##### College-level Mathematics: 3 credit hours

(See general education courses list for acceptable courses)

##### Computer Literacy: 3 credit hours

Computer Concepts & Apps or equivalent (BSTC 1036)

**15 credit hours total**

#### HUMANITIES REQUIREMENTS\*\*

**6 credit hours total**

**Distribution Requirements:** minimum of 3 credit hours in at least two of the following three subject areas:

**Fine Arts Area\*** (See general education courses list for acceptable courses)

**Language Arts Area** (See general education courses list for acceptable courses)

**Philosophy/Religion and History Area** (See general education courses list for acceptable courses)

#### SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS\*\*\*

**6 credit hours total**

**Distribution Requirements:** minimum of 3 credit hours in at least two of the following three subject areas:

**Social Science Area** (See general education courses list for acceptable courses)

**Behavioral Science Area** (See general education courses list for acceptable courses)

**Economics/Political Science Area** (See general education courses list for acceptable courses)

#### NATURAL SCIENCES AND MATHEMATICS\*\*\*\*

**10 credit hours total**

**Distribution Requirements:** at least one 5-credit hour lab science course

**Natural Science Area** (See general education courses list for acceptable courses)

#### PHYSICAL EDUCATION, HEALTH, PERFORMANCE REQUIREMENTS

**2 credit hours total**

##### Distribution Requirement:

The State of Kansas requires one credit hour of physical education or health for the Associate in Science Degree. The Barton requirement may be met with a minimum of two credits in Physical Education, Health, and/or Dance/Music/Theatre performance courses, but no more than one credit hour from performance courses may count towards this two credit hour requirement.

#### TOTAL GENERAL EDUCATION REQUIREMENTS:

**39 credit hours**

##### Distribution Requirement:

The Associate in Science Degree requires a planned program of study in the sciences, mathematics, business or related technologies for an additional 25 credit hours.

#### TOTAL REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

**64 credit hours**

#### NOTES:

\* Excluding courses listed as performance or studio courses in Art, Music, and Theatre

\*\* Transfer and Articulation Agreement require a minimum of 12 credits, with at least one course from any three of the following six areas: Art, Music, Theatre, History, Philosophy, and Literature No modern language, nor performance or studio courses in Art, Music, or Theatre may be used to fulfill this requirement

\*\*\* Transfer and Articulation Agreement require a minimum of 12 credits, with at least one course from any three of the following six areas: Sociology, Political Science, Geography, Psychology, Economics, and Anthropology

\*\*\*\* Transfer and Articulation Agreement require a minimum of 9 credits of laboratory science, with courses from two disciplines The 10-credit hour BCCC requirement must include at least one 5-credit lab science course The 5 additional credits used to complete this 10-credit requirement can come from any combination of natural/physical sciences or higher level mathematics courses (i.e., mathematics courses higher than College Algebra, MATH 1828)

# PROGRAMS OF STUDY

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## Associate in General Studies Degree

The Associate in General Studies Degree provides you the opportunity to develop knowledge, skills, attitudes and greater philosophical appreciation for lifelong learning.

Developmental courses cannot be used to fulfill degree requirements.

Prior to the beginning of the third semester, candidates for the Associate in General Studies Degree must designate a specific program of courses approved by the appropriate instructional area and signed by the advisor.

The Associate in General Studies Degree will be awarded upon completion of the planned program of not less than 64 college credit hours with a cumulative grade point average of 2.0 or overall "C." To be eligible for graduation, the student must have completed at least fifteen (15) credit hours from Barton Community College. Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. "Continuous enrollment" refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student's enrollment be interrupted, they will be held to the guidelines

and requirements of the catalog of record at the time of program re-entry.

This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.

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### A minimum distribution of credits and general education course requirements shall be:

#### FOUNDATION STUDIES REQUIREMENTS

**12 credit hours total**

##### Distribution Requirements:

###### Written Communications: 3 credit hours

English Composition I (ENGL 1203 or 1204)

###### Oral Communications (written or oral): 3 credit hours

Interpersonal Communications (COMM 1200) OR

Public Speaking (COMM 1230)

###### College-level Mathematics: 3 credit hours

(See general education courses list for acceptable courses)

###### Computer Literacy: 3 credit hours

Computer Concepts & Apps or equivalent (BSTC 1036)

#### HUMANITIES REQUIREMENTS

**6 credit hours total**

Distribution Requirements: minimum of 3 credit hours in at least two of the following three subject areas:

**Fine Arts Area** (See general education courses list for acceptable courses)

**Language Arts Area** (See general education courses list for acceptable courses)

**Philosophy/Religion and History Area** (See general education courses list for acceptable courses)

#### SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS

**6 credit hours total**

Distribution Requirements: minimum of 3 credit hours in at least two of the following three subject areas:

**Social Science Area** (See general education courses list for acceptable courses)

**Behavioral Science Area** (See general education courses list for acceptable courses)

**Economics/Political Science Area** (See general education courses list for acceptable courses)

#### NATURAL SCIENCES AND MATHEMATICS

**3 credit hours total**

Distribution Requirements:

**Natural Science Area** (See general education courses list for acceptable courses)

#### PHYSICAL EDUCATION, HEALTH, PERFORMANCE REQUIREMENTS

**2 credit hours total**

Distribution Requirement:

This requirement may be met with a minimum of two credits in Physical Education, Health, and/or Dance/Music/Theatre performance courses, but no more than one credit hour from performance courses may count towards this two credit hour requirement.

#### TOTAL GENERAL EDUCATION REQUIREMENTS:

**29 credit hours**

Distribution Requirement:

In addition to the general education requirements, you must complete 35 college credit hours in fine arts, business occupations, computer technology and other courses as selected.

#### TOTAL REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

**64 credit hours**

# PROGRAMS OF STUDY

## GENERAL EDUCATION COURSES

The following courses have been approved to fulfill general education requirements for the four associate degrees at Barton Community College. Since additional courses may be added subsequent to the printing of this catalog, please contact your advisor or the Instruction and Student Services Office to obtain a copy of the most recent list of approved general education courses.

FOUNDATION STUDIES REQUIREMENTS	
<b>Written Communications</b>	ENGL 1200 Business English(AAS Only) ENGL 1204 English Composition I ENGL 1205 Technical and Report Writing(AGS & AAS Only) ENGL 1206 English Composition II ENGL 1236 Technical Communications(AAS Only)
<b>Oral Communications</b>	COMM 1200 Interpersonal Communications COMM 1230 Public Speaking
<b>Mathematics</b>	BUSI 1609 Business Statistics MATH 1806 Technical Math(AAS & AGS Only) MATH 1819 Business Math(AAS & AGS Only) MATH 1824 Intermediate Algebra(AAS & AGS Only) MATH 1828 College Algebra MATH 1830 Trigonometry MATH 1831 Business Calculus MATH 1832 Analytic Geometry MATH 1840 Intro to Contemporary Math MATH 1853 Math for the Pre-Hospital Provider(Medical Assistant & Paramedic Only) STAT 1829 Elements of Statistics
<b>Computer Literacy</b>	BSTC 1036 Computer Concepts & Applications
HUMANITIES REQUIREMENTS	
<b>Fine Arts Area</b>	ARTS 1200 Art Appreciation ARTS 1201 Art History Survey I ARTS 1203 Art History Survey II MUSI 1002 Introduction to Music ARTS 1202 Design I ARTS 1204 Design II ARTS 1205 Graphic Design ARTS 1206 Directed Independent Study-Art ARTS 1209 Watercolor Painting I ARTS 1210 Painting I ARTS 1211 Watercolor Painting II ARTS 1212 Painting II ARTS 1214 Drawing I ARTS 1216 Drawing II ARTS 1217 Painting Seminar ARTS 1222 Ceramics I ARTS 1223 Intro to Ceramics ARTS 1224 Ceramics II ARTS 1225 Ceramics Seminar/Potters Wheel ARTS 1232 Individual Art Projects ARTS 1234 Photography I ARTS 1235 Photography II ARTS 1236 Photography Seminar ARTS 1245 Computer Graphics THEA 1300 Introduction to Theatre THEA 1301 Directed Independent Study-Theatre THEA 1310 Stagecraft THEA 1327 Creative Dramatics for Children THEA 1328 Make-up for the Theatre

# PROGRAMS OF STUDY

<p><b>Language Arts Area</b></p>	<p>COMM 1200 Interpersonal Communications          COMM 1201 Directed Independent Study-Communications          COMM 1217 Nonverbal Communication          COMM 1220 Organizational Communication          COMM 1230 Public Speaking          ENGL 1107 Directed Independent Study-English          ENGL 1216 Creative Writing          JOUR 1703 Directed Independent Study-Journalism          JOUR 1704 Beginning Reporting          JOUR 1204 Introduction to Broadcasting          JOUR1700 Introduction to Mass Media          LANG 1900 Elementary German I          LANG 1901 Conversational German I          LANG 1902 Elementary German II          LANG 1903 Conversational German II          LANG 1904 Intermediate German I          LANG 1905 Intermediate German II          LANG 1908 Elementary Spanish I          LANG 1909 Conversational Spanish I          LANG 1910 Elementary Spanish II          LANG 1911 Spanish for Communication          LANG 1912 Intermediate Spanish I          LANG 1913 Intermediate Spanish II          LANG 1914 Elementary French I          LANG 1916 Elementary French II          LANG 1925 Directed Independent Study-Foreign Language          LANG 1929 Conversational Spanish II          LITR 1210 Introduction to Literature          LITR 1215 World Literature          LITR 1212 The Short Story          LITR 1217 Directed Independent Study-Literature</p>
<p><b>Philosophy/Religion and History</b></p>	<p>HIST 1400 American History to 1877          HIST 1402 American History 1877 to Present          HIST 1408 Western Civilization to 1500          HIST 1409 History &amp; Philosophy Western Culture to 1500          HIST 1410 Western Civilization 1500 to Present          HIST 1411 History &amp; Philosophy Western Culture 1500 - Present          HIST 1416 American Military History          HIST 1450 History of World Civilization to 1500          HIST 1452 History of World Civilization 1500 to Present          HIST 1404 American West          HIST 1406 History of Kansas          HIST 1425 Women and The American Experience          HIST 1460 Military History of American Revolution          HIST 1461 Military History of American Civil War          HIST 1462 Military History of First World War          HIST 1463 Military History of Second World War          HIST 1465 Military History of the Vietnam War          LEAD 1000 Introduction to Leadership Concepts          PHIL 1602 Introduction to Philosophy          PHIL 1603 Directed Independent Study-Philosophy          PHIL 1604 Systematic Ethics          PHIL 1605 Reason &amp; Argument          RELI 1301 New Testament Literature: Gospels          RELI 1302 Directed Independent Study-Religion          RELI 1303 New Testament Literature: Acts &amp; Epistles          RELI 1305 Old Testament Literature: Pentateuch          RELI 1307 Old Testament Literature: Wisdom Books          RELI 1309 Old Testament Literature: Prophets          RELI 1311 World Religions</p>

# PROGRAMS OF STUDY

<b>SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS</b>	
<b>Social Sciences</b>	AGRI 1100 Agriculture in our Society ANTH 1816 Cultural Anthropology ANTH 1819 World and Regional Geography EDUC 1136 Children's Literature for Educators (AAS Only) SOCI 1100 Introduction to Sociology SOCI 1101 Directed Independent Study-Sociology SOCI 1102 Marriage & Family SOCI 1104 Contemporary Social Problems SOCI 1110 Juvenile Delinquency SOCI 1114 Human Sexuality SOCI 1129 Cross Cultural Awareness SOCI 1145 Parenting
<b>Behavioral Science</b>	PSYC 1000 General Psychology PSYC 1006 Abnormal Psychology PSYC 1014 Developmental Psychology PSYC 1018 Group Dynamics I PSYC 1026 Psychology of Grief & Separation PSYC 1027 Coping with Stress PSYC 1034 Theories of Personality PSYC 1045 Directed Independent Study-Psychology PSYC 1130 Death & Dying
<b>Economic/Political Science</b>	AGRI 1116 Principles of Agriculture Economics ECON 1607 Introduction to Economics ECON 1610 Principles of Macroeconomics ECON 1612 Principles of Microeconomics ECON 1615 Personal Finance POLS 1800 Government of the United States POLS 1801 Introduction to Political Science POLS 1804 International Relations POLS 1805 Directed Independent Study-Government POLS 1828 State & Local Government
<b>NATURAL SCIENCES REQUIREMENTS</b>	
<b>Natural Science</b> Laboratory Science	AGRI 1114 Plant Science CHEM 1802 Fundamentals of General Chemistry CHEM 1806 College Chemistry I CHEM 1808 College Chemistry II CHEM 1814 Organic Chemistry I CHEM 1816 Organic Chemistry II LIFE 1402 Principles of Biology LIFE 1406 Principles of Botany LIFE 1407 Anatomy & Physiology I LIFE 1408 Anatomy & Physiology LIFE 1409 Anatomy & Physiology II LIFE 1410 Principles of Zoology LIFE 1412 Principles of Microbiology LIFE 1413 Environmental Science LIFE 1414 Environmental Science Lab PHSC 1400 Physical Science PHSC 1402 Introduction to Geology PHSC 1403 Introduction to Geology Lab PHYS 1600 Physics I PHYS 1602 Physics II PHYS 1604 Engineering Physics I PHYS 1606 Engineering Physics II

# PROGRAMS OF STUDY

<p><b>Natural Science</b> Non-laboratory Science</p>	<p>BUSI 1609 Business Statistics CHEM 1801 Directed Independent Study-Chemistry LIFE 1400 Concepts of Ecology LIFE 1411 Anatomy &amp; Physiology for the Pre-Hospital Provider (Medical: Assistant, Transcriptionist, Coding; Paramedic and MAT Only) LIFE 1413 Environmental Science LIFE 1416 Directed Independent Study-Biological Science LIFE 1425 Residential Energy Efficiency LIFE 1426 Renewable Energy Sources MATH/STAT 1829 Elements of Statistics MATH 1830 Trigonometry MATH 1831 Business Calculus I MATH 1832 Analytic Geometry-Calculus I PHSC 1402 Introduction to Geology PHSC 1404 Physical Geography PHSC 1406 Meteorology PHSC 1408 Astronomy</p>
<p><b>PHYSICAL EDUCATION, HEALTH PERFORMANCE REQUIREMENTS</b></p>	
<p><b>Physical Education/Health</b></p>	<p>HLTH 1247 Lifetime Fitness &amp; Wellness HLTH 1248 Personal &amp; Community Health (2hrs only) PHED 1202 Bowling PHED 1204 Advanced Bowling PHED 1206 Golf PHED 1208 Advanced Golf PHED 1210 Tennis PHED 1213 Self Defense PHED 1214 Tae Kwon Do I PHED 1215 Tae Kwon Do II PHED 1217 Fitness Through Activities PHED 1218 Riflery PHED 1219 Target Shooting (Rifle-Pistol) PHED 1221 Advanced Karate PHED 1222 Beginning Swimming PHED 1224 Intermediate Swimming PHED 1225 Advanced Swimming PHED 1226 Lifeguard Training PHED 1228 Water Safety Instructor PHED 1229 Scuba Diving PHED 1232 Gymnastics &amp; Tumbling PHED 1234 Weight Training PHED 1236 Advanced Weight Training PHED 1239 Modern Dance PHED 1246 First Aid Emergency Care (1 Credit Hour Only) PHED 1271 Figure Improvement I PHED 1272 Figure Improvement II PHED 1276 Aqua Aerobics PHED 1280 Varsity Basketball-Men PHED 1281 Varsity Basketball-Women PHED 1282 Varsity Baseball PHED 1283 Varsity Softball PHED 1284 Varsity Cross Country PHED 1287 Varsity Tennis-Men PHED 1288 Varsity Tennis-Women PHED 1290 Varsity Track-Men PHED 1292 Varsity Track-Women PHED 1293 Varsity Volleyball PHED 1294 Varsity Cheerleading PHED 1295 Advanced Aqua Aerobics PHED 1301 Beginning Modern Dance PHED 1313 Rhythm I PHED 1314 Rhythm II PHED 1315 Rhythm III PHED 1316 Rhythm IV PHED 1321 Physical Fitness I PHED 1322 Physical Fitness II PHED 1326 Concepts of Personal Training (1 Credit Hour Only)</p>



# PROGRAMS OF STUDY

<p><b>Performance – 1 hour may be applied to PE, Health, &amp; Performance</b></p>	<p>DANC 1001 Perform w/ Barton Dance Theatre  MUSI 1001 Directed Independent Study-Instrumental Music  MUSI 1003 Directed Independent Study-Vocal Music  MUSI 1004 Intermediate Guitar  MUSI 1006 Community College Orchestra  MUSI 1008 Band  MUSI 1009 Jazz Ensemble  MUSI 1010 Choir  MUSI 1014 Vocal Ensemble  MUSI 1034 Harmony IV  MUSI 1040 Class Voice  MUSI 1042 Class Piano A  MUSI 1044 Class Piano B  MUSI 1045 Adult Intermediate Piano  MUSI 1046 Class Piano C  MUSI 1048 Class Piano D  MUSI 1049 Applied Piano-Adults  MUSI 1051 Applied Piano  MUSI 1052 Organ  MUSI 1054 Applied Music Individual - Flute  MUSI 1056 Applied Music Individual - Clarinet  MUSI 1058 Applied Music Individual - Oboe  MUSI 1059 Applied Music Individual - Bass  MUSI 1060 Applied Music Individual - Bassoon  MUSI 1061 Applied Music Individual - Violin  MUSI 1062 Applied Music Individual - Percussion  MUSI 1063 Applied Music Individual - Viola  MUSI 1064 Applied Music Individual - Trumpet  MUSI 1065 Applied Music Individual - Cello  MUSI 1066 Applied Music Individual - French Horn  MUSI 1068 Applied Music Individual - Trombone  MUSI 1070 Applied Music Individual - Tuba  MUSI 1072 Applied Music Individual - Saxophone  MUSI 1074 Applied Music Individual - Baritone  MUSI 1075 Applied Music Individual - Classic Guitar  MUSI 1076 Applied Music Individual - Jazz Piano  MUSI 1086 Jazz Improvisation I  MUSI 1088 Jazz Improvisation II  THEA 1302 Acting I  THEA 1304 Acting II  THEA 1306 Play Production  THEA 1308 Musical Theatre</p>
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# PROGRAMS OF STUDY

DEGREE CODES			
AA	Associate in Art - Liberal Studies major	NDS	Non-Degree Seeking and not eligible for federal aid
AS	Associate in Science - Liberal Studies major	SAPP	Stand Alone Program
AGS	Associate in General Studies	*	Emphasis of Study
AAS	Associate in Applied Science	+	May be eligible for federal aid under correlating degree program
CERT1	Certificate Program - 16-29 hours	++	Not eligible for federal aid
CERT2	Certificate Program - 30-44 hours		
CERT3	Certificate Program - 45-59 hours		Online programs may require clinicals, field experience, practicum, internships, etc. for some programs.

Programs of Study	Transfer Emphasis Designed for students who plan to transfer to a four-year college or university.			Career Programs Offers students the option of one or two-year programs designed to provide knowledge and skills, which will prepare them for employment.				Programs Not Eligible for Federal Financial Aid Indicated by X+ under other programs that are ineligible		Online Program
	Liberal Studies Major		General Studies Major	CERT1 16-29 hrs	CERT2 30-44 hrs	CERT3 45-59 hrs	AAS	SAPP	NDS	
	AA	AS	AGS							
Non-Degree Seeking									NDS++	
Undecided-Major Not Declared									NDS++	
<b>AGRICULTURE</b>										
Agribusiness		AS								
Agricultural Economics		AS								
Agricultural Education		AS								
Agriculture Business Mgmt							AAS			
Agriculture Communications		AS								
Agriculture Transfer Option		AS								
Agronomy		AS								
Animal Science		AS								
Beef Cattle Production				CERT1	CERT2					
Crop Protection				CERT1	CERT2		AAS			
Food Science		AS								
Forestry		AS								
Golf Course Management		AS								
Horticulture/Turf Management		AS								
Milling Science		AS								
Park Mgmt & Conservation		AS								
<b>AUTOMOTIVE TECHNOLOGY</b>										
Automotive Technology				CERT1	CERT2	CERT3	AAS			
<b>BUSINESS/ECONOMICS</b>										
Accounting		AS								ONLINE
Agribusiness		AS								
Agricultural Economics		AS								
Agriculture Business Mgmt							AAS			
Bus Management & Leadership				CERT1			AAS			ONLINE
Business		AS								ONLINE
Business Admin Technology							AAS			ONLINE
Economics		AS								ONLINE
Finance		AS								ONLINE
Golf Course Management		AS								
Management		AS								ONLINE
Marketing		AS								ONLINE
Park Mgmt & Conservation		AS								
Public Administration		AS								
Qualified 401K Administrator								SAPP++		
Retirement Plan Fundamentals								SAPP++		
Tax Exempt Administrator								SAPP++		
Tech Accounting Specialist							AAS			ONLINE
<b>COMMUNICATION</b>										
English	AA									
Journalism	AA									
Modern Languages	AA									
Speech Communications	AA									
<b>COMPUTER/INFORMATION TECHNOLOGY</b>										
Computer Aided Drafting				CERT1						
Computer Information Systems		AS								
Computer Science		AS								
Networking Specialist					CERT2		AAS			ONLINE

# PROGRAMS OF STUDY

EARLY CHILDHOOD										
Early Childhood								AAS		ONLINE
Early Childhood Education		AS								ONLINE
EDUCATION										
Art Education	AA									
Child Development				CERT1						
Early Childhood Education		AS								ONLINE
Elementary Education		AS								
Math Education		AS								
Music Education	AA									
Physical Education		AS								
Secondary Education	AA	AS								
Special Education		AS								
FINE AND PERFORMINGARTS										
Art	AA									
Art Education	AA									
Dance	AA									
Graphic Design	AA									
Music	AA									
Music Education	AA									
Photography	AA									
Theatre	AA									
GENERAL STUDIES										
General Studies			AGS							ONLINE
HEALTH PROFESSIONS										
Adv Emergency Med Tech AEMT								SAPP++		
Certified Medication Aide								SAPP++		
Certified Nurse Aide								SAPP++		
Dietary Management		AS								ONLINE
Dietary Manager				CERT1						ONLINE
Dietetics		AS								ONLINE
Emergency Medical Responder								SAPP++		
EMS Instructor Coordinator								SAPP++		
EMS Training Officer I								SAPP++		
EMS Training Officer II								SAPP++		
EMT								SAPP+		
Medical Admin Technology							AAS			ONLINE
Medical Assistant					CERT2		AAS			
Medical Coding					CERT2					ONLINE
Medical Lab Technician							AAS			ONLINE
Mental Health Technician						CERT3				
Nursing - PN						CERT3				
Nursing - Transfer		AS								
Nutrition and Health		AS								ONLINE
Paramedic						CERT3	AAS			
Pharmacy		AS								
Pharmacy Technician					CERT1					ONLINE
Phlebotomy Training								SAPP+		
Physical Therapy		AS								
Pre-Nursing		AS								
Registered Nursing							AAS			
HEALTH, PHYSICAL EDUCATION, RECREATION										
Athletic Training		AS								
Exercise Science		AS								
Physical Education		AS								
Sports Management		AS								
HUMANITIES AND SOCIAL SCIENCES										
Anthropology Cultural Studies	AA									
History	AA									ONLINE
Philosophy	AA									
Political Science	AA									ONLINE
Psychology		AS								ONLINE
Religion	AA									
Sociology	AA									

# PROGRAMS OF STUDY

<b>INDUSTRIAL AND ENERGY TECHNOLOGY</b>									
Computer Aided Drafting				CERT1					
Gas Measurement					CERT2++				
Natural Gas Trans/Distrib Tech					CERT2		AAS		
Welding Technology				CERT1					
<b>LIBERAL STUDIES</b>									
Liberal Studies	AA	AS							ONLINE
<b>MILITARY STUDIES/LEADERSHIP</b>									
Military Leadership					CERT2++				
Military Logistics					CERT2++				
Military Dangerous Mater Handling					CERT2++				
Technical Studies							AAS++		
<b>PRE-PROFESSIONAL</b>									
Architectural Engineering		AS							
Architecture		AS							
Chiropractic		AS							
Dental Hygiene		AS							
Dentistry		AS							
Engineering Tech		AS							
Health Information Mgmt		AS							
Law	AA								
Medicine		AS							
Mortuary Science		AS							
Occupational Therapy		AS							
Optometry		AS							
Pharmacy		AS							
Physical Therapy		AS							
Physical Therapy Asst		AS							
Physicians Asst		AS							
Radiology Tech		AS							
Respiratory Therapy		AS							
Social Work	AA								
Veterinary Medicine		AS							
<b>PUBLIC SAFETY, CORRECTIONS AND SECURITY</b>									
Adv Emergency Med Tech AEMT							SAPP++		
Corrections				CERT1			AAS		
Criminal Justice		AS				CERT3	AAS		ONLINE
Emerg Mgmt/Homeland Security					CERT2		AAS		ONLINE
EMT							SAPP+		
Hazardous Materials Management					CERT2		AAS		ONLINE
Paramedic						CERT3	AAS		
<b>SCIENCE AND MATH</b>									
Biology		AS							
Chemistry		AS							
Engineering		AS							
Geology		AS							
Mathematics		AS							
Physical Sciences		AS							
Physics		AS							
Wildlife Science		AS							

# CAREER TECHNICAL PROGRAMS OF STUDY

## UNDECIDED

Career Center  
Associate in General Studies

Contact Judy Jacobs, 792-9349, [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu)

Selecting a major and/or career field can be a difficult decision. In fact, many students who start college or go back to school are not sure what “they want to be” or what they should study. It is important to make such a decision based on your personal, educational, and career goals. If you are still deciding which major and/or career field would be the best fit for you, we offer the following suggestions:

- Talk with a Barton advisor about your options. They may be able to offer you ideas based on your interests and professional experience.
- Set up an appointment with Barton’s Career Center and narrow down your choices through assessments, career advisement, and career information. There are valuable resources available for career planning and career exploration.

## ACCOUNTING - TECHNICAL ACCOUNTING SPECIALIST

(See Technical Accounting Specialist)

## ADULT HEALTH CARE PROGRAMS

Workforce Training and Community Education Division

Contact Sara Hoff, 792-9298, [hoffs@bartonccc.edu](mailto:hoffs@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

### Certified Medication Aide

The Certified Medication aide course (CMA) is a 75 contact hour course that prepares students for the state certification exam. The CMA course is regulated by the Kansas Department of Aging and Disability Services. CMA’s administer medications to residents in assisted living centers, hospitals, and long term care facilities. Students who have the desire to become CMA’s must be a certified CNA and have successfully passed the CASAS (or equivalent) reading assessment. Student must be 18 years old to complete this course and test for certification

### Certified Nurse Aide

The certified nurse aide course (CNA) is a 90 contact hour course that prepares students for the state certification exam. The CNA course is regulated by the Kansas Department of Aging and Disability Services. CNA’s provide direct care to residents of hospitals, assisted living centers, and long term care facilities. Students who wish to take the CNA course must successfully pass the reading assessment requirement before being allowed to take the course. Student must be 16 years old to complete this course and test for certification.

### Home Health Aide

The Home Health Aide course (HHA) is a 20 contact hour course that prepares students for the Kansas Department of Aging and Disability Services state examination. HHA’s administer one-on-one nursing care to patients in their homes. Students who wish to take the HHA course must successfully pass the reading assessment requirement before being allowed to take the course.

## AGRICULTURE BUSINESS MANAGEMENT

Workforce Training and Community Education Division  
Associate in Applied Science

Contact Vic Martin, 792-9207, [martinv@bartonccc.edu](mailto:martinv@bartonccc.edu)  
Executive Director, Mary Foley, 792-9278, [foleym@bartonccc.edu](mailto:foleym@bartonccc.edu)

The Agriculture Business Management Program is designed to provide students with the skills and abilities necessary for a career in production agriculture, for business opportunities in the agriculture business related fields, or to transfer to a four-year university.

## AGRICULTURE BEEF CATTLE PRODUCTION

Workforce Training and Community Education Division  
Certificate

Contact Vic Martin, 792-9207, [martinv@bartonccc.edu](mailto:martinv@bartonccc.edu)  
Executive Director, Mary Foley, 792-9278, [foleym@bartonccc.edu](mailto:foleym@bartonccc.edu)

The Beef Cattle Production Program prepares students for employment in day-to-day beef cattle operations. The flexible certificate option offers a hands-on, real world experience for entry into all phases of the Beef Cattle Industry.

# CAREER TECHNICAL PROGRAMS OF STUDY

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## **AUTOMOTIVE TECHNOLOGY**

*Workforce Training and Community Education Division  
Associate in Applied Science Degree/Certificate*

*Contact Ron Kirmer, 792-9336, kirmerr@bartonccc.edu  
Executive Director, Mary Foley, 792-9278, foleym@bartonccc.edu*

Barton's Automotive Technology Program is recognized by the National Automotive Technicians Education Foundation (NATEF). Barton's NATEF Certification assures the automotive program meets the standards of excellence established by automotive professionals and educators nationwide.

Ensuring that each student is well prepared for successful employment, Barton provides classroom instruction and hands-on experience in utilizing state-of-the-art equipment and technology.

Job opportunities abound in the automotive service industry, and Barton's automotive instructors assist students in job placement according to their particular interests. Employment opportunities include automotive technician, service adviser, parts specialist, shop foreman and service manager.

## **BUSINESS ADMINISTRATIVE TECHNOLOGY**

*Workforce Training and Community Education Division  
Associate in Applied Science*

*Contact Kathy Boeger, 792-9203, boegerk@bartonccc.edu  
or Executive Director, Jane Howard, 793-9208, howardj@bartonccc.edu*

Barton's Business Administrative Technology program will prepare students for a professional career in an administrative setting. The coursework includes preparation in the areas of records management, ethics, customer service, business communications, and even supervisory development! Students are prepared for successful employment in careers such as an administrative assistant, office manager, customer service representative, or front-line supervisor.

This program is available on campus and online.

## **BUSINESS MANAGEMENT AND LEADERSHIP**

*Workforce Training and Community Education Division  
Associate in Applied Science/Certificate*

*Contact Kathy Boeger, 792-9203, boegerk@bartonccc.edu  
or Executive Director, Jane Howard, 792-9208, howardj@bartonccc.edu*

A degree in Business Management & Leadership will prepare you to go directly into a great career in the world of business. The degree program includes core classes, general education courses, and offers different elective and on-demand classes to accomplish the associate degree. With this degree, students will be able to pursue immediate employment, apply for promotions, or transfer into a Bachelor Degree Program.

This program is available on campus and online.

## **BUSINESS TECHNOLOGY**

*Workforce Training and Community Education Division  
Associate in Applied Science - (offered at Fort Riley Campus only)*

*Contact the Barton Fort Riley Office at (785) 784-6606*

The Associate in Applied Science degree prepares the student for entry into an occupation or closely related cluster of occupations. A student may receive credit for work experience, military experience, military schools and civilian education. Under the Associate in Applied Science degree program, the student may receive credit for work experience. Credits are awarded based on the American Council on Education ACE Guide. The degree requires a total of 64 credits, 15 of which must be completed with Barton.

## **COMPUTER AIDED DRAFTING**

*Workforce Training and Community Education Division  
Certificate*

*Contact Executive Director, Mary Foley, 792-9278, foleym@bartonccc.edu*

This 21 hour certificate prepares students for entry-level drafting and design in areas such as manufacturing, construction, and engineering. Students focus on applying technical skills to create working drawings and computer simulations for a variety of applications, demonstrating soft skills, and enhancing interpersonal communication skills.

# CAREER TECHNICAL PROGRAMS OF STUDY

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## CORRECTIONS

Workforce Training and Community Education Division  
Associate in Applied Science/Certificate

Contact William Rains, 792-9244, rainsw@bartonccc.edu  
Executive Director, Jane Howard, 792-9208, howardj@bartonccc.edu

The Corrections Degree program provides training to develop a highly skilled, competent workforce to meet the demands of the corrections industry. Students gain basic knowledge and upon completion, they will have been exposed to instruction in the following areas: Interpersonal communication skills within the corrections environment, codes of behavior applicable to a corrections career, procedures, practices and processes within the correctional system, and written skills to enhance job performance.

## CRIMINAL JUSTICE

Workforce Training and Community Education Division  
Associate in Applied Science/Certificate

Contact Bruce Locke, 792-9299, lockeb@bartonccc.edu,  
Executive Director, Jane Howard, 792-9208, howardj@bartonccc.edu

### Law Enforcement, Patrol and Criminal Investigation

The Criminal Justice Program equips students with the necessary academic skills to achieve a rewarding career as a law enforcement officer, deputy sheriff, highway patrol trooper or one of many other exciting entry level positions in the criminal justice system.

The A.A.S. degree is an ideal choice for non-transfer students because it not only allows them to concentrate on their major, but, perhaps more important, allows students greater flexibility in designing a curriculum which specifically targets their interests and technical-career goals.

All criminal justice agencies look for individuals with good academic skills, personal integrity and a well-adjusted personality. Those agencies generally will not consider individuals for employment with criminal arrests and/or convictions for driving records, and/or alcohol related problems.

## CROP PROTECTION

Workforce Training and Community Education Division  
Associate in Applied Science/Certificate

Contact Vic Martin, 792-9207, martinv@bartonccc.edu  
Executive Director, Mary Foley, 792-9278, foleym@bartonccc.edu

The Crop Protection curriculum is designed to provide students with basic knowledge to become a certified commercial applicator. A two-year associate in applied science degree and short term certificate program are available.

## DIETARY MANAGER

Workforce Training and Community Education Division  
Certificate

Contact Marsha Finley at finleym@bartonccc.edu  
Executive Director, Dr. Kathy Kottas, 792-9357, kottask@bartonccc.edu

Dietary Managers specialize in providing optimum nutritional care through foodservice management. They work in hospitals, long-term care, schools, correctional facilities, and other non-commercial foodservice settings. The certificate program allows students to gain the knowledge and experience in foodservice management, nutrition therapy and human resources management needed to qualify for the certification exam. All courses are available online at bartonline.org.

Students must be endorsed by both a facility and a Registered Dietitian (RD). Students will complete 120 hours of classroom studies and 150 hours of field experience. The RD serves in cooperation with the lead instructor to provide the field experience training. Field logs are required.

# CAREER TECHNICAL PROGRAMS OF STUDY

## EARLY CHILDHOOD

Workforce Training and Community Education Division  
Associate in Applied Science/Certificate

Contact Rhonda Wertz, 786-1130, [wertzr@bartonccc.edu](mailto:wertzr@bartonccc.edu)  
Executive Director, Mary Foley, 792-9278, [foleym@bartonccc.edu](mailto:foleym@bartonccc.edu)

### Child Development

Early Childhood Education at Barton gives you the opportunity to make a difference for children and families. Barton is committed to your learning and academic success through exposure to the latest research, technology and networking opportunities with educational professionals. The program is developmental as it focuses on the cognitive, physical, social, emotional, and creative development of children ages birth through eight years and the planning of activities and programs that are developmentally appropriate. Knowledge, theory, and practice are the foundations to the program. The State of Kansas Early Learning Standards is embedded in all Barton Early Childhood courses.

This program is available on campus and online

## EMERGENCY MANAGEMENT/HOMELAND SECURITY

Environmental Technology Division  
Associate in Applied Science/Certificate

Contact Lindsay Holmes, Program Coordinator, (785) 238-8550, [holmesl@bartonccc.edu](mailto:holmesl@bartonccc.edu)

Emergency managers are professionals that provide leadership and management skills during disasters. They provide leadership and guidance during all phases of the disaster (mitigation, preparedness, response, and recovery). They are employed by the government at the city, county, state and federal levels as well as by business and industry. A large percentage of these professionals serve as part time emergency managers with their full time position being law enforcement (city, county or state), emergency medical services, or fire chiefs. Many of these professionals lack formal education and training in this field. This program is designed to provide training and formal education for those entering the emergency management field as well as those currently in the field who require additional training and education.

## EMERGENCY MEDICAL SERVICES EDUCATION

Workforce Training and Community Education Division  
Associate in Applied Science Degree (as noted)

Contact Karyl White, 792-9341, [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

### Emergency Medical Responder

Accreditation Agency CAAHEP—  
Commission on Accreditation of Allied  
Health Programs  
1361 Park Street  
Clearwater, FL 33756

Phone: 727-210-2350  
Website: [caahep.org](http://caahep.org)

Emergency Medical Responders are responders who tend to be first on the scene. They are trained to provide stabilization until other EMS providers arrive. First Responders are unable to transport patients without the aid of a higher certified technician. Many firefighters, police officers, and other emergency workers have this level of training. A national registry examination is required for certification. Student must be 17 years old to test for certification and have no felonies on record.

### Emergency Medical Technician (EMT)

The Emergency Medical Technician represents the first component of the Emergency Medical Services system. An EMT is trained to care for patients at the scene of an accident or illness and while transporting patients by ambulance to the hospital. The EMT has the emergency skills to assess a patient's condition and manage medical and trauma emergencies. Fire personnel and other emergency teams may also be trained to this level. A national registry examination is required for certification. Student must be 17 years old to test for certification and have no felonies on record.

### Advanced Emergency Medical Technician – (AEMT)

The Advanced EMT has more advanced training in IV therapy, subcutaneous injections, and administration of pre-approved medications. An AEMT's primary function in the rural area is to enhance the level of care. The AEMT may also augment paramedics in larger advanced life-support ambulance services. Students must be a Certified Kansas Emergency Medical Technician (EMT). Student must be 17 years old to test for certification and have no felonies on record.



# CAREER TECHNICAL PROGRAMS OF STUDY

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## **Paramedic: Associate of Applied Science Degree**

The paramedic program consists of four semesters, as well as clinical rotations at approved hospitals and field internships with advanced life support ambulances services. Students will learn emergency procedures such as cardiac monitoring and defibrillation, IV therapy, medication administration, and advanced airway procedures. Successful completion of the program and subsequent certification exams will enable graduates to work as skilled paramedics; able to provide sophisticated advanced pre-hospital life support.

Entry into the paramedic degree program is an application process and students must be certified as a Kansas EMT prior to admission into the program. To be certified the paramedic student must successfully pass the National Registry exam. The paramedic program is accredited through CAAHEP and approved by the Kansas Board of EMS.

## **Training Officer I (TO)**

This class is designed for those individuals interested in providing and coordinating approved EMS continuing education courses in the State of Kansas. It will provide the participant with opportunities to gain information and practice as a Training Officer I in the State of Kansas. It addresses the necessary paperwork required to apply for CEUs as well as administer classes. This class is approved by the Kansas Board of EMS.

## **Training Officer II (TO II)**

**Prerequisite:** TO I. This class dovetails with the TO I class. In addition to learning the ins and outs of coordinating and teaching continuing education classes, the student will learn to provide initial courses for Emergency Medical Responder classes. It addresses the responsibilities required for submitting initial course paperwork as well as basic classroom teaching techniques. The class is approved by the Kansas Board of EMS.

## **Instructor/Coordinator (IC)**

**Prerequisite:** TO II. This program is designed for those individuals interested in providing initial courses of instruction as well as continuing education courses for the State of Kansas. The class provides the student with teaching techniques, learning theory, lesson plan development, assessment, and other activities needed in the classroom setting. The course follows the NAEMSE instructor guidelines as well as the Kansas enrichments. Following successful completion of the class the IC candidate must complete an initial course of instruction under the leadership of a mentor before the candidate is eligible for certification. The IC program has been approved by the Kansas Board of EMS.

## **Emergency Medical Services Administration (EMS Administration): Associate of Applied Science Degree**

The EMS Administration degree is designed to take those individuals who already have training in pre-hospital care and prepare them to become successful pre-hospital administrators. The EMS Admin degree is housed completely online to accommodate students working various shifts. Those completing the EMS Admin degree will have the basic knowledge necessary to function as an EMS Administrator.

## **FIRE SCIENCE TECHNOLOGY**

(Contact the EMS Office at 792-9341 for details)

## **HAZARDOUS MATERIALS MANAGEMENT**

*Environmental Technology Division  
Associate in Applied Science/Certificate*

*Contact Lindsay Holmes, Program Coordinator, (785) 238-8550, holmesl@bartonccc.edu*

The two-year Hazardous Materials Management Program will allow students to earn an Associate's Degree in Applied Science and prepare them for the work force. After the coursework is completed at Barton, students will be able to conduct studies on hazardous waste materials and take soil or debris samples at contaminated sites and analyze, identify, inventory, package, label and ship hazardous waste, conduct safety audits, safety training and develop safety programs. Graduates may choose to work for the government, waste management companies, utility companies, manufacturing, consulting and hazardous waste engineering companies.

# CAREER TECHNICAL PROGRAMS OF STUDY

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## HEALTHCARE DOCUMENTATION & TRANSCRIPTION SPECIALIST

Workforce Training and Community Education Division  
Certificate

Contact Kimberly Brennan, 792-9326, [brennank@bartonccc.edu](mailto:brennank@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

Barton provides a 40-credit hour Healthcare Documentation & Transcription Specialist Certificate Program. Upon completion, students may obtain employment in a professional medical setting or, following experience, work from their homes. After successful completion of coursework and employment in the field, students are eligible to take an exam to become a Certified Medical Transcriptionist. The certificate program is available online.

## MANUFACTURING SKILLS

Workforce Training and Community Education Division  
SAPP

Contact Will Rains, 792-9244, [rainsw@bartonccc.edu](mailto:rainsw@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

This eight credit hour program prepares students for entry-level jobs in the manufacturing industry. Major industries interested in students with manufacturing skills include aircraft manufacturing and repair, agricultural equipment manufacturing, and wind turbine manufacturing. Upon successful completion of the coursework, students will possess basic mathematical skills, be knowledgeable of industry standards, and possess the ability to read blueprints and/or mechanical drawings. The student will also know and be able to practice good safety skills with their basic knowledge of OSHA standards.

## MEDICAL ADMINISTRATIVE TECHNOLOGY

Workforce Training and Community Education Division  
Associate in Applied Science

Contact Kimberly Brennan, 792-9326, [brennank@bartonccc.edu](mailto:brennank@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

Barton's Medical Administrative Technology program will prepare students for a professional medical office setting. The coursework includes preparation in the areas of medical terminology, coding, and transcription, customer service, business communications, and records management. Students may seek employment in hospitals, clinics, physician's offices, or other medical settings. This program is available on campus and online.

## MEDICAL ASSISTANT

Workforce Training and Community Education Division  
Associate in Applied Science/Certificate

Contact Kimberly Brennan, 792-9326, [brennank@bartonccc.edu](mailto:brennank@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

Barton's Medical Assistant Program will prepare students to assist physicians, work in a medical clinic and some areas of the hospital or laboratory. The medical assisting profession is the fastest growing occupation over the next 5 years. Employment growth will be driven by the increase in the number of group practices, clinics, and other healthcare facilities that need support personnel, particularly the medical assistant who can contribute in the administrative and clinical duties. Barton's Medical Assistant Program prepares students for this profession in both the administrative and clinical areas. Some specific duties performed by a medical assistant are obtaining blood samples, performing basic office laboratory procedures and electrocardiograms, instructing patients in preparation for x-ray and laboratory procedures, handling telephone calls, correspondence, and handling office accounts. Barton provides many degree completion options for the working adults who wish to complete their degree to become a Medical Assistant. After successful completion of the coursework, students are eligible to take an exam to become a Registered Medical Assistant.

## MEDICAL CODING

Workforce Training and Community Education Division  
Certificate

Contact Kimberly Brennan, 792-9326, [brennank@bartonccc.edu](mailto:brennank@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Medical Coding certificate program is for individuals who would like to be skilled in classifying medical data from patient records in physician's offices, clinics and/or out-patient settings. Coding professionals review patients' records and assign numeric codes for each diagnosis and procedure. Expertise of ICD-10, CPT, and HCPCS coding systems is acquired. In addition to coding procedures, the curriculum contains medical and professional courses for employment in a professional setting. After successful completion of the coursework students are eligible to take an exam to become a Certified Professional Coder.

The certificate program is available online.

# CAREER TECHNICAL PROGRAMS OF STUDY

## MEDICAL LABORATORY TECHNICIAN

Workforce Training and Community Education Division  
Associate in Applied Science

Contact Cheryl Lippert, 786-1133, [lippertc@bartonccc.edu](mailto:lippertc@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

### Accreditation Agency

National Accrediting Agency  
for Clinical Laboratory Sciences  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119

Phone: (773) 714-8880

Medical Laboratory Technology is the study and analysis of body fluids. It encompasses a number of different medical specialties including hematology, microbiology, immunology, immunochemistry, and clinical chemistry. It's a fairly rigorous major that will lead to a secure professional career, or can be used as a springboard for further education. It's a career that will require you to be quick, careful, and thorough.

Upon graduation, most medical laboratory technicians work in hospital and clinic laboratories. They use microscopes and precision electronic instruments. They assist doctors in diagnosis and treatment of diseases by performing a range of tests and laboratory procedures on blood and other body fluids in order to find chemicals, microorganisms, proteins, and other substances.

This program is available online and on campus.

## MILITARY TECHNOLOGY

Environmental Technology Division  
Certificate

Contact Terri Mebane, (785) 239-9769  
[mebanet@bartonccc.edu](mailto:mebanet@bartonccc.edu)

The Military Technologies certificates prepares students with the skills required for successful execution of duties in the fields of 1) Military Leadership, 2) Logistics, or 3) Dangerous Materials Handling.

Military technologies are an ever-expanding art that involves complex systems, hardware and technologies that possess ever increasing civilian applications. Dependent upon critical thought processes and the ability to utilize these evolving technologies, today's military personnel are engaged in mission planning, risks assessment, identifying potential hazards, supervising preparations, identifying and maintaining assets, training personnel, and conducting and supervising additional duties. This certificate program encompasses and addresses these required skills.

## NATURAL GAS MEASUREMENT TECHNICIAN

Workforce Training and Community Education Division  
Certificate

Contact Executive Director, Mary Foley, 792-9278, [foleym@bartonccc.edu](mailto:foleym@bartonccc.edu)

The Gas Measurement Technician Program provides training that is owned and maintained by the Gas Measurement Training Council of the Southern Gas Association and focuses on in depth measurement and instrumentation technologies. A mobile training trailer is available for onsite classes.

## NATURAL GAS TRANSMISSION & DISTRIBUTION TECHNICIAN

Workforce Training and Community Education Division  
Associate in Applied Science/Certificate

Contact Executive Director, Mary Foley, 792-9278, [foleym@bartonccc.edu](mailto:foleym@bartonccc.edu)

There are many opportunities in the Natural Gas Transmission and Distribution industry for those with a strong technical background. Barton's program delivers hands-on training that helps you gain skills necessary for employment with minimal "on the job training" by the company. Technicians are needed for corrosion control, gas measurement, instrumentation and electrical controls, pipeline construction, and programmable logic controller (PLC) programming.

# CAREER TECHNICAL PROGRAMS OF STUDY

## NETWORKING SPECIALIST

Workforce Training and Community Education Division  
Associate in Applied Science Degree/Certificate

Contact Kristopher Schneider, 792-9393, [galec@bartonccc.edu](mailto:galec@bartonccc.edu) or  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Computer Networking Specialist Program prepares graduates to provide support services in information technology, an area of the computer industry that is currently experiencing growth, change and opportunity. Networking specialists look into problems that computer users are having with either computer software and/or hardware and try to resolve these problems. Networking specialists often work as network administrators and as the “hands and eyes” of remote network engineers to resolve network infrastructure problems. This program will prepare the students to fulfill the role of technical specialist in the fields of microcomputer support, microcomputer repair and local area network administration. Due to the dynamic nature of the industry and the rapid advancement of computer technology, this program prepares students to understand the importance of self-learning and professional development.

## NURSING

Workforce Training and Community Education Division  
Associate in Applied Science/Certificate

Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

### Practical Nursing

The practical nursing program provides students with a broad theory-based course of study with opportunities to develop and strengthen clinical skills. The program combines theory, taught in the classroom, with practical experience learned in the lab and clinical settings. Upon completion of the program, students earn a Certificate in Practical Nursing. Graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®).

### Registered Nursing - Associate Degree (ADN)

Barton’s Associated Degree Nursing Program is an intensive one year completion program. The program combines theory, taught in the classroom, with practical experience learned in the lab and clinical settings. All students wanting to earn an Associate Degree in Nursing from Barton must first complete a Practical Nurse Program and become licensed through the State of Kansas. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®).

### ADN Accreditation Agency

Accrediting Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326

Phone (404) 975-5000  
Fax (404) 975-5020  
[acenursing.org](http://acenursing.org)

## PENSION ADMINISTRATION

Workforce Training and Community Education Division

Contact Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

This field of study is designed to provide core pension administration courses for students who plan to work in the retirement plan industry. Students will have the opportunity to enroll in courses needed to prepare for the Retirement Plan Fundamentals Certificate, the Tax-Exempt & Governmental Plan Consultant Credential and the Qualified 401(K) Administrator (QKA) Credential.

## PHARMACY TECHNICIAN

Workforce Training and Community Education Division  
Certificate Program

Contact Latoya Hill, 620-786-7445, [hilll@bartonccc.edu](mailto:hilll@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

Barton’s Pharmacy Technician Program will prepare students to assist and support licensed pharmacists in providing medication and health care products to patients. Pharmacy technicians often perform a central role in the preparation and delivery of drug products and act as a liaison for the pharmacist, doctor, and the patient. Pharmacy technicians prepare prescriptions, sometimes including the actual compounding of medication. Additionally, they prepare and label medication containers. All pharmacy technicians must be registered by the Kansas State Board of Pharmacy. This certificate program will prepare completers to take the licensing exam available from the Pharmacy Technician Certification Board (PTCB) and begin an entry-level job as a pharmacy technician.

This program is available in online format and includes an industry field experience.

# CAREER TECHNICAL PROGRAMS OF STUDY

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## PHLEBOTOMY TRAINING

*Workforce Training and Community Education Division*

*Contact Cheryl Lippert, 786-1133, [lippertc@bartonccc.edu](mailto:lippertc@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)*

This training covers the principles and practice of phlebotomy, emphasizing safety, specimen collection (venipuncture and capillary puncture), specimen processing and legal and ethical issues relevant to the practice of phlebotomy. When supplemented with a formal clinical experience, students are qualified to take national certification examinations.

## TECHNICAL ACCOUNTING SPECIALIST

*Workforce Training and Community Education Division  
Associate in Applied Science*

*Contact Kathy Boeger, 792-9203, [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu) or  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)*

Barton's Technical Accounting Specialist program provides students the foundation in accounting theory and practice for entry level positions in private enterprises, public accounting firms, and government/non-profit organizations. The A.A.S. graduate will be prepared to process manual and computerized accounting records for an organization, including payroll and various clerical duties. Graduates will also have increased knowledge and skills in human relations and customer service, along with business and interpersonal communications.

This program prepares students for positions with titles such as accounting clerk, accounts payable clerk, accounts receivable clerk, billing clerk, cash posting clerk, payroll clerk and many others.

Coursework is available on campus as well as online.

# TRANSFER PROGRAMS OF STUDY

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## UNDECIDED

Career Center  
Associate in General Studies

Contact Judy Jacobs, 792-9349, [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu)

Selecting a major can be a difficult decision. In fact, many students who start college or go back to school are not sure what they should study. It is important to take your time selecting a major so you can consider your personal goals, your educational goals, and your career goals. If you are still deciding which major would be the best fit for you, we offer the following suggestions:

Talk with a Barton advisor about your options. They may be able to offer you some ideas based on your interests and professional experience.

Set up an appointment with Barton's Career Center and narrow down your choices through assessments, career advisement, and career information. There are valuable resources available for career planning and career exploration.

## ACCOUNTING (ALSO SEE TECHNICAL ACCOUNTING SPECIALIST)

Workforce Training and Community Education Division  
Associate in Science

Contact Kathy Boeger, 792-9203, [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu) or  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The business curriculum is designed to provide the general education requirements and core business courses for students who plan to transfer to a four-year college or university to complete a bachelor's degree in accounting, business administration, business management & leadership, economics, finance, management, marketing or banking. Consideration must be given to course placement in terms of course offerings, degree of difficulty, continuity, and credits earned. Electives must meet the transfer requirements of your transferring institution. Students should coordinate with the business school of the transfer college or university. This program is available on campus and online.

## AGRIBUSINESS

(See Agriculture Transfer Option)

## AGRICULTURAL ECONOMICS

(See Agriculture Transfer Option)

## AGRICULTURAL EDUCATION

(See Agriculture Transfer Option)

## AGRICULTURE COMMUNICATIONS

(See Agriculture Transfer Option)

## AGRICULTURE TRANSFER OPTION

Workforce Training and Community Education Division  
Associate in Science

Contact Vic Martin, 792-9207, [martinv@bartonccc.edu](mailto:martinv@bartonccc.edu)  
Executive Director, Mary Foley, 792-9278, [foleym@bartonccc.edu](mailto:foleym@bartonccc.edu)

The Agriculture Transfer curriculum is designed to serve students who wish to pursue a college education in a broad area of agriculture or who want to tailor a program to meet their specific career objectives. Traditionally, students in this program of study have focused on careers in agricultural production.

Additional Agriculture transfer emphasis coursework available in: Agribusiness, Communications, Economics, Education; Agronomy; Animal Science; Food Science; Golf Course Management; Horticulture/Turf Management; Milling Science; Park Management/Conservation; and Veterinary Medicine.

## AGRONOMY

(See Agriculture Transfer Option)

# TRANSFER PROGRAMS OF STUDY

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## ANIMAL SCIENCE

(See Agriculture Transfer Option)

## ANTHROPOLOGY CULTURAL STUDIES

Academics Division

Associate in Arts Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Anthropology Cultural Studies curriculum is designed to prepare students for a bachelor's degree concentrating in one of the four sub fields: socio-cultural anthropology, archaeology, linguistic anthropology and biological-physical anthropology. Anthropologists may work for colleges and universities, museums and consulting.

## ARCHITECTURAL ENGINEERING

Academics Division

Associate in Science Degree

Contact Tim Folkerts, 792-9320, [folkertst@bartonccc.edu](mailto:folkertst@bartonccc.edu)

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Architects design buildings and other structures and are either self-employed or work for architecture firms, real estate developers, or governmental agencies. If you are interested in a bachelor's degree in architectural engineering, you should refer to the Pre-Engineering curriculum requirements.

## ARCHITECTURE

Academics Division

Associate in Science Degree

Contact Tim Folkerts, 792-9320, [folkertst@bartonccc.edu](mailto:folkertst@bartonccc.edu)

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Architects design buildings and other structures and are either self-employed or work for architecture firms, real estate developers, or governmental agencies.

A bachelor's degree program in architecture requires five academic years of study at most colleges and universities. By careful selection, you may complete some of the required general education coursework at Barton Community College. If you plan to pursue a bachelor's degree in architecture, you should be sure to consult the requirements of the college or university to which you plan to transfer. If you are interested in a bachelor's degree in architectural engineering, you should refer to the Pre-Engineering curriculum requirements.

## ART

Academics Division

Associate in Arts Degree

Contact Steve Dudek, 792-9260, [dudeks@bartonccc.edu](mailto:dudeks@bartonccc.edu)

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Art curriculum offers you the opportunity to develop your skills in personal expression and creative sensitivity through studies in various fine and applied artistic disciplines. The art department curriculum is constructed around the philosophy that awareness in the visual arts is developed by experiencing a solid foundation based on courses in areas of two and three-dimensional art, a variety of different media and techniques, and various digital imaging and computer applications.

The Art curriculum is open to students interested in art and culture and provides a course of study leading to an Associate in Arts Degree. This curriculum is a general guide when planning to pursue a Bachelor's Degree of Art or Bachelor's of Fine Arts Degree at a college or university. Your advisor will help you plan courses that will meet the specific requirements of your transfer school.

## ART EDUCATION (See also Education)

Academics Division

Associate in Arts Degree

Contact Steve Dudek, 792-9260, [dudeks@bartonccc.edu](mailto:dudeks@bartonccc.edu)

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Art Education curriculum is designed to provide the first two years of the state-prescribed professional education courses, a curriculum of studio courses in areas of two and three dimensional art, and related general education courses that will lead to the bachelor's degree with state certification for teaching art at the Elementary and Secondary level. You are encouraged to consult your advisor to identify your area of emphasis, as well as, specific requirements of your transfer school.

# TRANSFER PROGRAMS OF STUDY

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## ATHLETIC TRAINING

Academics Division

Associate in Science Degree

Contact Ken Henderson, 792-9371, [hendersonk@bartonccc.edu](mailto:hendersonk@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Students who successfully complete the requirements of a credentialed bachelor's, or master's, degree program in athletic training are eligible to sit for the National Athletic Trainers' Association's Board of Certification (NATABOC) exam. Successful completion of this exam provides for the credential of certified athletic trainer. With NATABOC certification, positions dealing with athlete injury care can be obtained in high schools, colleges and universities, professional sports, sports medicine clinics, corporations/industries and other health care settings.

College and university programs vary in regards to the presentation of athletic training education. Significant differences often occur between the athletic training curriculums offered at 4-year institutions. Students need to select a transfer college or university as soon as possible once choosing to major in Athletic Training. For specific educational and career information, go to the NATABOC web site at [www.bocac.org](http://www.bocac.org) or the National Athletic Trainers' Association web site at [www.nata.org](http://www.nata.org).

## BIOLOGY

Academics Division

Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

If transferring to a four-year institution, students are encouraged to identify the requirements of the transfer institution immediately and take Barton Community College courses that best meet the transfer needs. The Biology curriculum is designed to transfer to a four-year institution. Students who successfully complete the required coursework will become candidates for an Associate in Science Degree. The curriculum will instruct an individual in all aspects of living organisms and the relationships of animals, plants, insects, and microbes to their environment. Biology is a very broad major and offers a variety of careers to explore. Biology is a popular major for students interested in medical or pharmaceutical fields.

## BUSINESS

Workforce Training and Community Education Division

Associate in Science Degree

Contact Kathy Boeger, 792-9203, [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu) or  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Business curriculum is designed to provide the general education requirements and core business courses for students who plan to transfer to a four-year college or university to complete a bachelor's degree in accounting, business administration, business management and leadership, economics, finance, management, marketing, or banking. Consideration must be given to course placement in terms of course offerings, degree of difficulty, continuity, and credits earned. Electives must meet the transfer requirements of your transferring institution. Students should coordinate with the business school of the transfer college or university. This program is available on campus and online.

## CHEMISTRY

Academics Division

Associate in Science Degree

Contact Amanda Alliband, 792-9330, [allibanda@bartonccc.edu](mailto:allibanda@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Chemistry curriculum consists of the courses students will need to begin the first two-years of study towards a bachelor's degree in chemistry and to obtain an Associate in Science Degree. As a chemistry or chemical engineer graduate, students will have opportunities to work in chemical or pharmaceutical industries as a researcher, analytical chemist, synthetic chemist or engineer. Students also can find employment in government agencies, schools and universities.



# TRANSFER PROGRAMS OF STUDY

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## CHIROPRACTIC

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Chiropractic curriculum is designed to prepare students for the general education requirements for most chiropractic colleges. Most State boards require at least 2 years of undergraduate education, and an increasing number require a bachelor's degree. All boards require completion of a 4-year chiropractic college course at an accredited program leading to the Doctor of Chiropractic degree. Chiropractors can work in a group practice but most have a private practice. Some may choose to teach or conduct research. Chiropractors often specialize in sport injuries, neurology, orthopedics, pediatrics and nutrition.

## COMPUTER INFORMATION SYSTEMS

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Cristi Gale, 786-1183, [galec@bartonccc.edu](mailto:galec@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Computer Information Systems curriculum is designed to prepare students who transfer to a four-year institution to pursue a bachelor's degree in Computer Information Systems. Students will take classes in computer programming and accounting to prepare them to transfer. Students who successfully complete the degree requirements will be candidates for an Associate in Science degree. Graduates who obtain a bachelor's degree in computer information systems have many job opportunities. Some of these are software engineering, information technology, systems analyst, project manager and database administrator.

## COMPUTER SCIENCE

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Cristi Gale, 786-1183, [galec@bartonccc.edu](mailto:galec@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Computer Science curriculum is designed to prepare students who transfer to a four-year institution to pursue a bachelor's degree in computer science. Students will take classes in computer programming and math to prepare them to transfer. Students who successfully complete the degree requirements will be candidates for an Associate in Science degree. Graduates who obtain a bachelor's degree in computer science have many job opportunities. Some of these are software engineering, information technology, game development, database administration, and computer system architecture.

## CRIMINAL JUSTICE

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Bruce Locke, 792-9299, [lockeb@bartonccc.edu](mailto:lockeb@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Criminal Justice curriculum is designed for students intending to complete a bachelor's degree at a transfer institution after graduating from Barton Community College. This curriculum will provide students with the necessary academic skills to achieve a rewarding career as a law enforcement officer, deputy sheriff, highway patrol trooper or one of many other exciting positions in the criminal justice system. Federal and State agencies typically require a college degree and five years experience.

## CYTOTECHNOLOGY

Academics Division  
Associate in Science Degree

Contact Cheryl Lippert, 786-1133 [lippertc@bartonccc.edu](mailto:lippertc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Cytotechnology is a specialized field of medical laboratory work involving the microscopic study of cells. The cytotechnologist works under the supervision of a pathologist. This curriculum is a general guide leading to an Associate in Science Degree and is based on the requirements at The University of Kansas Medical Center. Actual course selection would depend on your choice of cytotechnology school.

# TRANSFER PROGRAMS OF STUDY

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## DANCE

Academics Division  
Associate in Arts Degree

Contact Amanda Schnoebelen, 792-9139, [schnoebelena@bartonccc.edu](mailto:schnoebelena@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Dance curriculum is committed to the education of dancers by establishing a solid foundation of technical training coupled with artistic and aesthetic qualities and a rounded understanding of contemporary dance.

Barton is one of the only community colleges in the midwest offering an Associates of Arts Degree in dance. For a student who has the desire to enter a four year school as a dance major, this program provides the foundation needed to succeed.

Our resident student dance company is BDT (Barton Dance Theater). The company performs in the fall at the Wichita State University in the Kansas Dance Festival. In the spring BDT performs a dance concert at Barton. Throughout the academic year the BDT will have various additional opportunities to perform within the community.

## DENTAL HYGIENE

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

### University of Missouri-KC School of Dentistry

Dental hygienists are oral health professionals who, under the supervision of a dentist, provide preventive, educational, clinical and therapeutic services to help the public develop and maintain good oral health. A dental hygienist may work in private dental offices, dental clinics, public health agencies, hospitals, nursing homes, school districts or dental hygiene schools. Most dental hygiene programs are associate degree programs of which the first year of courses can be completed at Barton. The University of Missouri-Kansas City Dental hygiene program, however, is a bachelor's degree program of which the first two years can be completed at Barton. The courses recommended are for admission to UM-KC's dental hygiene program. Since course requirements for admission to dental hygiene programs are not identical, you should contact the college or university that you plan to attend for specific course requirement information.

## DENTISTRY

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Dentistry curriculum is recommended for students who seek admission to dental school. While students with two years of pre-dental course work may apply to dental school, students are encouraged to complete a baccalaureate degree prior to starting their four-year dental education. As soon as possible, students should contact prospective transfer institutions and identify appropriate transfer requirements. You should take Barton courses that best meet the transfer needs.

## DIETARY MANAGEMENT

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Marsha Finley at [finleym@bartonccc.edu](mailto:finleym@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

Barton Community College (Barton) and Kansas State University (K-State) have partnered together in offering educational programs in the field of dietetics. Barton offers an Associate of Science degree in dietary management or pre-dietetics. K-State offers a Bachelor of Science degree in the field of dietetics. Articulation agreements have been formed guaranteeing a student seamless transition from each academic program and between the institutions. Each piece of the program is designed to build upon the other.

# TRANSFER PROGRAMS OF STUDY

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## DIETETICS

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Marsha Finley at [finleym@bartonccc.edu](mailto:finleym@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

The Dietetics curriculum is offered online and consists of the courses needed to obtain an Associate in Science Degree. These courses also satisfy the first two-years of study towards a bachelor's degree in dietetics through partnership with Kansas State University .

Dietetics offers students the chance to combine their interest in food and nutrition with the privilege of meeting the needs of individuals or groups desiring to maintain, improve, or restore health in all stages of the life cycle.

## EARLY CHILDHOOD EDUCATION

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Rhonda Wertz, 786-1130, [wertzr@bartonccc.edu](mailto:wertzr@bartonccc.edu)  
Executive Director, Mary Foley, 792-9278, [foleym@bartonccc.edu](mailto:foleym@bartonccc.edu)

The Early Childhood Education curriculum enables students to complete general education requirements in pursuit of a bachelor's degree in Elementary Education. Students also experience courses which provide opportunities to observe and interact with children and are designed for elementary education majors.

Courses are available on campus and online

## ECONOMICS

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Kathy Boeger, 792-9203, [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Business curriculum is designed to provide the general education requirements and core business courses for students who plan to transfer to a four-year college or university to complete a bachelor's degree in accounting, business administration, business management and leadership, economics, finance, management, marketing, or banking. Consideration must be given to course placement in terms of course offerings, degree of difficulty, continuity, and credits earned. Electives must meet the transfer requirements of the transferring institution. Students should coordinate with the business school of the transfer college or university. This program is available on campus and online.

## EDUCATION

Academics Division  
Associate in Science Degree

Contact Ed Johnson, 792-9389, [johnsone@bartonccc.edu](mailto:johnsone@bartonccc.edu)  
Contact Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Education curriculum is designed to provide the first two-years of the state-prescribed professional education courses and related general education courses that will lead to the bachelor's degree with state certification for teaching.

The curriculum consists of general requirements, as well as, courses from your area of emphasis. You are encouraged to consult your advisor to identify your area of emphasis, as well as, specific requirements of your transfer school.

You should have a 2.75 GPA and a minimum of 50 college credit hours upon entering the teacher education program at a four-year institution. You may be required to take the Pre-Professional Skills Test (PPST) or another entrance examination. These requirements are necessary in order for you to be formally admitted to most teacher education programs.

Students interested in coaching may obtain an endorsement to coach without completing a physical education curriculum.

### Elementary Education

The Elementary Education curriculum prepares you to teach in elementary, middle and junior high school.

### Secondary Education

The Secondary Education curriculum prepares you to teach at the junior and high school levels.

# TRANSFER PROGRAMS OF STUDY

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## Special Education

The Special Education curriculum prepares you to teach students with mild/moderate mental or physical disabilities. Students interested in licensure in special education should first explore the requirements for obtaining a teaching license in elementary or secondary education. Special education in many four-year institutions is a minor program leading to a special education endorsement to the regular teaching license. Coursework in special education is usually completed during the junior or senior year of a four year bachelor's degree education program.

## Physical Education

The Physical Education curriculum prepares you to teach elementary, junior high/middle school, and high school physical education. Many students interested in physical education also complete a curriculum leading to secondary coaching, although an endorsement to coach are available.

## ELEMENTARY EDUCATION (See Education)

## ENGINEERING

Academics Division  
Associate in Science Degree

Contact Tim Folkerts, 792-9320, folkertst@bartonccc.edu  
Dean of Academics, Richard Abel, 792-9333, abelr@bartonccc.edu

The Engineering curriculum prepares you for future study in the following areas of engineering: aeronautical, aerospace, agricultural, bioengineering, computer, chemical, civil, electrical, food, industrial, mechanical, nuclear, and petroleum. You may complete half of your bachelor's degree requirements at Barton Community College and earn the Associate in Science Degree upon completion of the program requirements.

## ENGINEERING TECHNOLOGY

Academics Division  
Associate in Science Degree

Contact Tim Folkerts, 792-9320, folkertst@bartonccc.edu  
Dean of Academics, Richard Abel, 792-9333, abelr@bartonccc.edu

The education of the engineering technologist parallels that of the engineer, but is directed toward the practical aspects of engineering design and operations. The technologist may work with the engineer in a design group; however, as a technologist, you are not limited to such activity and you may be involved in management or technical sales. Kansas State University at Salina offers bachelors and associate degrees in a wide variety of fields of engineering technology and aviation. A curriculum guide describing their technology programs can be obtained by calling (800) 248-5782 or (785) 826-2640. Since the required courses in the first year of these programs are very program specific, you are encouraged to start your two years of course work there. However, if you need to take developmental courses or if you are unable to start there immediately, you may complete some of their required courses at Barton. If you do complete some of the required courses at Barton, you will still be need to spend two additional years at Kansas State University at Salina to complete their specific program requirements.

## ENGLISH

Academics Division  
Associate in Arts Degree

Dean of Academics, Richard Abel, 792-9333, abelr@bartonccc.edu

The English curriculum is designed for transfer to a four-year institution to obtain a Bachelor's Degree. Students who successfully complete the required classes will be candidates for an Associate in Arts degree from Barton. Graduates have a variety of opportunities available to them including work in public relation firms, editing companies, education, news analysts, or news reporting. English graduates further their education in the fields of journalism, law, and medicine.

# TRANSFER PROGRAMS OF STUDY

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## EXERCISE SCIENCE

Academics Division  
Associate in Science Degree

Contact Ken Henderson, 792-9371, [hendersonk@bartonccc.edu](mailto:hendersonk@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

**Exercise Science:** Students who complete bachelor's degree requirements for Exercise Science are qualified to pursue a career in personal fitness training, collegiate coaching, collegiate and professional strength/conditioning programs, commercial or private health and fitness centers, hospital exercise and cardiac rehabilitation programs, corporate fitness centers, a variety of community health fields, or professional health care.

**Community Health:** Students who complete the bachelor's degree requirements for Community Health are qualified to pursue a career in college or university education; or obtain employment with public health agencies (county, state, and federal), volunteer health agencies (American Cancer Society, American Red Cross, American Heart Association, American Lung Association), private ventures (consulting work, design health promotion software), patient education (hospitals, senior citizens, personal wellness), Centers for Disease Control, and Planned Parenthood or adoption agencies.

Significant differences often occur between the curriculums offered among individual 4-year institutions. Students need to select a transfer college or university as soon as possible once choosing to study Exercise Science.

## FINANCE

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Kathy Boeger, 792-9203, [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Business curriculum is designed to provide the general education requirements and core business courses for students who plan to transfer to a four-year college or university to complete a bachelor's degree in accounting, business administration, business management & leadership, economics, finance, management, marketing or banking. Consideration must be given to course placement in terms of course offerings, degree of difficulty, continuity, and credits earned. Electives must meet the transfer requirements of your transferring institution. Students should coordinate with the business school of the transfer college or university. This program is available on campus and online.

## FOOD SCIENCE

(See Agriculture Transfer Option)

## FORESTRY

Workforce Training and Community Education Division  
Associate in Science Degree

Contact Victor Martin, 792-9207, [martinv@bartonccc.edu](mailto:martinv@bartonccc.edu)  
Executive Director, Mary Foley, 792-9278, [foleym@bartonccc.edu](mailto:foleym@bartonccc.edu)

The Forestry curriculum provides general coursework for students who plan to obtain a bachelor's degree. This curriculum also meets many lower division requirements for fields that are closely related to forestry, such as conservation and natural resources. Forest and conservation workers perform a variety of tasks to reforest and conserve timberlands and maintain forest facilities, such as roads and campsites. Tree farms or forest nurseries employ other forest workers.

# TRANSFER PROGRAMS OF STUDY

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## GENERAL STUDIES

Career Center  
Associate in General Studies

Contact Judy Jacobs, 792-9349, [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu)

An excellent way to get a taste of our many academic and vocational programs is through the general education requirements. These are a wide range of courses representing several different academic and vocational areas.

Use the general education requirements to explore areas of interest to you. Then talk with your advisor to find out more about the fields you enjoy. If you are still deciding which major would be the best fit for you, we offer the following suggestions:

Talk with a Barton advisor about your options. They may be able to offer you some ideas based on your interests and professional experience.

Set up an appointment with Barton's Career Center and narrow down your choices through assessments, career advisement, and career information. There are valuable resources available for career planning and career exploration.

## GEOLOGY

Academics Division  
Associate in Science Degree

Contact Tim Folkerts, 792-9320, [folkertst@bartonccc.edu](mailto:folkertst@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Geology curriculum is designed for students planning to transfer to a university to earn a bachelor's degree in geology. Upon transfer, your standing in the university's program will depend upon how well your course choices match those of the particular university's geology program.

Employment opportunities in geology are very diverse and include potential employment in industry, education and research.

## GOLF COURSE MANAGEMENT

(See Agriculture Transfer Option)

## GRAPHIC DESIGN

Academics Division  
Associate in Arts Degree

Contact Steve Dudek, 792-9260, [dudeks@bartonccc.edu](mailto:dudeks@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Graphic designers plan, analyze, and create visual solutions to communications problems. They find the most effective way to get messages across in print and electronic media using color, type, illustration, photography, animation, and various print and layout techniques. Designers and multimedia authors find employment in a variety of settings, which include advertising, independent graphic studios, publishing houses, fashion and movie studios, newspapers, web and television. Well-trained, talented artists who have a mastery of artistic materials, techniques, different medias and skills, and knowledge of computer software work as flash animation designers, layout artists, technical illustrators, multimedia designers, web and motion graphics authors, and developers of interactive media.

The Graphic Design curriculum is a general guide if you plan to pursue a Bachelor's degree in Art or Bachelor's of Fine Arts Degree at a college or university. Special curriculum adjustments can be made for specific college or university requirements.

## HEALTH INFORMATION MANAGEMENT

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Health Information Management curriculum will prepare students to secure, analyze, integrate, and manage health care information. Graduates of baccalaureate health information management programs are qualified to take the Registered Record Administration certification exam to become a Registered Record Administrator (RRA). Barton offers the first two years of the prerequisite course work required for admission to a baccalaureate health information management program. Actual course selection depends on your choice of transfer college or university.

# TRANSFER PROGRAMS OF STUDY

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## HISTORY

Academics Division  
Associate in Arts Degree

Contact Linda McCaffery, 792-9251, [mccafferyl@bartonccc.edu](mailto:mccafferyl@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The history curriculum is designed to provide the general education requirements and core history courses for students who plan to transfer to a four year college or university to complete a bachelor's degree in history or history education (secondary education). Electives must meet the transfer requirements of your transferring institution. Students should coordinate with their Barton advisor for transferability.

## HORTICULTURE/TURF MANAGEMENT

(See Agriculture Transfer Option)

## JOURNALISM

Academics Division

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu) Associate in Arts Degree

The Journalism curriculum provides students with a sufficient general education background to transfer to a four-year college or university. Although most four-year institutions desire a broad background in the communicative arts and social science, it is important that students consult the catalog of the four-year school they plan to attend. It is the mission of the Journalism Department to teach real-world journalism so that your successful completion of each course will increase your marketable skills.

## LAW

Academics Division  
Associate in Arts Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Association of American Law Schools does not specify a particular pre-law curriculum. It does emphasize rigorous disciplined study that will give students a broad undergraduate education providing "comprehension" and expression in words, critical understanding of human institutions and values with which the law deals, and creative power in thinking.

The Law curriculum provides for two years of suggested course work. Students should consult with a law advisor at the college or university where they plan to transfer as early as possible in their undergraduate college career.

## LAW ENFORCEMENT - TRANSFER (See Criminal Justice)

## LIBERAL STUDIES

Career Center  
Associate in Arts Degree

Contact Judy Jacobs, 792-9349, [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu)

Liberal studies is a broad, all-encompassing, interdisciplinary examination of subjects related to the humanities, arts and sciences designed with the aim of offering a solid base for future studies in virtually any field. As a student of liberal studies, you'll pursue knowledge in these different areas, often learning to synthesize what you learn into a coherent whole that serves your life goals. Degree programs in liberal studies involve core and elective coursework in a variety of subjects, including history, cultural studies, art, philosophy, religion, literature and the natural sciences. In general, the goal of a liberal studies program is a strong, basic foundation of knowledge and skills that will support an array of careers and interests

## MANAGEMENT

Workforce Training and Community Education Division  
Associate in Science

Contact Kathy Boeger, 792-9203, [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu) or  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Business curriculum is designed to provide the general education requirements and core business courses for students who plan to transfer to a four-year college or university to complete a bachelor's degree in accounting, business administration, business management & leadership, economics, finance, management, marketing or banking. Consideration must be given to course placement in terms of course offerings, degree of difficulty, continuity, and credits earned. Electives must meet the transfer requirements of your transferring institution. Students should coordinate with the business school of the transfer college or university.

# TRANSFER PROGRAMS OF STUDY

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## MARKETING

Workforce Training and Community Education Division  
Associate in Science

Contact Kathy Boeger, 792-9203, [boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu) or  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)

The Business curriculum is designed to provide the general education requirements and core business courses for students who plan to transfer to a four-year college or university to complete a bachelor's degree in accounting, business administration, business management & leadership, economics, finance, management, marketing or banking. Consideration must be given to course placement in terms of course offerings, degree of difficulty, continuity, and credits earned. Electives must meet the transfer requirements of your transferring institution. Students should coordinate with the business school of the transfer college or university. This program is available on campus and online.

## MATH EDUCATION (See also Education)

Academics Division  
Associate in Science Degree

Contact Brian Howe, 792-9254, [howeb@bartonccc.edu](mailto:howeb@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Math Education curriculum is designed to provide the first two years of the state-prescribed professional education courses, a curriculum of mathematics courses, and related general education courses that will lead to the bachelor's degree with state certification for teaching math at the Elementary and Secondary level. You are encouraged to consult your advisor to identify your area of emphasis, as well as, specific requirements of your transfer school.

## MATHEMATICS

Academics Division  
Associate in Science Degree

Contact Brian Howe, 792-9254, [howeb@bartonccc.edu](mailto:howeb@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Mathematics curriculum is designed to transfer to a four-year school to obtain a bachelor's degree. Upon completion of the required classes at Barton students will be awarded the Associate in Science Degree.

Mathematicians work in various capacities, ranging from the creation of new mathematical theories and techniques involving the latest technology to the solving of economic, scientific, engineering, and business problems using mathematical knowledge and computational tools.

Mathematicians work for the government, college and universities, research companies, banks and investment firms, manufacturing, aircraft, automobile, oil, pharmaceutical, and chemical industries.

## MEDICAL LABORATORY TECHNICIAN

Workforce Training and Community Education Division  
Associate in Science

Contact Cheryl Lippert, 786-1133, [lippertc@bartonccc.edu](mailto:lippertc@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

Medical Laboratory Technology is the study and analysis of body fluids. It encompasses a number of different medical specialties including hematology, microbiology, immunology, immunohematology, and clinical chemistry. It's a fairly rigorous major that will lead to a secure professional career, or can be used as a springboard for further education. It's a career that will require you to be quick, careful, and thorough.

### Accreditation Agency

National Accrediting Agency for  
Clinical Laboratory Sciences  
5600 North River Road, Suite 720  
Rosemont, IL 60018-5119  
Phone: (773) 714-8880

The Medical Laboratory Technician curriculum provides a "stepping-stone" to further education to become a Medical Technologist, a Physician Assistant or a Medical Doctor. The curriculum is usually completed in a two-year time frame. The first clinical internship, Clinical Practicum I, is completed in the Summer following the 1st year of MLT courses. The second clinical internship, Clinical Practicum II, is completed in the Summer following the 2nd year of MLT courses.

A fast track option is available to students who have already completed all of the general education and supportive science courses. This option is on a "space-available" basis. These students can complete the Program in one academic year followed by the two clinical practica.

This program is available online and on campus and includes onsite clinical experience



# TRANSFER PROGRAMS OF STUDY

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## MEDICAL TECHNOLOGY

Workforce Training and Community Education Division  
Associate in Science

Contact Cheryl Lippert, 786-1133m [lippertc@bartonccc.edu](mailto:lippertc@bartonccc.edu)  
Executive Director, Dr. Kathy Kottas, 792-9357, [kottask@bartonccc.edu](mailto:kottask@bartonccc.edu)

The Medical Technology curriculum is designed to transfer to a four-year school to obtain a bachelor's degree. Upon completion of the required classes at Barton, students will be awarded the Associate in Science Degree. A 12 to 24 month internship in a school of medical technology is required. In Kansas, laboratories accredited to provide this internship are in Wichita and Kansas City. Medical technologists work for hospitals, laboratories, clinics, public health facilities, diagnostics, and biotech companies.

## MEDICINE

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Students preparing to enter schools of medicine will normally complete requirements for a Bachelor of Arts or Science Degree from an accredited college or university before gaining admission to medical schools. Generally, the course of study follows the plan of a biology or chemistry major. You should follow the curriculum in completing recommended courses for premedical training. In addition, you are urged to consult the catalog of the medical school you plan to attend in order to meet specific requirements. The semester information attending Barton is a recommended schedule. As soon as possible, you should contract your prospective transfer institution and identify the requirements of your transfer school. You should take Barton courses that best meet your transfer needs.

## MILITARY STUDIES

Associate in General Studies

Contact Ashley Arnold, Dean of Fort Riley Learning Services & Military Operations  
(785) 784-6606, [arnolda@bartonccc.edu](mailto:arnolda@bartonccc.edu)

The Military Studies curriculum is designed to enhance the professional competence of Active Duty, Reserve Component and National Guard service members. Completion of the curriculum provides service members education points for promotion and establishes a foundation for advancement toward a baccalaureate degree. Each course in the Military Studies curriculum provides immediate, on-the-job benefits to service members. The Military Studies curriculum is open to all students; however, students interested in military history or future employment with the Armed Forces will find the curriculum particularly rewarding.

## MILLING SCIENCE

(See Agriculture Transfer Option)

## MODERN LANGUAGES

Academics Division  
Associate in Arts Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Modern Language curriculum provides students with an Associate in Arts Degree with an emphasis in modern language. The curriculum is designed to transfer to a four-year school where students will work toward a bachelor's degree in language. Graduates in modern language work as a translator, personal assistant, internet journalist, travel consultant, or bilingual secretary, or work in marketing, public relations, advertising, international relations, education, law, law enforcement, or healthcare.

## MORTUARY SCIENCE

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The one-year Mortuary Science curriculum meets the general education requirements of most certified mortuary science programs, including the mortuary science program at Kansas City Community College. Requirements for licensure in the field of mortuary science vary from state to state. To obtain a Kansas embalmer's license, you must complete an associate degree in mortuary science, pass a national board exam, and serve a one-year apprenticeship after passing the exam. To obtain a Kansas Funeral Director license, you must complete 60 semester hours of college course work (20 of which are defined by the state board), service a one-year apprenticeship, and then pass a state board exam. Since course requirements vary, you are urged to consult the catalog of the mortuary science college that you plan to attend for specific course requirement information.

# TRANSFER PROGRAMS OF STUDY

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## MUSIC

Academics Division  
Associate in Arts Degree

Contact Vern Fryberger, 792-9395, [fryberger@bartonccc.edu](mailto:fryberger@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

A variety of instrumental and vocal music groups, tours, music classes, solo performance, improvisation and private study are part of the music program at Barton. Our emphasis is on both education and performing. You'll find excellent opportunities to develop your musical abilities with a dedicated, professional and caring faculty.

The Department of Music at Barton Community College awards the Associate in Arts degree which readily transfers to any state or private school in Kansas. This program includes the first and second year music courses for music majors, as well as general education requirements for all students.

These course offerings have a commitment to giving you the best possible preparation for continued study. Applied lessons are available for you in voice and all instrument and keyboard areas. Scholarships and/or performance awards are available for full time music majors and non-majors participating in performance ensembles.

## MUSIC EDUCATION (See also Education)

Academics Division  
Associate in Arts Degree

Contact Vern Fryberger, 792-9395, [fryberger@bartonccc.edu](mailto:fryberger@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Music Education curriculum is designed to provide the first two years of the state-prescribed professional education courses, a curriculum of music courses, and related general education courses that will lead to the bachelor's degree with state certification for teaching math at the Elementary and Secondary level. You are encouraged to consult your advisor to identify your area of emphasis, as well as, specific requirements of your transfer school.

## NURSING - TRANSFER

Academics Division  
Associate in Science

Contact Karen Kratzer, 792-9359, [kratzerk@bartonccc.edu](mailto:kratzerk@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The baccalaureate degree in nursing is required for public health nursing, school nursing and most supervisory positions at the unit manager level, and to enter most graduate nursing programs. In Kansas, a master's degree in nursing is required to teach in ADN, BSN or graduate-level nursing education programs.

Barton students interested in pursuing the bachelor's degree in nursing can earn an Associate in Science (A.S.) degree while they fulfill all prerequisites for admission into a BSN nursing program.

## OCCUPATIONAL THERAPY

Academics Division  
Associate in Science Degree

Contact Karen Kratzer, 792-9359, [kratzerk@bartonccc.edu](mailto:kratzerk@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The University of Kansas: Occupational therapists use educational, vocational, and recreational activities to help physically, mentally, or emotionally disabled people to become self-sufficient. To be eligible to apply to the Occupational Therapy Program at the University of Kansas Medical Center, you must complete prerequisite course work hours. The University of Kansas Medical Center requires at least 90 hours of prerequisite course work of which 64 hours may be completed at Barton Community College. Contact your transfer university to obtain their complete list of admission requirements.

## OPTOMETRY

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Optometry is a profession that requires six years of education beyond high school. Upon completion of the recommended curriculum you will be awarded the Associate in Science Degree. Course requirements for admission to the schools and colleges of optometry are not identical. Therefore, you should consult the catalog of the College of Optometry to which you plan to transfer as soon as possible. Students should take courses that best meet their transfer needs.

# TRANSFER PROGRAMS OF STUDY

## PARK MANAGEMENT AND CONSERVATION

(See Agriculture Transfer Option)

## PHARMACY

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Pharmacy curriculum is designed to prepare individuals for the next four years at an accredited school of pharmacy. Some students may choose to earn their doctorate of pharmacy, which is an additional six years after the two years at Barton. Pharmacists work in different types of pharmacies such as independently owned or a drug store chain, grocery or department stores, hospitals, home healthcare, mail-order and mass merchandisers. Some other related occupations are pharmacy technicians and pharmacy aides.

## PHILOSOPHY

Academics Division  
Associate in Arts Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Philosophy curriculum is designed to prepare students for a four-year program leading to a bachelor's degree. The curriculum may be changed to fit the needs and interests and/or the program requirements of the college or university to which the student plans to transfer.

The study of philosophy will increase the capacity to think critically and consistently, to organize ideas and issues, to look at issues from a variety of viewpoints, to solve problems, to manage effectively, and to lead, which are all important skills in today's modern job market. A background in philosophy is useful for careers in law, public relations, business, management, publishing, public health, and even computer science.

## PHOTOGRAPHY

Academics Division  
Associate in Arts Degree

Contact Steve Dudek, 792-9260, [dudeks@bartonccc.edu](mailto:dudeks@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Photography is a creative medium - which is equal parts communication and expression - and you will learn to approach it in an artistic manner. The field is glamorous and exciting as well as routine and practical. Beginning with the basics of camera manipulation and shooting techniques, you will go on to learn proper darkroom and printing procedures, and then advance to experimenting with photographic tools and ideas.

The Photography curriculum is open to students interested in increasing their knowledge of the photographic process, perusing a career in fine art, studio, fashion, journalistic, and technical/scientific documentation. Your course of study will lead to an Associate in Arts Degree. This curriculum is a general guide if plan to pursue a Bachelor's Degree in Art or Bachelor's of Fine Arts Degree at a college or university. Special curriculum adjustments can be made for specific college or university requirements.

## PHYSICAL EDUCATION (See Education)

## PHYSICAL SCIENCES

Academics Division  
Associate in Science Degree

Contact Tim Folkerts, 792-9320, [folkertst@bartonccc.edu](mailto:folkertst@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Physical Sciences curriculum is designed for either transfer students or for students seeking a non-transfer, basic science background. If you plan to transfer, you should consult the program of your selected university prior to choosing the courses in this Associate in Science degree. The study of physical science develops mathematics and computational skills, analytical problem solving abilities and familiarity with modern instrumentation techniques that are marketable skills in today's economy. The Physical Sciences curriculum can prepare you for future preparation and training to work in manufacturing, education services, research and testing services.

# TRANSFER PROGRAMS OF STUDY

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## PHYSICAL THERAPY

Academics Division  
Associate in Science Degree

Contact Karen Kratzer, 792-9359, [kratzerk@bartonccc.edu](mailto:kratzerk@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Physical Therapy curriculum prepares students for transfer on to 4-year colleges and universities that provide pre-physical therapy educational programs. To enter a professional program of study in Physical Therapy, a student must complete an appropriate bachelor's degree in biology, exercises science, or related discipline that includes specific professional school prerequisite courses.

Students who successfully complete the requirements of a master's or doctoral degree program in physical therapy are eligible to sit for state specific registration or licensure exams. Physical Therapists practice in a variety of settings that include hospital and rehabilitation centers, outpatient clinics, school systems, nursing homes, intercollegiate athletics and personal fitness centers, private practice clinics, home health agencies, industrial sites, professional instruction, and research.

College and university programs vary in regards to the presentation of pre-physical therapy education. Significant differences often occur between the pre-physical therapy curriculums offered at 4-year institutions, as well as the professional schools. Students need to select a transfer college or university as soon as possible once choosing to pursue a career in physical therapy. For specific career information, contact the American Physical Therapy Association's web site at [www.apta.org](http://www.apta.org).

## PHYSICAL THERAPY ASSISTANT

Academics Division  
Associate in Science Degree

Contact Karen Kratzer, 792-9359, [kratzerk@bartonccc.edu](mailto:kratzerk@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

A Physical Therapist Assistant (PTA) is a highly skilled technical health care provider who works under the supervision of a Physical Therapist assisting in patient treatment programs and related tasks necessary for the provision of physical therapy services. PTAs practice in a variety of settings that include hospital and rehabilitation centers, outpatient clinics, nursing homes, athletic or personal fitness settings, home health agencies, and industrial sites.

Students pursuing a career as a PTA must successfully complete a specific program of study (general education courses, technical courses on physical therapy procedures, and clinical experience) at an accredited college or university. This qualifies the student to take a state specific PTA exam.

Barton provides general education courses required of physical therapist education programs at Colby Community College and Washburn University. Students need to select a transfer college or university as soon as possible once choosing to pursue a career in physical therapy. For specific career information, contact the American Physical Therapy Association's web site at [www.apta.org](http://www.apta.org).

## PHYSICIANS ASSISTANT

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

A Physicians Assistant works with physicians and diagnose and treat patient illnesses and injuries. A Physicians Assistant also performs physical examination and take medical histories. The curriculum is recommended to help prepare you for admission to the 24-month Physicians Assistant Program at Wichita State University. As soon as possible, you should contact your transfer institution and identify the requirements of that institution. You should take courses that best meet the transfer needs.

## PHYSICS

Academics Division  
Associate in Science Degree

Contact Tim Folkerts, 792-9320, [folkertst@bartonccc.edu](mailto:folkertst@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Physics curriculum is designed for students to transfer to a university and obtain a four-year degree. After completion of the curriculum at Barton you will be awarded the Associate in Science Degree. Most physicists work in research and development. They also design and perform experiments with lasers, telescopes, and other instruments. Physicists work for the automobile industry, engineering service firms, research laboratories, government, colleges, and universities.

# TRANSFER PROGRAMS OF STUDY

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## POLITICAL SCIENCE

Academics Division  
Associate in Arts Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The political science curriculum is designed to provide the general education requirements and core political science courses for students who plan to transfer to a four year college or university to complete a bachelor's degree in political science or political science education (secondary education). Electives must meet the transfer requirements of your transferring institution. Students should coordinate with their Barton advisor for transferability.

## PSYCHOLOGY

Academics Division  
Associate in Science Degree

Contact Ed Johnson, 792-9389, [johnsone@bartonccc.edu](mailto:johnsone@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The psychology curriculum is designed to provide the general education requirements and core psychology courses for students who plan to transfer to a four year college or university to complete a bachelor's degree in psychology or psychology education (secondary education). Electives must meet the transfer requirements of your transferring institution. Students should coordinate with their Barton advisor for transferability.

## PUBLIC ADMINISTRATION

Academics Division  
Associate in Science Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Public Administration curriculum will prepare individuals for careers in governments and non-profit agencies. Though many public administration programs are masters degree programs, Washburn University does offer a bachelor's degree program in Public Administration with three special emphases or majors: Public & Nonprofit Management, Environment & Natural Resources Management, and Local Economic & Community Development. Students should plan carefully with their advisor to meet the requirements of the specific college or university that students plan to attend.

## RADIOLOGY TECH

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Working under the direction and supervision of physicians, radiologic technologists prepare patients for radiologic examinations and operate the radiologic equipment needed to diagnose or treat patient illness or injuries. They also are often responsible for maintaining accurate patient records.

Since course requirements of Radiologic Technology programs vary, you should contact the college or university you plan to attend for specific program requirements.

The radiologic technology programs at Fort Hays State University, Newman University and Washburn University are associate degree programs of which the first year of courses can be completed at Barton.

# TRANSFER PROGRAMS OF STUDY

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## RELIGION

Academics Division  
Associate in Arts Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Religion curriculum is designed to prepare students for a four-year program leading to a bachelor's degree. The curriculum may be changed to fit the needs and interests and/or the program requirements of the college or university to which the student plans to transfer.

The study of religion will increase the capacity to think critically and consistently, to organize ideas and issues, to look at issues from a variety of viewpoints, to solve problems, to manage effectively, and to lead, which are all important skills in today's modern job market. A background in religion is useful for careers in law, public relations, business, management, publishing, public health, and even computer science.

The study of religion will help prepare students for employment as a member of the clergy.

## RESPIRATORY THERAPY

Academics Division  
Associate in Science Degree

Contact Colleen Hampton, 792.9331, [hamptonc@bartonccc.edu](mailto:hamptonc@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Transfer Requirements for the University of Kansas Respiratory therapists evaluate, treat, and care for patients with breathing disorders. Formal training programs vary in length and in the degree awarded. Most Respiratory Care programs are two-year programs that lead to an associate degree. The Respiratory Care programs at Washburn University, Newman University, Seward County Community College, Labette Community College, Kansas City Kansas Community College and Johnson County Community College lead to an associate degree. Some, like the Respiratory Care program at the KU Medical Center, are 4-year bachelor's degree programs. Barton offers the prerequisite general education course work required for many of these programs. Since course requirements of Respiratory Care programs vary, you are urged to consult the catalog of the college or university you plan to attend for specific requirements. The general education course work required for the Respiratory Care program at the University of Kansas are listed below.

## SECONDARY EDUCATION (See Education)

## SOCIAL WORK

Academics Division  
Associate in Arts Degree

Contact Ed Johnson, 792-9389, [johnsone@bartonccc.edu](mailto:johnsone@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Social Work curriculum provides the first two years of a four-year program leading to a bachelor's degree in social work. Upon completion of the curriculum at Barton, students will be awarded the Associate in Arts Degree. Social workers are employed in both public and private agencies and institutions. They work in state, county, and municipal government agencies, and for the military. These areas may include social services, mental health, corrections, hospitals and nursing homes, home health agencies, departments of human resources, community and religious organizations.

## SOCIOLOGY

Academics Division  
Associate in Arts Degree

Contact Ed Johnson, 792-9389, [johnsone@bartonccc.edu](mailto:johnsone@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Sociology curriculum provides the first two years of a four-year program leading to bachelor's degree in sociology. Sociologists study human society and social behavior by examining people in groups and the social institutions they create; these groups and institutions include families, communities, government, and various social, religious, political, and economic organizations. Sociologists work for educational institutions, government agencies, research and consulting firms, hospital, private practice, international organizations, welfare or other nonprofit organizations and corporations.

# TRANSFER PROGRAMS OF STUDY

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## SPECIAL EDUCATION (See Education)

### SPEECH COMMUNICATION

Academics Division  
Associate in Arts Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The ability to communicate is no longer simply a personal skill. It is important that we develop into responsible, communicating adults physically, intellectually, emotionally, and socially. The Speech Communication curriculum provides learning experiences that will facilitate such development. The curriculum also fulfills general education requirements for transfer to a speech or communication program at a four-year college or university. Students should consult the catalog of the college or university they plan to attend for specific requirements. After completing an Associates Degree in Communications, students have the opportunity to pursue an advanced degree in the following fields and/or areas: Advertising and Public Relations (lobbyists, promotional managers), Radio and Television Announcers and News Casters (interpreters, actors), Reporters and Correspondents, Writers and Editors (tech writers, advertising copy writers, screen writers) and teachers.

### SPORTS ADMINISTRATION

Academics Division  
Associate in Science Degree

Contact Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

Students who complete the bachelor degree requirements for Sports Administration (Sports Management) are qualified to work in management-related positions at the secondary collegiate, and professional sports levels; or in companies that manufacture, distribute, or sell sporting equipment.

Significant differences often occur between the curriculums offered among specific 4-year institutions. You need to select a transfer college or university as soon as possible once choosing to study Sports Administration.

### THEATRE

Academics Division  
Associate in Arts Degree

Director of Barton Theatre, Erin Renard, 620.786.1187, [renarde@bartonccc.edu](mailto:renarde@bartonccc.edu)  
Dean of Academics, Richard Abel, 620.792.9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Theatre curriculum provides the first two years of course work toward a bachelor's or bachelors of fine arts degree in acting, directing, or technical theatre design. The curriculum stresses theatre history, theories, techniques, and performance which contribute to effective dramatic arts. Graduates of B.A. or B.F.A. programs often work as actors, directors, dramaturges, drama therapists, artistic directors and theatre educators. Technical theatre graduates often work in areas of costume, prop, sound, scenic and lighting designer, technical direction, and stage and theatre management.

### VETERINARY MEDICINE

(See Agriculture Transfer Option)

### WILDLIFE SCIENCE

Academics Division  
Associate in Science Degree

Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Wildlife Science curriculum is recommended for students interested in pursuing a bachelor's degree in wildlife, fisheries, or wildlife and fisheries at a four-year institution. The curriculum provides a basic background in science, mathematics and relevant general education courses that allow students to focus on a more specific wildlife related program of study at a baccalaureate institution. Students are encouraged to immediately identify the requirements of the transfer institution and take the courses that best meet the transfer needs. After completing the curriculum at Barton, students will be awarded the Associate in Science Degree. Wildlife biologists study the origins, behavior, disease, genetics and life processes of animals in the wild. They also perform a wide variety of duties associated with conserving fish and wildlife species. Wildlife biologists work for the government, environmental companies, pulp and paper producers, oil and gas companies, and private ecological consultants.

# DISTANCE LEARNING OPPORTUNITIES

## BARTONLINE

### BARTonline.org

Contact: (877) 620-6606 or [inquiry@bartonline.org](mailto:inquiry@bartonline.org)

Each of the courses listed in the BARTonline catalog is offered at least once

**BARTonline.org**  
YOUR COMMUNITY COLLEGE SOLUTION

during the year. There are no minimum class size limits, so classes are never canceled because of low enrollment. Students can work toward and complete a variety of degree and certificate programs. Students may also take classes for the purpose of transfer to other institutions.

### Fall & Spring Semester Session Schedules



Barton Community College operates a virtual campus that puts students in charge of scheduling. Courses are offered in nine- and seventeen-week formats. Fall and

spring semesters each contain two nine-week and one seventeen-week session. The summer session is nine weeks long. There are also a couple of four-week sessions throughout the year.

The college's accreditation by The Higher Learning Commission ([hlcommission.org](http://hlcommission.org)) has been extended to include the offering of associate degrees online. Students may earn an associate in arts, associate in science, or associate in general studies degree as well as an associate in applied science degree or certificate in some career technical education programs.

## Associate in Arts

The Associate in Arts Degree prepares a student to transfer into a Bachelor of Arts or most Bachelor of Fine Arts degree programs. The emphasis is on liberal arts and general education.

## HISTORY

The history curriculum is designed to provide the general education requirements and core history courses for students who plan to transfer to a four year college or university to complete a bachelor's degree in history or history education (secondary education). Electives must meet the transfer requirements of your transferring institution. Students should coordinate with their Barton advisor for transferability.

## POLITICAL SCIENCE

The political science curriculum is designed to provide the general education requirements and core political science courses for students who plan to transfer to a four year college or university to complete a bachelor's degree in political science or political science education (secondary education). Electives must meet the transfer requirements of your transferring institution. Students should coordinate with their Barton advisor for transferability.

## PSYCHOLOGY

The psychology curriculum is designed to provide the general education requirements and core psychology courses for students who plan to transfer to a four year college or university to complete a bachelor's degree in psychology or psychology education (secondary education). Electives must meet the transfer requirements of your transferring institution. Students should coordinate with their Barton advisor for transferability.

*Online learning has its advantages and disadvantages so make sure you know what fits your learning style and need. If you are unsure if online learning is for you or you are ready to get started, give us a call or visit the respective online learning web site.*

### Online learning definitely has its advantages:

Quality Same rigor and content as traditional classes.

Convenience Complete coursework when it fits in your busy schedule.

Mobility Whether you are deployed, on vacation, or right here in Kansas, online learning travels with you.

Accessible Coursework that matches your learning style, reviewable content, and disability accommodation.

Transferable When you are ready to earn your bachelor's, classes transfer just like traditional ones.

### Online learning is a useful and convenient way to get your education but it certainly has disadvantages depending on your learning style.

Discipline Since you don't actually physically attend your class, you are required to attend (log-in) weekly to your class to keep up with the material.

Expense BARTonline courses are slightly more expensive than on-site classes Barton, but they are affordable when compared to other online opportunities.

Separation The contact with your teacher and fellow students is done thru e-mail, phone, chat rooms, or other electronic mediums within your course.



# DISTANCE LEARNING OPPORTUNITIES

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## **LIBERAL STUDIES**

Liberal studies is a broad, all-encompassing, interdisciplinary examination of subjects related to the humanities, arts and sciences designed with the aim of offering a solid base for future studies in virtually any field. As a student of liberal studies, you'll pursue knowledge in these different areas, often learning to synthesize what you learn into a coherent whole that serves your life goals. Degree programs in liberal studies involve core and elective coursework in a variety of subjects, including history, cultural studies, art, philosophy, religion, literature and the natural sciences. In general, the goal of a liberal studies program is a strong, basic foundation of knowledge and skills that will support an array of careers and interests.

## **Associate in Science**

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The Associate in Science Degree prepares a student to transfer into a Bachelor of Science Degree with advanced standing at the Regent's institutions. The emphasis is on general education, including natural science, social science, communication, and mathematics.

## **BUSINESS EMPHASIS (Accounting, Economics, Finance, Management and Marketing)**

The Business curriculum is designed to provide general education requirements and core business courses for students who plan to transfer to a four-year college or university to complete a bachelor's degree. Consideration must be given to course placement in terms of course offerings, degree of difficulty, continuity, and credits earned. Electives must meet the transfer requirements of your transferring institution. Students should coordinate with the business school of the transfer college or university.

## **DIETARY MANAGEMENT EMPHASIS OR PRE-DIETETICS EMPHASIS**

Barton Community College (Barton) and Kansas State University (K-State) partner to offer programs in the field of dietetics. Barton offers an Associate in Science with an emphasis in Dietary Manager which allows students to work toward an Associate (Barton) and Bachelor (K-State) degrees while working in the dietary management field. Barton also offers an Associate in Science with emphasis in Pre-Dietetics for non-dietary manager students who need to complete general education and prerequisite courses required for the K-State Bachelor of Science degree in Dietetics. The partnership has recently added an agreement that features Barton's Associate of Science in Pre-Dietetics and K-State's Bachelor of Science degree in Nutrition and Health. Articulation agreements between the two institutions guarantee a student's seamless transition.

## **EARLY CHILDHOOD EMPHASIS**

The Early Childhood curriculum prepares a student to transfer into a Bachelor of Science degree program with advanced standing at a four year institution. If you plan to attend Barton and then transfer to a four-year school, please consult with your advisor to help you make a smooth transition. Students should also contact their selected transfer college/university and discuss degree requirements within the appropriate department or college. Job possibilities with a four-year degree include Early Childhood Unified teacher (birth to 8 years regular or special education), Head Start Teacher or Infant/Toddler or Preschool Special Education Teacher.

## **LIBERAL STUDIES**

Liberal studies is a broad, all-encompassing, interdisciplinary examination of subjects related to the humanities, arts and sciences designed with the aim of offering a solid base for future studies in virtually any field. As a student of liberal studies, you'll pursue knowledge in these different areas, often learning to synthesize what you learn into a coherent whole that serves your life goals. Degree programs in liberal studies involve core and elective coursework in a variety of subjects, including history, cultural studies, art, philosophy, religion, literature and the natural sciences. In general, the goal of a liberal studies program is a strong, basic foundation of knowledge and skills that will support an array of careers and interests.

## **POLITICAL SCIENCE**

The political science curriculum is designed to provide the general education requirements and core political science courses for students who plan to transfer to a four year college or university to complete a bachelor's degree in political science or political science education (secondary education). Electives must meet the transfer requirements of your transferring institution. Students should coordinate with their Barton advisor for transferability.

## **PSYCHOLOGY**

The psychology curriculum is designed to provide the general education requirements and core psychology courses for students who plan to transfer to a four year college or university to complete a bachelor's degree in psychology or psychology education (secondary education). Electives must meet the transfer requirements of your transferring institution. Students should coordinate with their Barton advisor for transferability.

# DISTANCE LEARNING OPPORTUNITIES

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## **Associate in General Studies**

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The Associate in General Studies Degree prepares a student to transfer into a Bachelor of General Studies degree program at most Regent's Institutions. The emphasis is on breadth rather than depth of knowledge. Students who choose this degree for exploratory purposes should realize that it may take them one or two semesters beyond the usual time to complete all the requirements for a bachelor's degree within a departmental major.

## **MILITARY STUDIES EMPHASIS**

The Military Studies curriculum is designed to enhance the professional competence of Active Duty, Reserve Component and National Guard service members. Completion of the degree provides service members education points for promotion and establishes a foundation for advancement toward a baccalaureate degree. Each course in the Military Studies curriculum provides immediate, on-the-job benefits to service members. The Military Studies curriculum is open to all students; however, students interested in military history or future employment with the Armed Forces will find the curriculum particularly rewarding.

## **Associate in Applied Science**

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The Associate in Applied Science degree prepares you for entry into a career. The coursework is relevant to the real world, promoting employability traits that range from job-related technical skills to workplace essential skills.

## **BUSINESS ADMINISTRATIVE TECHNOLOGY**

The Business Administrative Technology program prepares students for a professional career in an administrative setting. Coursework includes records management, ethics, customer service business communications and supervisory development. Student who complete the program are eligible for careers as an administrative assistant, office manager, customer service representative or front-line supervisor.

## **BUSINESS MANAGEMENT & LEADERSHIP**

The Business Management & Leadership program prepares you to go directly into a business career. The degree program includes core business classes, general education courses, and offers different elective and on-demand classes to accomplish the associate degree. With this degree, students will be able to pursue immediate employment, apply for promotions, or transfer into a Bachelor Degree Program.

## **BUSINESS TECHNOLOGY**

The Business Technology program prepares the student for entry into an occupation or closely related cluster of occupations. This degree program includes core classes, general education courses, and offers different elective and on-demand classes to accomplish the associate degree.

## **EARLY CHILDHOOD EDUCATION**

The Early Childhood program focuses on the cognitive, physical, social, emotional and creative development of children ages birth through eight years. Students will learn about planning activities and programs that are developmentally appropriate and will be exposed to knowledge, theory and practice associated with the career field. Job opportunities include: Child Care Administration, Professional Nanny, Paraprofessional, Family Childcare Provider, Infant/Toddler Teacher, Pre-school Teacher, Parents as Teacher Parent Educator, Head Start, After School Program Director and Corporate Child Care Programs.

**Special Note:** Students are required to complete practicums and an internship; this coursework is not fully available online.

## **EMERGENCY MANAGEMENT & HOMELAND SECURITY**

The Emergency Management & Homeland Security program is designed to provide training and formal education for those entering the emergency management field as well as those currently in the field who require additional training and education. Emergency managers are professionals that provide leadership and management skills during disasters. Barton has a 2+2 agreement with Kansas State University-Salina that allows students to transfer the majority of the credits to K-State towards the completion of a Bachelor of Science in Technology Management offered through distance education.

## **HAZARDOUS MATERIALS MANAGEMENT**

The Hazardous Materials Management program will prepare students for career opportunities in the environmental, health and safety fields. The curriculum includes conducting studies on hazardous waste materials and take soil or debris samples at contaminated sites and analyze, identify, inventory, package, label and ship hazardous waste, conduct safety audits, safety training

# DISTANCE LEARNING OPPORTUNITIES

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and develop safety programs. Graduates may choose to work for the government, waste management companies, utility companies, manufacturing, consulting and hazardous waste engineering companies.. Barton has a 2+2 agreement with Kansas State University-Salina that allows students to transfer the majority of the credits to K-State towards the completion of a Bachelor of Science in Technology Management offered through distance education.

## **MEDICAL ADMINISTRATIVE TECHNOLOGY**

The Medical Administrative Technology program prepares students for a professional medical office setting. The coursework includes medical terminology, coding, and transcription, customer service, business communications, and records management. Graduates of the program may seek employment in hospitals, clinics, physician's offices, or other medical settings.

## **MEDICAL LABORATORY TECHNICIAN**

Medical Laboratory Technology is the study and analysis of body fluids. It encompasses a number of different medical specialties including hematology, microbiology, immunology, immunohematology, and clinical chemistry. It's a fairly rigorous program that will lead to a secure professional career, or can be used as a springboard for further education. It's a career that will require you to be quick, careful, and thorough.

Upon graduation, most medical laboratory technicians work in hospital and clinic laboratories. They use microscopes and precision electronic instruments to assist doctors in diagnosis and treatment of diseases by performing a range of tests and laboratory procedures on blood and other body fluids in order to find chemicals, microorganisms, proteins, and other substances.

**Special Note:** Students are required to complete clinicals; this coursework is not fully available online.

## **TECHNICAL ACCOUNTING**

The Technical Accounting program provides the foundation in accounting theory and practice for entry level positions in private enterprises, public accounting firms, and government/non-profit organizations. Students are prepared to process manual and computerized accounting records for an organization, including payroll and various clerical duties. Graduates will also have increased knowledge and skills in human relations, customer service, and business and interpersonal communications. This program prepares students for positions such as accounting clerk, accounts payable clerk, accounts receivable clerk, billing clerk, cash posting clerk, payroll clerk and many others.

## **Certificate Programs**

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### **DIETARY MANAGER**

Dietary Managers specialize in providing optimum nutritional care through foodservice management. They work in hospitals, long-term care, schools, correctional facilities, and other non-commercial foodservice settings. This certificate program allows students to gain the knowledge and experience in foodservice management, nutrition therapy and human resources management needed to qualify for the national certification exam. Dietary Manager students must be endorsed by both a facility and a preceptor who is a Registered Dietitian (RD). Students will complete 120 hours of classroom studies and 150 hours of field experience. The RD serves in cooperation with the lead instructor to provide the field experience training. Field logs are required.

**Special note:** Students are required to complete clinicals; this coursework is not fully available online.

### **EMERGENCY MANAGEMENT & HOMELAND SECURITY**

The 1-year Certificate program offers a shorter program to students looking to get into the career field of Emergency Management. Successful completion of the Certificate program requires a minimum of 34 credit hours.

### **HAZARDOUS MATERIALS MANAGEMENT**

The 1-year Certificate program offers a shorter program, than the Applied Science Degree, to students looking to get into the career field of Hazardous Materials Management. Successful completion of the Certificate program requires a minimum of 34 credit hours.

### **CHILD DEVELOPMENT CERTIFICATE**

This 25 credit hour certificate program provides students with training in all aspects of child care from birth to 8 years of age. Participation assists students to earn their Child Development Associate Industry certification.

# DISTANCE LEARNING OPPORTUNITIES

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## MEDICAL CODING

The Medical Coding certificate program is for individuals who would like to be skilled in classifying medical data from patient records in various health care settings. Coding professionals review patients' records and assign numeric codes for each diagnosis and procedure. Expertise of ICD-9, CPT, and HCPCS coding systems is acquired. In addition to coding procedures, the curriculum contains medical and professional courses for employment in a professional setting. After successful completion of the coursework students are eligible to take an exam to become a Certified Coder.

## MEDICAL TRANSCRIPTION

The Medical Transcription certificate program is a 33 credit hour curriculum. The program concentrates on the foundational skills required to listen to dictations created by healthcare professionals and to key this information into the appropriate format for healthcare records documentation. Students will learn medical terminology, anatomy and physiology, diagnostic procedures, pharmacology and treatment assessments. The majority of transcribers are employed in hospitals, physician's office, transcription service offices and laboratories.

## NETWORKING SPECIALIST

The Networking Specialist program prepares graduates to work as technical support specialists, an area of the computer industry that is currently experiencing unprecedented growth, change and opportunity. Networking specialists address problems that computer users experience with computer software or hardware. This program prepares students to fulfill the role of technical specialist in the thriving fields of microcomputer support, microcomputer repair and local area network administration.

## PHARMACY TECHNICIAN

Barton offers a 29 credit hour Pharmacy Technician Certificate program that may be completed in as little as two semesters. The certificate prepares students for the Pharmacy Technician Certification Exam (PTCE) and the Exam for the Certification of Pharmacy Technicians (ExCPT) national exams.

**Special Note:** Students are required to complete an internship; this coursework is not fully available online.

## NORTH CENTRAL DISTANCE LEARNING NETWORK

The NCDLN is a consortium with five area high schools. Schools include Central Plains High School, Ellsworth High School, Russell High School and Wilson High School.

The purpose of the network is to provide educational opportunities for high school students and community members via alternative technology enhanced instruction. The advantages include fewer class cancellations and a broader variety of coursework.

For more information contact Karly Little at 792-9294 or [littlek@bartonccc.edu](mailto:littlek@bartonccc.edu)

## EDUKAN – EDUKAN.ORG

Contact: (620) 603-0870, ext. 101 or [pats@edukan.org](mailto:pats@edukan.org)

EduKan, a consortium of six western Kansas community colleges, offers opportunities for students to take individual online courses and/or to earn an associate degree online. As a member of EduKan, Barton is accredited to offer associate degrees online.



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### Associate in Arts

The Associate in Arts Degree prepares a student to transfer into a Bachelor of Arts or most Bachelor of Fine Arts degree programs. The emphasis is on liberal arts and general education.

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### Associate in Science

The Associate in Science Degree prepares a student to transfer into a Bachelor of Science Degree with advanced standing at the Regent's institutions. The emphasis is on general education, including natural science, social science, communication, and mathematics.

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### Associate in General Studies

The Associate in General Studies Degree prepares a student to transfer into a Bachelor of General Studies degree program at most Regent's Institutions. The emphasis is on breadth rather than depth of knowledge. Students who choose this degree for exploratory purposes should realize that it may take them one or two semesters beyond the usual time to complete all the requirements for a bachelor's degree within a departmental major.

# OTHER EDUCATIONAL OPPORTUNITIES

## CENTER FOR ADULT EDUCATION

[cae.bartonccc.edu](http://cae.bartonccc.edu)

The Center for Adult Education is located upstairs in the Great Bend Workforce Center at 1025 Main. The Adult Basic Education Program helps students improve their basic math, reading, and communications skills. Instruction assists students in earning his/her Kansas State High School diploma. This credential is recognized as key to employment opportunities, advancement, further education, and financial rewards.

**Eligibility requires:** Anyone without a high school degree; Not currently enrolled in high school; a Kansas resident; and 16 years of age or older.

The Center also provides citizenship classes to assist permanent residents of any nationality who want to obtain their United States Citizenship through Naturalization or are simply interested in learning about the United States.

Citizenship classes are a valuable resource for someone beginning or in the process of becoming a US Citizen. Since the process usually takes approximately 60 hours, citizenship classes will provide the support and assistance needed for the Naturalization process. Classes include assistance with the N-400 forms; orientation; pretesting; instruction which includes interview, writing, and speaking practice; post testing; review sessions; and then the final citizenship ceremony. A special celebration of becoming a US Citizen is usually held following the Naturalization ceremony.

Contact Chris Lemon, Coordinator, at 620-786-7560 or [lemonc@bartonccc.edu](mailto:lemonc@bartonccc.edu) for more information.

## WORKFORCE TRAINING & COMMUNITY EDUCATION PROGRAMS

[careers.bartonccc.edu](http://careers.bartonccc.edu)

The Workforce Training & Community Education Division offers many education and training opportunities beyond certificate and degree programs. Call us at (866) 813-2465, 792-9324, or email us at [wtce@bartonccc.edu](mailto:wtce@bartonccc.edu) for more information.

### Business and Industry Training

**Classes & Workshops** – programs and events open to the general business community that serve to meet employer and/or employee training needs.

**CNH Global Technician Program** – Barton partners with CNH Global to deliver technician training for CNH employees throughout the state of Kansas and the region.

**COMMAND Spanish** – Training is for non-Spanish speakers who interact with Spanish-speakers in the workplace.

**Customized Training Programs** – workshops and training sessions customized to the needs of employer and employees.

**National Association of Corrosion Engineers (NACE)** – annual conference that provides natural gas professionals with information on corrosion control regulations and procedures. Certification is available.

### High School Student Learning Opportunities

**College Advantage** – sophomores, juniors, seniors and gifted underclassmen have an opportunity to jump-start their college career. Classes are available at various high schools in the College's service area.

**Get Ahead Program (GAP)** – high school students may choose to start their college education early by participating in college classes that are offered on the Barton campus. General education and career pathway courses are available.

**BASICS (Building Academic Skills in Correctional Settings)** – Barton offers inmate education at area correctional facilities. Student inmates have the opportunity to take individual classes or pursue coursework towards the completion of certificate and/or degree programs.

## UPWARD BOUND PROGRAMS

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

A six-week residential program is conducted on the Barton County campus during the summer.

Barton Community College has two Upward Bound programs serving our service area: **Barton County Upward Bound:** Serves Ellinwood, Hoisington, and Great Bend. Contact: 792-9219 or [bcub.bartonccc.edu](http://bcub.bartonccc.edu). **Central Kansas Upward Bound:** Serves Central Plains, Chase, Ellsworth, Lyons, and Wilson. Contact: 786-1181 or [ckub.bartonccc.edu](http://ckub.bartonccc.edu)

## EDUCATIONAL OPPORTUNITY CENTER

[ckeoc.bartonccc.edu](http://ckeoc.bartonccc.edu)

The Central Kansas Educational Opportunity Center (CKEOC) offers free services to provide eligible adults assistance with secondary and postsecondary education attainment. CKEOC has been developed to respond to the increasing educational needs

# OTHER EDUCATIONAL OPPORTUNITIES

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of civilian and military adults 19 years and older offering support in identifying their educational, personal, and career goals. The CKEOC TRIO Program is 100% funded by the Department of Education with all services free to those who qualify.

## Services

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Services include: Career exploration, college and vocational school searches academic advisement, financial aid and admissions assistance, placement in and guidance through high school diploma or GED programs, campus visits, financial literacy, supportive workshops, job networking, and mentoring.

## CKEOC Service Area

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The CKEOC service area covers 33 counties with EOC Advisors available to meet with current and prospective participants within Workforce Centers. The main EOC office is located in the Great Bend KansasWorks Center and satellite offices are located in Hays, Junction City, Manhattan, Salina, and the Barton Fort Riley Office.

## Contact Information:

Great Bend: 793-8164 or toll free (877) 684-8164  
Junction City: (785) 238-5200

## SILVER COUGAR CLUB

[bartonccc.org](http://bartonccc.org)

Silver Cougar Club is a membership organization for anyone 55 years or older residing within the seven-county Barton Community College service area.

Membership benefits include special events and activities throughout the year, reduced fees for classes, admission to sporting events, socials and a bi-monthly newsletter. Dues are \$15 single or \$25 for a married couple. For more information, contact the coordinator at (620) 786-1136 or the Barton Community College Foundation at (620) 792-9306.

## THE HAZARDOUS MATERIALS AND EMERGENCY SERVICES TRAINING INSTITUTE (HMESTI)

[hmesi.bartonccc.edu](http://hmesi.bartonccc.edu)

HMESTI provides business, industry, and governmental entities with environmental, health, and safety training services. The Institute provides OSHA training as an OSHA Training Institute-Education Center in Region 7. HMESTI is also home to Barton Community College's Hazardous Materials, Occupational Safety and Health, Emergency Management, Motorcycle Safety, Emergency Medical Services, and Military On-Site Training Programs. The Institute designs and delivers customized training to meet the needs of your organization. HMESTI is located at exit 299 and I-70 in Barton's Grandview Plaza Facility but provides training upon request across the nation.

Contact us at (785) 238-8550 to schedule the following:

## Basic Motorcycle Safety Training

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Barton offers both Motorcycle Safety Foundation Beginner and Experience Rider courses. You will receive upon successful completion of the course(s), an MSF completion card which could decrease your motorcycle insurance cost by 10%. Students successfully completing the Beginner course will also receive a Kansas waiver form to obtain a motorcycle license.

Some motorcycle manufacturers like BMW, Harley Davidson, Honda, Kawasaki, Suzuki, and Yamaha offer incentives for completing a MSF course. Check with your local dealer for more information.

Classes meet U.S. Military regulations.

For more information, call (785) 238-8550 or visit [hmesi.bartonccc.edu/motorcycle-safety.html](http://hmesi.bartonccc.edu/motorcycle-safety.html)

## First Aid/CPR/AED

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Provides American Heart Association training for employees in companies, businesses and other entities. Also for those designated as first responders who have a duty to respond to a cardiac or other health emergency because of job responsibilities or regulatory requirements.

## Hazard Communication (HAZCOM)

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This training provides an overview of the Hazard Communication standard. It covers:

An employee's rights, also known as a worker's right to know, where employees can find information on chemical hazards that exist in the workplace and how to read and understand labels and materials safety data sheets (MSDS) and how employees are to respond in the event of chemical-related emergencies.

## Respirator Fit Testing

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We come to you. Our patented Quantifit is accepted by OSHA for use in all types of quantitative fit test programs. With a patented fit testing technique known as controlled negative pressure, our Quantifit offers test results that are more reliable than those obtained with any other method of fit testing currently available, including qualitative methods and particle counting devices. Your organization will appreciate our easy-to-conduct tests, speedy fit factor calculations, and test protocols that meet OSHA standards.

## Emergency Response

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This course provides students with an overview of the requirements of 29 CFR 1910.120 (g) for Emergency Responders (Spill Response Teams, Hazmat Teams, Fire Fighters, EMS, FEMA personnel or Policeman) who respond to chemical spills. Topics include levels of releases, emergency response plan,

# OTHER EDUCATIONAL OPPORTUNITIES

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environmental spill response, incident command system, toxicology, chemical awareness, monitoring, personal protective equipment, safety, site control, types of decontamination, emergency spill containment procedures.

## **Hazardous Waste Operations & Emergency Response (HAZWOPER)**

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This course provides students with an overview of the requirements of 29 CFR 1910.120 for occupational health and safety workers who respond to hazardous waste and chemical spills. Topics include toxicology, chemical awareness, monitoring, personal protective equipment, safety, confined space entry, incident command, site control, medical surveillance, decontamination, safe work practices and emergency procedures.

## **HAZWOPER Recertification**

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This course provides students with eight hours of refresher training requirements of 29 CFR 1910.120(e) (8) for occupational health and safety workers who respond to hazardous waste and chemical spills. Topics include toxicology, chemical awareness, monitoring, personal protective equipment, safety, confined space entry, incident command, site control, medical surveillance, decontamination, safe work practices and emergency procedures. Training also may include any critique of incidents that have occurred in the past year that can serve as training examples of related work, and other relevant topics.

## **International Air Transport Association (IATA) Dangerous Goods Regulations (DGR)**

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This course provides a detailed review and familiarization of how to prepare dangerous goods for commercial airlift in accordance with the IATA Dangerous Goods Regulation. Topics include identifying the dangerous goods that can be transported on a commercial aircraft, identify the different restrictions and variations for air carriers and host nations, preparing shipping documents, selecting appropriate containment devices and recognizing their immediate limitations, and selecting the correct markings and labels that are used to communicate the hazard(s) of the items.

## **DOT Hazmat Employee Training/Familiarization**

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This course provides a detailed study of the U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials; preparing shipping papers, inspection of packaging and label determination. Emphasis will be placed on interpretation of regulations used in the transportation and storage of hazardous materials.

## **NIMS/Basic Incident Command System (ICS)**

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This course is designed to train students in the basic levels of the Federal Emergency Management Agency (FEMA) Incident Command System (ICS) and the National Incident Management System (NIMS). Students will manage resources and personnel

for incidents ranging from ceremonies to natural disasters. The course instruction will follow and meet the guidelines established by the (FEMA) courses IS100, IS200, and IS700

## **Forklift Operator Safety Training**

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Designed for fork lift operators, the course teaches safety guidelines including OSHA Safety Regulations related to safe fork lift operation. Training will include general handling as well as specific requirements and characteristics of the industrial truck(s) to be operated

## **MIDWEST OSHA EDUCATION CENTER**

[bartonsafety.com](http://bartonsafety.com)

## **OSHA 500 Trainer Course in OSHA Standards for Construction**

This course is designed for individuals interested in teaching the 10- and 30-hour construction safety and health Outreach Training Program to their employees and other interested groups. Using OSHA Construction Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour Construction Outreach classes, and to issue cards to participants after verifying course completion. Students who wish to participate as authorized Outreach trainers in the OSHA Outreach Training Program must prepare a presentation on an assigned OSHA Construction Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course. Minimum student contact hours: 26

**Prerequisites:** Students must successfully complete the OSHA #510 Occupational Safety and Health Standards for Construction and have five (5) years of safety and health work experience in the construction industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of work related experience. Students should obtain guidance on whether they meet this requirement from the OSHA Training Institute Education Center where they intend to receive the training. Authorized OSHA Outreach Training Program trainers are required to attend OSHA #502 Update for Construction Industry Outreach Trainers at least once every four (4) years to maintain their trainer status.

# OTHER EDUCATIONAL OPPORTUNITIES

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## **OSHA 501 – Trainer Course in OSHA Standards for General Industry**

This course is designed for individuals interested in teaching the 10- and 30-hour general industry safety and health Outreach training program to their employees and other interested groups. Using the OSHA General Industry Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour General Industry Outreach classes, and to issue cards to participants after verifying course completion. Students who wish to participate as authorized trainers in the OSHA Outreach Training Program must prepare a presentation on an assigned OSHA General Industry Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course. Minimum student contact hours: 26

**Prerequisites:** Students must successfully complete the OSHA #511 Occupational Safety and Health Standards for General Industry and have five (5) years of safety and health work experience in general industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of work related experience.

Students should obtain guidance on whether they meet this requirement from the OSHA Training Institute Education Center where they intend to receive the training. Authorized OSHA General Industry Outreach Training Program trainers are required to attend OSHA #503 Update for General Industry Outreach Trainers at least once every four (4) years to maintain their trainer status.

**NOTE:** Students who wish to participate as authorized trainers in the Outreach Program must successfully pass a written exam given at the end of the course and an oral presentation.

## **OSHA 502 – Update for Construction Industry Outreach Trainers**

This course is designed for Outreach Training Program trainers who have completed OSHA #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA Construction Standards, policies, and regulations. Upon course completion students will have the ability to demonstrate continued professional development in their field by applying effective adult learning principles and interactive training techniques to clearly identify, define, and explain construction industry hazards and acceptable corrective measures as they continue to teach the 10- and 30-hour Construction

Outreach Training Program classes. Minimum student contact hours: 18

**Prerequisites:** OSHA #500 Trainers Course in OSHA Standards for the Construction Industry.

Authorized Outreach Training Program trainers are required to attend this course once every four years (4) to maintain their trainer status. Prior to registration, students must provide a copy of their current Outreach Training Program trainer card or an official transcript showing successful completion of the OSHA #500 Trainer Course in OSHA Standards for Construction from their respective OSHA Training Institute Education Center, for verification of trainer status.

## **OSHA 503 – Update for General Industry Outreach Trainers**

This course is designed for Outreach Training Program trainers who have completed course #501 Trainer Course in Occupational Safety and Health Standards for General Industry and who are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA General Industry Standards, policies, and regulations. Upon course completion students will have the ability to demonstrate continued professional development in their field by applying effective adult learning principles and interactive training techniques to clearly identify, define, and explain general industry hazards and acceptable corrective measures as they continue to teach the 10- and 30-hour General Industry Outreach Training Program classes. Minimum student contact hours: 18

**Prerequisites:** OSHA #501 Trainer Course in OSHA Standards for General Industry. Authorized Outreach Training Program trainers are required to attend this course once every four (4) years to maintain their trainer status. Prior to registration, students must provide a copy of their current Outreach trainer card or an official transcript showing successful completion of the OSHA #501 Trainer Course in OSHA Standards for General Industry from their respective OSHA Training Institute Education Center, for verification of trainer status.

## **OSHA 510 – OSHA Standards for the Construction Industry**

This course covers OSHA Standards, policies, and procedures in the construction industry. Topics include scope and application of the OSHA Construction Standards, construction safety and health principles, and special emphasis on those areas in construction which are most hazardous. Upon course completion students will have the ability to define construction terms found in the OSHA Construction Standards, identify hazards which occur in the construction industry, locate and determine appropriate OSHA Construction Standards, policies, and procedures, and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program. Minimum student contact hours: 26



# OTHER EDUCATIONAL OPPORTUNITIES

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## **OSHA 511 – OSHA Standards for General Industry**

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program. Minimum student contact hours: 26

## **OSHA 521 – OSHA Guide to Industrial Hygiene**

This course covers industrial hygiene practices and related OSHA regulations and procedures. Course topics include recognition, evaluation, and control of chemical, physical, biological and ergonomic hazards, Permissible Exposure Limits (PEL), OSHA health standards, respiratory protection, engineering controls, OSHA sampling protocols and strategies, and workplace health program elements. The course features workshops in health hazard recognition, OSHA health standards and use of sampling equipment. Upon course completion students will have the ability to recognize basic industrial hygiene principles and practices, identify characteristics of common air contaminants, locate PELs, perform basic industrial hygiene calculations, and determine methods for hazard control and abatement. Minimum student contact hours: 26

## **OSHA 2015 – Hazardous Materials**

This course covers OSHA General Industry Standards and other consensus and proprietary standards that relate to the use of hazardous materials. Course topics include flammable and combustible liquids, compressed gases, LP-gases, and cryogenic liquids. Related processes such as spraying and dipping, and use of electrical equipment in hazardous locations are also discussed. Upon course completion students will have the ability to assess compliance with OSHA hazardous materials standards, determine hazardous (classified) locations, and proper moving, storing, and handling of hazardous materials. Minimum student contact hours: 26

## **OSHA 2045 – Machinery and Machine Guarding Standards**

This course covers the various types of common machinery, machine safe guards, and related OSHA regulations and procedures. Guidance is provided on the hazards associated with various types of machinery and the determination of proper machine safe guards. Course topics include machinery processes, mechanical motions, points of operation, control of hazardous energy sources (lockout/tagout), guarding of portable powered tools, and common OSHA machine guarding violations. Program highlights include the ability to recognize

hazards and provide options for control and hazard abatement through machine safeguarding inspection workshops. Upon course completion students will have the ability to describe common machine hazards and sources of energy, identify resources for assisting with machine guarding issues, and determine methods of control and hazard abatement, and selection of appropriate machine safe guards. Minimum student contact hours: 26

## **OSHA 2055 – Cranes in Construction**

This course covers the requirements for operation of cranes in the construction industry using the OSHA construction Cranes and Derricks Standard as a guide. Course topics include hazards associated with crane assembly and disassembly, types of cranes, lifting concepts, rigging and wire rope, signaling, employee qualifications and training, and maintenance, repair, and inspection requirements. Students will participate in workshops to reinforce concepts of safe crane operation. Upon course completion students will have the ability to identify the types of cranes and their components and attachments, determine safe operating conditions, and recognize common violations of OSHA Standards. Minimum student contact hours: 22.5

## **OSHA 2225 – Respiratory Protection**

This course covers the requirements for the establishment, maintenance, and monitoring of a respiratory protection program. Course topics include terminology, OSHA Respiratory Protection Standards, NIOSH certification, respiratory protection programs, and medical evaluation requirements. Program highlights include workshops on respirator selection, qualitative and quantitative fit testing, and the use of respiratory protection and support equipment. Upon course completion students will have the ability to identify and describe the elements of a respiratory protection program, the proper selection, use, and inspection of respiratory protection, protection factors, and evaluate compliance with OSHA Standards. Minimum student contact hours: 26

## **OSHA 2255 – Principles of Ergonomics (formerly OSHA 2250)**

This course covers the use of ergonomic principles to recognize, evaluate, and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders. Course topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and patient transfers in health care. Course emphasis is on industrial case studies covering analysis and design of work stations and equipment workshops in manual lifting, and coverage of current OSHA compliance policies and guidelines. Upon course completion students will have the ability to recognize work-related musculoskeletal and nerve disorders, assess employer's ergonomic programs, and conduct ergonomic evaluations. Minimum student contact hours: 18

# OTHER EDUCATIONAL OPPORTUNITIES

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## **OSHA 2264 – Permit-Required confined Space Entry**

This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage, and training requirements. This course features workshops on permit entry classification, instrumentation, and program development. Upon course completion students will have the ability to identify permit and non-permit required confined spaces, reference the OSHA Permit-Required Confined Spaces Standard, conduct atmospheric testing, and implement a permit-required confined space program. Minimum student contact hours: 20

## **OSHA 3015 – Excavation, Trenching and Soil Mechanics (formerly OSHA 3010)**

This course covers the OSHA Excavation Standard and safety and health aspects of excavation and trenching. Course topics include practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations, introduction of various types of shoring (wood timbers and hydraulic), soil classification, and use of protective systems. Testing methods are demonstrated and students participate in workshops in the use of instruments such as penetrometers, torvane shears, and engineering rods. Upon course completion students will have the ability to assess their employer's compliance with the OSHA Excavation Standard, utilize soil testing methods to classify soil types, determine protective systems for excavation operations, and training requirements. Minimum student contact hours: 20

## **OSHA 3095 – Electrical Standards**

This course covers OSHA Electrical Standards and the hazards associated with electrical installations and equipment. Course topics include single- and three-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA Standards, policies, and procedures and applicable portions of the National Electrical Code (NEC). Students will participate in workshops on the safe and correct use of electrical testing equipment. Upon course completion students will have the ability to understand the severity of electrical current on the human body, recognize and evaluate actual and potential electrical hazards and reference the applicable OSHA Standard, determine hazard abatement measures, and understand the proper use of electrical testing equipment. Minimum student contact hours: 26

## **OSHA 3115 – Fall Protection (formerly OSHA #3110 Fall Arrest Systems)**

This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Course topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Students will participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements, and developing a fall protection program. Upon course completion students will have the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans. Minimum student contact hours: 18

## **OSHA 5400 – Trainer Course in OSHA Standards for the Maritime Industry**

This course is designed for individuals interested in teaching the 10- and 30-hour Maritime safety and health Outreach Training Program to their employees and other interested groups. Special emphasis is placed on those topics required in the 10- and 30-hour Outreach Training Program as well as the most hazardous in the maritime industry using OSHA Maritime Standards as a guide. Students are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Training Program, to conduct 10- and 30-hour maritime classes in shipyard employment, marine terminals, and long shoring, and to issue cards to participants after verifying course completion. Students in OSHA #5400 Trainer Course in OSHA Standards for the Maritime Industry who wish to participate as authorized Outreach Trainer Program trainers in the OSHA Outreach Training Program must successfully prepare a presentation on an assigned OSHA maritime industry Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course. Minimum student contact hours: 26

**Prerequisites:** Students must successfully complete the OSHA #5410 Occupational Safety and Health Standards for the Maritime Industry and have three (3) years maritime industry experience and at least two (2) years of occupational safety and health experience (with a broad focus) in any industry, a degree in occupational safety and health from an accredited college or university, certification as an Associated Safety Professional (ASP), a Certified Safety Professional (CSP), a Certified Industrial Hygienist (CIH), a Certified Marine Chemist (CMC), or a Certified Safety and Health Manager (CSHM). Outreach Training Program trainers are required to attend OSHA #5402 Maritime Industry Trainer Update Course at least every four (4) years to maintain their trainer status.

# OTHER EDUCATIONAL OPPORTUNITIES

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## **OSHA 5410 – OSHA Standards for the Maritime Industry**

This course covers OSHA policies, procedures, and standards for the maritime industry. Using the OSHA Maritime Standards as a guide, special emphasis is placed on those areas in the maritime industry which are most hazardous. Upon course completion students will define maritime terms found in the OSHA Maritime Standards, identify hazards in the maritime industry and determine appropriate controls and abatement, locate OSHA Maritime Standards, policies and procedures, and describe the use of the OSHA Maritime Standards and regulations to supplement an ongoing safety and health program. Minimum student contact hours: 35

## **OSHA 5600 - Disaster Site Worker Trainer Course**

This course prepares experienced Outreach Training Program trainers to present OSHA #7600 Disaster Site Worker Course, intended for second responders (those arriving hours or days after the event). Course topics include the National Response Framework, the Incident Command System, disaster work zone safety, respiratory protection, communication issues, applying elements of successful adult training programs, and knowledge, skills, and attitudes to awareness training about safety and health standards at natural and human-made disaster sites. Students are provided the opportunity to practice knowledge and skills through discussion, planned exercises, demonstrations, and presentations. Lesson plans and training materials for the OSHA #7600 Disaster Site Worker Course are provided. Students who wish to participate as authorized Disaster Site Worker trainers must prepare a presentation on an assigned disaster site worker topic individually or as part of a group. Successful completion of this course authorized students to become trainers in the Disaster Site Worker Outreach Training Program, to conduct the OSHA #7600 Disaster Site Worker Course, and to issue cards to participants after verifying course completion. Minimum student contact hours: 24

**Prerequisites:** OSHA #500 Trainer Course in OSHA Standards for the Construction Industry or OSHA #501 Trainer Course in OSHA Standards for General Industry, three (3) years safety training experience, and completion of the 40-hour HAZWOPER training. Outreach Training Program trainers are required to attend OSHA #5602 Update for Disaster Site Worker Trainer course at least every four (4) years to maintain their Outreach Training Program trainer authorization. A copy of their Outreach Training Program trainer card for construction or general industry or an official transcript from their respective OSHA Training Institute Education Center showing successful completion of the OSHA #500 or OSHA #501 course, and a copy of their 40-hour HAZWOPER course completion certificate are required prior to the start of class to verify trainer status.

## **OSHA 5810 - Hazards Recognition and Standards for On-Shore Oil and Gas Exploration and Production**

This course covers OSHA Construction and General Industry Standards relating to the oil and gas industry. This course provides information for employees and employers to protect themselves by developing the knowledge and skills to anticipate, recognize, evaluate and control hazards common to the on-shore oil and gas exploration and production industry. This includes work sites associated with the on-shore exploration and production oil and gas industry including, but not limited to construction, drilling, completion, well servicing, production, product gathering and processing, and product transmission. This course is intended for employees and employers engaged in all phases of on-shore oil and gas exploration and production. Upon course completion students will be able to determine hazards associated with the oil and gas industry, control and hazard abatement, and use of the OSHA standards, policies, and procedures as they relate to the gas and oil industry. Minimum student contact hours: 30

Taught by request

## **OSHA 6000 – Collateral Duty Course for Federal Agencies**

This course covers the OSH Act, Executive Order 12196, and the OSHA General Industry Standards. This course is intended for federal agency collateral duty safety and health personnel. With use of the OSHA General Industry Standards, special emphasis is placed on areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms, identify hazards that occur in general industry, determine appropriate standards and regulations for federal agencies, locate OSHA General Industry Standards, policies, and procedures, and describe the use of the OSHA General Industry Standards and regulations to effectively assist agency safety and health officers with inspection and abatement efforts. Minimum student contact hours: 23

## **OSHA 6010 - Occupational Safety and Health Course for Other Federal Agencies**

This course covers the recognition, evaluation, and control of safety and health hazards for other federal agencies. Course topics include the OSH Act, Executive Order 12196, 29 CFR 1960 and 1910 General Industry Standards, understanding the Federal Safety and Health program regulations, identification of safety and health hazards, controlling hazards, hazard abatement, and construction focus four topics. This course is intended for federal employees responsible for the occupational safety and health programs at their respective agencies. Upon course completion students will have the ability to apply OSHA General Industry Standards and regulations pertaining to federal agencies, identify safety and health hazards, and control and hazard abatement. Minimum student contact hours: 65

Taught by Request

# OTHER EDUCATIONAL OPPORTUNITIES

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## **OSHA 7000 – OSHA Training Guidelines for Safe Patient Handling**

This course covers OSHA ergonomic guidelines for safe patient handling and methods to protect workers in all health care settings. Using OSHA's Ergonomics Guidelines for Nursing Homes as a basis for any healthcare facility, this course focuses on analyzing and identifying ergonomic hazards and practical solutions to address these issues. Course topics include developing an ergonomic work process, risk factors in patient handling and transfers, identifying work processes with the potential for musculoskeletal injuries and illnesses, protocol for resident and patient assessment, and implementing solutions including work practices and engineering controls. Upon course completion students will have the ability to apply "OSHA's Ergonomics Guidelines for Nursing Homes" in their healthcare facility, understand the benefits of implementing an ergonomics process, and identify, analyze and develop solutions for ergonomic problem jobs in healthcare. Minimum student contact hours: 7.5

## **OSHA 7005 – Public Warehousing and Storage**

This course covers the hazards and injuries likely to occur in public warehousing and storage operations, including encounters with powered industrial trucks, material handling, lifting and ergonomics, hazard communication, walking and working surfaces, and life safety including fire protection and evacuation. This course is intended for warehouse workers, supervisors, and employers responsible for developing safe work practices and procedures in a warehouse setting. Upon course completion students will have the ability to recognize the potential for injuries from forklifts, material handling and lifting, exposure to hazardous substances, slips, trips, and falls and methods to control and abate these hazards. Minimum student contact hours: 7

## **OSHA 7100 – Introduction to Machinery and Machine Safeguarding**

This course covers the process to identify, select and properly safeguard machinery to protect employees and others in the work area and deliver appropriate training in safe work practices. Course topics include types of machinery requiring guarding, point of operation, emergency eyewash/shower requirements, hazard communication, OSHA Machinery and Machine Guarding Standards violations, and corrective actions. Upon course completion students will have the ability to explain hazardous actions and motions of various types of machinery, identify methods of safeguarding, and match identified safeguards with the applicable OSHA Machinery and Machine Guarding Standards to reduce and eliminate the potential for accidents and injuries. Minimum student contact hours: 4

## **OSHA 7105 – Evacuation and Emergency Planning**

This course covers OSHA requirements for emergency action and fire protection plans. Course topics include purpose and requirements of emergency action and fire prevention plans, elements of emergency evacuation plans, and features of design and maintenance of emergency exit routes. Students will participate in workshops pertaining to the development of emergency action plans. Upon course completion students will have the ability to list the elements of an emergency action plan and emergency evacuation floor plans, recognize violations of OSHA exit route requirements, determine whether their organization requires an emergency action plan, and develop and implement workplace emergency action and fire protection plans. Minimum student contact hours: 4

## **OSHA 7110 – Safe Bolting Principles and Practices**

This course covers awareness of safety issues involved in bolting applications. Course topics include safe operation and handling of high powered bolting tools, pressure vessels and piping, machinery or mechanical joints, and structural connections. The course provides workshops and demonstrations of safe bolting applications. The target audience is first line mechanical operators including millwrights, pipefitters, and those who work with mechanical joints as part of their daily work. Upon course completion the student will have the ability to understand the basic technology of bolted joints, safety principles associated with tool selection and operation, workplace conditions, and bolting methods and procedures. Minimum student contact hours: 7

## **OSHA 7115 – Lockout/Tagout**

This course covers the role and responsibility of the employer to develop and implement an energy control program, or lock-out/tag-out (LOTO) for the protection of workers while performing servicing and maintenance activities on machinery and equipment. Course topics include types of hazardous energy, detecting hazardous conditions, implementing control measures as they relate to the control of hazardous energy, developing and implementing energy control programs including written isolation procedures, training of authorized and affected employees, and periodic inspection of energy control procedures using the OSHA Control of Hazardous Energy Standard. Upon course completion the student will have the ability to explain the importance of energy control programs, procedures, training, audits and methods of controlling hazardous energy. Minimum student contact hours: 7.5

## **OSHA 7120 – Introduction to Combustible Dust Hazards**

This course covers the hazards posed by combustible dust within general industry. Course topics include recognizing the hazards and risks associated with combustible dust, control of electrical installation hazards, and developing controls and strategies to prevent or mitigate combustible dust fires and

# OTHER EDUCATIONAL OPPORTUNITIES

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explosions. Upon course completion the student will have the ability to utilize strategies that assure employee safety while using or producing materials that generate combustible dust and the ability to use OSHA Standards, National Fire Protection Association (NFPA) Standards, and other applicable consensus standards that impact industries which generate combustible dust. Minimum student contact hours: 13  
Taught by Request

## **OSHA 7125 – Introduction to Combustible Dust Hazards**

This course covers the hazards posed by combustible dust within general industry. The course topics include recognizing the hazards and risks associated with combustible dust, control of electrical installation hazards, and developing controls and strategies to prevent or mitigate combustible dust fires and explosions. The seminar format is a shortened version of the OSHA #7120 Introduction to Combustible Dust Hazards and omits discussions on National Fire Protection Association (NFPA) Standards, combustible dust definitions, and workshops. Upon course completion the student will have the ability to utilize strategies that assure employee safety in those industries that use or produce materials that generate combustible dust. Minimum student contact hours: 6.5

## **OSHA 7200 – Bloodborne Pathogen Exposure Control for Healthcare Facilities**

This course covers the development and implementation of Exposure Control Plans (ECP) for healthcare facilities. Course topics include understanding the OSHA Bloodborne Pathogens Standard, determining potential exposure and methods of control, developing an ECP, vaccinations, exposure incidents, training, and record keeping. The target audience is the program administrator, manager, or other personnel designated with the responsibility of developing a Bloodborne Pathogens ECP for a healthcare facility. Course highlights include students developing a template for their facility's ECP. Upon course completion students will have the ability to take a step-by-step approach in developing an ECP for their healthcare facility while utilizing the OSHA Bloodborne Pathogens Standard as a reference. Minimum student contact hours: 7

## **OSHA 7205 – Health Hazard Awareness**

This course covers common health hazards that are encountered in the workplace. These health hazards include exposure to chemicals, asbestos, silica and lead. Course topics include identification and evaluation of health hazards and their sources of exposure, health hazard information, and engineering and work practice controls. Students participate in workshops on evaluation and abatement of workplace health hazards. Upon course completion students will have the ability to understand common health hazards in the workplace and methods for controlling and abatement of these hazards. Minimum student contact hours: 6

## **OSHA 7210 – Pandemic Influenza Preparedness**

This course covers recognizing hazards and risks associated with a pandemic influenza event and developing strategies to assist a business, community, or family with realistic preparation for a pandemic event. Course topics include potential impact of a pandemic influenza event on a business and community, critical elements of a preparedness plan, and realistic strategies for supporting continuity of business. This course offers information on strategies that can be used to control the spread of the virus, minimizing exposure to employees and family, and resources available from OSHA and other government agencies. The intended audience is the business leader and members of their management team who may be integral to preparedness planning. Upon course completion, students will have the ability to prepare for a pandemic to assure business continuity and employee safety. Minimum student contact hours: 5.5

## **OSHA 7300 – OSHA's Permit-Required Confined Space Standard**

This course covers the requirements of the OSHA Permit-Required Confined Space Standard. Course topics include safety and health hazards associated with confined space entry, and the evaluation, prevention, and abatement of these hazards. The course covers OSHA requirements; it does not feature workshops (instrumentation, control methods and testing) which are included in the OSHA #2264 Permit-Required Confined Space Entry. This course is designed for small employers or a designated representative (line supervisor or manager) with the responsibility to develop a permit-required confined space program. Upon course completion students will have a basic understanding of confined space hazards, evaluating and abatement of the hazards, and determining when a confined space shall be classified as a permit-required confined space. Minimum student contact hours: 7

## **OSHA 7400 – Noise Hazards in the Construction Industry**

This course covers the evaluation and reduction of noise hazards in the construction industry. Course topics include OSHA Construction Noise Standards, properties of sound, noise-induced hearing loss, noise exposure control, selection and use of hearing protection, conducting sound level surveys, and worker training. Classroom demonstrations of noise instrumentation and hearing protection devices are featured. The target audience is the construction employer or representative designated with the responsibility to develop a construction noise program. Upon course completion students will understand the properties of sound and its relationship to noise-induced hearing loss, hearing protection usage, how to conduct sound level surveys and the requirements for training workers. Minimum student contact hours: 5.5  
Taught by Request

# OTHER EDUCATIONAL OPPORTUNITIES

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## **OSHA 7405 – Fall Hazard Awareness for the Construction Industry**

This course covers the identification, evaluation, prevention and control of fall hazards in the construction industry. The course focuses on falls to a lower level rather than falls to the same level resulting from slips and falls. Course topics include identifying, analyzing, and preventing fall hazards utilizing OSHA Fall Protection Standards. At the conclusion of the course, students will have an awareness level of identifying fall hazards and methods to control and abate the hazards. Minimum student contact hours: 5

## **OSHA 7410 – Managing Excavation Hazards**

This course covers the roles and responsibilities of the employer to educate and assign a competent person to excavation sites. Course topics include understanding and application of definitions relating to the OSHA Excavation Standard, excavation hazards and control measures, soil analysis techniques, protective system requirements and emergency response. Upon course completion, students will understand the importance and duties of a competent person in excavation work and have the knowledge and skills required performing these duties. Minimum student contact hours: 6.5

## **OSHA 7415 – Construction Industry Hazards and Prevention Strategies**

This course provides federal and public sector employees with pertinent information regarding OSHA requirements and guidelines applicable to construction industry activities and operations. Topics include recognition of major safety and health hazards in the construction industry, prevention strategies, safety and health management systems, OSHA requirements and guidelines, and resources available. The course is an interactive training session focusing on class discussion and workshops. Upon course completion students will have an awareness level of the major construction hazards and prevention strategies. Minimum student contact hours: 12

## **OSHA 7500 – Introduction to Safety and Health Management One-day course**

This course covers the effective implementation of a company's safety and health management system. The course addresses the four core elements of an effective safety and health management system and those central issues that are critical to each element's proper management. This course is an interactive training session focusing on class discussion and workshops. Upon course completion students will have the ability to evaluate, develop, and implement an effective safety and health management system for their company. Minimum student contact hours: 5.5

## **OSHA 7505 – Introduction to Accident Investigation**

This course covers an introduction to basic accident investigation procedures and describes accident analysis techniques. Course topics include reasons for conducting accident investigations, employer responsibilities related to workplace accident investigations, and a six step accident investigation procedure. The target audience is the employer, manager, employee or employee representative who is involved in conducting accident and/or near-miss investigations. Upon course completion students will have the basic skills necessary to conduct an effective accident investigation at the workplace. Minimum student contact hours: 7.5

## **OSHA 7510 – Introduction to OSHA for Small Business**

This course covers an introduction to the Occupational Safety and Health Administration (OSHA) and the OSH Act for owners and managers of small businesses. Course topics include an introduction to OSHA, OSHA Standards, the inspection process, implementing a safety and health program, worker training requirements and assistance available to small businesses. Upon course completion students will understand OSHA operations and procedures and how to work with OSHA to prevent or reduce injuries and illnesses in their workplace. Minimum student contact hours: 3.5

## **OSHA 7845 – Recordkeeping Rule Seminar**

This course covers OSHA requirements for maintaining and posting records of occupational injuries and illnesses, and reporting specific cases to OSHA. Upon course completion students will have the ability to identify OSHA requirements for recordkeeping, posting and reporting and to complete OSHA Form 300 Log of Work-Related Injuries and Illnesses, OSHA Form 300A Summary of Work-related Injuries and Illnesses, and OSHA Form 301 Injury and Illness Incident Report. Minimum student contact hours: 4

## **RMSM 6010 – Safety, Health and Environmental Risk Management Principles**

This course provides students whose careers have focused on particular segments of risk management a more global picture of risk identification and control. The course will use breakout sessions to work on risk management problems, class discussion and instructor resources. The course will provide an overview of risk management and its application for companies, identifying the cost of risk, prioritizing, managing and controlling risk, and enhancing the student's knowledge of risk transfer tools such as contracts, insurance and self-funding. Minimum student contact hours: 18

# OTHER EDUCATIONAL OPPORTUNITIES

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## **EHSM 6036 – Introduction to Environmental Compliance and Management**

This course provides a comprehensive overview of EPA and other environmental regulations and guidelines. Subject areas included in this course are EPA history, specific regulations regarding surface water, air, drinking water, pollution prevention, hazardous waste, Superfund and Community- Right-To-Know. Minimum student contact hours: 26

## **EHSM 7900 – HAZWOPER 24 hour**

This is an excellent source of initial off-site hazardous waste operations and emergency response training for non-routine site workers and emergency responders. During this course, the groundwork is established for future site-specific training needed by employees. Topics include: properties of hazardous substance, hazard recognition and risk assessment, selection and use of personal protection equipment, site evaluation, monitoring and safe work practices, incident command and emergency response and decontamination methods, procedures and more. Minimum student contact hours: 24

## **EHSM 7901 – HAZWOPER 40 Hour**

This comprehensive training is recommended for those who have a potential for hazardous substance exposure while performing required duties. It meets off-site training requirements for general site workers and RCRA operations site workers. Emergency response personnel and other hazardous materials workers will find this course extremely valuable for initial training. Topics include: properties of hazardous substances, hazard recognition and incident prevention, selection, use and care of personal protective equipment, site safety and health responsibilities, plans and procedures, emergency response planning and spill containment, decontamination methods and procedures, safe work practices and more. Hands-on experience is an essential part of the course. Students have the option of using an SCBA/Respiratory protection equipment during the hands-on portion of the course. Use of SCBA/Respiratory protection equipment requires medical approval to wear a respirator. Minimum student contact hours: 40

## **EHSM 7902 – HAZWOPER 8 Hour Refresher**

One day course. OSHA requires HAZWOPER trained personnel to receive at least eight hours refresher training annually. This training provides information updates, skills improvement and hands-on exercises. Minimum student contact hours: 8

**Prerequisite:** HAZWOPER 24- or 40-hour

## **EHSM 7930 – Environmental Air Regulations**

This course provides an overview of EPA regulations for the Clean Air Act (CAA), Toxic Substance and Control Act (TSCA), National Environmental Protection Act (NEPA) and Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). Subject areas included in this course are EPA history and specific regulations regarding air and pesticides. Minimum student contact hours: 8

## **EHSM 7931 – Resource Conservation & Recovery Act (RCRA) Refresher**

This course provides an overview of the Resource Conservation and Recovery Act (RCRA). Includes hazardous waste identification, on-site waste management options, land disposal restrictions, hazardous waste manifests, universal wastes, and generator status. This course meets the requirements for the annual refresher. Minimum student contact hours: 8

## **EHSM 7932 – Environmental Water Regulations**

This course provides an overview of the EPA regulations related to the Clean Water Act (CWA), Safe Drinking Water Act (SDWA) and the Endangered Species Act (ESA). Minimum student contact hours: 8

## **EHSM 7940 – Shipping, Handling and Storage of Hazardous Substances (DOT – Air)**

This intensive course covers procedures for safe handling, storing and preparing hazardous substances for shipment by air as required by the International Civil Aviation Organization. Students will receive up to date, hands-on instruction in requirements for domestic and international shipments, classifications according to the dangerous goods table, and packing and labeling specifications. Students will also learn the critical competencies required for properly responding to hazardous substance emergencies. Minimum student contact hours: 8

## **EHSM 7941 – Shipping, Handling and Storage of Hazardous Substances (DOT–Ground)**

This intensive course covers procedures for safe handling, storing and preparing hazardous substances for shipment by ground as required by applicable Department of Transportation regulations. Students will receive up-to-date, hands-on instruction in using reference materials, labeling and preparing materials for shipment. Students will also learn the critical competencies required for properly responding to hazardous substance emergencies. Minimum student contact hours: 8

# OTHER EDUCATIONAL OPPORTUNITIES

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## **EHSM 7950 – Powered Industrial Truck – Train the Trainer**

This seminar will discuss basic training techniques, the OSHA requirements for powered industrial truck training and methods to present this training to powered industrial truck operators. Each participant will receive an instructor kit with DVD and reproducible materials. Minimum student contact hours: 6  
EHSM 7983-Global Harmonization System (GHS) – 4 Hours  
Minimum student contact hours: 4  
Taught at Barton by request

## **CEET 210 EHMM – Essentials of Hazardous Materials Management**

This course is conducted in association with the Saint Louis Gateway Association of Hazardous Materials Managers. It is an intensive three-day overview of the principles and concepts relating to the management of hazardous materials. Arrangements for the CHMM examination should be through the Institute of Hazardous Materials Management at: [www.ihmm.org](http://www.ihmm.org).

### **Topics Include:**

**Regulation Review:** (RCRA, CERCLA, SARA, TSCA, FIFRA, EPCRA, OSHA, HAZCOM, HAZWOPER, NEPA, CWA, SDWA, CAA), Industrial Toxicology, Industrial Hygiene, Radiation, Lead, PCBs, Chemistry of Hazardous Materials, Sampling and Emergency Response.

Qualified participants may sit for the CHMM examination following the course; registration must be made at least six weeks in advance the examination. This course can also be used for continuing education requirements.  
Minimum student contact hours: 18

**LEAD TRAINING:** Lead training is available through Saint Louis University's Center for Environmental Education and Training. Saint Louis University is accredited by authorities in Missouri and Illinois, and the US Environmental Protection Agency.

For information on these training opportunities, please contact Saint Louis University directly at 314-977-8256, or at [ceet.slu.edu](http://ceet.slu.edu).

## **MILITARY ON-SITE TRAINING - (MOST)**

[military.bartonccc.edu/most](http://military.bartonccc.edu/most)

The Military On-Site Training Program provides US Active, Guard, and Reserve Military forces with cost-effective and flexible skill-based training anytime anywhere. MOST is designed to significantly reduce a military unit's associated cost of deploying numbers of personnel to distant training facilities across the nation. We bring the training to the unit. Instruction can be customized to meet the specific needs of each command. Barton's

instructor cadre consists of dedicated subject area experts with extensive military backgrounds, bringing real-world experience to the classroom.

Contact us at (785) 238-8550 to schedule the following:

## **Automated Identification Technology for GCSS-A (AIT-GCSS-A)**

This course provides an overview of the procedures used by organizations to control and account for facilities, supplies and equipment through the use of the Automatic Identification Technology (AIT) for Global Combat Support System-Army (GCSS-A) Software. Theory and application of both manual and automated tasks are presented through the use of Seminar and practical exercises. Procedures used that enable an organization to account for resources and provide managers with logistical data needed to account for property using automatic identification technology will be covered. Major areas of emphasis will include Property Accountability, Property Functionality, Equipment Inventories, Supply Functionality and Telecommunications Capabilities.

## **Department Of Transportation (DOT) Course**

Provides students with a detailed study of U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials, preparing shipping papers, inspection of packaging and label determination.

## **Ammunition Handler Course**

Provides performance oriented training on receipt, accountability, transport and safety for live ammunition and related residue.

## **Bus Driver Training Course**

Trains and licenses personnel to operate a military bus while complying with federal, state and applicable installation regulations and observing safety procedures governing passenger carrying vehicles.

## **Combat Lifesaver Course**

Trains non-medical soldiers to provide immediate lifesaving measures beyond the level of self-aid or buddy-aid to wounded soldiers on the battle field in forward battle areas.

## **Combat Lifesaver Recertification/Sustainment Course**

Provides sustainment training and required annual re-certification for unit Combat Lifesavers.

## **Digital Training Management System**

This course provides training managers at the company, battalion, and brigade levels with hands-on instruction in the functional operation of the Digital Management System (DTMS). Instruction covers basic systems access including unit training



# OTHER EDUCATIONAL OPPORTUNITIES

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management, enrollment, Battle roster analysis, ad-hoc and status reporting, seat allocations, soldier and organizational participation tracking, class scheduling, real time event and resource management, tracking new equipment training as well as sustainment training.

## **Field Sanitation Team Training Course**

Provides formal training to unit level Field Sanitation members. Installation specific regulations and practices are used IAW local regulations.

## **Fuel Handler's Course**

Provides performance oriented training on administrative and technical tasks required of a Petroleum Fuel Handler. Installation specific regulations and practices are used IAW AR 710-2 and DA PAM 710-2-1.

## **Hazardous Waste Operations Emergency Response (Hazwoper)**

This course provides students with hands-on experience in responding to chemical incidents specifically toxic industrial chemicals and materials (TICs/TIMs) that can be deployed as weapons. Course also meets 29CFR 1910.120 requirements for OSHA HAZWOPER 40 hour training.

## **Officer Course**

This course prepares students to function as unit NBC Defense Officers/NCOs. Topics include chemical, biological and nuclear defense organization and training requirements; chemical agents- physiological effects, protective measures and first aid; biological agents- physiological and physical effects, field behavior and first aid; protective measures and effects of nuclear weapons (blast, heat, initial and residual radiation, and electro-magnetic pulse), protective measure, yield estimation, fallout prediction and operational aspects of radiation; NBC reports, maintenance and use of chemical, biological, nuclear, and radiological defense equipment and material; individual and collective protection; decontamination; and Smoke Pot requirements and effects of weather and terrain on smoke.

## **Physical Readiness Training Leaders Course (PRTLCL)**

The PRTLCL is a 5-day course that teaches Physical Readiness Training leaders (Officers and NCOs) how to precisely lead the activities in the toughening phase of physical readiness. Students will learn how PRT relates to Battle Focused Training, how to conduct a PRT session, and how to plan, schedule and conduct unit PRT to maximize performance with minimal injuries.

## **Power Generator Operator Course**

Trains students in the fundamentals required to install operate and maintain a generator set.

## **Global Combat Support System-Army (GCSS-A) Commander Course**

This course serves as an introduction to procedures used by Commanders, Staff Officers, Property Book Officers, and government agencies for maintenance and accounting for facilities, supplies and equipment through the use of the Global Combat Support System – Army (GCSS-A) Software. Students will be introduced to the functional area and system operations of both manual and an automated logistic System that enables the organization to account for resources, and property. Students will learn how the system provides managers with real time asset visibility and logistical data needed to ascertain spending trends and to account for property. Students will learn how to use the different functions of the system through lectures and practical exercises and cover the functions such as: Property Accountability, Property Functionality, Equipment Inventories, Budget and Supply Functionality, Logistical Planning and Telecommunication Capabilities.

## **Parts Records Manager (GCSS-A) Course**

Provides performance-oriented training to non-motor pool personnel to manage a motor pool. Instruction will cover HAZMAT, AMSS, Reports and Manager's Checklists. The Global Combat Support System- Army (GCSS-A) consists of a collection of applications that provide Army users and logistics personnel easy access to day-to-day weapon systems and sub-component readiness status, maintenance and repair parts information, and facilitate their associated management functions.

## **Parts Records Clerk's (GCSS-A) Course**

Provides sustainment training in duties and responsibilities of a Global Combat Support System-Army (GCSS-A) Parts Records Operator. This course combines all aspects of TAMMS/PLL through the use of the GCSS-A system. Using demonstration and practical exercises, students learn the theory and application of automated tasks.

## **Unit Armorer Course**

Provides sustainment training to enlisted personnel in the operation and management of the unit arms room, maintenance of weapons, required forms and reports, and physical security IAW AR 190-11.

## **Unit Armorer Supervisors Course**

Provides training to supervisors oriented in organizational maintenance of small arms. This includes inspection, disassembly, assembly, required operator/organizational maintenance, ordering of parts, maintaining PLL for small arms (SARP), and turn-in procedures for direct support maintenance. This course also includes physical security and proper physical security inspections conducted by your PMO.

# OTHER EDUCATIONAL OPPORTUNITIES

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## **Unit Movement I (TC-AIMS)**

This course provides personnel with the knowledge and skills to perform the procedures and functionalities necessary to operate the TC-AIMS II software and hardware. After an introductory section giving an overview of the Army deployment process, training is designed to instruct the Unit Move Officer (UMO) in those particular procedures and functionalities assigned to the UMO profile in TC-AIMS II with stress on data completion, maintaining and updating the Organizational Equipment List (OEL) and creating the Unit Deployment List (UDL). This course also offers a thorough practical understanding of Automatic Identification Technology. Instruction is mainly hands-on training utilizing instructor-led and independent student practical exercises, demonstration and conference (lecture) type training.

## **Unit Movement II (TC-AIMS)**

This course provides personnel with the knowledge and skills to perform the procedures and functionalities necessary to operate the TC-AIMS II software and hardware. After an introductory section giving an overview of the Army deployment process, training is designed to instruct the Unit Move Officer (UMO) in those particular procedures and functionalities assigned to the UMO profile in TC-AIMS II with stress on data completion, maintaining and updating the Organizational Equipment List (OEL) and creating the Unit Deployment List (UDL). This course also offers a thorough practical understanding of Automatic Identification Technology. Instruction is mainly hands-on training utilizing instructor-led and independent student practical exercises, demonstration and conference (lecture) type training. Students will complete an end-of-course exam.

## **Unit Supply (GCSS-A) Clerk Course**

This operator level course provides initial and job enhancement training to unit supply clerks in the Global Combat Support System-Army (GCSS-A) automated supply procedures and policies. GCSS-A -unit supply level training includes, but is not limited to system security; unit parameters; system utilities; supply request processes; unit load management; automated hand receipts; automated component listings; data replications and synchronizations; operation modes, stand-alone or enterprise; and multimedia training.

## **Property Book Unit Supply Enhanced (GCSS-A) Unit Supervisor Course**

Familiarizes mid-level managers with GCSS-A Property Book procedures at or above Unit level and the reports produced by the system. Training includes system security, unit parameters, supply request processes, unit load management, automated hand receipts, automated component listings, data replications and synchronizations, operation modes, systems administrative processes, systems inquiries, code table files, catalog files, establishing authorizations, editing reports and listings, performing accountability transactions, and hand receipt maintenance.

## **Master Driver Course**

This course provides an overview of the procedures used by Commanders to control and account for training, testing, evaluating, and licensing vehicle and equipment operators. Theory and application of both manual and automated tasks are presented through the use of practical exercises.

## **Mission Essential Fitness Course (MEF)**

This course covers the application of current scientific research on program design for Military personnel, healthy athletes competing in any sport, or physically active individuals. Contributing sciences include anatomy, biochemistry, biomechanics, endocrinology, nutrition, exercise physiology and psychology. Emphasis is placed on adaptations to resistance training, plyometric training, speed, agility, and aerobic endurance training. Exercise techniques, testing and evaluation, and program design will also be major components of the course. Students should be prepared for strenuous physical activity.

## **Maintenance Managers Course**

This course familiarizes all levels of Maintenance Supervisors in the basic knowledge and skills for Motor Pool Operations and management. Instruction includes training in duties, responsibilities and procedures to conduct and manage a maintenance program, use of the automated Global Combat Support System-Army (GCSS-A) program, shop operations, tool room procedures, supply and safety procedures and exchange pricing.

# OTHER EDUCATIONAL OPPORTUNITIES

## UNIVERSITY PARTNERSHIPS AND LOCAL OPPORTUNITIES

### American Institute of Baking

**Type of classes:** Online and on-site

**Contact Information:**

1213 Bakers Way, P.O. Box 3999  
Manhattan, KS 66505-3999  
(785) 537-4750 or (800) 633-5137  
aibonline.org

### American Public University

**Contact Information:**

111 W. Congress Street  
Charles Town, WV 25414  
(877) 777-9081

### Chamberlin College of Nursing

**Contact Information:**

Amy Harrington  
11830 Westline Industrial Dr  
St. Louis, MO 63146  
(314) 991-6301

### Fort Hays State University

**Type of classes:** Online, audiotape, CD-ROM, Independent Study, videotape, TELENET 2, and ITV (interactive television)

**Contact Information:**

600 Park Street  
Hays, KS 67601  
(800) 628-FHSU  
fhsu.edu/virtual\_college

### Franklin University

**Type of classes:** Online

**Contact Information:**

201 S Grant Ave  
Columbus, OH 43215  
alliance.franklin.edu

### Kansas State University

**Type of classes:** predominately online, but may be a combination of online, e-mail, video, listservs/message boards, and guided study depending on the program.

**Contact Information:**

Jennifer Pfortmiller  
Barton Community College  
Science Building Room #106  
(620) 786-1188  
jdunn@ksu.edu  
dce.k-state.edu/affiliations/barton

### Kaplan University

**Contact Information:**

550 W. Van Buren  
Chicago, IL 60607  
(866) 397-9456  
cc.kaplan.edu

### Newman University

**Contact Information:**

3100 McCormick  
Wichita, KS 67213  
(877) 639-6268  
newmanu.edu

### Ottawa University

**Type of classes:** On Campus and Online

**Contact Information:**

1001 South Cedar Street  
Ottawa, KS 660067  
(800) 755-5200  
ottawa.edu

### Park University

**Contact Information:**

8700 NW River Park Drive  
Parkville, MO 64152  
(800) 745-7275  
park.edu

### Southwestern College

**Types of classes:** Sites in Wichita, Winfield, Fort Riley, Junction City and Online

**Contact Information:**

Southwestern College  
(888) 684-5335  
southwesterncollege.org

### University of Kansas School of Nursing

**Contact Information:**

Jill Hofmeister  
Admissions Counselor  
(913) 588-1619  
nursing.kumc.edu

### Upper Iowa University

**Contact Information:**

UIU Fort Riley  
Bldg 215, Custer Avenue  
Fort Riley, KS 66442  
(785) 784-5225  
ftriley@uiiu.edu  
uiiu.edu/locations/fortriley

### Upper Iowa University

**Contact Information:**

Sara Weichman  
Transfer Advisor Coordinator  
Upper Iowa University  
3563 University Avenue  
Waterloo, IA 50701  
(319) 232-6980  
weichmans@uiiu.edu  
uiiu.edu/future/articulations/  
barton.html

### Washburn University

**Type of classes:** video conferencing, the Internet, CD-ROM, printed and online course materials and textbooks, and videotapes

**Contact Information:**

washburn.edu/PLAN

### **K-STATE AT BARTON**

The Kansas State University Wildcats and the Barton Community College Cougars have joined together to form a K-State at Barton partnership. The Cats and Cougars are working

together to 

provide high quality, full service educational opportunities to people in Central Kansas.

### **The K-State at Barton Partnership brings education closer by:**

- Offering distance education courses, bachelor's degree and master's degree programs to Central Kansas
- Developing 2+2 partnerships between Barton and K-State
- Assisting current Barton students with admission to Kansas State University
- Providing area residents with opportunities for certification and degree completion as well as professional development

For more information, contact Jennifer Pfortmiller at (620) 786-1188 or bartondce@ksu.edu, or visit the K-State at Barton website at dce.k-state.edu/affiliations/barton

# COURSE DESCRIPTIONS

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## ACCOUNTING

### ACCT 1602 General Accounting 3 Credit Hours

General Accounting includes the theory and practice associated with double-entry accounting. Special emphasis is placed on the use of special journals, subsidiary ledgers, accounting for the control of cash, the voucher system, and payroll accounting. Still further emphasis is given to the use of business papers as supporting vouchers for the accounting that follows. (General Accounting cannot be substituted for Accounting I.)

### ACCT 1611 Microcomputer Account Appl 3 Credit Hours

This course emphasizes the use of the microcomputer for special journals, subsidiary journals, accounting for the control of cash, and payroll accounting. A review of accounting theory and mechanics is included. **Prerequisite:** BSTC 1036 Computer Concepts & Appl with a grade of C or better AND ACCT 1602 General Accounting with a grade of C or better or consent of instructor. Barton County Campus classes use Quickbooks

### ACCT 1614 Accounting I 3 Credit Hours

This course emphasizes the fundamental principles and practices involved in financial accounting. Basic accounting procedures for the single proprietorship type of business must be mastered in this course. **Prerequisite:** ACCT 1602 General Accounting with a grade of C or better or one year high school accounting, or consent of instructor.

### ACCT 1616 Accounting II 3 Credit Hours

Accounting II is a continuation of the first principles course in financial accounting, Accounting I. Basic procedures in the financial accounting and statement analyses of partnerships and corporations are emphasized.

**Prerequisite:** ACCT 1614 Accounting I with a grade of C or better

### ACCT 1618 Managerial Accounting 3 Credit Hours

This course emphasizes the managerial uses of accounting information, including performance measurement, cost control, planning for the future, and analysis of fund flows.

**Prerequisite:** ACCT 1616 Accounting II with a grade of C or better or concurrent enrollment in ACCT 1616 Accounting II

### ACCT 1625 Technical Accounting Capstone 1 to 3 Credit Hours

This capstone course will review the accounting cycle and require the student to apply all previously learned concepts in accounting, payroll and the use of the computer as it relates to accounting. It will also emphasize strategies for seeking, obtaining and retaining employment including attitudes, work ethics, teamwork, client service skills, resumes and job interviewing skills.

**Prerequisite:** ACCT 1614 Accounting I with a grade of C or better AND ACCT 1616 Accounting II with a grade of C or better

### ACCT 1640 Accounting-Business Operations 3 Credit Hours

This course will introduce the student to investing decisions faced by managers. These decisions will be presented within a framework of planning, performing, and evaluating activities. The course will be taught from the perspective of the decision-maker as a user of accounting information.

### ACCT 1641 Accounting-Invest & Financing 3 Credit Hours

This course will introduce the student to operating decisions and financial decisions faced by managers. These decisions will be presented within a framework of planning, performing, and evaluating activities. The course will be taught from the perspective of the decision-maker as a user of accounting information.

**Prerequisite:** ACCT 1640 Accounting-Business Operations with a grade of C or better

## ADULT HEALTH CARE

### ADHC 1987 Med, Ther, & Supportive Serv 1 Credit Hours

This course is designed to provide the student with a review of basic knowledge of medications and their safe administration. It covers the effects of medications on body systems, specifically in the elderly population, as well as explores new medications. This course fulfills the state requirement of 10 continuing education hours for the CMA.

**Prerequisite:** Student must be a Certified Medication Aide.

## AGRICULTURE

### AGRI 1100 Agriculture in our Society 3 Credit Hours

This course is designed for the student who wishes to learn more about the political, economic, social, historical, production, environmental, and international issues which effect our food supply today and will in the future.

**Fulfills:** Social Science Requirement

### AGRI 1105 Crop Protection 3 Credit Hours

A study of weeds, pests, and diseases that effect crop production and grain storage. Emphasis will be placed on identification of and control by the use of herbicides, insecticides, and cropping practices.

### AGRI 1106 Principles of Animal Science 3 Credit Hours

This course introduces students to animal science, providing a foundation for further learning in animal agriculture, and stimulates interest in pursuing additional courses and experiences in the animal sciences. Students majoring in animal science are provided basic principles and concepts preparing them for more specialized and advanced courses. This course is the prerequisite for all other animal science courses. Nonmajors will receive information allowing them to understand animal agriculture and its role in our society and economy.

# COURSE DESCRIPTIONS

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## **AGRI 1108 Farm Crop Production** 3 Credit Hours

A study of the basic farm crops in Kansas including resources and techniques used to produce these crops, as well as soil properties and plant processes basic to understanding cropping practices and systems.

## **AGRI 1110 Fundamentals Animal Nutrition** 3 Credit Hours

This course builds on the foundation provided in AGRI 1106, Principles of Animal Science. Fundamentals of Animal Nutrition is designed to create a basic understanding of animal nutrition, including nutrient digestion and metabolism, feedstuff characteristics, and principles for formulating nutritionally balanced diets.

**Prerequisite:** AGRI 1106 Principles of Animal Science with a grade of D or better or consent of instructor.

## **AGRI 1114 Plant Science** 5 Credit Hours

This course is an overview of the morphology, physiology, ecology, and propagation of flowering plants with emphasis on the production of crop plants.

**Fulfills:** Laboratory Course, Natural Science Requirement

## **AGRI 1115 Introduction to Soils/Lab** 5 Credit Hours

This course is an overview of the physical, chemical, and biological processes involved in the formation, classification, distribution, behavior, and management, and ecology of soils.

**Prerequisite:** A course in general college chemistry or consent of instructor.

## **AGRI 1116 Prin of Agriculture Economics** 3 Credit Hours

A study of economic principles with emphasis on their application to the agricultural industry and the relationship of the US and global economies to agriculture.

**Fulfills:** Social Science Requirement

## **AGRI 1120 Range Management** 3 Credit Hours

The course emphasizes the principles and practices of grass management to be utilized for maximum production from range and pasture land in Kansas. Field trips will be made for grass identification and management observations.

**Prerequisite:** AGRI 1114 Plant Science with a grade of D or better or consent of instructor.

## **AGRI 1123 Beef Cattle Production** 3 Credit Hours

This course introduces students to beef cattle production, including the beef cow herd, stocker/backgrounder operations and feedlot enterprises. Studies include understanding the biological and economic principles to sustain profitable beef cattle systems, applying these principles to permit effective decision making. Class discussion will promote understanding, communication, and cooperation among all segments of the beef industry.

**Prerequisite:** AGRI 1106 Principles of Animal Science with a grade of D or better or consent of instructor.

## **AGRI 1125 Fertilizer Management** 3 Credit Hours

This course is designed to give students a better understanding of the proper use and application of fertilizers on different types of soils for different crops.

## **AGRI 1128 Horse Science** 3 Credit Hours

This course introduces students to the husbandry and management techniques necessary to care for the horse; whether a performance, working, or pleasure animal. Studies focus on the responsibilities and techniques necessary for every day care, managing reproduction, and reviewing the diseases, wounds, and unsoundness common for the horse. Other facets covered include equitation, nutrition, and preventative medicine required for the horse. Studies are designed to promote decision making processes necessary for good horsemanship, satisfying ownership, and successful husbandry.

## **AGRI 1131 Summer Occup Work Experience** 1 to 4 Credit Hours

A minimum of (480) clock hours per summer at a selected workstation under the supervision of a coordinator is required for the course. Students will be required to fill out a report of their job experience and hours worked.

**Prerequisite:** Enrollment by consent of instructor.

## **AGRI 1132 Farm Machinery Repair** 1 to 3 Credit Hours

A study of the theory of operation, repair, and adjustment of machines used on a farm operation.

## **AGRI 1139 Concepts for Agriculture** 3 Credit Hours

This course will introduce students to an overview of the language, terms, mathematics, and scientific concepts commonly used in production agriculture and related industries.

## **AGRI 1150 Economic Entomology** 4 Credit Hours

This course is designed to provide students working towards a career in crop or livestock production the overall background in insect biology, pest control, and economic pest management to identify pest management strategies that are economically and environmentally sustainable.

## **AGRI 1155 Agriculture Orientation** 2 Credit Hours

This course provides an overview of the many careers pathways available within the agriculture industry; identifies the training, education and skills required for these careers, and assists students in developing a plan to address weaknesses and further develop strengths.

## **AGRI 1180 Planting Equipment** 1 to 3 Credit Hours

This course will cover different types of planting equipment used in the agriculture industry.

## **AGRI 1181 Occupational Work Experience I** 1 to 4 Credit Hours

A minimum of 100 clock hours for each credit hour per semester at selected work stations under the supervision of a coordinator is required for the course. Students will be required to fill out a report of their job experiences and hours worked.

**Prerequisite:** Enrollment by consent of instructor.

# COURSE DESCRIPTIONS

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## **AGRI 1183 MFWD Tractors 250-400HP Large Frame 1 to 3 Credit Hours**

This course is designed to acquaint the technician with the various operational systems utilized on large frame MFWD tractors 250-400 HP. Particular emphasis will be placed on electronic and hydraulic control systems operation, diagnostics, and repair.

## **AGRI 1184 MFWD Tractors 150-250HP Med Frame 1 to 3 Credit Hours**

This course is designed to acquaint the technician with the various operational systems utilized on Medium frame MFWD tractors 150-250 HP. Particular emphasis will be placed on electronic and hydraulic control systems operation, diagnostics, and repair.

## **AGRI 1191 Midrange Combines Class 5,6,7 1 to 3 Credit Hours**

This course is designed to acquaint the technician with the various operational systems utilized on midrange combines; class 5, 6, & 7. Particular emphasis will be placed on electronic and hydraulic control systems operation, diagnostics, and repair.

## **AGRI 1192 Flagship Combines Class 7,8,9 1 to 3 Credit Hours**

This course is designed to acquaint the technician with the various operational systems utilized on flagship combines class 7, 8, 9. Particular emphasis will be placed on electronic and hydraulic control systems operation, diagnostics, and repair.

## **AGRI 1193 Combine Productivity 1 to 3 Credit Hours**

This course is designed to acquaint the technician with the theory of operation and adjustments necessary to efficiently harvest crops with a combine.

## **AGRI 1194 Intermediate/Large Squ Balers 1 to 3 Credit Hours**

This course is devoted to intermediate and large square balers capable of producing bales up to 4 feet X 4 feet and up to 8 feet in length. Particular attention will be devoted to the knotter system.

## **AGRI 1195 Large Round Balers 1 to 3 Credit Hours**

This course will cover in detail the operation, maintenance, and repair of round balers.

## **AGRI 1199 Self Propelled Windrowers 1 to 3 Credit Hours**

This course is designed to familiarize the individual with self-propelled windrowers. The student will study different systems of the windrower, their operation, and steps necessary to produce windrowers necessary for the next step in the hay harvesting process.

## **AGRI 1202 2WD Tractor Systems 45 to 100HP 1 to 3 Credit Hours**

Training on JX and JXU Maxxima systems are covered, from the very basic through the most complete analysis of all components in each system. There will be hands-on experience and ample question/answer time, supported by detailed manuals, training mock-ups and cutaways.

## **AGRI 1205 Articulated 4WD Tractors 1 to 3 Credit Hours**

This course is designed to acquaint the technician with the various operational systems utilized on large articulated tractors. Particular emphasis will be placed on electronic control systems operation, diagnostics, and repair.

## **AGRI 1210 Precision Farming Systems 1 to 3 Credit Hours**

This course is designed to develop those skills necessary for the student to accurately and correctly diagnose, repair, and utilize precision farming systems.

## **AGRI 1212 Commercial Drivers License 3 Credit Hours**

This course provides necessary information to successfully acquire a Commercial Drivers License. The student will be taught skills to demonstrate proficiency while operating a commercial motor vehicle. Students will understand changing conditions, demands, traffic situations, and hazards that are essential in the professional driver's job.

## **AGRI 1213 Introduction to GPS 3 Credit Hours**

This class has been designed to introduce the student to the agricultural applications of GPS (Global Positioning Systems), also called precision agriculture. General technical aspects of GPS satellites, differential correction, and hardware will be covered. Instruction in agricultural mapping, navigation, variable rate technology (VRT) and yield monitoring will also be included.

## **AGRI 1215 Skid Steer Loader Oper & Diag 1 to 3 Credit Hours**

This course emphasizes skid steer loader operation and diagnostics. Particular attention will be given to electrical/electronic control systems and hydraulic systems commonly found on this type of equipment. The class includes classroom and hands-on instruction supported by detailed manuals, mock-ups, cutaways, and live training equipment.

## **AGRI 1216 Farm Machinery and Technology 3 Credit Hours**

This course is designed to create basic competencies in operating beef cattle production equipment, including computer technology. Classroom work and field trips will increase student awareness and understanding of the function, operation, and maintenance of equipment used in the beef cattle industry. Equipment covered includes front-end loaders, skid steers, feed trucks, feed mills, and cattle handling equipment. Special emphasis is placed on safe equipment use and includes a thorough review of the Occupational Safety and Health Administration's (OSHA) regulations for the beef cattle industry. As computer technology is a major component of the beef cattle production, emphasis is placed on computer related technologies and their role in the industry.

# COURSE DESCRIPTIONS

## **AGRI 1218 Beef Cattle Operations** 3 Credit Hours

This course introduces students to the management and regulatory factors affecting decisions made in a beef cattle enterprise. They will understand state and federal governmental agencies' role in the beef industry, the importance of Beef Quality Assurance programs, and the application of the Hazard Analysis and Critical Control Point system. The student will also be able to describe animal husbandry techniques important to beef production. Emphasis is placed on the safety and welfare of the general public, the people working on a beef enterprise, and the beef cow herd.

## **ANTHROPOLOGY**

### **ANTH 1816 Cultural Anthropology** 1 to 3 Credit Hours

A survey of culture and its importance for man and his society, viewed through both past and present.

**Fulfills:** Social Science Requirement

### **ANTH 1819 World and Regional Geography** 3 Credit Hours

This course is designed as an introductory geographic survey arranged around the eight major regions: Anglo-American, Latin American, Europe, the former Soviet Union, The Middle East, The Pacific World, and Africa. Emphasis is placed upon an analysis of the natural environment, cultural environment, population status, economic development and potentials.

**Fulfills:** Social Science Requirement

### **ANTH 2812 Introduction to Anthropology** 1 to 3 Credit Hours

Introduction to Anthropology is an overview of the discipline of anthropology. The course will include concepts of biological anthropology, archaeology, and human prehistory, cultural anthropology, applied anthropology, and linguistics.

## **ARTS**

### **ARTS 1200 Art Appreciation** 3 Credit Hours

This course is an introduction to art appreciation intended to provide a foundation in the basic concepts, materials and processes of the visual arts, as well as a brief history of art in Western and non Western societies. Through analysis of examples drawn from the past and the present, it assists the student in recognizing the universal qualities in human aesthetic response and the special differences that define every culture.

**Fulfills:** Humanities Requirement

### **ARTS 1201 Art History Survey I** 3 Credit Hours

This course is an introduction to the first half of art history. It consists of a study of the art produced from prehistoric times through the Gothic period. The course will study the evolution of architecture, sculpture, painting, and the crafts. Patron, techniques, values, concepts, philosophies, and materials used by artists will be studied. Major movements, themes, artworks, and artists will be studied as well as how the art is a reflection of the society that produced it. This course will include the art and cultures of both Western and non- Western societies.

**Fulfills:** Humanities Requirement

### **ARTS 1202 Design I** 3 Credit Hours

This course is an introduction of two-dimensional composition through the study of the elements and principles of design. A variety of projects are assigned to explore each concept studied. Design is the use of the art elements arranged according to the principles. These basic concepts are fundamental to the development of artistic expression and interpretation. This course is a foundation on which other studio courses will build.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

### **ARTS 1203 Art History Survey II** 3 Credit Hours

This course is an introduction of the second half of art produced from the late Gothic and early Renaissance period through the Modern Age. The course will study the evolution of architecture, sculpture, painting, and the crafts in the contact of the societies in which they were created. Patrons, techniques, values, concepts, philosophies, and materials used by artists will be studied. Major movements, works of art and artists will be studied. This course will include the art and cultures of both Western and non-Western societies.

**Fulfills:** Humanities Requirement

### **ARTS 1205 Graphic Design** 3 Credit Hours

An introductory course to visual intelligence and graphic design problem solving. This course will emphasize a grasping of the fundamental techniques, concepts, and principles of visual communication. RESTRICTION: ARTS 1202 Design I, ARTS 1214 Drawing I, or Permission of Instructor.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** ARTS 1202 Design I or ARTS 1214 Drawing I or consent of instructor.

### **ARTS 1206 Directed Independent Study/Art** 1 to 3 Credit Hours

This course is designed for those individuals who have taken all or most all of the art courses and wish to continue their advancement in a particular area. The student will explore in depth specific media, subject matter, and techniques agreed upon with the instructor. The student will develop a higher level of ability to achieve visual communication with forms.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** Enrollment by consent of instructor

### **ARTS 1209 Watercolor Painting I** 3 Credit Hours

Further exploration into the technique of painting in various water-soluble media, with attention being placed on the development of personal skills and techniques. The course will also be concerned with a study of some of the experimental techniques that can be used to produce a watercolor painting.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

# COURSE DESCRIPTIONS

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## **ARTS 1210 Painting I** **1 to 3 Credit Hours**

An introduction to the techniques of painting in either oil or acrylic. Painting problems in the nature of still life, landscape, or abstraction will be used to aid in the development of each student's expressive ability. The course will include a study of the technical processes of the media, a study of composition and instruction on framing and display of the work. Students are encouraged to work in their own chosen style because this course focuses on personal development.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

## **ARTS 1211 Watercolor Painting II** **3 Credit Hours**

Further exploration into the technique of painting in various water-soluble media, with attention being placed on the development of personal skills and techniques. The course will also be concerned with a study of some of the experimental techniques which can be used to produce a watercolor painting.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** ARTS 1209 Watercolor Painting I

## **ARTS 1212 Painting II** **3 Credit Hours**

The continued development of the processes and techniques of painting in either oil or acrylic. This course will deal with painting problems set up during a conference with the instructor. Emphasis will be placed on the advancement of expressive skills and development of an individual style.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** ARTS 1210 Painting I

## **ARTS 1214 Drawing I** **3 Credit Hours**

An introduction to basic freehand drawing. Emphasis will be placed on object representation through descriptive and expressive means. The control of line, value, and spatial illusions will be worked on with a variety of media. The course will emphasize coordination of the eye and hand.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

## **ARTS 1216 Drawing II** **3 Credit Hours**

Further exploration of basic drawing through a study of form and space in a variety of drawing media and subjects.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** ARTS 1214 Drawing I

## **ARTS 1217 Painting Seminar** **1 to 3 Credit Hours**

An advanced painting course concerned with a continued development of processes and techniques based on design fundamentals in painting. An in depth study of a particular technique and artist will be incorporated into the course. Emphasis will be placed on personal interpretation, creativity and development of an individual style.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** ARTS 1212 Painting II

## **ARTS 1222 Ceramics I** **1 to 3 Credit Hours**

This course is an introduction to the basic knowledge of clay and clay processes as applied in art/craft forms. Students will learn forming methods of pinch, coil, slab, and wheel construction. The nature and origin of clay will be studied. Surface decoration and glazing will be studied. Emphasis is on technology, terminology and clay as an expressive art material.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

## **ARTS 1223 Introduction to Ceramics** **1 Credit Hours**

Introduction to ceramics will familiarize the student with how a ceramic studio functions. Emphasis will be placed on learning about safety in the studio, ceramic materials and ceramic techniques. This introductory course includes how to process clay from its wet stage to its final firing in a kiln. The class will include demonstrations, lectures and hands on projects.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

## **ARTS 1224 Ceramics II** **3 Credit Hours**

An introduction to using the potter's wheel and further development of hand building techniques in clay. The emphasis is on clay as an expensive art material. Glaze formulation and firing procedures are studied. By expanding the knowledge of material and techniques, the student will explore how to give form to their imagination through clay.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** ARTS 1222 Ceramics I

## **ARTS 1225 Ceramics Seminar-Potters Wheel** **3 Credit Hours**

An introduction to throwing various utilitarian forms on the potter's wheel. The development of personal skills and techniques using clay and the potter's wheel will be stressed. RESTRICTION: Consent of Instructor.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** Enrollment by consent of instructor

## **ARTS 1232 Individual Art Projects** **1 to 3 Credit Hours**

This course is designed for those individuals who have taken all or most of the art courses and wish to continue their advancement in a particular area. The student will explore in-depth specific media, subject matter, and techniques agreed upon with the instructor. The student will develop a higher level of ability to achieve visual communication with the forms. RESTRICTION: Consent of Instructor.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** Enrollment by consent of instructor

## **ARTS 1234 Photography I** **1 to 3 Credit Hours**

To provide the basic skills in the technical processes of black and white photography. The course will cover film loading, picture taking, developing, printing, and mounting of the photograph. Photograph composition and the use of the photograph, as an art form will be studied.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)



# COURSE DESCRIPTIONS

## **ARTS 1235 Photography II** 1 to 3 Credit Hours

A studio/discussion course in documentary and special effect photography. The course will involve short and long term projects (photo essays) dealing with nature and society, special effects, darkroom, digital manipulation, and processing procedures.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** ARTS 1234 Photography I

## **ARTS 1237 Elementary School Art** 3 Credit Hours

This course is a study of concepts, materials, and techniques in art appropriate for teaching in the elementary grades. The prospective teacher will study children's artistic development, learn to formulate art lesson plans, observe art instruction, and complete projects utilizing school art material.

## **ARTS 1245 Computer Graphics** 3 Credit Hours

This computer art and design course is designed to introduce students to the basics of computer technology and how designers and artists use this tool to solve visual problems in graphic design and studio art. Emphasis will be placed on individual expression and acquiring skills to effectively communicate with the use of a computer. Students will be introduced to the fundamentals of computer graphics through lecture, presentations, discussion and hands-on experiences. RESTRICTION: ARTS 1202 Design I or ARTS 1205 Graphic Design or Consent of Instructor.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** ARTS 1202 Design I with a grade of D or better or ARTS 1205 Graphic Design with a grade of D or better

## **ARTS 1246 Digital Photography I** 3 Credit Hours

This course covers the visual and technical aspects of digital photography. Students will learn about exposure, depth of field, resolution, white balance settings, file compression, formats, composition, and design. They will also learn about digital image acquisition, manipulation, storage, display, and the ethics of the digital image process.

## **ARTS 2207 Humanities Through the Arts** 1 to 3 Credit Hours

This course approaches the development of Western culture through the study of art, history, literature, music, and philosophy. It covers man's creative achievements from the beginning of civilization through the twentieth century.

## **ARTS 2225 Ceramics Seminar-Potters Wheel** 1 to 3 Credit Hours

An introduction to throwing various utilitarian forms on the potter's wheel. The development of personal skills and techniques using clay and the potter's wheel will be stressed.

## **AUTOMOTIVE**

## **AUTO 1024 Auto Body Repair I** 3 Credit Hours

This course is a study of the basic fundamentals and theory of auto body repair and repainting. The primary purpose is to acquaint the student with the proper repair techniques on modern automotive body work.

## **AUTO 1026 Auto Body Repair II** 3 Credit Hours

This course is designed as a continuation of 1024 with emphasis on major body repair, frame straightening, and painting.

**Prerequisite:** AUTO 1024 Auto Body Repair I or POWR 1024

## **AUTO 1036 Auto Body Repair III** 3 Credit Hours

This course is designed to further develop those competencies, which were begun in the prerequisite courses. At the successful completion of this course, students will be able to perform those tasks with little, if any, supervision.

**Prerequisite:** AUTO 1026 Auto Body Repair II or POWR 1026

## **AUTO 1060 Occupational Internship I** 1 to 6 Credit Hours

This course is designed to provide the student with practical work experience and on-the-job training within his or her chosen career field. Students will engage in experiences to enhance the development of their professional automotive career.

## **AUTO 1100 Intro to Automotive Technology** 3 Credit Hours

In this course students will explore and become acquainted with safety and environmental concerns, tools/equipment, electronic service information, workplace skills and career opportunities specific to the automotive repair industry.

## **AUTO 1102 Brakes I** 3 Credit Hours

In this course students explore theory and perform analysis/ service to the brake hydraulic, disc, drum and parking brake system of the automobile.

## **AUTO 1104 Brakes II** 3 Credit Hours

In this course students will expand their knowledge and application of maintenance and service of hydraulic, disc, drum, and mechanical parking brake systems. While expanding their knowledge of learning and application of regenerative brake systems, ABS components and operation, ABS Diagnosis and Service, and Electronic Stability Control Systems.

## **AUTO 1106 Steering & Suspension I** 3 Credit Hours

In this course students will explore suspension and steering theory. They will learn how to properly inspect steering and suspension components and perform light duty repairs and/or recommend more complicated service procedures.

## **AUTO 1107 Steering and Suspension II** 2 Credit Hours

In this course students will explore suspension and steering theory, and perform maintenance and service of suspension and steering systems.

## **AUTO 1108 Engine Repair I** 3 Credit Hours

In this course students explore theory and perform analysis/ service of engine systems of the automobile.

# COURSE DESCRIPTIONS

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## **AUTO 1110 Engine Repair II** 3 Credit Hours

In this course students explore theory and perform analysis/service to engine systems of the automobile.

**Prerequisite:** AUTO 1108 Engine Repair I with a grade of D or better

## **AUTO 1112 Electrical I** 3 Credit Hours

In this course students will explore basic electrical theory; interpret electrical measurements, and perform basic electrical wire and terminal repair.

## **AUTO 1114 Electrical II** 3 Credit Hours

In this course students will explore theory and perform analysis/repair of the battery, starting, charging, lighting and accessory systems of the automobile.

## **AUTO 1116 Electrical III** 4 Credit Hours

Electrical III is a capstone course designed to build upon students' cumulative knowledge of automotive electrical/ electronic systems. Students will perform analysis and repair of electrical systems in a live-shop environment.

## **AUTO 1118 Automotive Air Conditioning** 4 Credit Hours

In this course students explore theory and perform analysis/service to the automotive heating and air conditioning systems of the automobile.

## **AUTO 1120 Engine Performance I** 3 Credit Hours

In this course students will explore engine theory and perform maintenance and service of engine mechanical, electrical, fuel, and ignition systems.

## **AUTO 1122 Engine Performance II** 3 Credit Hours

In this course students will explore theory, evaluate performance, and service the emission control system of the automobile.

## **AUTO 1124 Engine Performance III** 3 Credit Hours

Engine Performance III is a capstone course designed to build upon students' cumulative knowledge of engine mechanical, powertrain management and emission control systems. Students will evaluate test results and perform engine performance related repairs in a live-shop environment.

## **AUTO 1126 Manual Transmissions** 3 Credit Hours

In this course students explore theory and perform analysis/ service of manual transmissions and drive train systems of the automobile.

## **AUTO 1128 Automatic Transmissions** 5 Credit Hours

In this course students explore theory and perform analysis/ service of Automatic Transmissions and Transaxle systems of the automobile.

## **AUTO 1130 Services Techniques I** 3 Credit Hours

Service Techniques I is a performance based course designed to provide practical work experience for first year automotive students. Projects that reinforce first semester coursework will receive highest consideration. Students who enroll in this course must provide their own tools.

**Prerequisite:** Minimal hand-tool requirement for students enrolled in Service Techniques: Sears 283 piece tool set or equivalent. Students who do not have minimal tool requirement are not eligible to enroll.

## **AUTO 1132 Services Techniques II** 3 Credit Hours

Service Techniques II is a performance based course designed to provide practical work experience for students entering their second year of automotive training. Projects that reinforce current semester coursework will receive the highest consideration. Students who enroll in this course must provide their own tools.

**Prerequisite:** Minimal hand-tool requirement for students enrolled in Service Techniques: Sears 283 piece tool set or equivalent. Students who do not have minimal tool requirement are not eligible to enroll.

## **AUTO 1134 Services Techniques III** 3 Credit Hours

Service Techniques III is a performance based cap-stone course designed to provide practical work experience for second year students near the completion of their automotive training. Projects that best prepare students for employment will receive highest consideration. Students who enroll in this course must provide their own tools and participate in certain job shadow activities.

**Prerequisite:** Minimal hand-tool requirement for students enrolled in Service Techniques: Sears 283 piece tool set or equivalent. Students who do not have minimal tool requirement are not eligible to enroll.

## **AUTO 1140 Hybrid & Electric Powertrains** 1 Credit Hours

This course provides students the opportunity to examine AC/ DC high voltage systems utilized in hybrid and electric automobiles. Students will identify HV components, employ recognized safety precautions, and practice maintenance/ diagnostic procedures associated with hybrid and electric automobiles.

## **BUSINESS**

### **BUSI 1600 Introduction to Business** 3 Credit Hours

This course includes a survey of the field of business organization and management and the scope, the nature, and the involvement of the problems of business.

### **BUSI 1602 Introduction to Leadership** 1 to 3 Credit Hours

This course emphasizes the research findings about leadership, the practices of leaders, and skill development. This course is designed to fit with courses in management development that emphasizes the leadership function of management. The student will acquire a feel for how leadership is practiced and gain insights and information to enhance his/her leadership skills.

# COURSE DESCRIPTIONS

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**BUSI 1603 Introduction to Finance** 3 Credit Hours

This course provides an overview of major financial concepts in three major fields of finance; institutions, investments, financial management, and an integrated perspective on the interrelationships among them.

**BUSI 1604 Small Business Management** 1 to 3 Credit Hours

This course stresses the opportunities in business ownership and principles governing the starting of small enterprise; importance, status problems, and management of small business.

**BUSI 1607 Business Ethics** 3 Credit Hours

Business Ethics provides a practical approach to study moral and ethical issues which relate to problems in business. Although business ethics change daily, classic ethical principles remain constant. This class will study contemporary business topics with the reader in the decision maker's seat with thought-provoking cases and discussion questions.

**BUSI 1608 Business Law I** 3 Credit Hours

This course deals with legal aspects of business as expressed through contracts, agency, negotiable instruments, and sales.

**BUSI 1609 Business Statistics** 0 or 3 Credit Hours

An introduction to the basic concepts of statistics related to business and economics including elementary descriptive statistics, probability, various distributions, confidence intervals, sampling methods, hypothesis testing, and correlation and regression.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement, Natural Science Requirement, Non-Laboratory Course

**Prerequisite:** MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

**BUSI 1610 Business Statistics Lab** 0 to 1 Credit Hours

Computer lab focusing on applying statistical software to data analysis and decision making. Using Microsoft Excel software, hands-on applications include, but are not limited to, frequency distribution charts, histograms, descriptive statistics, linear regression, binomial probability, confidence intervals, and hypotheses testing.

**BUSI 1630 Income Tax Preparation** 1 Credit Hours

A course designed for an individual's personal use in understanding tax legislation, filing and record keeping requirements, completion of forms, and taxpayer's responsibilities as they relate to taxes an individual may have to pay.

**BUSI 1647 Money & Banking** 3 Credit Hours

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by banking students to apply knowledge acquired on the job. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

**BUSI 1702 Supervisory Development** 3 Credit Hours

A practical approach to acquiring the skills needed by a supervisor. The course is designed to enhance the human relations skills in the managerial area.

**BUSI 1780 Total Quality Management** 1 to 3 Credit Hours

This course introduces the student to the management principles of the quality movement. It examines the cultural and global influences. Process management, systems thinking, variation and statistical thinking, customer-supplier relationships, continuous improvement, and customer satisfaction will be introduced in a service and manufacturing organization.

**BUSI 1783 Process Management** 1 to 3 Credit Hours

This course introduces the student to the management principles of the quality movement. It examines the cultural and global influences. Process management, systems thinking, variation and statistical thinking, customer-supplier relationships, continuous improvement, and customer satisfaction will be introduced in a service and manufacturing organization.

**BUSI 1800 Business Communications** 3 Credit Hours

This course is designed to present the principles and develop the techniques of writing business correspondence and other forms of business communications. The use of correct business vocabulary will be stressed as it applies to written business communications.

**Prerequisite:** Typing proficiency.

**BUSI 1802 Payroll Procedures** 1 to 4 Credit Hours

This course is designed to acquaint the student with payroll procedures, including time records, methods of computing earnings, and the preparation of payroll records and federal reports.

**BUSI 1803 Principles of Management** 1 to 3 Credit Hours

A course in management principles and functions that will allow students to learn and assess management skills that are needed in today's society and business. The management theory is studied in the grouping of the basic management functions: planning, organizing, leading and controlling. Additional elements including human relations, leadership, and ethics are also essential management skills.

**BUSI 1804 Human Relations in Business** 3 Credit Hours

Human Relations in Business is a course that emphasizes the importance of human relations as it applies to work within an organization as well as to everyday life. This course will prepare the student to function within diverse groups of people. It focuses on problem solving, group dynamics, teamwork, communication, leadership styles, and business etiquette. The impact of technology on human relations will also be discussed.

# COURSE DESCRIPTIONS

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## **BUSI 1805 Marketing**

**3 Credit Hours**

This course is designed to introduce the student to the nature and operation of the market structure. Topics covered will include marketing research, new product introduction, marketing institutions and pricing, and marketing legislation.

## **BUSI 1806 Advertising**

**1 to 3 Credit Hours**

This course is a survey of advertising fundamentals introducing copywriting, layout, market research, and ad placement. The emphasis will be on print and electronic media but other advertising medium will be covered.

## **BUSI 1807 Customer Service**

**1 to 3 Credit Hours**

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

## **BUSI 1808 DC1 Basic Concepts**

**3 Credit Hours**

This course will consist of a thorough review of the basic concepts of Defined Contribution Administrative Issues and will prepare the student for the DC-1 examination administered by the American Society of Pension Professionals and Actuaries (ASPPA).

**Prerequisite:** BUSI 1812 Retirement Plan Fundamentals I with a grade of C or better AND BUSI 1813 Retirement Plan Fundamentals-2 with a grade of C or better

## **BUSI 1809 DC2 Compliance Issues**

**3 Credit Hours**

This course addresses the law and regulations that govern the operation and qualification of 401(k) plans, employer contribution allocation methods, and distribution issues in general.

**Prerequisite:** BUSI 1812 Retirement Plan Fundamentals I with a grade of C or better AND BUSI 1813 Retirement Plan Fundamentals-2 with a grade of C or better

## **BUSI 1812 Retirement Plan Fundamentals I**

**2 Credit Hours**

This course provides students with a general background in qualified retirement plans and an awareness of the challenges of the retirement planning industry. The course will introduce qualified retirement plans and identify the special characteristics of defined benefit plans and defined contribution plans.

## **BUSI 1813 Retirement Plan Fundamentals-2**

**2 Credit Hours**

This course provides students with the general background in qualified retirement plans and an awareness of the challenges of the retirement planning industry. Students will gain knowledge in plan terminology and issues in the retirement planning field.

**Prerequisite:** BUSI 1812 Retirement Plan Fundamentals I with a grade of C or better

## **BUSI 1814 Entrepreneurship I**

**3 Credit Hours**

Entrepreneurship I is a continuation of the Introduction to Entrepreneurship course and will build on the knowledge and skills gained in the pre-requisite course. The course will include skills and strategies in opportunity recognition, market assessment, social need, feasibility plans, structure, costs and sustainability. Course curriculum conforms to National Business Education Association (NBEA) and Ewing Marion Kauffman Foundation 2007 Standards.

**Prerequisite:** BUSI 1815 Intro to Entrepreneurship with a grade of C or better

## **BUSI 1815 Intro to Entrepreneurship**

**3 Credit Hours**

This course is designed to introduce the prospective business owner to the role of entrepreneurial businesses in the United States and the impact on the global economy. The student will evaluate the skills and commitment necessary to successfully operate a business along with the rewards and penalties. The course will include skills and strategies in opportunity recognition, market assessment, social need, feasibility plans, structure, costs & sustainability. Course curriculum conforms to National Business Education Association (NBEA) and Ewing Marion Kauffman Foundation 2007 Standards.

## **BUSI 1816 TGPC I**

**2 Credit Hours**

This course focuses on the administration and compliance requirements of 403(b), 457(b) and other plans maintained by tax-exempt and governmental entities. This course will prepare the student for the TGPC-1 examination administered by the American Society of Pension Professionals & Actuaries (ASPPA).

**Prerequisite:** BUSI 1812 Retirement Plan Fundamentals I with a grade of C or better AND BUSI 1813 Retirement Plan Fundamentals-2 with a grade of C or better

## **BUSI 1817 TGPC II**

**3 Credit Hours**

This course will focus on distribution aspects, i.e., the sales and marketing issues of working with 403(b), 457(b) and other plans maintained by tax-exempt and governmental entities. This course will prepare the student for the TGPC-2 examination administered by the American Society of Pension Professionals & Actuaries (ASPPA).

**Prerequisite:** BUSI 1812 Retirement Plan Fundamentals I with a grade of C or better AND BUSI 1813 Retirement Plan Fundamentals-2 with a grade of C or better

## **BUSI 1818 DC3 Advanced Topics**

**3 Credit Hours**

This course will begin with a study of leased employees and the different types of business entities. It will include coverage of employer situations such as determining controlled groups and affiliated service groups. This course will prepare the student for the DC-3 examination administered by the American Society of Pension Professionals & Actuaries (ASPPA).

**Prerequisite:** BUSI 1808 DC1 Basic Concepts with a grade of C or better AND BUSI 1809 DC2 Compliance Issues with a grade of C or better

# COURSE DESCRIPTIONS

## **BUSI 1824 Introduction to Investments** 3 Credit Hours

This class provides a comprehensive approach to investments. Concepts build on one another providing a strong overview of today's most pertinent investment opportunities and challenges. The class will include securities markets and the investment environment; return risk and modern portfolio concepts; stocks, bonds and valuation techniques; mutual funds and portfolio management.

## **BUSINESS TECHNOLOGY**

## **BSTC 1001 Introduction to Computers** 1 to 3 Credit Hours

This is a computer literacy course designed to introduce students to what a computer is and how computers can be used. Topics covered include a brief historical survey of computers, components of computer hardware, applications and systems software, survey of programming languages, computer systems design and analysis, problem solving capabilities of a computer and the impact of computer technology on society. Students will also gain experience using microcomputers and packaged software such as word processing, spreadsheets, database management, graphics, and telecommunications.

## **BSTC 1023 Database Management Systems** 1 to 3 Credit Hours

This course introduces the theory of databases and Database Management Systems (DBMS) and implements a database using DBMS software. Database design methodology is discussed. A DBMS is used to create a database and generate solutions to implement a business application. Students create tables, forms, filters, queries, reports, and macros. Various types of data are imported and exported. Database security issues are examined.

**Prerequisite:** BSTC 1036 Computer Concepts & Appl with a grade of C or better

## **BSTC 1025 Advanced Database Management** 3 Credit Hours

This course provides a comprehensive introduction to the MySQL database. This course not only covers how to create and maintain a database using MySQL but also retrieve information using SQL. It also provides a review of relational database concepts.

**Prerequisite:** BSTC 1023 Database Management Systems with a grade of C or better

## **BSTC 1027 Information Super Highway** 3 Credit Hours

This course is designed to teach the student computer protocol for many different computer systems. Computer ethics, downloading files, security issues and the access of unlimited information resources will also be addressed. This course provides a unique learning experience where students learn how to navigate through the computer resources of the world.

## **BSTC 1036 Computer Concepts & Appl** 3 Credit Hours

This course is an introduction to computer concepts in which focuses on concepts including hardware, operating systems, ethics and security; and applies hands-on interaction with software applications including word processing, spreadsheets, presentations, and database systems. On completion of this course, students will understand common computer terminology, utilize featured application software, and recognize relevant ethics and security issues associated with technology.

**Fulfills:** Computer Literacy Requirement, Foundation Course AA,AS,AGS,AAS

## **BSTC 1041 Microcomputer Applications II** 3 Credit Hours

Involves the use of more advanced commands of various software packages, delving into the applications of these packages, integrating packages, and tailoring the software to a users needs.

## **BSTC 1643 Human Resource Management** 1 to 3 Credit Hours

Human Resource Management focuses on human resource analysis, planning and staffing, performance evaluation and compensation, training and development of labor relations that co-exist between employers and employees.

## **BSTC 1685 Spreadsheet Applications** 3 Credit Hours

A course emphasizing the use of spreadsheet applications software to solve business problems such as budgeting, accounting, forecasting, and scheduling. Included will be applications using formulas, editing, copying, sorting, recalculating, designing and using templates, generating graphs, and macros features. Planning techniques and potential uses of spreadsheets in business and industry will be discussed.

**Prerequisite:** BSTC 1036 Computer Concepts & Appl

## **BSTC 1699 Management Information Systems** 3 Credit Hours

This course will introduce the student to information systems, related technologies and the concepts, principles and processes in which information management is completed. Managing information systems will include knowledge of both business and technology and the relationship they share to improve an organizations' efficiency, productivity, communication, and allocation of financial resources. The emphasis of information management will include: Information concepts, Business strategy and integration of technology, Hardware/Software, Telecommunication/Networking, Business/IT Security and Privacy. This course is applicable to any student expecting to enter the workforce in today's technological society.

**Prerequisite:** BSTC 1036 Computer Concepts & Appl with a grade of C or better

## **BSTC 1724 Salesmanship** 1 to 3 Credit Hours

In any field of business, professional selling techniques are important. This course deals with the steps of a sale, closing, overcoming objections and helping the customer to make a decision and suggestion selling.

# COURSE DESCRIPTIONS

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## **BSTC 1835 Fundamentals of E-Commerce**

**3 Credit Hours**

This course examines the aspects of electronic commerce covering emerging online technologies, trends and their influence on the electronic commerce marketplace. Students will learn various revenue models and how to market on the Web. The course covers online auctions and various legal and ethical issues. Students will learn about important security issues, their role in organized crime and terrorism, identity theft, and online payment fraud. Finally, students learn how to plan for electronic commerce.

## **CARPENTRY**

### **CRPT 1001 Carpentry Basics**

**4 Credit Hours**

This course provides training for the construction of a residential home. Instruction will include construction details such as: layout, materials, assembly, tool and equipment operation, and reasons for alternative methods of construction. Foundation layout and framework, leveling instruments, floor and wall framing methods, roof framing, covering and exterior finish, the study of the framing square, building materials and remodeling projects are also covered.

### **CRPT 1010 Floors Walls Ceiling Framing**

**4 Credit Hours**

This course covers framing basics and procedures for layout of floor joists, sub-floor, and walls. In addition, wall components and assembly, ceiling construction, straightening, waterproofing, and the appropriate building codes will be covered.

### **CRPT 1020 Roof Framing**

**3 Credit Hours**

This course covers various types of roofs and provides instruction for the layout of gable and hip roofs and includes both stick built and truss built roofs. The course includes topics such as: spacing and layout, ceiling joists, rafter layout and cutting, roof design, code safety, stick framing, pre-fab trusses, use of a framing square, roof sheathing, valleys, hips, gables, soffits, ventilation.

### **CRPT 1030 Windows Doors and Stairs**

**3 Credit Hours**

This course covers the installation of windows and doors as well as the construction and installation of stairs. Course topics include: type and installation of windows and exterior doors, types of stairs, code issues related to stair building, and techniques for measuring and calculating rise, run, and stairwell openings, laying out stringers, and fabricating basic stairways.

## **CHEMISTRY**

### **CHEM 1802 Fundamentals of General Chem**

**5 Credit Hours**

This one semester course provides a study of inorganic and organic chemistry with less emphasis on problem solving than the College Chemistry sequence and more on the practical aspects of chemistry. This course is designed for those persons who need chemistry as a one-year terminal course, such as pre-agriculture, pre-baccalaureate nursing, home economics, nutrition, and similar majors. (3 hours lecture/week + 3 hours lab/week)

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** MATH 1821 Basic Algebra with a grade of C or better (or higher level math course) OR having passed Module 5 in College Preparatory Mathematics OR appropriate math placement score.

### **CHEM 1804 Elementary Organic Chemistry**

**5 Credit Hours**

A brief course in organic chemistry with emphasis given to the practical aspects of organic chemistry. This course is designed for those persons who need organic chemistry as one-semester course, such as pre-agriculture, pre-baccalaureate nursing, nutrition, and similar majors.

**Prerequisite:** CHEM 1802 Fundamentals of General Chem

### **CHEM 1806 College Chemistry I**

**5 Credit Hours**

This course stresses the conceptual and mathematical approach to understanding general chemistry and prepares the student to follow a science oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared Chemistry, Physics, Engineering, Pre-Med, etc., majors.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** H.S. Algebra II OR having passed Module 12 in College Preparatory Mathematics OR permission of instructor.

### **CHEM 1808 College Chemistry II**

**5 Credit Hours**

This course is the second semester of the College Chemistry series. This course stresses the conceptual and mathematical approach to understanding general chemistry and prepares the student to follow a science oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared Chemistry, Physics, Engineering, Pre-Med, etc., majors. This course is a continuation of College Chemistry I.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** CHEM 1806 College Chemistry I with a grade of C or better

# COURSE DESCRIPTIONS

## **CHEM 1814 Organic Chemistry I** 5 Credit Hours

This course is the first half of a two-semester course in organic chemistry and provides students with the knowledge of the physical and chemical properties of carbon compounds with emphasis on the mechanisms of organic reactions, the nomenclature of the compounds and methods of organic synthesis. This course is designed for those students who need a good understanding of organic chemistry.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** CHEM 1808 College Chemistry II with a grade of C or better

## **CHEM 1816 Organic Chemistry II** 5 Credit Hours

This course is the second half of a two-semester course in organic chemistry and provides students with the knowledge of the physical and chemical properties of carbon compounds with emphasis on the mechanisms of organic reactions, the nomenclature of the compounds and methods of organic synthesis. This course is designed for those students who need a good understanding of organic chemistry.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** CHEM 1814 Organic Chemistry I with a grade of C or better

## **CHILD CARE & GUIDANCE**

## **CHLD 1500 Intro to Early Childhood Ed** 3 Credit Hours

An introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Topics include an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to age eight.

## **CHLD 1504 Early Childhood Curriculum** 3 Credit Hours

A study developed to give students practice in developing program planning techniques and units of learning which will be used in the curriculum of early childhood education programs. Students will gain experience in designing a curriculum that will meet the three developmental needs of children who are students in an early childhood education center.

**Prerequisite:** CHLD 1553 Creative Experiences for Child AND CHLD 1554 Creative Activities

## **CHLD 1505 Preschool Child** 3 Credit Hours

To develop an understanding of the principles of development and growth of children from conception to eight years of age singularly and in group settings.

## **CHLD 1506 Child Care Practicum** 3 Credit Hours

On the job practical experience in a licensed child care center. This particular experience aids the student in knowing if this is the career to pursue.

## **CHLD 1507 Child Health-Safety & Nutrit.** 3 Credit Hours

A study of the basic health, nutrition, and safety management practices for all young children.

## **CHLD 1508 Child Care Internship** 3 Credit Hours

Internship in a licensed child care center; to learn to work with professionals in the field, to learn the type of dedication needed, and to observe the working operations of a child care center.

**Prerequisite:** CHLD 1506 Child Care Practicum AND CHLD 1509 Child Care Practicum II and Internship in a licensed Child Care Facility

## **CHLD 1509 Child Care Practicum II** 3 Credit Hours

This course involves working directly with children and working with administrative aspects at a licensed child care center. The course includes classroom participation and evaluation, curriculum planning and teaching experiences.

**Prerequisite:** CHLD 1506 Child Care Practicum

## **CHLD 1512 Child Abuse and Neglect** 3 Credit Hours

This course is designed to educate the student regarding the subject of abuse and neglect of children. The course will discuss the various types and indicators of abuse and neglect as well as prevention issues. Kansas laws will be discussed, as will current community, state, and federal efforts to deal with this problem.

## **CHLD 1513 Child Play and Games** 1 to 3 Credit Hours

This course is designed to stress the importance of play learning attitudes and environments. Students learn the importance of movement in relation to what children learn, and that play environments should encourage children to explore, imagine, invent, and express feelings.

## **CHLD 1548 Curriculum Materials Develop** 1 Credit Hours

Student will choose an educational topic or problem for intensive study. A wide selection of creative methods and materials will be presented. Students will develop creative ideas into creative learning methods and curriculum materials to help improve their teaching skills in the classroom or child care facility.

## **CHLD 1549 Early Childhood Program Admin** 3 Credit Hours

Designed to give students an insight into the day care center. Course covers needs assessment, staff enrichment, board of directors, financial responsibilities, directors' responsibilities, and development of facility, licensing, equipping, staffing, and publicizing a center.

## **CHLD 1550 Early Childhood Career Develop** 1 Credit Hours

This course provides an overview of the many career pathways available within the early childhood industry and identifies the training, education and skills required for these careers. It also addresses necessary employment skills and professional development options and requirements.

# COURSE DESCRIPTIONS

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## **CHLD 1551 Infant & Toddler Edu & Care** 3 Credit Hours

This course includes the study of infant and toddler development with emphasis on how to create and maintain developmentally appropriate environments for very young children. Demonstration of the subject matter is included.

## **CHLD 1553 Creative Experiences for Child** 3 Credit Hours

This course is a study of constructing and maintaining an environment for young children that fosters aesthetic sensitivity and creativity. It focuses on the selection, construction, and use of materials, activities, and experiences that encourage the young child's creativity in the visual arts, music, body movement, dramatic play, language, science, mathematics, nutrition, social studies, and health and safety curriculum areas.

## **CHLD 1554 Creative Activities** 3 Credit Hours

This course includes the development and creation of materials and activities for children ranging in age from birth to three years. The course will enhance the unique higher learning experiences of children in this age range. Students will present various developmental activities they have planned.

## **CHLD 1560 Social Emotional Development** 3 Credit Hours

To develop an understanding of the principles of the social and emotional development and growth of children from conception to five years of age singularly and in group settings. The successful completion of this course is a component of the Kansas Association of Infant Mental Health Level 1 endorsement.

## **CHLD 1563 Parenting** 0 to 3 Credit Hours

An examination of parenting lifestyles and values and their relationship to available alternatives for guiding children's behavior. The course will provide purposeful training in preparation for the responsibilities of parenthood.

## **CHLD 1565 Preschool Language & Literacy** 3 Credit Hours

This course is designed to teach students how to recognize and implement appropriate environmental strategies that support early literacy development and appropriate early experiences with books and writing. Emphasis is placed on speaking and listening, as well as reading and writing readiness. Upon completion of the course, students will be able to select, plan, implement, and evaluate appropriate early literacy experiences.

## **CHLD 1566 Interaction Tech w/ Children** 3 Credit Hours

This course introduces the practical principles and techniques for observing and guiding young children. It provides students with a developmental approach to the acquisition of interaction techniques conducive to healthy social-emotional and self-concept growth in children from birth to eight years. Demonstration of the subject matter is included.

## **CHLD 1567 Early Intervention Birth-Five** 3 Credit Hours

This course introduces the policies and evidence based practices that define and support families related to young children with developmental delays and disabilities. The challenges, complexities and rewards of living and working with young children with developmental delays and disabilities will be demonstrated. Evidence supports connection between early learning experiences and later school and work performance. This course will bring together recommended practices to help educators, other practitioners, families and administrators provide early intervention and quality learning experiences for children from birth to five years. Demonstration of the subject matter is included.

## **COMMUNICATIONS**

## **COMM 1200 Interpersonal Communication** 3 Credit Hours

This course is designed to help students develop skills in communication and to acquire an understanding of verbal and non-verbal communications as a vital human relations factor in our society.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Humanities Requirement, Oral Communication Requirement

## **COMM 1210 Oral Interpretation** 3 Credit Hours

Oral Interpretation is the act of attaching to prose or poetry, the meaning intended by the author or poet and using audible symbols and visible bodily action to elicit from an audience response to the meaning. The course is designed to expand the dramatic capabilities of the reader, give them insight into the creativity of the written word, and develop his skills in oral communication.

## **COMM 1212 Fundamentals of Debate** 3 Credit Hours

This course is designed for the novice collegiate debater to study the skills and methodology of argumentation and persuasion in the debate format. Students will learn the correct process of argumentation, research, analogy and persuasive presentation. Those seeking professions in speech communication, public relations, law and salesmanship will find this course valuable.

## **COMM 1217 Nonverbal Communication** 3 Credit Hours

This course is designed to help students become more aware of non-verbal communication as a vital factor in human communication by studying the research, practice, and principles underlying nonverbal behaviors. Topics include kinesics, proxemics, paralinguistics, haptics, and olfactics.

**Fulfills:** Humanities Requirement

**Prerequisite:** COMM 1200 Interpersonal Communication with a grade of D or better or COMM 1230 Public Speaking with a grade of D or better



# COURSE DESCRIPTIONS

## **COMM 1220 Organizational Communication 3 Credit Hours**

This course is designed to teach and analyze the functions of organizational communication necessary to obtain and become successful in an organizational setting. This includes maintaining effective employer/employee relationships, providing effective supervisory skills, using persuasion in the marketplace and business world, and understanding the non-verbal communication factors inherent within an organization.

**Fulfills:** Humanities Requirement

## **COMM 1222 Technical Communication 3 Credit Hours**

This course is designed primarily for students who need training and practice in writing skills pertaining to their own fields. It will involve familiarity with the journals, with research techniques, report and letter writing and basic mechanical skills.

## **COMM 1230 Public Speaking 3 Credit Hours**

This course includes a study of the theoretical principles underlying effective communicative behavior, and the practical application of those principles in various communicative exercises and assignments. The course is designed to increase the awareness of the importance of speech communication in today's society and develop competency of speakers.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Humanities Requirement, Oral Communication Requirement

## **COMM 1232 Competitive Forensics 1 Credit Hours**

Practical use and performance of intercollegiate forensic activities including Parliamentary Debate, International Public Debate, Extemporaneous Speaking, Impromptu Speaking, and Public Address.

**Fulfills:** Performance Course, Physical Education Requirement

## **COMM 1234 Persuasion 3 Credit Hours**

Practical use and performance of persuasion in public speaking, as well as a careful analysis of persuasion and its related theories in the fields of politics, marketing, and public policy.

**Prerequisite:** COMM 1230 Public Speaking with a grade of D or better

## **COMM 1235 Storytelling 3 Credit Hours**

This course is designed to acquaint the student with storytelling techniques which can be utilized in various age level classrooms. Students will learn how to choose, prepare and present appropriate stories.

## **COMPUTER PROGRAMMING**

### **PRGM 1005 BASIC Programming 3 Credit Hours**

This course is designed as an introduction of structured programming concepts. Topics include syntax and semantics of Visual Basic language, fundamental algorithm development, formatting, arrays, and file processing.

### **PRGM 1007 Foundation of Computer Science 3 Credit Hours**

This course is an introduction to computer science for computerscience and computer information system majors. It provides an introduction to computer science concepts and covers a breadth of topics including: computer history, hardware, software, binary, data storage, operating systems, networking, problem solving, programming, applications, security, privacy, and ethics.

### **PRGM 1020 Data Structures & Algorithms 3 Credit Hours**

This course is an intermediate level programming course which introduces students to common data structures and algorithms utilized in programming. Students are also introduced to algorithm analysis. Topics to be covered in this course include: lists, stacks, queues, trees, graphs, recursion, sorting/searching algorithms, and algorithm efficiency.

**Prerequisite:** PRGM 1025 C++ Programming with a grade of D or better or PRGM 1030 Java Programming with a grade of D or better or consent of instructor.

### **PRGM 1025 C++ Programming 3 Credit Hours**

This course is an introduction to the C++ programming language. Topics covered in this course include: C++ language conventions and rules, data types and operators, control structures, functions, arrays, and pointers. Multiple programming projects.

**Prerequisite:** BSTC 1001 Introduction to Computers or BSTC 1036 Computer Concepts & Appl or computer experience.

### **PRGM 1030 Java Programming 3 Credit Hours**

This course is an introduction to the Java programming language. Topics covered in this course include: Java language conventions and rules, data types and operators, control structures, methods, object-oriented programming, arrays and strings, class hierarchies, and files. Multiple programming projects.

**Prerequisite:** or computer experience.

### **PRGM 1033 Web Programming 3 Credit Hours**

Web Programming provides an in-depth coverage of client side scripting and an introduction to server side scripting. Topics covered include HTML5, Cascading Style Sheets (CSS), JavaScript, Canvas, mobile applications, and PHP.

**Prerequisite:** or computer experience.

### **PRGM 1035 Game Programming & Design 3 Credit Hours**

This course is designed for students who have experience in programming and are interested in game development. The course will cover program flow, statements, and functions. The course also covers all the basic functionality of windows, menus, dialogs, icons, graphics, game design, architecture, 2D game engines, game mathematics, data structures, algorithms, and artificial intelligence.

**Prerequisite:** PRGM 1030 Java Programming with a grade of D or better or PRGM 1025 C++ Programming with a grade of D or better or PRGM 1005 BASIC Programming with a grade of D or better

# COURSE DESCRIPTIONS

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## **PRGM 1037 Computer Science I**

**4 Credit Hours**

This course is an introduction to the concepts of procedural programming. The course emphasizes good problem-solving techniques to develop algorithms which are implemented in a high level language. Topics include: problem-solving theory, algorithm and program design methodology using control structures, procedures, arrays, testing, recursion, and object-oriented programming. Multiple programming projects.

## **PRGM 1038 Computer Science II**

**3 Credit Hours**

Computer Science II is an intermediate level programming course which introduces students to common data structures and algorithms utilized in programming. Students are also introduced to algorithm analysis. Topics to be covered in this course include: lists, stacks, queues, trees, graphs, hashing, recursion, sorting/searching algorithms, and algorithm efficiency.

## **CORRECTIONS**

### **CORR 1001 Introduction to Corrections**

**3 Credit Hours**

This is an introductory study of the field of corrections. It covers the correctional process of probation, institutions, and parole. It also covers a survey of correction careers and correction theories.

### **CORR 1002 KS Dept of Corr Basic Training 1 to 15 Credit Hours**

This course provides credit for the basic training required for all newly hired correctional officers within the Kansas Department of Corrections (KDOC). This is an orientation and training program designed to provide an overview of the KDOC and a basic level of knowledge, skills and performance based training abilities.

### **CORR 1004 Case Management in Corrections**

**3 Credit Hours**

In this course students will examine the offender case management process from sentencing to reintegration in the community. Emphasis will be placed on the examination of correctional case management strategies and intervention techniques.

### **CORR 1005 Psychology of Criminal Conduct**

**3 Credit Hours**

This course covers the basics of criminal psychology, with instruction on the definition and variability of criminal conduct, various theories, general personality and social psychology approach, developmental aspects, prediction of behavior and classification of offenders, prevention and rehabilitation, punishment and alternatives, exceptional offenders, and applications.

**Prerequisite:** PSYC 1000 General Psychology with a grade of C or better

### **CORR 1006 Corr Supervision & Off Mgmt**

**3 Credit Hours**

Provides students with current information on management and supervision in the correctional facility, focusing on recruiting, training, directing and motivating people. Students will have an understanding of various disorders affecting criminal personality which is critical to effective management of offenders.

**Prerequisite:** PSYC 1000 General Psychology with a grade of D or better

### **CORR 1008 Special Populations Correction**

**3 Credit Hours**

This course focuses on unique needs and issues of specialized inmate populations. The class also addresses management strategies and programming necessary to humanely incarcerate these groups and to prepare them for successful reintegration into free society. Focus populations will include the medically and mentally ill, the mentally challenged, women, juveniles convicted as adults, the elderly, high risk inmates, and those with unique or non-mainstream religious needs.

### **CORR 1010 Correctional Instit & Issues**

**3 Credit Hours**

This course takes an in-depth look at contemporary issues facing corrections employees. Students are encouraged to think analytically about punishment. By establishing a greater social context, corrections is presented against the backdrop of social forces; namely, political economic, religious, and technological forces that affect the corrections system.

### **CORR 1011 Cultural & Relig Div in Corr**

**3 Credit Hours**

This course provides information and guidelines for dealing with inmates from various cultural and religious backgrounds. Coursework will start with the history of religion in prison and reveal why it is important for correctional personnel to understand the religious inmate and his/her practices.

### **CORR 1013 Legal Issues in Corrections**

**3 Credit Hours**

This course will provide students with current and practical information on how to avoid lawsuits in the correctional setting. Students will gain knowledge about federal and state legal liabilities and some of the complex areas of the law affecting correctional institutions.

### **CORR 1023 Oral Comm in the Corr Environ**

**3 Credit Hours**

This course highlights the application of human communication skills in the corrections workplace. Focus will be on communications between correctional staff and also between correctional staff and inmates. Emphasis will be on self concept, perception, verbal and nonverbal messages, interpersonal relationships and small group communication.

### **CORR 1024 Corrections Report Writing**

**3 Credit Hours**

This course is designed to include the basic concepts of written communications adapted to the specific tasks encountered in the corrections profession. There will be heavy concentration in dealing with conflict and cooperation, proper grammar and writing informative and proper corrections reports. The actual class time will be spent in group discussions, structured exercises to build vocabulary, written communication, oral communication and narrative report writing for the corrections field.

# COURSE DESCRIPTIONS

## CRAFTS

### **CRFT 1001 Introductory Craft Skills** 3 Credit Hours

This course introduces students to the construction trades. The course covers safety, construction math, hand tools, power tools, blueprint reading, rigging, communication skills, and employability skills.

### **CRFT 1010 Safety Orientation OSHA 10** 1 Credit Hours

This course provides construction safety and health training to entry level workers. Instruction includes information regarding; construction industry and workplace occupation safety & health guidelines, worker's rights, employer responsibilities, and the correct procedures to file a complaint.

## CRIMINAL JUSTICE

### **CRIM 1600 Intro to Criminal Justice** 3 Credit Hours

Provides an introduction to the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student will illustrate how these interrelated components result in the administration of justice today.

### **CRIM 1603 Pro Responsibility in CJ** 3 Credit Hours

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

### **CRIM 1604 Critical Issues in Law Enforce** 1 to 3 Credit Hours

A detailed study of the policy within a spectrum of critical issues such as the police role in democracy, ethnic tensions and the police, police unionism and police professionalism. Other vital areas of concern covered are civil disturbances, organized crime, civil disobedience, enforcement of the law, and police misconduct.

### **CRIM 1606 Intro to Law Enforcement** 1 to 3 Credit Hours

An introduction to law enforcement operation and procedures including organization and administration. Emphasizes the police role in society and operational procedures including trial processes, human relations, career orientation and research areas.

### **CRIM 1610 Criminology** 1 to 3 Credit Hours

This course will endeavor to shed light upon the complexities of criminology, crime causation, and reaction of offenders. Some of the topics include: crime and criminology, casual analysis, psychogenic approaches, the social-psychology of criminal careers, patterns of sexual deviation, murders and assaultists, criminality among respectable citizens, treatment of offenders, and the results of treatment.

### **CRIM 1612 Criminal Investigation** 3 Credit Hours

Explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.

### **CRIM 1614 Criminal Law** 3 Credit Hours

Examines the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent, the capacity to commit crime; and criminal defenses. It will cover the elements of misdemeanor and felony crimes.

### **CRIM 1620 Practicum Criminal Justice** 1 to 3 Credit Hours

Study in a specialized area of the criminal justice system with emphasis on practical experience in one or more of the operational agencies.

### **CRIM 1621 KLETC** 12 Credit Hours

This course provides credit for the training required for law enforcement officers in the state of Kansas through the Kansas Law Enforcement Training Center or other appropriate Law Enforcement Academy.

### **CRIM 1623 Criminal Profiling** 3 Credit Hours

This course involves learning the techniques of socio- psychological profiling to establish leads and detect patterns in unsolved cases and/or classify and predict the behavior patterns of repeat offenders, particularly serial murderers, arsonists, rapists, and child molesters.

### **CRIM 1647 Narcotics Investigation** 1 to 3 Credit Hours

This course instructs the student about laws relating to narcotics and dangerous drugs. It also covers procedures and problems in investigations and control of violations. It teaches identification and effects of narcotics and dangerous drugs and also procedures in case preparation and presentation in court.

### **CRIM 1648 Law Enforce Ops and Procedures** 3 Credit Hours

Examines the role of police in society and the application of key concepts to policing scenarios. Students identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

### **CRIM 1650 Corrections Internship** 1 to 3 Credit Hours

Individual study in a specialized area of the criminal justice corrections system with emphasis on practical experience in one or more of the operational agencies.

### **CRIM 1651 Introduction to Corrections** 1 to 3 Credit Hours

This is an introductory study of the field of corrections. It covers the correctional process in probation, institutions, and parole. It also covers a survey of correction careers and correction theories.

# COURSE DESCRIPTIONS

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## **CRIM 1655 Law Enforcement Internship 1 to 3 Credit Hours**

Internship in law enforcement is designed to acquaint the pre-service student with the basic operations of a law enforcement agency, and to allow the in-service student the opportunity to further develop knowledge of the agency.

## **CRIM 1658 Police Firearms 1 to 3 Credit Hours**

This course is designed to give police officers or potential officers valuable insight in handling police firearms. All students will be given instruction in all aspects of firearms safety, firearms operation, marksmanship, and knowledge of firearms.

**Prerequisite:** Consent of coordinator and need to pass a criminal background check.

## **CRIM 1659 CJ Interview & Report Writing 3 Credit Hours**

Focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

## **CRIM 1661 Criminal Procedures 3 Credit Hours**

Introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

## **CRIM 1667 Crime Scene Investigation 1 to 5 Credit Hours**

This course teaches the techniques in the collection, presentation, analysis and interpretation of physical evidence: footprints, tool marks, hair, blood, fibers, stain, handwriting, fingerprints, and ballistics. This includes scene searches, recording, and some photography.

**Prerequisite:** CRIM 1600 Intro to Criminal Justice with a grade of D or better

## **CRIM 1668 Police Defense Tactics 1 to 3 Credit Hours**

This course is designed to consider the purpose and methods of defensive tactics for police officers, and the identification of police hazards and effective techniques in coping with them. It teaches one to observe persons, places, and incidents as well as techniques to handle them.

## **CRIM 1685 Criminal Justice Capstone 3 Credit Hours**

This capstone course will review the criminal justice system and require the student to apply all previously learned concepts through simulations and research. It will also emphasize strategies for seeking, obtaining and retaining employment including attitudes, work ethics, teamwork, resumes and job interviewing skills.

**Prerequisite:** Sophomore Criminal Justice Majors Only/Consent of the Instructor

## **CRIM 1686 Agency Administration 3 Credit Hours**

Conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organization.

**Prerequisite:** Sophomore Criminal Justice Majors Only/Consent of the Instructor

## **DANCE**

## **DANC 1001 Perform w/Barton Dance Theatre 1 to 3 Credit Hours**

This course is a performance course designed for the pre-professional dance student to rehearse and perform with the Barton Dance Theater, the resident company of the Barton Department of Dance as a company member or apprentice. RESTRICTION: By Audition Only.

**Fulfills:** Performance Course, Physical Education Requirement

**Prerequisite:** By audition only

## **DANC 1020 Modern Dance I 2 Credit Hours**

This course is a beginning level class in the practice of modern dance technique. Students will learn concepts in alignment, placement, body conditioning for dance, neuromuscular coordination and control and concepts in manipulating the elements of movement: space, time and force/energy. Students will work creatively to create original dance combinations. Floor exercises, standing center floor exercises, center floor movement combinations and across the floor combinations will prepare the beginning student to practice and create in concert dance.

## **DANC 1030 Modern Dance II 1 to 3 Credit Hours**

This course is an intermediate level class in the practice of modern dance technique. Students will learn concepts in alignment, body placement with special awareness, neuromuscular coordination, and intermediate skills in manipulating elements of movement: time, space, and force/energy. Students will work creatively to create original dance combinations and manipulate those combinations by applying knowledge of space, time, and force. Floor exercises, standing center floor exercises, center floor movement combinations, across the floor combinations, and choreography combinations will prepare the student to practice and create in concert dance.

**Prerequisite:** DANC 1020 Modern Dance I with a grade of D or better

## **DANC 1035 Ballet I 2 Credit Hours**

This course is a beginning level class in Cecchetti Ballet Technique. Students will learn a variety of basic exercises, combinations, and poses, ballet terminology through vocalization and spelling techniques, and a spatial awareness of the body in regards to the dance space.

## **DANC 1100 Jazz Dance I 1 to 2 Credit Hours**

This course is a beginning class in Jazz Dance Technique. This class will develop the skills required for an understanding and a proficiency in the beginning technical level of a dancer training in the dance genre of jazz. Rhythm, jazz isolations, different styles and more complex neuromuscular coordination will be explored.

# COURSE DESCRIPTIONS

## DIETARY MANAGER ASSISTANT

### **DIET 1630 Sanitation & Mgmt of Food Syst** 3 Credit Hours

This course is a study of sanitation and safety and management of food services and includes receiving, storage, food protection, personnel standards, chemicals, HACCP, crisis management, quality control, customer/client preferences, meal service, food quality, standardized recipes, forecasting, equipment, cooking procedures, work simplification, menus, purchasing, cost control, budget control, quality improvement, specifications, marketing, policies and procedures, and state and federal regulations.

### **DIET 1631 Nutrition Therapy** 2 Credit Hours

This course is a study of basic nutrition and medical nutrition therapy and includes digestion, food preferences, nutrition screening, nutrition assessment, physicians' orders, menus, supplemental feedings, modified diets, continuous quality improvement, medical records, nutrient intake calculation, and state and federal regulations.

### **DIET 1632 Human Resource Management** 3 Credit Hours

The study of human resource management including scheduling, staffing, corrective action, performance appraisal, policies and procedures, ethics, training, problem solving, ethnic diversity, communication and professional development.

### **DIET 1633 Fld Exp Sani & Mgt of Food Sys** 3 Credit Hours

This course offers field experience in the study and application of sanitation principles, food protection, HACCP guidelines, safety inspections of food preparation equipment and use by employees to meet regulatory guidelines. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

**Prerequisite:** concurrent enrollment in DIET 1630 Sanitation & Mgmt of Food Syst

### **DIET 1634 Field Experience in Nutrition** 3 Credit Hours

This course offers field experience in the study and application of nutrition therapy through modified diets, nutrition screening, and nutrition assessments. This course is to be completed in the student's participating facility and part of which is completed under the supervision of a Registered Dietitian preceptor.

**Prerequisite:** concurrent enrollment in DIET 1631 Nutrition Therapy

### **DIET 1635 Fld Exp in Human Resources Mgt** 2 Credit Hours

This course offers field experience in the study and application of personnel management, policies, evaluation and communication within a foodservice department. The course is to be completed in the student's participating facility and part of which is completed under the supervision of a registered dietitian preceptor.

**Prerequisite:** concurrent enrollment in DIET 1632 Human Resource Management

## DRAFTING

### **DRAF 1800 Technical Drafting I** 3 Credit Hours

An exploratory course in the study of drafting fundamentals and techniques. The work is related to industrial job applications in the following areas: orthographic, projections, sketching, sectional views, pictorial representation, dimensioning, working drawings, basic descriptive geometry, freehand and mechanical lettering.

### **DRAF 1840 Computer Aided Draft/Design I** 3 Credit Hours

This course is a study of the basic elements in Computer Aided Drafting and Design. Selected drawing and design projects will be completed using CAD software for comprehension of basic shapes to complete sets of engineering drawings. Upon completion of the course, students will be prepared to take the Autodesk AutoCAD Certified User Exam, an official, industry-standard credential recognized by schools and employers.

**Prerequisite:** Consent of instructor.

### **DRAF 1841 Computer Aided Draft/Design II** 3 Credit Hours

This course builds on the foundation of Computer Aided Drafting I as a continuation of the study of the basic elements in Computer Aided Drafting and Design. Selected drawing and design projects will be completed using 3D solid modeling software for comprehension of parametric modeling, assembly models, and visualizations. Upon completion of the course, students will be prepared to take the Autodesk Inventor Certified User Exam, an official, industry-standard credential recognized by schools and employers.

**Prerequisite:** DRAF 1840 Computer Aided Draft/Design I

### **DRAF 1843 Descriptive Geometry** 3 Credit Hours

This course involves an examination of the graphical solution to problems involving points, lines and planes in space. This will include principal, primary, and oblique views, intersections, warped surfaces, and surface developments.

## ECONOMICS

### **ECON 1610 Principles of Macroeconomics** 3 Credit Hours

An introduction to the basic history, principles, and problems of modern economics; determinants of national income, employment, resource allocation, and price level; the monetary and banking system; and economic instability.

**Fulfills:** Social Science Requirement

### **ECON 1612 Principles of Microeconomics** 3 Credit Hours

An introduction to the market mechanism, price and distribution theory, public policy, international growth, and contemporary economic issues.

**Fulfills:** Social Science Requirement

# COURSE DESCRIPTIONS

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## **ECON 1615 Personal Finance**

**3 Credit Hours**

This course is primarily concerned with the management of money from the viewpoint of the individual. Topics to be covered include the consumer's credit buying, borrowing, saving and investing, the purchase of insurance, real estate and other major items, and the problems of taxation and wills.

**Fulfills:** Social Science Requirement

## **ECON 2615 Personal Finance**

**1 to 3 Credit Hours**

This course is primarily concerned with the management of money from the viewpoint of the individual. Topics to be covered include the consumer's credit buying, borrowing, saving and investing, the purchase of insurance, real estate and other major items, and the problems of taxation and wills.

## **EDUCATION**

### **EDUC 1100 ABLE Facilitator Training**

**1 Credit Hours**

The facilitation training is designed to teach skills necessary to facilitate groups that are in the Adventure Education (ABLE) Program. Training will include, but is not limited to: safety procedures, debriefing techniques of activities, knowledge of games and activities, and initiative problems. The skills utilized in this training will be used throughout Adventure Education Programs as well as in the personal and professional life of the trained facilitator.

### **EDUC 1103 Student Success**

**1 to 3 Credit Hours**

Introduction to the college experience through participation in small group meetings and informational lectures. Study of such topics as personal responsibility, college resources, academic skills, including communication and critical thinking, academic and career planning and goal setting, and social issues that challenge many college students.

### **EDUC 1104 Orientation**

**1 Credit Hours**

This course is required for all degree bound students and is designed to acquaint the students with the function and operation of the college including academic programs and student services. The instructional goals are intended to provide initial assistance in developing academic study skills and social awareness skills for college and life-long success.

### **EDUC 1128 Foundations of Modern Educ**

**3 Credit Hours**

The course is designed to provide the student with the groundwork for entering the teaching profession. The course will address itself to the real issues in education and place the emphasis on where the action is and where it appears likely to be in education. Supervised laboratory experiences are an integral part of the course.

### **EDUC 1134 Education Field Experience**

**2 Credit Hours**

This course is designed to give students experience in a classroom setting. Elementary and secondary students will be placed with competent teachers in areas where students have special interests. Credit is earned on the basis of time spent in the classroom and working with the supervising teacher. Teaching procedures, classroom management, and student behavior are observed and studied.

**Prerequisite:** EDUC 1128 Foundations of Modern Educ with a grade of C or better or concurrent enrollment in EDUC 1128 Foundations of Modern Educ or consent of instructor.

### **EDUC 1136 Children's Literature**

**3 Credit Hours**

This course is a survey of children's literature with an emphasis on how to recognize, select, and present good literature, while motivating children in the reading process. This course is recommended for students majoring in English, Library Science, Early Childhood and/or Elementary Education, as well as, parents of young children. This course can be utilized as a general education course for humanities in the area of literature for students obtaining an AAS degree in Early Childhood.

**Fulfills:** Social Science Requirement

### **EDUC 1163 American Sign Language**

**3 Credit Hours**

This course will provide academic credit for active participation in various settings. The topics vary from general information about American Sign Language, vocabulary, phrases, sentence structures, and part of course outline or method of evaluation.

### **EDUC 2163 American Sign Language**

**1 to 3 Credit Hours**

This course will provide academic credit for active participation in various settings. The topics vary from general information about American Sign Language, vocabulary, phrases, sentence structures, and part of course outline or method of evaluation.

## **ELECTRICITY**

### **ELEC 2304 Transformers & DC Motors**

**1 to 3 Credit Hours**

A second-level course in fundamental electrical principles involving the study of DC and AC machinery, including shunt and compound-wound DC generators; shunt, series and compound-wound DC motors; single-phase and poly-phase delta and wye transformer connections; instrument transformers; connections and parallel operation of three-phase alternators; squirrel-cage induction motors and starters; and single-phase motors.

## **EMERG MGMT -HOMELAND SECURITY**

### **EMHS 1100 Introduction to Terrorism**

**1 to 3 Credit Hours**

This course serves as a basic introduction to terrorism. Historical background, definitions, tactics, ideologies, and terrorism's impact on twenty-first century civilization around the world will be explored. Both current and historical events are analyzed within course context to provide experiential learning and development of critical thinking skills.

# COURSE DESCRIPTIONS

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## **EMHS 1900 Emergency Planning 1 to 3 Credit Hours**

This course is designed for persons who are involved in developing an effective emergency planning system. The course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. The focus is on an effective all-hazard emergency planning operations planning process to save lives and protect property threatened by disaster.

## **EMHS 1905 Dev & Managing Volunteer Res 1 to 3 Credit Hours**

This course offers training in identifying volunteer resources and recruiting, assigning, training, supervising, evaluating, and motivating volunteers. The course also addresses coordinating with voluntary agencies, Voluntary Organizations Active in Disaster (VOAD), community-based organizations such as church groups, food banks, professional groups, as well as business and industry. Special issues such as spontaneous volunteers, stress management and legal issues of volunteers are also addressed. "This course does not address volunteer firefighters because of the vast technical scope of the topic."

## **EMHS 1906 Exercise Design, Mgmt & Eval 1 to 3 Credit Hours**

This course is designed to introduce students to the fundamentals of emergency management exercise design, management and evaluation. Students will design an exercise, identify the logistics necessary for execution and management of the exercise, and develop an exercise evaluation plan. Students will also be introduced to the concept of a comprehensive exercise program used to improve on the four phases of emergency management. The course instruction will follow and meet the guidelines established by the Federal Emergency Management Agency exercise design and evaluation courses and the Department of Homeland Security Exercise and Evaluation Program.

## **EMHS 1907 Haz Mat Response Operations 3 Credit Hours**

This course provides students with the skills needed to manage or respond to a hazardous materials incident at the awareness or operations level. Topics include Hazardous Materials Laws, Regulations and Standards, Recognitions and Identification, Information Resources, Protection, Protective Actions, Product Control and Air Monitoring, Terrorism Awareness, HAZMAT and Law Enforcement issues. The course follows National Fire Prevention Agency (NFPA) 472 guidelines.

## **EMHS 1908 Mitigation for Emergency Mgmt 3 Credit Hours**

This course is designed to introduce students to the fundamentals of mitigation as a means to reduce hazard risks to our communities and citizens.

## **EMHS 1909 Basic Skills Emergency Manager 3 Credit Hours**

This course is designed to improve the first responders and emergency managers skills in the areas of leadership and influence, decision-making and problem solving, and communication.

## **EMHS 1910 Emergency Management Seminar 3 Credit Hours**

This course is designed to explore the issues and strategies of emergency management in the following key areas: Legal Issues, Policy & Politics, Organizational Management, Historical and Current Situations, and Economics of Emergency Management.

## **EMHS 1952 Basic Incident Command System 1 to 3 Credit Hours**

This course is designed to train students in the basic levels of the Federal Emergency Management Agency (FEMA) Incident Command System (ICS) and the National Incident Management System (NIMS). Students will manage resources and personnel for incidents ranging from ceremonies to natural disasters. The course instruction will follow and meet the guidelines established by the (FEMA) courses IS100, IS200, and IS700.

## **EMHS 1953 Adv Incident Command System EOC 1 to 3 Credit Hours**

This course is designed to train students in the intermediate and advanced levels of the Federal Emergency Management Agency (FEMA) Incident Command System (ICS) and the Emergency Operations Center (EOC) Interface. Students will manage resources and personnel for level 3 and 4 incidents. The course instruction will follow and meet the guidelines established by the (FEMA) courses IS/G 300, IS/G 400, and IS 191.

## **EMHS 1962 Disaster Site Worker 3 Credit Hours**

This course will train students in accordance with OSHA regulations pertaining to construction standards and Safety for Disaster Site Workers that are set forth in the Code of Federal Regulations (CFR) 29, part 1926. This course will also introduce students to the operational skills and procedures required to provide support services, (e.g. utility, demolition, debris removal, or heavy equipment operation) or site clean-up services in response to natural and man-made disasters. All workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and to be able to determine appropriate protective measures for ensuring disaster site worker safety.

## **EMHS 1963 Intro to Emergency Management 3 Credit Hours**

This course provides emergency preparedness personnel with an overview of the skills needed at the community and state levels for emergency operations involving all hazards. This class is appropriate for business and industry, firefighters, Emergency Managers, EMS, police and other interested parties.

# COURSE DESCRIPTIONS

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## **EMHS 1964 Comm Emergency Response Team 1 to 2 Credit Hours**

This course provides the student with the skills required by Federal Emergency Management Agency (FEMA) to serve as a Citizen Emergency Response Team (CERT) member within their community. Training is to provide the private citizens who complete this course with the basic skills they will need to respond to their community's immediate needs in the aftermath of a disaster when emergency services are not immediately available. By working together, CERTs can assist in saving lives and protecting property using the basic techniques in this course.

### **EMERGENCY MEDICAL TRAINING**

## **EMTS 1500 Emergency Medical Technician 12 Credit Hours**

This program is designed for individuals interested in providing Advanced Emergency Medical Technician (AEMT) level care in the pre-hospital setting. The program will provide the participant with opportunities to gain information and skills necessary for certification and practice as an AEMT in Kansas, which includes intravenous therapy and medication administration.

**Prerequisite:** Consent of instructor or program director.

## **EMTS 1502 EMT & Refresher Seminar I 0 to 1 Credit Hours**

This course is designed to maintain certification of the Emergency Medical Services Training in accordance to the Kansas Board of EMS (KSBEMS) and the National Registry of EMT (NREMT).

**Prerequisite:** Consent of instructor or program director.

## **EMTS 1504 EMT & Refresher Seminar II 0.5 to 2 Credit Hours**

This course is designed to maintain certification of the Emergency Medical Services Training in accordance to the Kansas Board of EMS (KSBEMS) and the National Registry of EMT (NREMT).

**Prerequisite:** Consent of instructor or program director.

## **EMTS 1505 EMT Refresher Seminar 1 to 2 Credit Hours**

This course is designed to maintain certification of the Emergency Medical Services Training in accordance to the Kansas Board of EMS (KSBEMS) and the National Registry of EMT (NREMT).

## **EMTS 1506 EMS Instructor/Coordinator 9 Credit Hours**

This course provides the student with the necessary skills, knowledge, and attitudes to obtain endorsement as a Kansas Board of EMS Training Officer and Instructor Coordinator. This course exceeds the approved curriculum recommended by the National Association of Emergency Medical Services Educators.

**Prerequisite:** Consent of instructor or program director.

## **EMTS 1512 Cardiopulmonary Resuscitation 1 to 3 Credit Hours**

This course covers the knowledge and skills required to provide temporary and immediate care to a person who has ceased breathing or has suffered a cardiac arrest. Successful completion of this course provides for certification by American Heart Association First Aid; and Adult, Child, and Infant CPR.

## **EMTS 1513 Advanced Emergency Med Tech 10 Credit Hours**

This program is designed for individuals interested in providing Advanced Emergency Medical Technician (AEMT) level care in the pre-hospital setting. The program will provide the participant with opportunities to gain information and skills necessary for certification and practice as an AEMT in Kansas, which includes intravenous therapy and medication administration.

**Prerequisite:** Must be certified as an EMT and consent of instructor or program director.

## **EMTS 1527 Emergency Medical Responder 7 Credit Hours**

This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. The program will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as a Kansas First Responder.

**Prerequisite:** Consent of instructor or program director.

## **EMTS 1540 Paramedic I 3 to 12 Credit Hours**

This course is intended to make students aware of Emergency Medical Services as a total systems concept. It further identifies the Paramedic concept, function, roles and responsibilities of the Paramedic within the system as well as the legal aspects of pre-hospital medicine and an introduction to legislation affecting pre-hospital medicine. This course will also expose the student to the basics of anatomy and physiology of the human body. All aspects of EMS communications will be reviewed, to include medical terminology, radio technology, verbal and written communication. This course covers the physiologic effects and clinical applications for pharmacology in the pre-hospital setting. Students will learn to recognize, assess, and manage emergency situations that result from external mechanisms of injury and the pathophysiology involved in traumatic injuries. This course adheres to Kansas Administrative Regulations (K.A.R.), Article 10 Section 109-10-5.

**Prerequisite:** EMT and invitation from Director following successful completion of application/testing process

## **EMTS 1541 Paramedic II 3 to 12 Credit Hours**

This course is intended to make students aware of Emergency Medical Services as a total systems concept. It further identifies the Paramedic concept, function, roles and responsibilities of the Paramedic within the system as well as the legal aspects of prehospital medicine and an introduction to legislation affecting prehospital medicine. This course will also expose the student to the basics of anatomy and physiology of the human body. All aspects of EMS communications will be reviewed, to include medical terminology, radio technology, verbal and written communication. This course covers the physiologic effects and clinical applications for pharmacology in the prehospital setting. Students will learn to recognize, assess, and manage emergency situations that result from external mechanisms of injury and the pathophysiology involved in traumatic injuries. This course adheres to Kansas Administrative Regulations (K.A.R.), Article 10 Section 109-10-5.

**Prerequisite:** EMTS 1540 Paramedic I and consent of instructor.



# COURSE DESCRIPTIONS

## **EMTS 1542 Paramedic III**

**3 to 12 Credit Hours**

This course is intended to make students aware of Emergency Medical Services as a total systems concept. It further identifies the Paramedic concept, function, roles and responsibilities of the Paramedic within the system as well as the legal aspects of prehospital medicine and an introduction to legislation affecting prehospital medicine. This course will also expose the student to the basics of anatomy and physiology of the human body. All aspects of EMS communications will be reviewed, to include medical terminology, radio technology, verbal and written communication. This course covers the physiologic effects and clinical applications for pharmacology in the prehospital setting. Students will learn to recognize, assess, and manage emergency situations that result from external mechanisms of injury and the pathophysiology involved in traumatic injuries. This course adheres to Kansas Administrative Regulations (K.A.R.), Article 10 Section 109-10-5.

**Prerequisite:** EMTS 1541 Paramedic II and consent of instructor.

## **EMTS 1543 Paramedic IV**

**3 to 16 Credit Hours**

This course is intended to make students aware of Emergency Medical Services as a total systems concept. It further identifies the Paramedic concept, function, roles and responsibilities of the Paramedic within the system as well as the legal aspects of prehospital medicine and an introduction to legislation affecting prehospital medicine. This course will also expose the student to the basics of anatomy and physiology of the human body. All aspects of EMS communications will be reviewed, to include medical terminology, radio technology, verbal and written communication. This course covers the physiologic effects and clinical applications for pharmacology in the prehospital setting. Students will learn to recognize, assess, and manage emergency situations that result from external mechanisms of injury and the pathophysiology involved in traumatic injuries. This course adheres to Kansas Administrative Regulations (K.A.R.), Article 10 Section 109-10-5.

**Prerequisite:** EMTS 1542 Paramedic III and consent of instructor.

## **EMTS 1550 EMS Training Officer I (TOI)**

**1 Credit Hours**

This course provides the student with the necessary skills, knowledge, and attitudes to obtain endorsement as a Kansas Board of EMS TOI. This program has been approved by the Kansas Board of EMS and addresses techniques currently considered to be the responsibilities of the TOI according to the Kansas BEMS.

**Prerequisite:** Consent of instructor or program director.

## **EMTS 1551 EMS Training Officer II (TOII)**

**2 Credit Hours**

This course provides the student with the necessary skills, knowledge, and attitudes to obtain endorsement as a Kansas Board of EMS TOII. This program has been approved by the Kansas Board of EMS and addresses techniques currently considered to be the responsibilities of the TOII according to the Kansas BEMS.

**Prerequisite:** EMTS 1550 (Training Officer I) and consent of Instructor or Program Director.

## **ENGLISH**

### **ENGL 1105 ESOL Lab**

**1 Credit Hours**

A course designed to help non-native speakers increase their fluency in the English language through a computer based program designed to improve English pronunciation and listening and speaking skills.

**Fulfills:** Developmental Course

### **ENGL 1108 ESOL Conversational English**

**1 Credit Hours**

A course in the development of speech skills, the pronunciation of English and English sentence patterns, and finding meaning in spoken English. Students will practice listening strategies to assist in comprehension, expand their vocabulary, and participate in small group discussions. Through a variety of practice activities, the student will learn to integrate English sounds, stress, rhythm, and intonation into clear, fluent speech. Students will be introduced to slang, idioms, and informal words and expressions as encountered in everyday conversation.

**Fulfills:** Developmental Course

### **ENGL 1109 ESOL Academic Vocabulary**

**1 Credit Hours**

A course designed to help the non-native speaker increase his/her knowledge of the form, meaning, use, and pronunciation of the most common academic vocabulary words used in textbooks and by instructors. Students will learn how to use context clues and word parts to help decode meanings of new words. Students will practice and review academic words in written and spoken exercises.

**Fulfills:** Developmental Course

### **ENGL 1110 ESOL Sentence Structure**

**1 Credit Hours**

A course designed to help the non-native speaker improve his/her writing skills in English. The student will study the parts of speech, grammar, subject/verb agreement, and the mechanics of English sentence structure.

**Fulfills:** Developmental Course

### **ENGL 1111 Intro to English Language**

**3 or 6 Credit Hours**

A course in the development of speech skills, the pronunciation of English and English sentence patterns, some English reading comprehension, and an understanding of American customs and diversity. An introductory English class with emphasis on survival skills, it is open to all students whose first, primary or home language is not English, regardless of the student's age, place of residence ethnic background, academic plans or previous educational attainment.

**Fulfills:** Developmental Course

**Prerequisite:** Students's statement that English is not his/her primary language, and an Accuplacer ESOL score below 120. Students in Intro to English Language must concurrently enroll in Academic Vocabulary 1, Sentence Structure 1, Conversation 1, and ESOL Lab.

# COURSE DESCRIPTIONS

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## **ENGL 1112 English as a Second Language**                      **2 Credit Hours**

A course in the development of speech skills, the pronunciation of English and English sentence patterns, some reading comprehension, and an understanding of American customs. A basic oral English class with emphasis on survival skills, it is open to all foreign students, regardless of age.

**Fulfills:** Developmental Course

**Prerequisite:** Student's statement that English is not her/his primary language, AND a Reading ASSET score below 38 and/or a Writing ASSET score below 40 and/or an Accuplacer Reading score below 67 and/or an Accuplacer sentence skills score below 69. There is no requirement that the student know any English before enrolling.

## **ENGL 1113 English Study Skills**                                      **1 Credit Hours**

The course is intended to meet the individual needs of the student who desires to improve his reading, increase his vocabulary, and sharpen his study skills in order to succeed in college. A variety of materials and techniques will be made available to the student to meet his or her needs. This course is designed so that anyone can benefit from it, but especially it will help those who are new to the college life or who seriously want to improve their skills. Frequent instructor-student conferences are held as the student progresses.

**Fulfills:** Developmental Course

## **ENGL 1120 English-Speak Other Languages**                      **3 Credit Hours**

This course provides beginning English language learners with an integrated English communication experience. Students will develop skills in speaking, listening, reading and writing. Areas of study and practice will include commonly-used sounds; essential academic and social vocabulary; simple sentence structure; simple paragraphing; conversation; reading aloud; and public speaking. The class will also help new international students with their adjustment to attending college in the United States by addressing cultural differences, coping skills, and study skills.

**Fulfills:** Developmental Course

**Prerequisite:** ESOL Accuplacer total score 121 - 240 or successful completion of Intro to English Language. Students in ESOL I must concurrently enroll in Academic Vocabulary, Sentence Structure, Conversation, and ESOL Lab unless the student scores above 120 in any of the subtests (Sentence, Listening, Language Use).

## **ENGL 1121 English Speakers Other Lang II**                      **3 Credit Hours**

In this intermediate-level course, students will work to improve their pronunciation, listening and reading comprehension, understanding of progressive and perfect verb tenses, public speaking effectiveness, sentence variety, and paragraph development.

**Fulfills:** Developmental Course

## **ENGL 1122 English Speakers Other LangIII**                      **3 Credit Hours**

In this higher level course, students will work toward greater fluency in Standard English. Areas of concentration will include accent reduction, vocabulary building, use of phrasal verbs, understanding of active and passive voice, and basic essay skills.

**Fulfills:** Developmental Course

## **ENGL 1125 ESOL Conversational English II**                      **1 Credit Hours**

A course in the development of speech skills, the pronunciation of English and English sentence patterns, and finding meaning in spoken English. Students will practice listening strategies to assist in comprehension, expand their vocabulary, and participate in small group discussions. Through a variety of practice activities, the student will learn to integrate English sounds, stress, rhythm, and intonation into clear, fluent speech. Students will be introduced to slang, idioms, and informal words and expressions as encountered in everyday conversation.

**Fulfills:** Developmental Course

## **ENGL 1126 ESOL Academic Vocabulary II**                      **1 Credit Hours**

A course designed to help the non-native speaker increase his/her knowledge of the form, meaning, use, and pronunciation of the most common academic vocabulary words used in textbooks and by instructors. Students will practice and review academic words in written and spoken exercises.

**Fulfills:** Developmental Course

## **ENGL 1127 ESOL Sentence Structure II**                              **1 Credit Hours**

A course designed to help the non-native speaker improve his/her writing skills in English. The student will study the parts of speech, grammar, subject/verb agreement, and the mechanics of English sentence structure.

**Fulfills:** Developmental Course

## **ENGL 1190 Basic English**    **3 Credit Hours**

This course includes individualized and group instruction in language. Emphasis is placed on basic techniques designed to elicit effective reading and writing skills appropriate for the college level. The course content ranges from developing vocabulary and improving spelling to structuring sentences.

**Fulfills:** Developmental Course

## **ENGL 1194 Intermediate English**                                      **3 Credit Hours**

This course, designed for students with special needs, concentrates on improving language and writing skills necessary for successful performance in all college courses and in most careers.

**Fulfills:** Developmental Course

**Prerequisite:** ENGL 1190 Basic English with a grade of C or better or ASSET Writing Skills score of at least 30 or ACT English score of at least 11 or SAT Verbal score of at least 270 or Accuplacer Writing Skills score of at least 40

## **ENGL 1199 Principles Grammar Form &Style**                      **3 Credit Hours**

Principles of Grammar, Form, and Style, ENGL 1199, includes a study of the parts of speech, phrases, clauses, sentence structure, and paragraph form. In this course, students should acquire and apply the basic skills, techniques, and attitudes necessary to compose college-level writing. This course is especially helpful for students who will be required to complete more advanced tasks in written communication at the business, professional, or college level - most immediately, in English Composition I or II.

# COURSE DESCRIPTIONS

## **ENGL 1200 Business English** 1 to 3 Credit Hours

This course stresses correct word usage, grammatical structure, punctuation and mechanics, and gives the students practice in writing various types of business communications. The course is recommended for business and career technical education students who need more experience in business English prior to their work experience.

**Fulfills:** Foundation Course AAS, Written Communication Reqrmt

**Prerequisite:** ENGL 1190 Basic English with a grade of C or better or ASSET Writing Skills score of at least 30 or ACT English score of at least 11 or SAT Verbal score of at least 270 or Accuplacer Writing Skills score of at least 40 or Work Ready Skills score of at least 4

## **ENGL 1204 English Composition I** 3 Credit Hours

An approach to purposeful writing stressing self-expression through written communication by logical presentation of ideas with emphasis on content, organization, and mechanics.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Written Communication Reqrmt

**Prerequisite:** (ENGL 1194 Intermediate English with a grade of C or better or ASSET Writing Skills score of at least 40 or ACT English score of at least 17 or SAT Verbal score of at least 360 or Accuplacer Writing Skills score of at least 69 or Compass Writing Skills score of at least 55) AND (READ 1109 Intermediate Reading with a grade of C or better or ASSET Reading Skills score of at least 40 or ACT Reading score of at least 18 or Accuplacer Reading Skills score of at least 69 or Compass Reading Skills score of at least 75) or ENGL 1122 English Speakers Other LangIII with a grade of C or better

## **ENGL 1205 Technical and Report Writing** 3 Credit Hours

The course involves the study of various composition techniques vital to a technical or professional writer. Structure, terminology, and types of reports are studied in depth.

**Fulfills:** Foundation Course AAS, AGS, Written Communication Reqrmt

## **ENGL 1206 English Composition II** 3 Credit Hours

This course builds on the skills mastered in the pre-requisite course and is a study of advanced problems in composition, emphasizing rhetorical and logical tools in argument development. A series of essays on controversial issues or problems, which lead to a final documented research essay, will train students both to interpret evidence well and to argue persuasively. The course will increase the student's ability to analyze and evaluate arguments and to express ideas clearly, concisely, logically and persuasively.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Written Communication Reqrmt

**Prerequisite:** ENGL 1204 English Composition I with a grade of C or better

## **ENGL 1209 English Composition I with Rev** 5 Credit Hours

An approach to purposeful writing stressing self-expression through written communication by logical presentation of ideas with emphasis on content, organization, and mechanics, while focusing on improving personal language and writing skills such as grammar, punctuation, and usage.

**Prerequisite:** (ENGL 1190 Basic English with a grade of C or better or ACT English score of at least 11 or SAT Verbal score of at least 270 or Accuplacer Writing Skills score of at least 40) AND (READ 1109 Intermediate Reading with a grade of C or better or ASSET Reading Skills score of at least 40 or ACT Reading score of at least 18 or Accuplacer Reading Skills score of at least 69)

## **ENGL 1216 Creative Writing** 3 Credit Hours

This introductory course focuses on writing short fiction, poetry, drama, and personal essay. It is designed to stimulate and direct creative written expression, to help the emerging creative writer to understand and apply various creative writing conventions and techniques in all four genres, and to foster group discussion and critique within a workshop setting.

**Fulfills:** Humanities Requirement

## **ENGL 1236 Technical Communications** 1 to 3 Credit Hours

This course is designed primarily for the student who needs training and practice in writing skills pertaining to his/her own field. It will involve familiarity with the journals, with research techniques, report and letter writing and basic mechanical skills.

**Fulfills:** Foundation Course AAS, Written Communication Reqrmt

**Prerequisite:** ENGL 1200 Business English with a grade of C or better or ENGL 1194 Intermediate English with a grade of C or better or ENGL 1199 Principles Grammar Form & Style with a grade of C or better or ENGL 1204 English Composition I with a grade of C or better or ASSET Writing Skills score of at least 40 or ACT English score of at least 17 or Accuplacer Writing Skills score of at least 69 or Compass Writing Skills score of at least 65

## **ENGL 2194 Intermediate English** 1 to 3 Credit Hours

This course, designed for students with special needs, concentrates on improving language and writing skills necessary for successful performance in all college courses and in most areas.

## **FAMILY & CONSUMER SCIENCE**

### **HOME 1501 Basic Nutrition** 1 to 3 Credit Hours

Fundamentals of nutrition, including food nutrients, their sources, and utilization through body processes will be studied. Also diets for special needs and food fads.

### **HOME 2592 Renovation & Remodeling** 1 to 3 Credit Hours

This course is designed to prevent the principle and applications of general building maintenance and repair following acceptable local, state, or federal guidelines or procedures.

# COURSE DESCRIPTIONS

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## FOREIGN LANGUAGE

### **LANG 1900 Elementary German I** 3 or 5 Credit Hours

An introductory course in general education designed to develop the skills needed to communicate in German at a basic level in everyday situations. Throughout the course, emphasis will be placed on discussion skills, such as speaking, listening, and using cultural background information. Reading and writing skills, as well as a thorough study of basic grammatical structures are also seen as essential to achieve the main objective of communication. Lab work, taped conversations, videos, and exercises accompanying the text reinforce classroom work. Supplementary materials to expand vocabulary and understanding of the German language cultures will be introduced at appropriate times.

**Fulfills:** Humanities Requirement

### **LANG 1901 Conversational German I** 3 Credit Hours

Practice in everyday conversational German with emphasis on phrases and vocabulary useful for travelers and development of oral/aural skills in conversation on cross-cultural topics.

**Fulfills:** Humanities Requirement

### **LANG 1902 Elementary German II** 5 Credit Hours

This is the second semester of German and is a continuation of Elementary German I. This course is designed to develop the skills needed to communicate in German at the basic level in everyday situations. Throughout the course, emphasis will be placed on discussion skills, such as speaking, listening and using cultural background information. Reading and writing skills, as well as a thorough study of basic grammatical structures, are also seen as essential to achieve the main objective of communication. Lab work, taped conversations and exercises accompanying the text reinforce classroom work. Supplementary materials to expand vocabulary and understanding of the German language cultures will be introduced at appropriate times.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1900 Elementary German I or 1 year of high school German or equivalent.

### **LANG 1903 Conversational German II** 3 Credit Hours

Continuation of Conversational German I. Further study of spoken German and characteristics based on written text, audio-cassettes, and video-tapes relating to contemporary life in German-speaking countries.

**Fulfills:** Humanities Requirement

### **LANG 1904 Intermediate German I** 3 Credit Hours

This course is a continuation of Elementary German II, using the same text.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1902 Elementary German II

### **LANG 1905 Intermediate German II** 3 Credit Hours

This course is a continuation of Intermediate German I, using the same text.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1904 Intermediate German I or 2-3 years of high school German or equivalent.

### **LANG 1908 Elementary Spanish I** 5 Credit Hours

An introductory course in Spanish in which four language skills are emphasized; initially listening and speaking, followed by reading and writing. Correct grammar, vocabulary, and pronunciation are stressed and mastered through exposure and practice in the language lab. Introduction to Hispanic culture and civilization through history, arts, literature, and cultural settings is included.

**Fulfills:** Humanities Requirement

### **LANG 1909 Conversational Spanish** 3 Credit Hours

The student will be exposed to some 1,000 high frequency words used in the Hispanic world including Mexico, all of South America, Cuba, and Spain. The student will be required to understand the Spanish thought processes and verbalize these thoughts. The student will be able to ask for the necessities of life if he or she were in an environment where Spanish was a necessary tool.

**Fulfills:** Humanities Requirement

### **LANG 1910 Elementary Spanish II** 5 Credit Hours

A second semester in Spanish. Reading and writing skills are emphasized with listening and speaking skills included. Pronunciation is stressed. Some Hispanic culture is presented.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1908 Elementary Spanish I or Spanish placement score of at least 370

### **LANG 1911 Spanish for Communication** 1 to 3 Credit Hours

A course designed for oral communication with a minimum of grammar and written instruction. Designed for two-year students in social work, agriculture, and business with individualized material for each area.

**Fulfills:** Humanities Requirement

### **LANG 1914 Elementary French I** 5 Credit Hours

An introductory course in French in which the four language skills are emphasized initially listening and speaking, followed by reading and writing. Correct grammar, vocabulary, and pronunciation are stressed and mastered through exposure and practice in the language lab. Introduction to French culture and civilization through history, arts, literature, and cultural settings is included.

**Fulfills:** Humanities Requirement

### **LANG 1915 Conversational French I** 3 Credit Hours

Practice in everyday conversational French with emphasis on phrases and vocabulary useful for travelers and development of oral/aural skills in conversation on cross-cultural topics.

# COURSE DESCRIPTIONS

## **LANG 1916 Elementary French II**

**5 Credit Hours**

This is a second semester of French and is a continuation of Elementary French I. There will be further study of grammar and pronunciation, and more emphasis on writing and speaking in everyday situation. French culture and civilization is included.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1914 Elementary French I

## **LANG 1925 Dir Ind Study/Foreign Language 1 to 3 Credit Hours**

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Fulfills:** Humanities Requirement

## **LANG 1933 Spanish for the Workplace**

**1 to 3 Credit Hours**

This course provides a study of workplace Spanish for non-Spanish-speaking employers and employees who need to enhance communication in the workplace, with both colleagues and customers. The curriculum utilizes phonetic encoding to address Spanish commands, questions, and phrases critical in the workplace.

## **LANG 2909 Conversational Spanish**

**1 to 3 Credit Hours**

The student will be exposed to some 1200 high frequency words used in the Hispanic world including Mexico, all of South America, Cuba and Spain. The student will be required to understand the Spanish thought processes and verbalize these thoughts. The student will be able to ask for the necessities of life if he or she were in an environment where Spanish was a necessary tool.

## **GEOGRAPHY**

### **GEOG 1819 World & Regional Geography**

**3 Credit Hours**

This course is designed as an introductory geographic survey arranged around the eight major regions: Anglo-American, Latin American, Europe, the former Soviet Union, The Middle East, The Pacific World, and Africa. Emphasis is placed on an analysis of the natural environment, cultural environment, population status, economic development, and potentials.

**Fulfills:** Social Science Requirement

## **GRAPHIC DESIGN**

### **GRPH 1000 Directed Ind-Study Graphic Des 1 to 3 Credit Hours**

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with multimedia technologies within vocational disciplines. Its purpose is to supplement existing courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff. A subject/topic associated with graphic design, selected by the student in consultation with the instructor, and to be researched extensively by reading and completing assignments, etc. (as detailed in the Independent Study Contract).

### **GRPH 1030 Web Page Design**

**3 Credit Hours**

This course is designed to build on the course material from the Information Superhighway and Web Site Construction courses. In this course the student will focus on design criteria used for the Internet. Student's will plan and develop well-designed web sites that combine effective navigation with balanced use of graphics, text, and color. The student will review design techniques by studying example pages and web sites and then apply the principles to their own work.

### **GRPH 1048 Multimedia Presentations**

**1 to 3 Credit Hours**

This course is designed to let the student experience multimedia technology. The student's ability to communicate information is directly related to their success as a professional. Multimedia can help them increase the effectiveness of presentations by incorporating text, graphics, sound, animation and video.

### **GRPH 1049 Web Site Construction**

**3 Credit Hours**

This course offers students the chance to explore current software and hardware used to construct web pages on the Internet. There will be a pronounced emphasis on information layout, forms, and JavaScripting. Students will be exposed to one or more popular web page layout applications, the use of which will save time and countless keystrokes in the coding process. The scripting component of this course will focus heavily on programming concepts rather than techniques, preparing the student for much heavier programming. Other Web related topics covered include: animation, frames, forms, CGIs, external media, plugins, and current technological trends in web page mastery.

### **GRPH 1054 Digital Image Editing**

**3 Credit Hours**

This course is for the individuals interested in exploration into the use of computer graphics as applied to the advertising and business communications industries. Concentration will be on the creation of digital images for use in printed publications, corporate identity and web pages for the Internet.

# COURSE DESCRIPTIONS

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## **GRPH 1055 Portfolio Development** 1 to 3 Credit Hours

This course is for individuals interested in developing a professional portfolio. The completed portfolio will be the student's record of goals, growth, achievement, and professional attributes developed during their course of study. The portfolio will monitor the student's professional growth throughout the student's career. As a part of the portfolio process, students will develop their personal resumes and go through an intense interview procedure.

## **GRPH 1056 Vector Image Development** 3 Credit Hours

This course is for individuals interested in learning the basics of vector image development. The course is computer based and focuses on how to communicate through design. Issues fundamental to layout, typography, and vector-based illustration will be covered, perfectly suited to any student who will be responsible for illustrations or graphics of any type. A leading drawing application software package will be utilized in this course. It includes transformations, trapping, continuous-tone images, perspective grids, three-dimensional drawings, and graphic tool.

## **GRPH 1062 Digital Image Editing II** 3 Credit Hours

This course is designed for students already proficient with basic applications in digital image editing who now want to significantly extend their skills and knowledge for color correction and image editing through a savvy use of alpha channels. The course provides a critical overview of advanced techniques, production strategies and creative workflow for reliable and efficient production. Students will learn to create bitmap images for use in publications, on the World Wide Web and for high quality reproduction in glossy publications.

**Prerequisite:** GRPH 1054 Digital Image Editing with a grade of D or better or BSTC 1054 with a grade of D or better Barton County Campus classes use Photoshop CS4

## **GRPH 1070 Portable Document Formatting** 3 Credit Hours

This course covers topics related to portable document formatting. Students will learn how to use software to convert documents from nearly any program to the Portable Document Format (PDF). Portable document formatting software is used to preserve the fonts, layout, colors, and graphics of any document, regardless of the program or platform used to create the document.

## **HAZARDOUS MATERIALS**

## **HZMT 1901 Motorcycle Safety for Beg Ride** 0 Credit Hours

This course covers the basic fundamentals for you to develop your capabilities to become a safe and responsible motorcyclist. It provides the opportunity for you to learn the physical and mental skills important for operating a motorcycle. In the classroom, you will learn ways to minimize risk and handle special riding situations as well as Kansas licensing laws and a traffic system review. During the riding portions of the course, you will be coached to develop the physical skills of basic control, then move on to more advanced skills such as quick stops, cornering, and swerving.

## **HZMT 1905 Environmental Sampling & Monit** 3 Credit Hours

This course introduces students to the basic concepts and technologies employed to properly sample and monitor various environmental media in a variety of settings. Course emphasis is given to both regulatory compliance and response operations. Topics include air, water, and soil sampling plans, equipment selection, sampling techniques, sample integrity, monitoring techniques, chain of custody, quality, and data interpretation.

## **HZMT 1907 ResourceConserv & RecoveryAct** 3 Credit Hours

This course provides an introduction to the Resource Conservation and Recovery Act (RCRA) with an emphasis on federal rulemaking, regulatory framework, and hazardous waste management. Topics include the Federal Register, Code of Federal Regulations, hazardous waste characterization, generator classifications, transporter responsibilities, treatment and disposal facilities, universal waste, standard and innovative remediation technologies, and contingency planning. Students will also explore and discuss related laws impacting hazardous waste management such as the Comprehensive Environmental Response and Liability Act (CERCLA) and the Emergency Planning and Community Right to know Act (EPCRA).

## **HZMT 1909 Clean Air & Water Quality Regs** 3 Credit Hours

This course provides a study of the laws and regulations associated with the protection of air and water. Topics and activities include the Clean Air Act Amendments (CAAA), Clean Water Act (CWA), air pollution control technologies, National Pollutant Discharge Elimination System (NPDES), and interpreting standards promulgated in the Code of Federal Regulations.

## **HZMT 1911 Emergency Resp to Chem Spills** 1 to 3 Credit Hours

This course provides students with an overview of the requirements of 29 CFR 1910.120 (g) for Emergency Responders (Spill Response Teams, Hazmat Teams, Fire Fighters, EMS, FEMA personnel or Policeman) who respond to chemical spills. Topics include levels of releases, emergency response plan, environmental spill response, incident command system, toxicology, chemical awareness, monitoring, personal protective equipment, safety, site control, types of decontamination, emergency spill containment procedures.

## **HZMT 1912 Industrial Hygiene/Toxicology** 1 to 3 Credit Hours

A review of the research done in determining the systematic health effects of exposures to chemicals. Determination of risk factors, routes of entry, control measures, and acute and chronic effects are discussed.

## **HZMT 1914 OSHA General Industry Regs** 1 to 3 Credit Hours

This course will train students on Occupational Safety and Health Act, (OSHA) regulations pertaining to General Industry standards that are set forth in the Code of Federal Regulations 29, parts 1910, 1903 and 1904.

# COURSE DESCRIPTIONS

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## **HZMT 1917 Dept. of Transportation Regs 1 to 3 Credit Hours**

This course provides a detailed study of the U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials, prepare shipping papers, inspection of packaging and label determination. Emphasis will be placed on interpretation of regulations used in the transportation and storage of hazardous materials.

## **HZMT 1919 Haz Waste Oper & Emer Response 1 to 3 Credit Hours**

This course provides students with an overview of the requirements of 29 CFR 1910.120 for occupational health and safety workers who respond to hazardous waste and chemical spills. Topics include toxicology, chemical awareness, monitoring, personal protective equipment, safety, confined space entry, incident command, site control, medical surveillance, decontamination, safe work practices and emergency procedures.

## **HZMT 1925 OSHA Construct Industry Regs 2 to 3 Credit Hours**

This course will train students on Occupational Safety and Health Act, (OSHA) regulations pertaining to construction standards that are set forth in the Code of Federal Regulations 29, part 1926.

## **HZMT 1934 ISO 14000 Environmental Mgmt 3 Credit Hours**

This course will concentrate on general environmental management systems and tools, which comprise the scope of ISO 14000, the voluntary international standard for environmental management systems. Students will explore specific requirements for environmental management systems, to enable an organization to formulate policies and objectives, which minimize the impact of its operation on the environment. Examples of environmental management systems that will be reviewed include policies, organizational systems, management, planning, operational procedures, effect and regulatory identification procedures, objectives, targets, vendor controls, auditing, record keeping and many others. Students will be given practical exercises requiring application and critical thinking to add structure and perspective to their learning process.

## **HZMT 1938 Comp Aid Mgmt of Em OP (CAMEO) 1 to 3 Credit Hours**

This course is designed as an introduction to the basic skills and techniques required to effectively employ Emergency Management Operations software. Students will learn to develop, access, store, integrate, and manage critical data, using a suite of software designed to assist in planning and responding to hazardous chemicals/materials incidents. Students will employ CAMEO to access, store, and evaluate information critical for developing emergency plans. CAMEO integrates a chemical database and a method to manage the data, an air dispersion model, along with mapping capability. Students will be given a broad overview, with extensive practical exercises requiring application and critical thinking to add structure and perspective to their learning process.

## **HZMT 1940 Introduction Ergonomics 3 Credit Hours**

This course provides the student the fundamental knowledge about human structure, behavior, and common work practices. Knowledge gained in class will enable the student to evaluate work systems and recommend changes that will reduce work related musculoskeletal disorders (MSD) and other workplace ergonomics related injuries.

## **HZMT 1950 Characteristics of Haz Mat 3 Credit Hours**

This course focuses on the basic concepts needed by first responders, emergency operations personnel, industry, and law enforcement to evaluate the potential hazards and behaviors of materials considered hazardous. It examines the reasons for the chemical behavior of hazardous materials and is designed to improve decision-making in safety operations, handling, entrance protection, mitigation, and decontamination procedures. Units of the course include the Periodic Table, chemical and physical aspects of chemical compounds and how these properties affect emergency incidents, salts, non-salts, the hydrocarbon family, hydrocarbon derivatives, and physical process of combustion.

## **HZMT 1975 Recertification for HAZWOPER 0 Credit Hours**

This course provides students with eight hours of refresher training requirements of 29 CFR 1910.120(e)(8) for occupational health and safety workers who respond to hazardous waste and chemical spills. Topics include toxicology, chemical awareness, monitoring, personal protective equipment, safety, confined space entry, incident command, site control, medical surveillance, decontamination, safe work practices and emergency procedures. Training also may include any critique of incidents that have occurred in the past year that can serve as training examples of related work, and other relevant topics.

## **HZMT 1977 IATA Dangerous Goods Regs 3 Credit Hours**

This course provides a detailed review and familiarization of how to prepare dangerous goods for commercial airlift in accordance with the IATA Dangerous Goods Regulation. Topics include identifying the dangerous goods that can be transported on a commercial aircraft, identify the different restrictions and variations for air carriers and host nations, preparing shipping documents, selecting appropriate containment devices and recognizing their immediate limitations, and selecting the correct markings and labels that are used to communicate the hazard(s) of the items.

## **HZMT 1978 GIS for Emergency Operations 3 Credit Hours**

This course serves as an introduction to Geographic Information Systems and their application in Emergency Operations. The basic concepts of geography, cartography and Global Positioning Systems will be covered, along with the basic components and capabilities of a geographic information system. Students will learn about the fundamental types of GIS analysis and applications, focusing on those used in Emergency Operations.

# COURSE DESCRIPTIONS

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## **HZMT 1979 Continuity Operations Planning 3 Credit Hours**

This course provides a brief overview of continuity of operations planning, including its definition, the legal basis for continuity planning, the Continuity Program Management Cycle, and the essential elements of a viable continuity program. The course covers program requirements, elements and support requirements and describes the roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program.

### HEALTH

## **HLTH 1247 Lifetime Fitness and Wellness 1 to 3 Credit Hours**

This course will develop those basic fitness and wellness skills and behaviors necessary for lifelong health, fitness, and well-being. Lecture sessions will cover how to develop a personal lifetime program that promotes fitness, preventive health care, and personal wellness. Through supervised circuit training and other exercise activities, students will evaluate and develop their muscle tone, cardiovascular endurance, flexibility, and body composition.

**Fulfills:** Physical Education Requirement

## **HLTH 1248 Personal & Community Health 3 Credit Hours**

The purpose of this course is to provide a personal appreciation, understanding, and awareness for good health and well being by analyzing the causes and effects of major health problems in our society today.

**Fulfills:** PE/Health Course, Physical Education Requirement

## **HLTH 2247 Lifetime Fitness and Wellness 2 Credit Hours**

This course will develop those basic fitness and wellness skills and behaviors necessary for lifelong health, fitness, and well-being. Lecture sessions will cover how to develop a personal lifetime program that promotes fitness, preventive health care, and personal wellness. Through supervised circuit training and other exercise activities, students will evaluate and develop their muscle tone, cardiovascular endurance, flexibility, and body composition.

**Fulfills:** Physical Education Requirement

### HISTORY

## **HIST 1400 American History to 1877 3 Credit Hours**

The history of America will be examined from the early arrival of the colonists through the American Civil War and its reconstruction period. Political, social, economic, cultural, and religious forces that have shaped American History will be studied. The course provides a foundation for understanding the basics of American History.

**Fulfills:** Humanities Requirement

## **HIST 1401 American History 1865 to Pres 3 Credit Hours**

This course will examine the major developments of U.S. history since the end of the Civil War to the present. Important individual events will be examined in order to get an overall picture of our American history during this period. Special attention will be given to reconstruction after the Civil War, the Great Depression of the 1930's and the impact of World War II and other events that took place and played a highly significant role in our history. Students will be asked to describe at least one important thing they learned from each chapter and to critically analyze the impact this had on the U.S.

**Fulfills:** Humanities Requirement

## **HIST 1402 American History 1877-Present 1 to 3 Credit Hours**

American History 1877-Present is a study of social, economic, and political developments in American society from the end of the Civil War reconstruction (1877) to the present.

**Fulfills:** Humanities Requirement

## **HIST 1403 American History to 1865 3 Credit Hours**

The topics of particular focus of this course include the Age of Discovery and European expansion, the temper of European-Indigenous American "first contact", early Colonial wars and culture, the growth of the Anglo-American rift, and the American Revolution. The course examines the failures of the early Confederation, America's struggle to establish a constitutional republic, the challenges of our first four Executive administrations, Jacksonian Democracy and the transformation of America's 19th century socio-political landscape, and an analysis of America's bloody Civil War.

**Fulfills:** Humanities Requirement

## **HIST 1404 American West 3 Credit Hours**

This course provides students with an excellent study of the significance of the West in American History. Students will gain a broad understanding of the events that occurred which shaped the development of the West.

**Fulfills:** Humanities Requirement

## **HIST 1406 History of Kansas 1 to 3 Credit Hours**

A survey of the exploration, settlement, and development of Kansas with special emphasis upon early history.

**Fulfills:** Humanities Requirement

## **HIST 1408 Western Civilization to 1500 3 Credit Hours**

It is the intent of the course to introduce students to the broad sweep of Western civilization. The course is focuses on examining Western heritage from the historical perspective. The class will examine social history as a core element, but extensive attention is given to economic, political, cultural, and intellectual developments.

**Fulfills:** Humanities Requirement



# COURSE DESCRIPTIONS

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**HIST 1409 Hist & Phil Western cul to1500 3 Credit Hours**

This course focuses upon reading and discussing a select group of important writings and ideas that left an imprint on the intellectual and cultural development of the Western world. History and Philosophy of Western Culture to 1500 includes readings from the ancient, medieval, and early modern periods.

**HIST 1410 Western Civilization 1500-Pres 3 Credit Hours**

This course is a continuation of HIST 1408 Western Civilization to 1500. HIST 1410 will cover Western Civilization from 1500 to the present. It is the intent of the course to introduce students to the broad sweep of Western civilization. The course is focused on examining Western heritage from the historical perspective. The class will examine social history as a core element, but extensive attention is given to economic, political, cultural, and intellectual developments.

**Fulfills:** Humanities Requirement

**HIST 1411 Hist&Phil West Cul 1500 - Pres 3 Credit Hours**

This course focuses upon reading and discussing a select group of important writings and ideas that left an imprint on the intellectual and cultural development of the Western world. History and Philosophy of Western Culture 1500- Present includes readings from the modern periods.

**HIST 1413 West Civ 1500-Present Honors 3 Credit Hours**

This course is a continuation of HIST 1408 Western Civilization to 1500. HIST 1410 will cover Western Civilization from 1500 to the present. It is the intent of the course to introduce students to the broad sweep of Western civilization. The course is focused on examining Western heritage from the historical perspective. The class will examine social history as a core element, but extensive attention is given to economic, political, cultural, and intellectual developments.

**HIST 1416 American Military History 3 Credit Hours**

This course is designed to present a balanced history of the Army from its beginnings through the post Vietnam era, with appropriate attention to peacetime as well as wartime achievements.

**Fulfills:** Humanities Requirement

**HIST 1425 Women & The American Experience 3 Credit Hours**

This course is an introduction to the history of women in America. The primary focus is that of the experience of American women in the areas of family life, economic life, and public life. Special attention will be given to the diversity of class, race, and region. Topics are covered which give women's history its distinctive character.

**Fulfills:** Humanities Requirement

**HIST 1440 Seminar in History 1 Credit Hours**

Seminar in History is a structured learning experience offered as an extension to the regular history curriculum. The seminar will allow students to study specific time periods and major events in history.

**HIST 1450 History of World Civ to 1500 3 Credit Hours**

It is the intent of this course to introduce students to the broad sweep of world civilizations. The course is focused on examining heritage of world civilizations from the historical perspective. The class will examine the history of world civilizations from social, economic, political, cultural, and intellectual perspectives.

**Fulfills:** Humanities Requirement

**HIST 1452 History of World Civ 1500-Pres 3 Credit Hours**

This course will cover world civilizations from 1500 to the present. It is the intent of the course to introduce students to the broad sweep of western civilizations. The course is focused on examining heritage of world civilizations from the historical perspective. The class will examine the history of world civilizations from social, economic, political, cultural, and intellectual perspectives.

**Fulfills:** Humanities Requirement

**HIST 1460 Military Hist/Amer Revolution 3 Credit Hours**

This course presents the military history of the American Revolution through the detailed examination of the strategy, operations, battles, and leadership of the war.

**Fulfills:** Humanities Requirement

**HIST 1461 Military Hist/Amer Civil War 3 Credit Hours**

This course presents the military history of the American Civil War. While such topics as the cause of the war and the relative strengths and weaknesses of the North and South will be addressed, the focus of the course will be the major campaigns and battles of the Civil War. Campaign/battle studies will not consist merely of an examination of the events of the campaign/battle. They will include that of the course, but also a great deal more. In addition they will include discussions of the events that precipitated each campaign/battle; examinations of the strategy, tactics, and leadership of the belligerents; and evaluations of the result of the battle on the belligerents.

**Fulfills:** Humanities Requirement

**HIST 1462 Military Hist/First World War 3 Credit Hours**

This course presents the military history of World War I. As background for the war, this course will first examine the political, diplomatic, economic, and military events from 1914 to 1919 that led to the war. The course will then cover the major campaigns and battles in all the major theaters of the war. The campaign/battle studies will not consist merely of an examination of the events of each campaign/battle, but will also examine the political, diplomatic, economic, and strategic context in which they occurred. Thus, the campaign/battle studies will address the events that precipitated each campaign/ battle; the strategy, tactics, and leadership of the belligerents; and the result of the battle of the outcome of the war.

**Fulfills:** Humanities Requirement

# COURSE DESCRIPTIONS

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## **HIST 1463 Military Hist/Second World War** 3 Credit Hours

This course presents the military history of World War II. As background for the war, this course will first examine the political, diplomatic, economic, and military events from 1919 to 1941 that led to war in both the Pacific and European Theaters. The course will then concentrate on the military, naval, and air campaigns and battles from 1941 to 1945. This portion of the course will cover the major campaigns and battles in all the major theaters of the war. The campaign/battle studies will not consist merely of an examination of the events of each campaign/battle. The studies will also examine the political, diplomatic, economic, and strategic context in which they occurred. Thus, the campaign/battle studies will address the events that precipitated each campaign/battle; the strategy, tactics, and leadership of the belligerents; and the result of the battle on the outcome of the war.

**Fulfills:** Humanities Requirement

## **HIST 1465 Military Hist/Vietnam War** 3 Credit Hours

This course presents the history of the Vietnam War. As background for the war, this course will first examine the political, diplomatic, economic and military events from 1914 that led to the development of Vietnamese Nationalism and the American commitment to the war. The course will then cover the escalation of the war through the various American administrations. Military strategy will be discussed along with the political, diplomatic and economic context in which it occurred. The anti-war movement, public opinion, literature and the media and the war will be discussed. Finally the peace accords, which may or may not have worked from this conflict, will be studied along with a look at the consequences of the conflict and the lessons learned.

**Fulfills:** Humanities Requirement

## **HIST 1475 Hist of Amer Intell Community** 3 Credit Hours

This course serves as a survey of the United States intelligence community from World War Two to present. The course will focus on key periods in the development of the modern US intelligence community, (1) the post-World War Two reorganization, (2) the post-Cold War period, and (3) the post-9/11 reforms.

**Fulfills:** Humanities Requirement

## **HIST 2440 Seminar in History** 1 Credit Hours

## **JOURNALISM**

### **JOUR 1204 Introduction to Broadcasting** 3 Credit Hours

This is an introductory course in broadcasting. It examines the tools, techniques and applications necessary in today's age of broadcasting.

**Fulfills:** Humanities Requirement

### **JOUR 1210 Broadcasting Practicum** 1 to 3 Credit Hours

A course in which interested student journalists will learn about broadcast journalism through on-the-job reporter training at a local or area television station. RESTRICTION: Consent of Instructor.

**Prerequisite:** Enrollment by consent of Instructor.

### **JOUR 1700 Intro to Mass Media** 3 Credit Hours

This course is designed to look at the media from a structural and descriptive point of view. It will examine the eight major media including newspaper, television, and radio, books, magazines, movies, recorded music and the Internet and will show their role in our society.

**Fulfills:** Humanities Requirement

### **JOUR 1701 Journalism I** 3 Credit Hours

This course is designed to acquaint the student with the basic elements of design (photos, headlines and text). Students will learn how to create charts, maps and diagrams; design attractive photo spreads; add effective sidebars to complex stories; create page designs; develop leads for stories; and meet deadlines.

### **JOUR 1703 Dir Ind Study/Journalism** 1 to 3 Credit Hours

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Fulfills:** Humanities Requirement

### **JOUR 1704 Beginning Reporting** 3 Credit Hours

The basic journalistic writing course will cover news writing for all branches of the news media with emphasis on newspapers. It will emphasize gathering and writing actual news stories from campus and community resources.

**Fulfills:** Humanities Requirement

### **JOUR 1705 Advanced Reporting** 3 Credit Hours

The advanced journalistic writing course will cover various aspects of writing including news, news features, features, investigative reporting, editorials, and columns with an emphasis on newspapers. It will emphasize gathering and writing actual news stories from campus and community resources. Selected class assignments will appear in the Interrobang student newspaper.

**Prerequisite:** JOUR 1704 Beginning Reporting with a grade of C or better

### **JOUR 1708 Newspaper Production I** 1 to 3 Credit Hours

Students will learn how to manipulate the basic elements of design (photos, headlines and text); create charts, maps and diagrams; design attractive photo spreads; add effective, appealing sidebars to complex stories; create lively, engaging feature page designs; develop leads for stories, and meet deadlines.

# COURSE DESCRIPTIONS

## **JOUR 1709 Newspaper Production II** 1 to 3 Credit Hours

In this advanced course, students will build on the basic information acquired in Newspaper Production I. Additional time will be spent on advertising as well as more intense focus on page layout and design.

**Prerequisite:** JOUR 1708 Newspaper Production I or concurrent enrollment in JOUR 1708 Newspaper Production I

## **JOUR 1710 Performance Thesis-Yearbook** 3 Credit Hours

In this course, the college yearbook will be created. The creativity of the student will be stressed and will be implemented by the faculty advisor working in cooperation with a representative from a commercial yearbook firm.

**Prerequisite:** Enrollment by consent of instructor.

## **JOUR 1711 Journalism II** 3 Credit Hours

This course is designed to acquaint the student with the basic elements of design (photos, headlines and text). Students will learn how to create charts, maps and diagrams; design attractive photo spreads; add effective sidebars to complex stories; create page designs; develop leads for stories; and meet deadlines. Students are expected to demonstrate advanced skills and assume leadership responsibility in the production of news for the student news website.

**Prerequisite:** JOUR 1701 Journalism I

## **LEADERSHIP**

### **LEAD 1000 Intro to Leadership Concepts** 3 Credit Hours

This course studies leadership styles, skills, roles, and functions of leaders of organizations. Students will gain a broad understanding of the history and origins of leadership, theoretical approaches to leadership, and ethical issues facing contemporary leaders. Students will also develop a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. This program integrates readings from the humanities, classic works of literature, contemporary multicultural writings, and experiential learning exercises with readings and discussions of traditional leadership theories.

**Fulfills:** Humanities Requirement

### **LEAD 1002 Leadership & Mgmt Seminar I** 3 Credit Hours

This course is a leadership and management Seminar/Workshop. It is designed to enhance the productivity and effectiveness of the civilian management team on Fort Riley Kansas. The workshop seminars content was designed under the guidance of the Fort Riley Garrison Staff and is tailored to specific needs of the installation. The Leadership & Management Seminars are designed to target three specific skill sets as articulated by the current needs of the Fort Riley Garrison. This course is taught by a team of instructors and incorporates subject matter guest speakers from the Fort Riley Garrison. The seminars are offered in levels I, II, and III.

### **LEAD 1003 Leadership & Mgmt Seminar II** 3 Credit Hours

This course is a leadership and management Seminar/Workshop. It is designed to enhance the productivity and effectiveness of the civilian management team on Fort Riley Kansas. The workshop seminars content was designed under the guidance of the Fort Riley Garrison Staff and is tailored to the specific needs of the installation. The Leadership & Management Seminars are designed to target three specific skill sets as articulated by the current needs of the Fort Riley Garrison. This course is taught by a team of instructors and incorporates subject matter guest speakers from the Fort Riley Garrison. The seminars are offered in levels I, II, and III.

### **LEAD 1004 Leadership & Mgmt Seminar III** 3 Credit Hours

This course is a leadership and management seminar/workshop. It is designed to enhance the productivity and effectiveness of the civilian management team on Fort Riley Kansas. The workshop seminars content was designed under the guidance of the Fort Riley Garrison Staff and is tailored to specific needs of the installation. The Leadership & Management Seminars are designed to target three specific skill sets as articulated by the current needs of the Fort Riley Garrison. This course is taught by a team of instructors and incorporates subject matter guest speakers from the Fort Riley Garrison. The seminars are offered in levels I, II, and III.

### **LEAD 1005 Noncomm Officer Eval Report** 1 Credit Hours

Provide students with the knowledge and understanding of the Noncommissioned Officer (NCO) Evaluation Report process. The course will discuss the preparation and completion of the evaluation report, and its importance for Department of the Army centralized selection boards.

### **LEAD 1006 Army Eval Rep Sys Couns Proc** 1 Credit Hours

Provide students with the knowledge and understanding of the Army Evaluation Reporting System counseling process. The course will discuss the Noncommissioned Officer (NCO) counseling support form and the counseling process to facilitate student's performance and professional development. The course also discusses counseling session preparation and the basic components of a counseling session.

### **LEAD 1007 Eff Military Writ & Corres Sem** 1 Credit Hours

This course is designed to enhance the productivity and effectiveness of the service members and civilian workforce at Fort Riley, Kansas. The workshop seminars content was designed to provide students with the knowledge and understanding of military writing and communication form and style. The course will discuss the Army's communication standards and defines writing style. The course is tailored to specific needs of the installation.

# COURSE DESCRIPTIONS

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## LIBRARY SCIENCES

### **LIBR 1106 Intro to Research Skills** 1 Credit Hours

The student will learn ways to search for information more efficiently and use the information more effectively. This course will benefit students in any course in English, History, the Humanities or the Social Sciences which requires research.

## LIFE SCIENCES

### **LIFE 1402 Principles of Biology** 0 to 5 Credit Hours

The course introduces the student to the unifying principles common to all levels of biological organization. Emphasis is at the cellular, organism and population levels with inquiry into the nature of scientific investigation. This course is designed to provide students with a biological frame of reference in a liberal education as well as for students selecting additional courses in the department of biology.

**Fulfills:** Laboratory Course, Natural Science Requirement

### **LIFE 1406 Principles of Botany** 0 or 5 Credit Hours

This course focuses on the evolution, anatomy, and physiology of plants, and the vital roles they play in both the environment and in our lives. Students will gain an understanding of the unique cellular make up, morphology and function of plant tissues, as well as the metabolism, genetics, evolution, life cycles, classification, ecology, and economic importance of the plant kingdom and plant-related species. This course is intended primarily for students majoring in botany-related areas, such as Biology, Zoology, Wildlife Science, Forestry, Horticulture, Natural Resource Management, and similar fields of study.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology

### **LIFE 1407 Anatomy & Physiology I** 0 or 4 Credit Hours

The aim of this course is to provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and a basic knowledge of gross anatomy. Laboratory work will include a study of the major body systems. This course is the first in a series of two.

**Fulfills:** Laboratory Course, Natural Science Requirement

### **LIFE 1408 Anatomy & Physiology** 0 to 5 Credit Hours

The aim of this course is to provide the student with a knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and a basic knowledge of gross anatomy. Laboratory work will include a study of the major body systems.

**Fulfills:** Laboratory Course, Natural Science Requirement

### **LIFE 1409 Anatomy & Physiology II** 0 or 4 Credit Hours

The aim of this course is to provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and basic knowledge of gross anatomy. Laboratory work will include a study of the major body systems. This course is the first in a series of two.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** LIFE 1407 Anatomy & Physiology I with a grade of C or better

### **LIFE 1410 Principles of Zoology** 0 or 5 Credit Hours

This course is designed to introduce the student to the fundamental concepts and principles of animal biology and to be aware of the relationship of these principles to man. Laboratory study of animals, representing the gross and microscopic anatomy, physiology, classification, and ecology will be included. The approach will be from the single cell to the complex organism.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology with a grade of C or better

### **LIFE 1411 Anat/Physiol-PreHospit Provide** 4 Credit Hours

This course will provide the student with a working knowledge of the structure and function of the human body. Emphasis is on the study of function in the body and a basic knowledge of gross anatomy. All concepts in this course will then also be related to the sick and injured patients commonly seen in the pre-hospital emergency environment. Prerequisite: Consent of Instructor

**Fulfills:** Natural Science Requirement, Non-Laboratory Course, Natural Science checkw/advisor

**Prerequisite:** Enrollment by consent of instructor.

### **LIFE 1412 Principles of Microbiology** 0 or 5 Credit Hours

Microbiology is the study of microorganisms and their role in the world around us. This course includes a study of bacteria in relation to their physiology, morphology, taxonomy, life cycles, and economic influences. The students will acquire skills in performing lab techniques involved in the culturing and studying of microorganisms. The course is designed to meet the requirements of those interested in biology and allied health programs.

**Fulfills:** Laboratory Course, Natural Science Requirement

### **LIFE 1413 Environmental Science** 3 Credit Hours

A study of current environmental conditions, issues, and problems. Students will study the different types of ecosystems, the use and availability of natural resources, population dynamics, and environmental risks. Students will also explore possible solutions to such environmental issues as global warming, acid rain, extinction of species, and energy waste by examining current scientific and political thought.

**Fulfills:** Laboratory Course, Natural Science Requirement, Non-Laboratory Course

# COURSE DESCRIPTIONS

## **LIFE 1414 Environmental Science Lab** 2 Credit Hours

This course covers lab procedures that are commonly used to determine the quality of our environment. Students will perform quantitative and qualitative experiments on air, water, food, and soil to determine environmental quality.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** LIFE 1413 Environmental Science or concurrent enrollment in LIFE 1413 Environmental Science

## **LIFE 1422 Pathophysiology** 4 Credit Hours

This course is an introduction to the basic concepts of pathophysiology. Students will examine the phenomena that produce alterations in human physiologic function and the resulting human response. Upon completion of the course, students will understand pathophysiological changes, including how pathological processes are manifested, progress in the body, and the primary and secondary effects of these changes.

## **LIFE 1425 Residential Energy Efficiency** 3 Credit Hours

This course is designed to provide the student with information on the principles, methods and materials that have proven to be effective in improving the energy efficiency of residential buildings. All necessary components of effective use of energy in residential buildings will be covered.

**Fulfills:** Natural Science Requirement, Non-Laboratory Course

## **LIFE 1426 Renewable Energy Sources** 3 Credit Hours

This course provides a comprehensive overview of renewable energies, including solar energy, wind power, hydropower, biomass, and alternative fuels. Students will be taught the principles of basic solar design, solar hot water, pool and space heating and solar cooling. Students will learn how to assess the viability of wind power, hydropower or biomass system for a given location. Students will also learn about impact of government regulations on the use of renewable and fossil fuel energies. Students will analyze these renewable energy systems and will calculate savings factors; backup energy needs, financing options, and economic analyses.

**Fulfills:** Natural Science Requirement, Non-Laboratory Course

## LITERATURE

### **LITR 1210 Intro to Literature** 3 Credit Hours

This course is designed to develop greater appreciation of literature through the study of selected short stories, novels, poetry and drama, allowing for the exploration of abstract ideas not readily accessible through other means. As such, literary selections will be used as a vehicle to examine universal themes basic to the human condition and to investigate these themes as they relate to life experiences. Students will gain an understanding of literary concepts so that they will be able to interpret, analyze, and critically evaluate selections from each genre.

**Fulfills:** Humanities Requirement

### **LITR 1212 The Short Story** 3 Credit Hours

A careful examination of numerous short stories, for interest and artistic excellence. The purposes of this course are to increase the student's pleasure and sensitivity in short literature, to waken interest in materials and forms of fictions, and to increase understanding of the problems of life.

**Fulfills:** Humanities Requirement

### **LITR 1214 The Novel** 3 Credit Hours

Designed to carefully examine world novels, to uncover each work's unsuspected delights. To instill understanding of why the student likes what he likes, how to appreciate style and technique and how to read with more enjoyment.

### **LITR 1215 World Literature** 3 Credit Hours

This course is a study of literature from several countries and regions, by diverse authors, and of a variety of literary types. The literature will be used as a vehicle to examine universal themes basic to the human condition, to investigate the breadth of human diversity, and to increase awareness of human values, attitudes, and behavior throughout the world.

**Fulfills:** Humanities Requirement

### **LITR 1216 American Literature I** 3 Credit Hours

American Literature 1 a survey of American writing from pre-colonial to 1865, with emphasis on the major writers and movements.

### **LITR 1228 Introduction to Drama** 3 Credit Hours

A study of the development of drama as literature.

### **LITR 1234 Shakespeare** 3 Credit Hours

A study of the works of William Shakespeare, including selected comedies, tragedies, romances, histories, and poetry. Attention is given to Shakespeare's historical and literary significance.

### **LITR 1235 Great Books Program** 1 to 3 Credit Hours

Emphasis will foster self-education of adults through reading and group discussion of books, dealing with issues basic to mankind.

## MANUFACTURING SKILLS

### **MSCT 1100 Employability Skills** 1 Credit Hours

This course prepares students for future employment by providing them with the information and skills to obtain a job and be successful on the job.

### **MSCT 1101 Occupational Safety & Health** 1 Credit Hours

This course provides students with an understanding of current safety regulations, established safety practices, hazard recognition and the impact of behavior and environment on injury prevention.

# COURSE DESCRIPTIONS

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## **MSCT 1102 Prec Meas & Quality Control** 2 Credit Hours

This course provides the study of basic measuring tools used in manufacturing today. This course will provide the student with proficiency through using and reading basic measuring devices.

## **MSCT 1103 Blueprint Reading GD & T** 2 Credit Hours

This course provides the study of basic blue print reading and reading of engineering drawings. This course will develop the student's ability to locate and interpret dimensions in engineering.

## **MSCT 1104 Applied Shop Mathematics I** 2 Credit Hours

This course provides the study of basic math calculations of whole numbers, fractions, decimals, inch/millimeter conversions, calculating X-R values and calculating percentages.

## **MATHEMATICS**

## **MATH 1798 Jump Math** 2 Credit Hours

To provide the opportunity for students to master math skills that they need to have to be successful in their chosen academic/career goals.

**Fulfills:** Developmental Course

**Prerequisite:** ACT Math score of at least 20 or SAT Mathematics score of at least 450 or Accuplacer Arithmetic Skills score of at least 120

## **MATH 1805 Basic Math Skills** 1 Credit Hours

Topics cover basic math skills.

**Fulfills:** Developmental Course

## **MATH 1806 Technical Mathematics** 1 to 3 Credit Hours

This course covers the mathematics needed by students enrolled in technical or trade programs. The emphasis will be on application in solving problems encountered in vocational fields; the student will be exposed to a broad coverage of arithmetic, algebra, geometry and basic statistics. The metric system and measurement techniques will also be covered.

**Fulfills:** Foundation Course AAS,AGS, Mathematics Requirement

**Prerequisite:** MATH 1809 Basic Applied Mathematics with a grade of C or better OR having passed Module 4 in College Preparatory Mathematics OR an appropriate placement score.

## **MATH 1807 Math Learning Strategies** 1 to 2 Credit Hours

This course addresses feelings and attitudes, which may block mathematics learning and offers strategies and techniques designed to overcome these feelings. The course also teaches thinking and study skills specifically geared toward the learning of mathematics, which includes problem solving, test taking, and cognitive skills.

**Fulfills:** Developmental Course

## **MATH 1809 Basic Applied Mathematics** 3 Credit Hours

This course is for the college student whose grasp of basic arithmetic skills is currently weak or marginal. Competency at the college level in addition, subtraction, multiplication and division of integers, decimals and fractions as well as ratio and percent will be emphasized. Many of the problems in the course notes will be applied to real world topics.

**Fulfills:** Developmental Course

## **MATH 1811 Preparatory Mathematics** 2 Credit Hours

This course is designed as a review for arithmetic fundamentals. Topics to be covered include addition, subtraction, multiplication, division, fractions, decimals, and percents.

**Fulfills:** Developmental Course

**Prerequisite:** MATH 1805 Basic Math Skills with a grade of C or better or ASSET Numerical Skills score of at least 33 or ACT Math score of at least 14 or SAT Mathematics score of at least 370 or Accuplacer Arithmetic Skills score of at least 35

## **MATH 1813 College Preparatory Math I** 3 Credit Hours

To provide the opportunity for students to master math skills that they need to have to be successful in their chosen academic/career goals.

**Fulfills:** Developmental Course

**Prerequisite:** ACT Math score of at least 20 or SAT Mathematics score of at least 450 or Accuplacer Arithmetic Skills score of at least 120

## **MATH 1814 Statistics** 1 Credit Hours

A general and brief introduction to statistics including measures of central tendency, variability, the normal curve and confidence intervals. Hypothesis testing and statistical inference are also included.

## **MATH 1815 College Preparatory Math II** 3 Credit Hours

To provide the opportunity for students to master math skills that they need to have to be successful in their chosen academic/career goals.

**Fulfills:** Developmental Course

**Prerequisite:** MATH 1813 College Preparatory Math I with a grade of C or better

## **MATH 1817 College Preparatory Math III** 3 Credit Hours

To provide the opportunity for students to master math skills that they need to have to be successful in their chosen academic/career goals.

**Fulfills:** Developmental Course

**Prerequisite:** MATH 1815 College Preparatory Math II with a grade of C or better

## **MATH 1819 Business Mathematics** 3 Credit Hours

This course deals with fundamental mathematical concepts useful for business decision making. Students will learn the mathematics involved in discounts, markups and markdowns, banking, simple and compound interest, annuities, payroll, inventory and depreciation.

**Fulfills:** Foundation Course AAS,AGS, Mathematics Requirement

**Prerequisite:** MATH 1809 Basic Applied Mathematics with a grade of C or better OR having passed Module 4 in College Preparatory Mathematics OR an appropriate placement score.

# COURSE DESCRIPTIONS

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## **MATH 1821 Basic Algebra**

**3 Credit Hours**

Topics cover fundamental algebraic operations, factoring, algebraic fractions, linear and quadratic equations, exponents and radicals.

**Fulfills:** Developmental Course

**Prerequisite:** MATH 1809 Basic Applied Mathematics with a grade of C or better or MATH 1811 Preparatory Mathematics with a grade of C or better or ASSET Numerical Skills score of at least 40 or ACT Math score of at least 17 or SAT Mathematics score of at least 400 or Accuplacer Arithmetic Skills score of at least 70 or Compass Numerical/Pre-Algebra score of at least 22

## **MATH 1824 Intermediate Algebra**

**3 Credit Hours**

Topics include properties of real numbers, linear and quadratic equations, equations of lines, operations on polynomials and factoring, operations on rational expressions, functions, graphs of linear and quadratic functions, complex numbers, integer and rational exponents, radicals, systems of linear equations, and linear and quadratic inequalities.

**Fulfills:** Foundation Course AAS, AGS, Mathematics Requirement

**Prerequisite:** MATH 1821 Basic Algebra with a grade of C or better or ASSET Elementary Algebra score of at least 39 or ACT Math score of at least 21 or SAT Mathematics score of at least 460 or Accuplacer College Level Math score of at least 1 or Compass Algebra score of at least 41

## **MATH 1825 College Preparatory Math IV**

**1 to 2 Credit Hours**

To provide the opportunity for students to master math skills that they need to have to be successful in their chosen academic/career goals.

**Fulfills:** Developmental Course

**Prerequisite:** MATH 1813 College Preparatory Math I with a grade of C or better or MATH 1815 College Preparatory Math II with a grade of C or better

## **MATH 1826 College Algebra with Review**

**5 Credit Hours**

A study of polynomial, rational, exponential, and logarithmic functions and their graphs; complex numbers, systems of equations and inequalities, and an introduction to matrices and determinants with "just-in-time" instruction on Intermediate Algebra topics. Additional topics may include conic sections, partial fractions, sequence and series, discrete mathematics, probability, and the binomial theorem.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement

**Prerequisite:** MATH 1821 Basic Algebra with a grade of C or better or ASSET Elementary Algebra score of at least 39 or ASSET Intermediate Algebra score of at least 41 or ASSET College Algebra score of at least 38 or ACT Math score of at least 21 or SAT Mathematics score of at least 460

## **MATH 1828 College Algebra**

**3 Credit Hours**

A study of polynomial, rational, exponential, and logarithmic functions and their graphs; complex numbers, systems of equations and inequalities, and an introduction to matrices and determinants. Additional topics may include conic sections, partial fractions, sequence and series, discrete mathematics, probability, and the binomial theorem.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement

**Prerequisite:** MATH 1824 Intermediate Algebra with a grade of C or better OR having passed Module 12 in College Preparatory Mathematics OR appropriate placement score.

## **MATH 1829 Elements of Statistics**

**0 or 3 Credit Hours**

The course will cover elementary descriptive statistics, probability, various distributions, confidence intervals, sampling methods, hypothesis testing, and correlation and regression.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement, Natural Science Requirement, Non-Laboratory Course

**Prerequisite:** MATH 1828 College Algebra with a grade of C or better or ASSET College Algebra score of at least 38 or ACT Math score of at least 26 or SAT Mathematics score of at least 540 or Accuplacer College Level Math score of at least 86

## **MATH 1830 Trigonometry**

**3 Credit Hours**

A study of the trigonometric functions, identities, complex numbers, and solutions of triangles.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement, Natural Science Requirement, Non-Laboratory Course

**Prerequisite:** MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

## **MATH 1831 Business Calculus**

**3 Credit Hours**

A condensed study of differential and integral calculus with an emphasis on applications in the areas of business and economics.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement, Natural Science Requirement, Non-Laboratory Course

**Prerequisite:** MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

## **MATH 1832 Analytic Geometry-Calculus I**

**5 Credit Hours**

A study of limits, differentiation, definite and indefinite integration of polynomial, trigonometric, exponential, logarithmic and inverse trigonometric functions.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement, Natural Science Requirement, Non-Laboratory Course

**Prerequisite:** MATH 1830 Trigonometry with a grade of C or better (or high school equivalent AND ASSET College Algebra score of at least 38 or ACT Math score of at least 26 or SAT Mathematics score of at least 540 or Accuplacer College Level Math score of at least 86)

# COURSE DESCRIPTIONS

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## **MATH 1833 Linear Algebra** 3 Credit Hours

Basic concepts of linear algebra with applications.

**Prerequisite:** MATH 1832 Analytic Geometry-Calculus I with a grade of C or better

## **MATH 1834 Analytic Geometry-Calculus II** 5 Credit Hours

A continuation of Analytic Geometry and Calculus I covering volume, work, advanced methods of integration, indeterminate forms, improper integrals, and series.

**Prerequisite:** MATH 1832 Analytic Geometry-Calculus I with a grade of C or better

## **MATH 1836 Analytic Geometry-Calculus III** 3 Credit Hours

A study of vector functions, partial differentiation, multiple integrals, and moments of inertia.

**Prerequisite:** MATH 1834 Analytic Geometry-Calculus II with a grade of C or better

## **MATH 1840 Intro to Contemporary Math** 3 Credit Hours

This course explores uses of mathematics in the contemporary world. Topics include: management science, statistics, coding of information, social choice and decision making, geometry of growth and symmetry.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement

**Prerequisite:** MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

## **MATH 1853 Math for the PreHospital Provd** 3 Credit Hours

This course will provide the student with a working knowledge of all math formulas and equations relative to patient care in the pre-hospital emergency environment. Students will participate in mathematics and fractions review, learn systems of measurement, and drug dosage calculations in for the non-emergent and emergent environments.

**Fulfills:** Foundation Course AAS, Mathematics Requirement, Math check w/advisor

**Prerequisite:** Enrollment by consent of instructor.

## **MEASUREMENT**

### **MEAS 1100 Common Technical Skills** 3 Credit Hours

This web based course introduces the student to the basic skills necessary to pursue further training in Natural Gas Measurement. Skills will include applied mathematics, physics and basic computer operation.

### **MEAS 1101 Gas Industry Concepts** 5 Credit Hours

This combination of instructor led and web based training introduces the student to the laws of fluid mechanics and gas measurement techniques commonly used in the industry.

### **MEAS 1102 Instrumentation & Controls** 9 Credit Hours

This instructor led and web based course enables the student to understand and operate instrumentation that monitors and directs processes including pressure, flow, temperature, level, and material composition. The student will learn to use a variety of different forms of instrumentation such as electrical, electronic, and computerized control devices such as programmable logic controllers.

### **MEAS 1103 Gas Quality Analysis** 4 Credit Hours

This instructor led and web based course prepares the student to work with standard gas quality analyzers used in all aspects of the measurement industry. The student will learn how to collect and analyze gas quality data in order to make determinations about its quality and safety.

### **MEAS 1104 Flow Measurement** 6 Credit Hours

This instructor led and web based course prepares the student to install, maintain, and troubleshoot all industry standard gas measurement devices. The student will also learn how to interpret data from popular brands of flow computers and modify software parameters for specified applications.

### **MEAS 1105 Pressure & Volume Control** 3 Credit Hours

This instructor led and web based course prepares the student to install, maintain, and troubleshoot the devices that regulate gasflow. Common types of control valves, pressure regulators, and safety relief devices are discussed. Topics include theories of operation, applications, and safety concerns.

### **MEAS 1107 Gas Measurement Core Skills** 3 Credit Hours

This course enables the student to apply common technical concepts used in the gas measurement industry. Computer based and instructor led training are blended with hands on exercises to build a set of basic skills necessary to implement industry applied mathematics and physical laws necessary for advanced gas measurement training.

## **MEDICAL ASSISTANT**

### **MDAS 1609 Healthcare Prof Development** 2 Credit Hours

Reviews the role and function of the Healthcare Documentation & Transcriptionist. The student will discuss development of professional work behaviors, analysis of the dynamics of the work environment, and exploration of professional development and career opportunities.

**Prerequisite:** MDAS 1671 Healthcare Doc Trans I with a grade of D or better AND MDAS 1677 Healthcare Doc & Transcrip II with a grade of D or better

### **MDAS 1615 Medical Assistant Internship** 4 Credit Hours

The application phase of the Medical Assistant program providing detailed education, training, and work-based experience and direct patient/client care in an ambulatory health care setting.

**Prerequisite:** Program acceptance and concurrently enrolled in final semester of Medical Assistant Program



# COURSE DESCRIPTIONS

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## **MDAS 1642 Medical Coding Internship** 2 Credit Hours

This course provides the opportunity to apply administrative skills in a supervised, non-remunerated practicum in a medical facility. Emphasis is placed on enhancing competence in administrative skills necessary for strengthening professional communication and interaction.

**Prerequisite:** Program acceptance and concurrently enrolled in final semester of the Medical Coding Program

## **MDAS 1644 Basic Medical Lab Techniques** 3 Credit Hours

A study of basic medical laboratory techniques for Physician's office and medical laboratory personnel. Primary emphasis is on physical and chemical urinalysis, macroscopic hematology and instrument maintenance.

## **MDAS 1646 Emergency Preparedness** 1 Credit Hours

Provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

## **MDAS 1648 Medication Administration** 1 Credit Hours

Prepares students to prepare and administer medications via several routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. Emphasis is placed on safe and accurate administration. **Prerequisite:** MDAS 1680 Basic Pharmacology with a grade of C or better

## **MDAS 1650 Medical Professional Issues** 2 Credit Hours

Reviews the role and function of the medical assistant. This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standards for medical assistants, explore professional and personal therapeutic communication, and address time management and goal setting. **Prerequisite:** MDAS 1655 Medical Administrative Aspects with a grade of C or better

## **MDAS 1652 Patient Care I** 4 Credit Hours

Introduces students to the patient care skills required by the medical assistant including standard precautions, vital signs, and patient transfer.

**Prerequisite:** Admittance to Medical Assistant Program

## **MDAS 1653 Patient Care II** 4 Credit Hours

Focuses on the techniques used by the medical assistant in direct patient care. Students learn to assist with a variety of exams.

**Prerequisite:** MDAS 1652 Patient Care I with a grade of C or better

## **MDAS 1655 Medical Administrative Aspects** 4 Credit Hours

Provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. Focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

**Prerequisite:** MDAS 1672 Medical Terminology with a grade of C or better

## **MDAS 1657 Legal/Ethical Issues in Health** 3 Credit Hours

This course introduces the U.S. legal system, laws and ethical issues and how they relate to health care.

## **MDAS 1670 Medical Style & Grammar** 3 Credit Hours

This course will apply the rules of proper grammar, punctuation, and medical style to use correct spelling and logical sentence structure and an integral course for Healthcare Documentation and Transcription Specialist. Healthcare documentation training falls into five distinct content areas: English language, medical knowledge, technology, medicolegal aspects of the healthcare record, and healthcare documentation practice.

**Prerequisite:** MDAS 1672 Medical Terminology with a grade of D or better

## **MDAS 1671 Healthcare Doc Trans I** 3 Credit Hours

A course planned to provide initial training for students enrolled in the medical transcription and/or medical assistant program. The student is introduced to transcription and/or editing of authentic healthcare documents, incorporating basic-level skills in English language, technology, medical knowledge, proofreading, editing, and research while meeting progressively demanding accuracy standards.

**Prerequisite:** MDAS 1672 Medical Terminology with a grade of D or better

## **MDAS 1672 Medical Terminology** 3 Credit Hours

Medical Terminology includes medical terms commonly encountered in the day-to-day activities of medically oriented students. Each lesson consists of prefixes, root words and/or suffixes, exercises, pronunciation of terms, practical applications, and review sheets.

## **MDAS 1673 Medical Coding I** 3 Credit Hours

Medical Coding I is designed to provide students the basic guidelines and rules to use with this nomenclature and classification system.

**Prerequisite:** MDAS 1672 Medical Terminology with a grade of D or better

## **MDAS 1674 Medical Coding II** 3 Credit Hours

Medical Coding II is designed to provide students more advanced guidelines and rules to use this nomenclature classification system. Students will continue to learn coding in further detail beyond Medical Coding I.

**Prerequisite:** MDAS 1673 Medical Coding I

# COURSE DESCRIPTIONS

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## **MDAS 1675 Medical Coding III**

**4 Credit Hours**

Medical Coding III course is designed to provide students with a basic understanding of the CPT (Common Procedural Terminology) and HCPCS (Health Care Procedure Coding System).

**Prerequisite:** MDAS 1673 Medical Coding I with a grade of D or better AND MDAS 1672 Medical Terminology with a grade of D or better

## **MDAS 1676 Medical Transcription I**

**3 Credit Hours**

A course planned to provide initial training for students enrolled in the medical transcription and/or medical assistant program. The student is introduced to machine transcription of medical terminology that a beginning transcriptionist is likely to encounter in case histories, correspondence, x-ray or pathological reports, and some of the medical specialties currently recognized by the American Medical Association.

**Prerequisite:** MDAS 1672 Medical Terminology

## **MDAS 1677 Healthcare Doc & Transcrip II**

**3 Credit Hours**

A course planned to provide intermediate training for students enrolled in machine transcription of medical terminology that a beginning transcriptionist is likely to encounter in case histories, correspondence, x-ray or pathological reports, and some of the medical specialties currently recognized by the American Medical Association.

**Prerequisite:** MDAS 1672 Medical Terminology with a grade of C or better

## **MDAS 1679 Healthcare Doc&Trans Spec Prac**

**2 Credit Hours**

This course provides the opportunity to apply administrative skills in a supervised, non-remunerated practicum in a medical facility. Emphasis is placed on enhancing competence in administrative skills necessary for strengthening professional communication and interaction.

**Prerequisite:** Program acceptance and concurrently enrolled in final semester

## **MDAS 1680 Basic Pharmacology**

**3 Credit Hours**

This course is designed to teach the physiological effects and clinical use of medications that may be administered in the prevention/management of health care conditions. This includes a general knowledge of use, action, dosage, side effects, contraindications of medications and patient education suggestions. Safe and legal practices are stressed throughout the course.

## **MDAS 1683 Cardiopulmonary Resuscitation**

**1 to 3 Credit Hours**

This course covers the knowledge and skills required to provide temporary and immediate care to a person who has ceased breathing or has suffered a cardiac arrest. Successful completion of this course provides for certification by American Heart Association First Aid; and Adult, Child, and Infant CPR.

## **MEDICAL LAB TECHNICIAN**

### **MLTC 1500 MLT Urinalysis & Body Fluids**

**0 to 3 Credit Hours**

This course will provide the student with in-depth knowledge of the function of the kidney, urine formation, and the procedures utilized in performing a routine urinalysis and body fluid analysis. Other body fluids included in this course are feces, seminal, amniotic, cerebrospinal, pleural, pericardial, and peritoneal. Discrimination between normal and abnormal findings and correlation of this knowledge to disease states will be included and discussed. Hands on laboratory time is required.

**Prerequisite:** Enrollment by consent of instructor.

### **MLTC 1501 Phlebotomy Clinical Practicum**

**1 Credit Hours**

Practical experiences at an approved health care facility in specimen collection. Requires a quota performance to meet national certification agency guidelines.

**Prerequisite:** MLTC 1503 Principles of Phlebotomy or consent of instructor.

### **MLTC 1502 MLT Hematology/Coagulation**

**0 to 6 Credit Hours**

This course presents the theory behind hematologic principles including the formation of blood cells, identification of normal and abnormal blood cells as they correlate to disease. Also, included is the study of coagulation, the clotting and fibrinolytic mechanisms of the blood. Students will learn the theory and skills required to perform medical laboratory testing in Hematology and Coagulation. Hands on laboratory time is required.

**Prerequisite:** Enrollment by consent of instructor.

### **MLTC 1503 Principles of Phlebotomy**

**0 to 3 Credit Hours**

This class is an overview of the principles and practice of phlebotomy. The course will emphasize safety, specimen collection, and specimen processing. Students will learn the basic skills required to collect a blood specimen.

### **MLTC 1504 MLT Clinical Chemistry**

**0 to 6 Credit Hours**

This course will cover the physiology of the body and the biochemical reactions that are necessary for a healthy existence. The human condition is evaluated by biochemical shifts in different systems that maintain homeostasis during healthy periods. Basic interpretations of biochemistry and the concentration of enzymes, carbohydrates, lipids, proteins, electrolytes, blood gases, and therapeutic drug monitoring will be discussed. The student will perform routine clinical tests on biological fluids, maintain quality assurance records, and perform preventative maintenance on instrumentation. Hands on laboratory time is required.

**Prerequisite:** CHEM 1802 Fundamentals of General Chem or equivalent.

# COURSE DESCRIPTIONS

## **MLTC 1505 MLT Pathogenic Microbiology 0 to 6 Credit Hours**

This course will survey microbiology as it is applicable to a clinical laboratory. Procedures for routine specimen collection will be discussed and practiced. Normal flora and pathogenic bacteria will be identified by morphology, staining characteristics, growth on selective media, biochemical testing and serological methods. Basic theory in antimicrobial susceptibility testing will be covered. Principles of all tests will be studied. Study of viruses and chlamydia will be limited to the processing and handling of specimens for consultant referral and principles of serological testing. Normal and pathogenic parasites and fungal elements will be identified and procedures utilized for proper identification will be discussed. Hands on laboratory time is required.

**Prerequisite:** LIFE 1412 Principles of Microbiology or equivalent.

## **MLTC 1506 Human Parasit & Fungus & Mycobact 3 Credit Hours**

A study of clinical microbiology that includes parasites, fungi, mycobacteria, and viruses that cause human diseases. Methods of examination and identification of these organisms are also covered. This course is designed to enable students to learn the theory and basic skills required to perform in a medical laboratory. No hands on laboratory time is required.

**Prerequisite:** LIFE 1412 Principles of Microbiology or equivalent.

## **MLTC 1508 MLT Immunohematology 0 to 6 Credit Hours**

A study of the immunology of blood, including those principles and practices that are known collectively as blood banking. An overview of blood component collection and component preparation is presented. Basic concepts of genetics, immunology and antiglobulin testing are included as a foundation for the understanding of the blood group systems and antibody detection and identification. Current transfusion practices are discussed. The student will gain experience in performance of techniques in immunohematology to include blood typing, cross-matching, direct and indirect coombs testing and antibody identification. Hands on laboratory time is required.

## **MLTC 1509 MLT Immunology 0 to 3 Credit Hours**

A basic study of the molecules, cells and organs of the immune system. You will learn about the structural features of the components of the immune system and their functions but primarily this will be the study of mechanisms involved in immune system development and responsiveness. Common serological procedures and related diseases are covered. No laboratory time required.

**Prerequisite:** Enrollment by consent of instructor.

## **MLTC 1510 MLT:Clinical Chemistry II 0 to 2 Credit Hours**

Clinical Chemistry involves the principles and procedures of quantitative analysis of blood and body fluids and their variations in health and disease. Students learn the different instrumentation available in the medical laboratory.

**Prerequisite:** CHEM 1802 Fundamentals of General Chem or equivalent.

## **MLTC 1511 MLT:Sem in Laboratory Medicine 1 Credit Hours**

A study of selected laboratory analysis and topics.

**Prerequisite:** Enrollment by consent of instructor.

## **MLTC 1512 Basic Med Lab Techniques 3 Credit Hours**

A study of basic medical laboratory techniques for Physician's office and medical laboratory personnel. Primary emphasis is on physical and chemical urinalysis, macroscopic hematology and instrument maintenance.

**Prerequisite:** Enrollment by consent of instructor.

## **MLTC 1513 MLT Lab Operations/Leadership 2 Credit Hours**

A study for laboratory professional growth and leadership through personal organization and preparation.

## **MLTC 1514 Med Lab:Directed Studies 1 to 4 Credit Hours**

An individualized plan of study designed to supplement previous coursework. For the transfer or advanced standing student. Study may include any subject area of Medical Laboratory Technology. May be repeated.

**Prerequisite:** Enrollment by consent of instructor.

## **MLTC 1519 MLT Clinical Practicum I 2 Credit Hours**

Practical experiences at an affiliated health care facility in specimen collection, urinalysis, body fluids, hematology, coagulation and immunology.

**Prerequisite:** MLTC 1500 MLT Urinalysis & Body Fluids AND MLTC 1502 MLT Hematology/Coagulation AND MLTC 1503 Principles of Phlebotomy AND MLTC 1509 MLT Immunology

## **MLTC 1520 MLT Clinical Practicum II 4 Credit Hours**

Practical experiences at an affiliated health care facility in specimen collection, immunohematology, clinical chemistry, parasitology and pathogenic microbiology.

**Prerequisite:** MLTC 1504 MLT Clinical Chemistry AND MLTC 1505 MLT Pathogenic Microbiology AND MLTC 1506 Human Parasit&Fungus&Mycobact AND MLTC 1508 MLT Immunohematology AND MLTC 1510 MLT:Clinical Chemistry II AND MLTC 1511 MLT:Sem in Laboratory Medicine

## **MENTAL HEALTHTECHNICIAN**

### **MENT 1000 Doc and Med Rpt Writing in MH 3 Credit Hours**

This course introduces the detail needing for completing various reports required in a Mental Health setting. Structure, terminology, detail, grammar and a variety of report styles will be studied. The course will also include basic concepts of written communications adapted to meet specific needs in the institutionalized setting.

# COURSE DESCRIPTIONS

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## **MENT 1001 Pharmacology for MHT**

**3 Credit Hours**

This course introduces the principles of pharmacology, including drug classifications and their effects on the body. This course introduces the principles of pharmacology, drug classifications and the effects of selected medications on the human body within the scope of practice of the Mental Health Technician.

## **MENT 1002 Psych Ther Tx and Intervention**

**6 Credit Hours**

This course focuses on therapeutic treatments and interventions of special population patients in mental health settings. This course will address therapeutic relationships, patient's rights, cultural and spiritual concepts, various therapies and crisis intervention, individual treatments for various psychiatric conditions and clinical strategies to care for patients with these conditions.

## **MENT 1003 MHT Clinical I**

**5 Credit Hours**

This course is a clinical application course that will allow the student to implement effective communication, evaluate and provide a safe and comfortable environment for the patient, assist with activities of daily living, refine observational skills and provide the patient care to patients with a variety of medical and mental health conditions.

## **MENT 1004 MHT Clinical II**

**5 Credit Hours**

This course is a clinical application course that will allow the student to implement effective communication, evaluate and provide a safe and comfortable environment for the patient, assist with activities of daily living, refine observational skills and provide the patient care to patients with a variety of medical and mental health conditions. It will also include application of more advanced technical skills and application of knowledge and skills in caring for patients with increased complexity of illness.

## **MILITARY**

## **MLTR 1020 Maintenance Manager**

**3 to 5 Credit Hours**

This course provides the basic knowledge and skills for Motor Pool Operations and management. This course includes training in duties, responsibilities and procedures to conduct and manage a unit maintenance program, use of the automated standard Army Maintenance System-Enhanced (SAMS-E) computer program, shop operations, tool room procedures, supply and safety procedures and exchange pricing.

## **MLTR 1022 Physical Security**

**1 Credit Hours**

This course provides the prescribed standards and criteria for the physical security of sensitive conventional arms, ammunition, and explosives (AA&E), within the custody of the Department of the Army (DA) facilities. This course will also ensure that prescribed policies, procedures and standards are followed in accordance with Army regulations. It will also assign responsibilities for the effective implementation and application of physical security of AA&E consistent with operational and safety requirements.

## **MLTR 1026 Unit Movement I**

**3 Credit Hours**

This course provides personnel with the knowledge and skills to perform the procedures and functionalities necessary to operate the TC-AIMS II software and hardware. After an introductory section giving an overview of the Army deployment process, training is designed to instruct the Unit Move Officer (UMO) in those particular procedures and functionalities assigned to the UMO profile in TC-AIMS II with stress on data completion, maintaining and updating the Organizational Equipment List (OEL) and creating the Unit Deployment List (UDL). This course also offers a thorough practical understanding of Automatic Identification Technology. Instruction is mainly hands-on training utilizing instructor-led and independent student practical exercises, demonstration and conference (lecture) type training.

## **MLTR 1029 Unit Movement Officer**

**3 to 5 Credit Hours**

This course provides personnel with the knowledge and skills to perform the responsibilities for planning, preparing for and executing deployments. Also to perform required functions using the Transportations Coordinator's Automated Information for Movement Systems II (TC-AIMS II) software and hardware. Instruction is mainly hands-on instructor-led and independent student practical exercises.

## **MLTR 1039 Building Maintenance Milit Fac**

**1 to 3 Credit Hours**

This course will provide instruction to military service members and Department of Defense employees in the proper procedures and techniques necessary to perform facility maintenance and upkeep. Course includes administrative requirements and procedures on use of military forms and records, basic tools, masonry repair, painting, minor sheet rock repair, tile replacement, proper use of building materials, carpentry, minor plumbing and electrical maintenance.

## **MLTR 1040 Military Passeng-Carry Vehicle**

**1 to 3 Credit Hours**

This course is designed to train an individual to operate a Passenger-Carrying Vehicle Operations including inspection, maintenance, observing safety procedures and adhering to appropriate traffic rules and regulations.

## **MLTR 1042 Military Petroleum Operations**

**1 to 3 Credit Hours**

This course serves as an introduction to the United States Army's basic petroleum refueling operations. An emphasis will be on the use, operation, and maintenance of fueling vehicles and pumping equipment. The course will include the principles of record keeping, accountability, performing physical chemical tests, and observing for various forms of contaminants.

## **MLTR 1044 US Army Generator Operator Cor**

**1 to 2 Credit Hours**

Students will be instructed on the operation and maintenance of United States Army electrical generation equipment. Focus will include fundamental electrical principles involving the operation of AC and DC equipment, including 1.5 Kilowatt (KW) (single phase) thru 60 KW (three phase) gas and diesel powered generators.

# COURSE DESCRIPTIONS

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**MLTR 1046 Field Sanitation Military Unit 1 to 2 Credit Hours**

This course will give soldiers knowledge and hands on training in testing and purifying water in a field environment along with preventive medicine measures (PMM) against disease's associated with arthropods, rodents and personnel hygiene. Preventive measures will be instructed and demonstrated in the prevention of heat and cold injuries, and the proper construction of waste facilities in a field environment.

**MLTR 1050 Battle Staff Non-Comm Officer 9 Credit Hours**

This is a performance-oriented course of instruction designed to prepare Sergeants through Sergeant Majors for positions of responsibility as Staff Non-Commissioned Officers. Major subject areas include risk management; small group process; supply operations; transportation/tactical movement planning; reconstitution; graphics and overlays; combat support; military decision making process (MDMP); plans, orders, and annexes; combat records and reports; intelligence preparation of the battlefield (IPB); military briefings; introduction to army battle command system (ABCS); information operations; urban operations; rehearsals; maneuver control system (MCS); and staff functions.

**MLTR 1060 Standard Army Maint Sys Oper 3 to 5 Credit Hours**

This course combines all aspects of a Maintenance Management System, and a repair part re-supply system through the use of the Standard Army Maintenance System - (SAMS) Software. Theory and application of both manual and automated tasks are presented through the use of Seminar and practical exercises. Repair part system areas of major emphasis include parts ordering procedures, Document Register management, and parts stockage and management. Maintenance Management areas of emphasis will include preparation and use of the Army Maintenance and Inspection Worksheet, deferred maintenance, licensing, equipment dispatch, Army Oil Analysis Program, scheduling equipment services, and historical records. Related subject areas include accident reporting, physical security, material condition status reporting, publications, and query by example.

**MLTR 1061 Standard Army Maint Sys Super 1 Credit Hours**

This course provides students with an overview of the Electronic Standard Army Maintenance System (SAMS-E). This course provides the student with the ability to manage a vehicle fleet of various sizes while establishing and creating numerous templates for various reports. The student will become familiarized with SAMS-E User Interfaces and SAMS-E common processes. The student will get a clear understanding of the various processes and procedures used to navigate the SAMS-E application.

**MLTR 1535 Combat Lifesaver Course 2 to 3 Credit Hours**

This course is designed to address the significant challenges faced in providing emergency care in battlefield environment when medically trained personnel are unavailable. Instruction consists of a broad mix of basic and advanced life support techniques and strategies. Major areas of emphasis include care under fire, tactical field care, and casualty evacuation specifically focusing on immediately life-threatening and potentially correctable medical problems. Students with or without prior medical knowledge will gain valuable emergency medical skills used in military operations.

**MLTR 1536 CombatLifesaverRecertification 1 Credit Hours**

This course emphasizes the integration of the Basic and the Advanced emergency medical skills and proper procedures of emergency care in the pre-hospital setting. Each task allows for individual and collective practice of specific skills. Appropriate test and evaluation sessions are designed to assure proficiency of critical medical skills at all levels. The course covers all the fundamental skills necessary to meet the Department of the Army and Department of Transportation's requirement for Semi-annual sustainment and skills validation.

**MLTR 1626 Weapons Storage Facility Oper 1 to 3 Credit Hours**

This course is designed to train an individual to do various levels of arms storage facility operations, including inspection and maintenance of small arms, maintenance record keeping, and the appropriate physical security measures.

**MLTR 1627 Mgmt of Weapon Stor Facilities 2 Credit Hours**

This course is designed to train an individual to do various levels of arms storage facility operations, including inspection and maintenance of small arms, maintenance record keeping, and the appropriate physical security measures.

**MLTR 1765 Physical Readiness TL Course 3 Credit Hours**

This course is designed to provide the student with information on the basic physiological functions specific to exercise science and the effects of physical exercise on the human body. The following components of effective physical fitness will be covered: Cardio respiratory (CR) endurance, muscular strength, muscular endurance, flexibility, and body composition.

**MLTR 1795 PBUSE for Operators 3 Credit Hours**

This course provides an overview of the procedures used by organizations to control and account for facilities, supplies and equipment through the use of the Property Book Unit Supply Enhanced - (PBUSE) Software. Theory and application of both manual and automated tasks are presented through the use of Seminar and practical exercises. Procedures used that enable an organization to account for resources and provide managers with logistical data needed to ascertain spending trends and to account for property will be covered. Major areas of emphasis will include Property Accountability, Property Functionality, Equipment Inventories, Supply Functionality and Telecommunications Capabilities.

# COURSE DESCRIPTIONS

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## **MLTR 1796 PBUSE for Managers & Leaders 1 to 4 Credit Hours**

This course serves as an introduction to procedures used by Commanders, Staff Officers, Property Book Officers, and government agencies for maintenance and accounting for facilities, supplies and equipment through the use of the Property Book Unit Supply Enhanced - (PBUSE) Software. Students will be introduced to the functional area and system operations of both manual and an automated logistic System that enables the organization to account for resources and property. Students will learn how the system provides managers with real time asset visibility and logistical data needed to ascertain spending trends and to account for property. Students will learn how to use the different functions of the system through lectures and practical exercises and cover the functions such as: Property Accountability, Property Functionality, Equipment Inventories, Budget and Supply Functionality, Logistical Planning and Telecommunication Capabilities.

## **MLTR 1797 PBUSE Automatic ID Technology 0.5 to 1 Credit Hours**

This course provides military leaders with an overview of the procedures used by organizations to control and account for facilities, supplies and equipment through the use of Automatic Identification Technology (AIT) using Property Book Unit Supply Enhanced (PBUSE) software. Theory and application of both manual and automated tasks are presented through the use of lecture and practical exercises. Major areas of emphasis include property accountability, equipment inventories, supply functionality and telecommunications capabilities.

**Prerequisite:** MLTR 1795 PBUSE for Operators

## **MLTR 1800 Laser Sighting & Engage System 0.5 to 1 Credit Hours**

This course is designed to teach the procedures for the student to issue, operate, troubleshoot, and turn-in simulator equipment.

## **MLTR 1815 Military Digital Train Mgmt Sy 1 to 2 Credit Hours**

This course is designed to enable Department of Defense personnel and other interested parties to acquire the skills needed to prepare training plans, coordinate training, resource training events, evaluate and assess training and produce applicable training reports.

## **MLTR 1921 Nuclear Bio & Chem Resp Operat 1 to 5 Credit Hours**

This course is designed to teach students the primary techniques and skills necessary for analysis, investigation, and defensive operations in areas suspected of Nuclear, Biological, or Chemical contamination. Though extensive study of each critical area, students will gain the skills necessary to predict and determine the extent of possible damages, losses, and personnel injury in a defined population. Students will learn the fundamental techniques of defensive planning, reporting criteria, and the role of advising senior managers of potential threats and possible courses of action. In addition to extensive lectures, hands on training will consist of the proper use, maintenance and deployment of monitoring equipment, including decontamination procedures, and personal/organizational protective measures.

## **MLTR 1922 Transport Hand&Stor-Explos Mat 1 to 3 Credit Hours**

The purpose of this course is to provide the student with the information pertaining to the responsibilities of management of munitions and explosive materials in the workplace. It includes an overview of a munitions operation and maintenance program and provides information for establishing work priorities and procedures for usage and protection. Information will be provided for developing plans and adequate record systems. Other areas to be stressed are the needs for organizational leadership and compliance to governmental regulations and the effective communication of the areas.

## **MLTR 1924 Master Driver Course 3 Credit Hours**

The Master Drivers Course provides an overview of the procedures used by Military Commanders to control and account for training, testing, evaluating, and licensing vehicle and equipment operators. Theory and application of both manual and automated tasks are presented through the use of seminar and practical exercises. Safety requirements for motor vehicles and accountability for training, testing, recording, evaluating, and licensing for all vehicle and equipment operators who utilize military equipment will be included. Department of Defense, Army, State and Local laws, regulations and policies will be reviewed.

## **MUSIC**

### **MUSI 1000 Beginning Guitar 0.5 to 1 Credit Hours**

This course on acoustic guitar designed to teach the beginning student in the open classroom through the personal touch blended with audio-visual teaching.

### **MUSI 1001 Dir Ind Study/Instr Music 1 to 3 Credit Hours**

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Fulfills:** Performance Course

### **MUSI 1002 Introduction to Music 3 Credit Hours**

This course is designed for the non-music major. A background in music is not necessary for enrollment. Emphasis is placed on the development of competence in listening to music through the study of the sources, mediums, elements of music, musical forms, composers, and periods of music.

**Fulfills:** Humanities Requirement

### **MUSI 1005 Instrumental Ensemble 1 Credit Hours**

This class is designed for an instrumental or keyboard music major or someone desiring to improve his or her playing ability. This class will meet for a minimum of one and a half hours per week, containing no more than six to eight students as a maximum.

# COURSE DESCRIPTIONS

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## **MUSI 1006 Community College Orchestra** 1 Credit Hours

A humanities course with enrollment open to all students. Performance of music common in the field of concert band literature.

**Fulfills:** Performance Course

**Prerequisite:** Ability to play an orchestra instrument.

## **MUSI 1007 Pep Band** 1 Credit Hours

A performance-oriented music ensemble designed for performance at college pep events, social functions, and activities beyond the campus as scheduled. RESTRICTION: Audition and Consent of Instructor.

**Fulfills:** Performance Course

**Prerequisite:** By audition and consent of instructor.

## **MUSI 1008 Band** 1 to 2 Credit Hours

A humanities course with enrollment open to all students. Performance of music common in the field of concert band literature.

**Fulfills:** Performance Course

## **MUSI 1009 Jazz Ensemble** 2 Credit Hours

A humanities course with enrollment open to all students. Rehearsal scheduled for three hours every week with extra rehearsals called. Performances are scheduled playing music in the stage band repertoire. RESTRICTION: Audition or Consent of Instructor.

**Fulfills:** Performance Course

**Prerequisite:** By audition or consent of instructor.

## **MUSI 1010 Choir** 1 to 2 Credit Hours

The Barton Community College Choir is open to all students and requires no audition for membership. Music literature to be performed is carefully selected from many stylistic periods and is rehearsed utilizing those choral techniques necessary for high-level performance standards. The Choir will appear in concert several times during the academic year both on and off campus.

**Fulfills:** Performance Course

## **MUSI 1014 Vocal Ensemble** 1 to 2 Credit Hours

This ensemble is comprised of students selected from the choir by auditions held in the fall. Enrollment is for a full academic year. The primary purpose of the group is to perform music selected for audience appeal. Numerous performances are scheduled for civic clubs, conventions, and schools in the area served by the college.

**Fulfills:** Performance Course

**Prerequisite:** By audition

## **MUSI 1016 Aural Skills I** 2 Credit Hours

Aural Skills I is the first of four courses in Aural Skills designed primarily for students interested in developing aural perception of music and skill in sight singing. Basic activities include dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sight singing. Aural Skills I is required for all music majors, and taken concurrently with Harmony I.

**Prerequisite:** concurrent enrollment in MUSI 1018 Harmony I

## **MUSI 1018 Harmony I** 3 Credit Hours

Harmony I is the first of four music theory courses for students highly interested in music. Fundamentals of music notation, scales, intervals, triads, connection of chords, and cadences are covered. Harmony I is required for all music majors, and taken concurrently with Aural Skills I.

## **MUSI 1020 Aural Skills II** 2 Credit Hours

The second of four courses in aural skills designed primarily for students interested in developing aural perception of music and skill in sight singing. Basic activities include student dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sight singing. Aural Skills II is required for all music majors, and taken concurrently with Harmony II.

**Prerequisite:** MUSI 1016 Aural Skills I

## **MUSI 1022 Harmony II** 3 Credit Hours

Harmony II is the second in a sequence of four music theory courses for students highly interested in music. This course includes a study of all diatonic triads and their inversions, the dominant and supertonic seventh chords, introduction to modulation techniques, and secondary dominant functions. Keyboard application of course work is integrated with class piano laboratory work. Harmony II is required for all music majors and taken concurrently with Aural Skills II.

**Prerequisite:** MUSI 1018 Harmony I

## **MUSI 1026 Aural Skills III** 2 Credit Hours

The third of four courses in aural skills designed primarily for students interested in developing aural perception of music and skill in sight singing. Basic activities include student dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sight singing. Aural Skills III is required for all music majors, and taken concurrently with Harmony III.

**Prerequisite:** MUSI 1020 Aural Skills II

## **MUSI 1027 Aural Skills IV** 2 Credit Hours

The final course in aural skills designed primarily for students interested in developing aural perception of music and skill in sight singing. Basic activities include student dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sight singing. Aural Skills IV is required for all music majors and taken concurrently with Harmony IV.

**Prerequisite:** MUSI 1026 Aural Skills III

## **MUSI 1028 Harmony III** 3 Credit Hours

Harmony III is the third in a sequence of four music theory courses designed for students highly interested in music. This course includes a study of modulation to closely related keys, binary and ternary forms, less common chord progressions and part-writing procedures, diatonic seventh chords, borrowed chords, secondary dominants and leading tone chords, and non-dominant diminished seventh chords. Keyboard application of course work is integrated with class piano laboratory work. Harmony III is required for all music majors and taken concurrently with Aural Skills III.

**Prerequisite:** MUSI 1022 Harmony II

# COURSE DESCRIPTIONS

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## **MUSI 1029 Music Elem Classroom Teacher 3 Credit Hours**

An education course designed for the elementary education major. A background in music is not necessary for enrollment. Emphasis is placed on development of music skills and techniques to help the classroom teacher integrate music into the classroom.

## **MUSI 1034 Harmony IV 3 Credit Hours**

Harmony IV is the last in a sequence of four music theory courses designed for music majors or teachers highly interested in music. This course includes a study of altered chords not previously covered, advanced modulations and a survey of twentieth century compositional techniques. Keyboard application of course work is integrated with class piano laboratory work.

**Prerequisite:** MUSI 1028 Harmony III

## **MUSI 1038 Private Voice 1 to 5 Credit Hours**

A thirty minute, 1 credit hour, or sixty minute, 2 credit hour, lesson per week, in which the study of vocal techniques includes the development of breath control, tone production, good intonation, clear diction, and musical interpretation. Repertoire is selected from standard vocal classical literature. Performance on recitals is expected at the request of the instructor. Enrollment in Voice Lab is expected.

**Fulfills:** Performance Course

**Prerequisite:** concurrent enrollment in MUSI 1039 Private Voice Lab  
Enrollment by consent of instructor

## **MUSI 1039 Private Voice Lab 0 Credit Hours**

In voice lab the students perform for each other, songs that have been prepared in private voice. Suggestions for stage-department are given, and vocal problems are discussed. Occasionally, recorded examples are presented, and an introduction to English and Italian diction is presented.

**Prerequisite:** concurrent enrollment in MUSI 1038 Private Voice  
Enrollment by consent of instructor

## **MUSI 1040 Class Voice 1 Credit Hours**

This class is designed for an instrumental or keyboard music major or someone desiring to improve his or her singing and has not had previous study. This class will meet three times a week for a minimum of one and a half hours, containing no more than four to six students as a maximum. If possible, voices would be placed in high or medium low range.

**Fulfills:** Performance Course

## **MUSI 1042 Class Piano A 1 to 2 Credit Hours**

The course is the first semester of a sequential study to provide the fundamental skills to meet piano proficiency requirements for the music major. It is integrated with the harmony and aural skills courses offered in the music curriculum.

**Prerequisite:** This is a sequential course for music majors

## **MUSI 1043 Adult Beginning Piano 1 to 2 Credit Hours**

The beginning level of class piano is designed for adults who have had little or no background in piano. It can be a review of piano skills but no prior knowledge of music is required. Basic music theory is presented along with piano repertoire.

**Fulfills:** Performance Course, Physical Education Requirement

## **MUSI 1044 Class Piano B 1 to 2 Credit Hours**

The course is the second semester of a sequential study to provide the fundamental skills to meet piano proficiency requirements for the music major. It is integrated with the harmony and aural skills courses offered in the music curriculum.

**Fulfills:** Performance Course

**Prerequisite:** MUSI 1042 Class Piano A or equivalent.

## **MUSI 1045 Adult Intermediate Piano 1 to 2 Credit Hours**

The intermediate level of class piano is designed for adults who have had Adult Beginning Piano or its equivalent. Basic music theory is presented along with piano repertoire.

**Fulfills:** Performance Course

**Prerequisite:** MUSI 1043 Adult Beginning Piano

## **MUSI 1046 Class Piano C 1 to 2 Credit Hours**

The course is the third semester of a sequential study to provide the fundamental skills to meet piano proficiency requirements for the music major. It is integrated with the harmony and aural skills courses offered in the music curriculum.

**Fulfills:** Performance Course

**Prerequisite:** MUSI 1044 Class Piano B or equivalent.

## **MUSI 1048 Class Piano D 1 to 2 Credit Hours**

The course is the fourth semester of a sequential study to provide the fundamental skills to meet piano proficiency requirements for the music major. It is integrated with the harmony and aural skills courses offered in the music curriculum.

**Fulfills:** Performance Course

**Prerequisite:** MUSI 1046 Class Piano C or equivalent.

## **MUSI 1049 Applied Piano-Adults 1 to 2 Credit Hours**

This course is designed to enable adults with previous keyboard experience to redevelop technical skills and broaden the scope of repertoire through solo and ensemble experiences, group and private lesson combinations. RESTRICTION: This course is for non-music majors.

**Fulfills:** Performance Course

**Prerequisite:** For non-music majors.

## **MUSI 1051 Applied Piano 1 to 5 Credit Hours**

This course is designed to enable adults with previous keyboard experience to redevelop technical skills and broaden the scope of repertoire through solo and ensemble experiences, group, and private lesson combinations.

**Fulfills:** Performance Course

**Prerequisite:** Piano skills equivalent to 4 or 5 years piano study



# COURSE DESCRIPTIONS

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**MUSI 1052 Organ 1 to 5 Credit Hours**

This course is designed to teach beginning fundamentals of articulation, pedaling, registration, service playing, knowledge of the instrument, and accompanying on the organ. Service as well as recital repertoire is covered. Teaching is done in private and class settings. The student will be scheduled for a one-hour lesson weekly with a minimum of five hours of outside preparation expected each week for two credit hours.

**Fulfills:** Performance Course

**Prerequisite:** Piano skills equivalent to 4 or 5 years piano study

**MUSI 1054 Applied Music Individual-Flute 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1056 Applied Music Indiv-Clarinet 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1058 Applied Music Indiv-Oboe 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1059 Applied Music Indiv-Bass 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1060 Applied Music Indiv-Bassoon 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1061 Applied Music Indiv-Violin 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1062 Applied Music Indiv-Percussion 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1063 Applied Music Indiv-Viola 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1064 Applied Music Indiv-Trumpet 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

**MUSI 1065 Applied Music Indiv-Cello 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** PE/Health Course

**MUSI 1066 Appl Music Indiv-French Horn 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

# COURSE DESCRIPTIONS

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## **MUSI 1068 Applied Music Indiv-Trombone 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

## **MUSI 1070 Applied Music Indiv-Tuba 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

## **MUSI 1072 Applied Music Indiv-Saxophone 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

## **MUSI 1074 Applied Music Indiv-Baritone 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

## **MUSI 1075 App Music Ind Classical Guitar 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

## **MUSI 1076 Applied Music Indiv-Jazz Piano 1 to 2 Credit Hours**

Provides the student a thirty-minute individual lesson per week per credit hour. Study is planned with emphasis on tone production through proper application of principles specific to the instrument. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

**Fulfills:** Performance Course

## **MUSI 1086 Jazz Improvisation I 1 to 2 Credit Hours**

A humanities course open to students with the ability to play a keyboard, wind or percussion instrument and a desire to learn improvisational techniques within the jazz idiom. The class is a laboratory type that meets two times a week.

**Fulfills:** Performance Course

**Prerequisite:** MUSI 1018 Harmony I or MUSI 1022 Harmony II Enrollment by consent of instructor.

## **MUSI 1088 Jazz Improvisation II 1 to 2 Credit Hours**

A continuation of Jazz Improvisation I.

**Fulfills:** Performance Course

**Prerequisite:** MUSI 1086 Jazz Improvisation I

## **MUSI 2056 Applied Music Indiv.-Clarinet 1 to 2 Credit Hours**

Provides the student a sixty-minute individual lesson per week. Study is planned with emphasis on tone production through proper application of principles of embouchure and breath support. Development of basic techniques through the study of scales and arpeggios in all keys. Performance on recital at request of instructor.

## **NATURAL GAS**

### **NATG 1100 DC Circuit Fundamentals 3 Credit Hours**

The course is designed to acquaint students with the fundamentals of direct current (DC); circuits, the relationship between voltage, current, resistance, and power, the application of Ohm's and Kirchoff's laws.

### **NATG 1105 AC Circuit Fundamentals 4 Credit Hours**

This course teaches students the fundamentals of Alternating Current (AC), including magnetism, waveforms, oscilloscopes, function generators, capacitance, inductance, reactance, impedance, resonance, power supplies, transformers, RC circuits, RL circuits, RLC circuits, and filters.

### **NATG 1110 Foundations of Natural Gas 3 Credit Hours**

The Fundamentals Course provides the students with a basic understanding of natural gas chemistry, gas quality, spot sampling, and the gas laws. This course will enable the students to understand the properties of natural gas and their relationship to the gas measurement and accounting process.

### **NATG 1115 Intro to Gas Technology 2 Credit Hours**

This course is intended to prepare employees in the natural gas distribution industry to perform identified job tasks in order to comply with federal regulations and industry standards.

### **NATG 1120 Intermediate Gas Technology 2 Credit Hours**

This course builds on knowledge gained in the Introduction to Gas Technology course. It is intended to prepare employees in the natural gas distribution industry to perform advanced identified job tasks in order to comply with federal regulations and industry standards.

# COURSE DESCRIPTIONS

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## **NATG 1125 Electrical Devices & Controls I** 3 Credit Hours

This course teaches students to identify basic electrical/ electronic symbols in a schematic diagram, design a simple motor service in compliance with National Electrical Code mandates and recommendations, calculate voltage drop in a single or three phase AC service, and be familiar with the design, operation, and safety considerations of electrical components such as fuses, circuit breakers, overloads, conductors, conduits, contactors, and relays. Students will also learn to build and safely troubleshoot several electro-mechanical relay circuits.

## **NATG 1130 Electrical Devices Controls II** 3 Credit Hours

This course teaches students to identify the interconnection of electrical/electronic symbols and apply this knowledge to circuit analysis and troubleshooting and explain the different types of hazardous area classifications and divisions. Students will also learn to wire and safely troubleshoot several ramping, reversing, slave starter, and control motor circuits.

## **NATG 1135 Basic Corrosion/Field Tech** 3 Credit Hours

This course is first in a series of courses designed to teach the basics of corrosion and field technician skills to students/technicians in pipeline and other related industries.

## **NATG 1145 Gas Regulators** 2 Credit Hours

The Gas Regulators course enables students to develop a fundamental understanding of the operation of various gas regulators. In addition, students will learn how to perform maintenance on typical gas regulators used by the gas industry.

## **NATG 1150 Intro Prog Logic Controllers** 3 Credit Hours

This course enables the student to configure and apply programmable logic controllers (PLCs) to various automation scenarios. Given an operation specification, the student will be able to program the PLC to conform to typical automation requirements.

## **NATG 1155 Advanced Programmable Logic** 4 Credit Hours

An advanced programmable logic controller (PLC) course designed to train the student in computerized automation of a gas pipeline using the ControlLogix PLC, a standard of the industry. The student will become familiar with the advanced features of the programming software and be able to create and troubleshoot ladder logic using an operation specification.

## **NATG 1160 Trench & Excavation Practices** 2 Credit Hours

This course will train students to operate excavation equipment (hydraulic excavator) in the field.

## **NATG 1165 Natural Gas Tech Internship** 1 to 4 Credit Hours

This course is designed to provide the student with practical work experience and on the job training within his or her chosen career field. Students will work with professionals in the field, learn the type of dedication necessary and observe working operations of the natural gas industry.

## **NATG 1170 Gas Measurement & Controls** 4 Credit Hours

Gas Measurement and Controls will demonstrate why accurate gas flow measurement is necessary and will describe the components of a gas measurement system. Instructor led and hands on exercises will show how accurate gas flow measurements are important and can make the difference between profit and loss.

## **NATG 1180 Basic Corrosion I** 1 Credit Hours

The National Association of Corrosion Engineers (NACE) Basic Corrosion Course is designed to impart a substantial part of the basic information available about corrosion and the means whereby it is controlled. It is intended to be comprehensive of the scope of current knowledge about corrosion of metals, deterioration of non-metals, electrochemical phenomena, elementary chemistry and practical control measures. The intent of the course is to provide theoretical background rather than in-the-field corrosion work.

## **NATG 1185 Basic Corrosion II** 1 Credit Hours

The National Association of Corrosion Engineers (NACE) Basic Corrosion Course is designed to impart a substantial part of the basic information available about corrosion and the means whereby it is controlled. It is intended to be comprehensive of the scope of current knowledge about corrosion of metals, deterioration of non-metals, electrochemical phenomena, elementary chemistry and practical control measures. The intent of the course is to provide theoretical background rather than in-the-field corrosion work.

## **NATG 1190 Natural Gas Transmission** 3 Credit Hours

This course will discuss the gathering, storage, and compression needed in pipeline Natural gas to distribution. It will relate to federal regulations for interstate pipelines. It will include the meters, reliefs, regulators required for higher pressure and flows needs for transmission.

## **NATG 1195 First Aid & Safety NatGasTech** 3 Credit Hours

This course prepares you to work in and perform routine safety precautions for natural gas in addition to acquiring the knowledge and skills required to help an injured or suddenly ill person before professional emergency care can be provided. Successful completion of this course provides for certification by American Heart Association First Aid; and Adult, Child, and Infant CPR.

**Fulfills:** Physical Education Requirement

## **NATG 1200 Natural Gas Distribution** 3 Credit Hours

The course will discuss the border (city gate) stations where transmission transfers natural gas to distribution. It will relate to state, KCC regulations for intrastate requirements. It will include meters, reliefs, regulators required for border stations to commercial and residential consumers.

# COURSE DESCRIPTIONS

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## NETWORKING

### **NTWK 1030 Linux I** **3 Credit Hours**

Linux I prepares students to administer a Linux network operating system. Students learn to install, configure, manage, monitor and troubleshoot a Linux server. Part one of a two course sequence which prepares students for Linux+ certification.

### **NTWK 1032 Introduction to Networking** **3 Credit Hours**

Introduction to Networking will introduce students to the underlying concepts of telecommunications and networking. It provides a general overview of computer networks and will focus on the terminology and technologies in current networking environments. Students in business and computer fields will learn a basic understanding of networking setup and how to access data across the network.

### **NTWK 1034 Networking I** **3 Credit Hours**

This course is designed to expand the student's view of networking and prepare students to pass a vendor neutral networking certification exam. This course covers a wide range of material about networking, from local area networks to wide area networks, protocols, topologies, transmission media, and security. It discusses in-depth the most significant aspects of networking, such as the TCP/IP protocol suite. This course is the first course in a two course sequence which prepares the student for Network+ certification.

**Prerequisite:** NTWK 1032 Introduction to Networking with a grade of C or better or consent of instructor.

### **NTWK 1035 Networking II** **3 Credit Hours**

This course is designed to expand the student's view of networking and prepare students to pass a vendor neutral networking certification exam. This course covers a wide range of material about networking, from local area networks to wide area networks, protocols, topologies, transmission media, and security. It discusses in-depth the most significant aspects of networking, such as the TCP/IP protocol suite. This course is the second course in a two course sequence which prepares students for Network+ certification.

**Prerequisite:** NTWK 1034 Networking I with a grade of C or better or consent of instructor.

### **NTWK 1046 Local Area Network Workstation** **3 Credit Hours**

This course prepares students to operate and manage Local Area Network (LAN) workstations and prepares to pass the current industry certification. Students learn to install, configure, deploy, monitor and maintain a LAN workstation. Migration from previous versions and new features are highlighted.

### **NTWK 1050 Networking I** **3 Credit Hours**

Networking I will provide an introduction to the features in all editions of Windows 2003. The student will learn how to install Windows 2003 Server through manual and automated installation routines. After installation, the student will learn about the various file systems and disk management functions available in Windows 2003. Additionally, the student will explore Active Directory services, networking protocols, routing and remote access and other server functions such as terminal services.

**Prerequisite:** Windows 2003 Server

### **NTWK 1052 Computer Repair & Upgrade I** **3 Credit Hours**

Students learn routine maintenance and preventative care for PCs, laptops and mobile devices including hardware and software troubleshooting, upgrading and replacing system components, SOHO network connectivity, and security. Part one of a two course sequence which prepares students for A+ certification.

### **NTWK 1053 Computer Repair & Upgrade II** **3 Credit Hours**

Students learn routine maintenance and preventative care for PCs, laptops and mobile devices including hardware and software troubleshooting, upgrading and replacing system components, SOHO network connectivity, and security. This course is the second in a two course sequence which prepares students for A+ certification.

**Prerequisite:** NTWK 1052 Computer Repair & Upgrade I or BSTC 1052

### **NTWK 1054 Computer Forensics & Invest** **3 Credit Hours**

This course covers topics related to criminal justice and computer technology and is, by its nature, a multi-disciplinary course. Since forensics is the use of science in a court of law; this course looks specifically at how one obtains evidence off of a computer and from network messages, preserving the evidentiary chain, and the legal aspects of the search and seizure of computers and related equipment/information.

**Prerequisite:** NTWK 1052 Computer Repair & Upgrade I with a grade of D or better AND NTWK 1053 Computer Repair & Upgrade II with a grade of D or better

### **NTWK 1057 Network +** **3 Credit Hours**

This course is designed to provide an introduction to networking technologies and prepare students to pass a vendor neutral networking certification exam. This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.

# COURSE DESCRIPTIONS

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## **NTWK 1058 Networking Infrastructure** 3 Credit Hours

The goal of this course is to teach a student how to install, manage, monitor, configure, and troubleshoot domain name services, Remote Access, Network Protocols, IP Routing, and WINS in a network operating system infrastructure. In addition, this course will teach the skills required to manage, monitor, and troubleshoot network address translation and certificate services.

## **NTWK 1059 Introduction to Networking** 3 Credit Hours

Introduction to Networking will introduce students to the underlying concepts of telecommunications and networking. It is meant to provide a general overview of computer networks, and will focus on the terminology and technologies in current networking environments. Students in business and computer fields will learn the basic understanding of networking setup and how to access data across the network.

## **NTWK 1061 Linux II** 3 Credit Hours

Linux II prepares students to administer a Linux network operating system. Students learn to install, configure, manage, monitor and troubleshoot a Linux server. Part two of a two course sequence which prepares students for Linux+ certification.

**Prerequisite:** NTWK 1030 Linux I with a grade of D or better

## **NTWK 1068 Help Desk Fundamentals** 3 Credit Hours

This course introduces students to service concepts, skills sets, career paths, and operations of the help desk industry. This course presents help desk theories from an educational perspective and provides an overview of the help desk for individuals interested in pursuing a career in customer support. This course also provides an overview of the knowledge, skills, and abilities necessary for employment in the user support industry. This course emphasizes problem-solving and communication skills in addition to technical skills.

## **NTWK 1070 Network Security I** 3 Credit Hours

Network Security I prepares students to design, implement and maintain an organization's network and computer security policies. Students analyze computer networks to determine areas of weakness in an organization's security architecture, and suggest solutions for controlling those weaknesses. Students also learn how to track hackers when security breaches occur. This course is the first course in a two course sequence which prepares students for Security+ certification.

**Prerequisite:** NTWK 1072 Information Security with a grade of D or better

## **NTWK 1071 Network Security II** 3 Credit Hours

Network Security II prepares students to design, implement and maintain an organization's network and computer security policies. Students analyze computer networks to determine areas of weakness in an organization's security architecture and suggest solutions for controlling those weaknesses. Students also learn how to track hackers when security breaches occur. This course is the second course in a two course sequence which prepares students for Security+ certification.

**Prerequisite:** NTWK 1070 Network Security I

## **NTWK 1072 Information Security** 3 Credit Hours

This course examines principles of information security. Emphasis is placed on the confidentiality, integrity and availability of information in a technological setting. Security awareness, analysis, design, implementation and maintenance are explored. Students, who complete this class with a C or better, earn the NSTISSI (National Training Standard for Information Systems Security) 4011 certification in Information Systems Security. (pending certification approval)

## **NTWK 1080 Occupational Internship I** 1 to 6 Credit Hours

This course is designed to provide the student with practical work experience and on-the-job training within his or her chosen career field. Students will engage in experiences to enhance the development of their professional networking career.

## **NTWK 1083 Information Assurance** 5 Credit Hours

This course serves as an introduction to employing measures intended to protect and defend information systems by ensuring their availability, integrity, authentication, and confidentiality. Students will understand and be able to initiate procedures and technologies that assist in the protection of data systems to keep them secure.

## **NTWK 1085 Windows Server I** 3 Credit Hours

This class prepares students to administer a Windows Server. Students learn to install Windows Server through manual and automated installation routines, configure file systems and disk management functions, Active Directory services, networking protocols, routing, remote access and other server functions. This is the first course in a two course sequence which prepares students for the Microsoft Certified Technology Specialist (MCTS) Windows Server Infrastructure Exam, a core requirement of the MCSA (Microsoft Certified Systems Administrator).

**Prerequisite:** NTWK 1032 Introduction to Networking with a grade of C or better

## **NTWK 1086 Windows Server II** 3 Credit Hours

This class prepares students to administer a Windows Server. Students learn to install Windows Server through manual and automated installation routines, configure file systems and disk management functions, Active Directory services, networking protocols, routing, remote access and other server functions. This is the second in a two course sequence which prepares students for the Microsoft Certified Technology Specialist (MCTS) Windows Server Infrastructure Exam, a core requirement of the MCSA (Microsoft Certified Systems Administrator).

**Prerequisite:** NTWK 1085 Windows Server I with a grade of C or better

# COURSE DESCRIPTIONS

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## NURSES AID

### NAID 1229 Nursing Home Aide 5 Credit Hours

This course is designed to enhance basic care-giving skills, human understanding and attitude, all of which are necessary to render services to residents of an adult care facility. Emphasis is placed on the normal needs of the geriatric resident and specific individual physical, psychosocial, environmental and spiritual needs. This course prepares students to be eligible for the state examination to gain certification as a Nurse Aide.

**Prerequisite:** Successful completion of CASAS Reading Assessment.

### NAID 1235 Medication Aide 5 Credit Hours

This course is designed to provide the student with a basic knowledge of medications and their safe administration. It covers the systems of the body and the effects of medications on these systems. Special emphasis is given to the aging process and what it does to drug utilization by the body. This course prepares students to sit for the state examination to gain certification as a Medication Aide.

**Prerequisite:** Successful completion of CASAS Reading Assessment and NAID 1229 Nursing Home Aide or Kansas Nurse Aide Certification.

## NURSING

### NURS 1206 Fundamentals of Nursing 0 or 5 Credit Hours

This course is an orientation to the nursing profession. The student is introduced to fundamental concepts and principles including standards of nursing care, which underlie and guide nursing practice. Basic nursing skills will be presented.

**Prerequisite:** Admission to Nursing Program

### NURS 1207 Mental Health I 2 Credit Hours

This course focuses on the development of self-awareness on the part of the practical nurse and the beginning skills necessary for establishing meaningful and effective interpersonal communication that assists the beginning nurse to function in diverse health care organizations. Emphasis is placed on the concepts of communication, and common selected mental health issues. Additionally, the course content focuses on regulations in practical mental health nursing, legal and ethical issues.

**Prerequisite:** Admission to Nursing Program

### NURS 1208 Mental Health Nursing II 4 Credit Hours

This course will cover topics related to the delivery of complex mental health care. Specific health needs of individuals, families, and groups will be addressed. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. The core concepts of Caring, Communication, Critical Thinking, Professionalism, and Competence are integrated throughout the course.

**Prerequisite:** NURS 1257 Medical Surgical Nursing III with a grade of C or better

### NURS 1210 Gerontological Nursing 2 Credit Hours

This course discusses the normal aging process in order to recognize deviations from normal. This course is an overview of the social, psychological and biological changes that accompany aging and the implications of these changes for the individual as well as for society.

**Prerequisite:** NURS 1255 Medical Surgical Nursing I with a grade of C or better

### NURS 1222 ADN:Making the Transition 1 Credit Hours

This course is designed to facilitate the transition of the LPN to the student role in the Associate Degree Nursing Program. Emphasis is placed on the nursing student role in the classroom and clinical situations. The core concepts of Caring, Communication, Critical Thinking, Professionalism, and Competence will be reviewed. The student will review application of the nursing process and contrast the roles and responsibilities of the RN in comparison to the role of the LPN. Strategies to facilitate student learning will also be introduced.

**Prerequisite:** Completion of Practical Nursing Program with Current Kansas Licensure and Admission to the Associate Degree Nursing Program

### NURS 1228 Pharmacology for Nurses 3 Credit Hours

This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of components of the nursing process when administering medications.

**Prerequisite:** Admission to Nursing Program

### NURS 1255 Medical Surgical Nursing I 0 or 5 Credit Hours

This course is an introduction to the area of adult medical-surgical nursing to a diverse client population. Common, noncomplex medical surgical conditions and problems, which interfere with individual need fulfillment, are presented.

**Prerequisite:** NURS 1206 Fundamentals of Nursing with a grade of C or better

### NURS 1256 Medical Surgical Nursing II 6 Credit Hours

This course is a continuation of adult Medical-Surgical Nursing I. Medical-Surgical assessments, diagnosis, interventions, and treatments are integrated with psychosocial and cultural aspects of care.

**Prerequisite:** NURS 1255 Medical Surgical Nursing I with a grade of C or better

### NURS 1257 Medical Surgical Nursing III 6 Credit Hours

This course builds upon the concepts, processes and outcomes developed in Medical-Surgical Nursing I and II. The nursing process is the foundation for the delivery of client care addressing physiological, psychosocial, spiritual and cultural needs. Classroom and clinical experiences focus on the adult client with complex health alterations in cardiovascular, respiratory, urinary, and musculoskeletal systems. Emphasis is placed on the role of the registered nurse and performance of intravenous therapy. The core concepts of Caring, Communication, Critical Thinking, Professionalism, and Competence are integrated throughout the course.

**Prerequisite:** NURS 1256 Medical Surgical Nursing II

# COURSE DESCRIPTIONS

## **NURS 1258 Maternal-Child Nursing I 3 Credit Hours**

This course builds upon the fundamental concepts, processes and outcomes utilizing the nursing process as the foundation for the delivery of client care addressing physiological, psychosocial, spiritual and cultural needs. Classroom and clinical experiences focus on the reproductive system, the prenatal, intrapartum, and postpartum client, and the newborn. Holistic nursing care of the child and family experiencing health alterations is also introduced. Emphasis is placed on the role of the practical nurse and the core concepts of caring, communication, critical thinking, professionalism, and competence are integrated throughout the course.

**Prerequisite:** NURS 1255 Medical Surgical Nursing I with a grade of C or better

## **NURS 1259 Maternal Child Nursing II 3 Credit Hours**

This course builds upon the concepts, processes and outcomes developed in the Maternal Child I course. The nursing process is the foundation for the delivery of client care addressing physiological, psychosocial, spiritual and cultural needs. Classroom and clinical experiences focus on the care of the client with gynecological problems, the at-risk prenatal, intrapartum, and postpartum client, as well as the at-risk newborn. Holistic nursing care of the child and family experiencing complex or life threatening health alterations is also introduced. Emphasis is placed on the role of the registered nurse and the core concepts of caring, communication, critical thinking, professionalism, and competence are integrated throughout the course.

**Prerequisite:** NURS 1258 Maternal-Child Nursing I

## **NURS 1261 Medical-Surgical Nursing IV 5 Credit Hours**

This course builds upon the concepts, processes and outcomes developed in Medical-Surgical Nursing III. The nursing process is the foundation for the delivery of client care addressing physiological, psychosocial, spiritual and cultural needs. Classroom and clinical experiences focus on the adult client with complex health alterations in endocrine, gastrointestinal, hepatobiliary, vascular, neuro-sensory, and hematology/immune systems. The course also covers burn care and traumatic life threatening situations. The core concepts of Caring, Communication, Critical Thinking, Professionalism, and Competence are integrated throughout the course.

**Prerequisite:** NURS 1257 Medical Surgical Nursing III with a grade of C or better

## **NURS 1264 RN Leadership and Management 2 Credit Hours**

This course focuses on the nursing leadership and management roles and skills needed for the professional nurse to function in diverse health care organizations. Emphasis is placed on the concepts of communication, leadership and management, team building, delegation, time management, decision making, quality assurance, and risk management within an organizational context. Additionally, the course content focuses on analyzing regulations in professional nursing practice, legal and ethical issues, and the utilization of technical resources. Preparation for entry into the workforce will include resume building, interview skills, and test taking strategies for the RN licensure exam.

## **NURS 1265 PN Transition into Nursing 2 Credit Hours**

This course facilitates the transition from the role of of nursing student to Licensed Practical Nurse (LPN). Emphasis is placed on factors that contribute to the LPN scope of practice, initial employment as a nurse, including leadership and management skills; as well as the obligation to obtain and maintain licensure.

### **NURSING CONTINUING EDUCATION**

## **NRCE 1257 Asthma/Allergy Review 0.5 to 1 Credit Hours**

This course is designed to provide practicing clinicians with the skills necessary to perform rapid physical and diagnostic assessments of the respiratory system as it responds to external and internal stimuli, in the clinical setting.

## **NRCE 1332 Dealing with Stress 0.5 Credit Hours**

This workshop teaches the principles for living a balanced life, reducing stresses, and adding laughter. This workshop will also provide the important tips, exercises, and activities for building a successful team.

## **NRCE 1333 Coping with Loss and Grief 0.5 Credit Hours**

This workshop will allow participants to explore loss and grief from a broad perspective, considering the impact of death as well as other losses.

## **NRCE 1334 Now Showing Times Are Changing 0.5 Credit Hours**

This workshop will allow participants to explore state of civility/incivility in today's nursing environment. This will be followed by suggestions for creating a culture of civility, stress management and self-care.

### **OCCUPATIONAL SAFETY & HEALTH ADMIN**

## **OSHA 1006 Permit Required Confined Space 1.5 Credit Hours**

This course is designed to enable students to recognize, evaluate, prevent & abate safety & health hazards associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques. This course features hands-on exercises on permit entry classification and program evaluation.

## **OSHA 1007 Guide to Industrial Hygiene 2 Credit Hours**

This course is designed for those interested in increasing knowledge of industrial hygiene practices and related to Occupational Safety and Health Administration (OSHA) regulations and procedures. Topics include permissible exposure limits, OSHA health standards, respiratory protection, engineering controls, hazard communication, and sampling. Activities are focused on health hazard recognition and the use of OSHA standards and Safety and Health programs.

# COURSE DESCRIPTIONS

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## **OSHA 1008 Principles of Ergonomics 1.5 Credit Hours**

This course will familiarize participants with the application of ergonomic principles for the reduction of musculoskeletal stress and strain in the workplace with the goal of controlling or preventing workplace musculoskeletal and nerve disorders. Participants will conduct a task analysis of jobs to identify risk factors and present plans for worker protection.

## **OSHA 1009 Fall Arrest Systems 1.5 Credit Hours**

This course provides an overview of state-of-the-art technology for fall protection and current Occupational Safety and Health Administration (OSHA) requirements. Topics covered include principles of fall protection, components of fall arrest systems, limitations of fall arrest equipment, and OSHA policies regarding fall protection. Course features exercises and activities using fall protection equipment.

## **OSHA 1010 Electrical Standards 2 Credit Hours**

This course is designed to provide the student with a survey of Occupational Safety and Health Administration's (OSHA) electrical standards and the hazards associated with electrical installations and equipment. Topics include single and three-phase systems, cord and plug connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA policies and procedures. Students will also receive instruction on the safe and correct use of electrical testing equipment.

## **OSHA 1011 Excav, Trench & Soil Mechanics 1.5 to 2 Credit Hours**

This course focuses on Occupational Safety and Health Administration (OSHA) standards and the safety aspects of excavation and trenching. Students are introduced to practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations. Various types of shoring (wood timbers and hydraulic) are covered. Testing methods are demonstrated and activities conducted to allow students to use instruments such as penetrometers, torvane shears, and engineering rods.

## **OSHA 1012 Hazardous Materials 2 Credit Hours**

This course provides a detailed overview of the Occupational Safety and Health Administration's (OSHA) general industry standards related to hazardous materials. Topics covered include flammable and combustible liquids, compressed gasses, cryogenic liquids, and liquid petroleum. Hazardous processes such as spraying and dipping operations are covered as well.

## **OSHA 1013 Machinery & Machine Guard Stand 2 Credit Hours**

This course provides instruction provided on the hazards associated with various kinds of machinery and the control of hazardous energy sources. The course presents an approach to machinery inspection that enables participants to recognize hazards and to provide options to achieve abatement. These hazards include mechanical motions and actions created by points of operation and other machinery processes.

## **OSHA 1913 Intro OSHA Gen Ind Standards 0.75 to 2.5 Credit Hours**

This course will train students on Occupational Safety and Health Act, (OSHA) regulations pertaining to General Industry standards that are set forth in the Code of Federal Regulations 29, Part 1910.

## **OSHA 1914 OSHA General Industry Regs 2 to 3 Credit Hours**

This course will train students on Occupational Safety and Health Act, (OSHA) regulations pertaining to General Industry standards that are set forth in the Code of Federal Regulations 29, parts 1910, 1903, and 1904.

## **OSHA 1924 Intro OSHA Construct Ind Stand 0.75 to 2.5 Credit Hours**

This course will train students on Occupational Safety and Health Act, (OSHA) regulations pertaining to construction standards that are set forth by OSHA's construction industry standards.

## **OSHA 1926 OSHA Construct Industry Regs 2 to 3 Credit Hours**

This course will train students on Occupational Safety and Health Act, (OSHA) regulations pertaining to construction standards that are set forth in the Code of Federal Regulations 29, part 1926.

## **OSHA 1927 Fundamentals of OSHA Const Ind 3 Credit Hours**

This course will instruct students on the Occupational Safety and Health Act (OSHA) and regulations pertaining to construction standards set forth in the Code of Federal Regulations 29 part 1926.

## **OSHA 1928 Fundamentals of OSHA Gen Ind 3 Credit Hours**

This course will instruct students on the importance of the Occupational Safety and Health Act (OSHA) and regulations pertaining to General Industry standards set forth in the Code of Federal Regulations 29, Parts 1910, 1903 and 1904.

## **OSHA 1929 Intro to Fire Prevention 3 Credit Hours**

This course will provide fundamental information regarding the history and philosophy of fire prevention to students through the study of fire codes, identification and correction of fire hazards, and addressing the relationships of fire prevention with built-in fire protection systems, fire investigation and fire and life-safety education.

## **OSHA 1930 Practicum in OSHA 3 Credit Hours**

This practicum focuses Occupational Safety and Health practical experience in work practice controls and hazard recognition. Students will develop for a selected business standard procedures required to identify and correct hazards in the workplace.

## **OSHA 1931 Safety Trng Methods for Adults 3 Credit Hours**

Instruction consists of a review and study of the training methods and practices used to develop and incorporate safety job skills in the workplace.



# COURSE DESCRIPTIONS

## **OSHA 1932 Work Practices Controls Safety 3 Credit Hours**

This course discusses the logical flow of hazard hazard recognition to Job Hazard Analysis (JHA) and development of successful safety cultures and programs that support the management process. Work practice controls and hazard recognition will provide the basic foundation necessary to identify and correct hazards in the workplace.

## **OSHA 1933 Workplace Accident Investigati 3 Credit Hours**

This course provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The focus of the course is to assist students in gaining the basic skills necessary to conduct an effective accident investigation in a workplace. Topics include the primary reasons for conducting an accident investigation, employer responsibilities related to workplace accident investigations, and the six step accident investigation procedure.

## **OSHA 1970 OSHA Trainer Stand Constr Ind 1 to 3 Credit Hours**

This is an advanced course offered through OSHA's outreach program that prepares and upon successful completion authorizes the student to instruct OSHA's 10 or 30 hour construction courses.

## **OSHA 1971 OSHA Trainer Standards Gen Ind 1 to 3 Credit Hours**

This is an advanced course offered through OSHA's outreach program that prepares and upon successful completion authorizes the student to instruct OSHA's 10 or 30 hour general industry courses.

## **OSHA 1972 OSHA 2225 Respiratory Protect 2 Credit Hours**

This course will cover a variety of respirators, fit testing, and respiratory protection written programs for employers. This course meets the requirements of OSHA 2225 respiratory protection.

## **OFFICE TECHNOLOGY**

### **OFTC 1600 Beginning Keyboarding 1 to 3 Credit Hours**

Designed primarily for students desiring a personal use, keyboarding skill, or as the first course in a sequence leading to a vocational program. Emphasis is on touch techniques utilizing a variety of exercises, drills, and scheduled use of a keyboard lab to develop a firm foundation and reasonable speed on keyboarding.

### **OFTC 1601 Keyboarding I 2 to 3 Credit Hours**

Designed primarily for students desiring a personal use, keyboarding skill, or as the first course in a sequence leading to a vocational program. Emphasis is on touch keyboarding techniques utilizing a variety of exercises, drills, and scheduled use of the keyboarding lab to develop a firm foundation and reasonable speed on keyboarding.

### **OFTC 1603 Keyboarding II 2 to 3 Credit Hours**

Keyboarding II is designed and offered to those who have previous knowledge of keyboarding but who need to improve keyboarding skills, increase keyboarding speed, and practice on straight copy skill.

**Prerequisite:** OFTC 1601 Keyboarding I or basic keyboarding knowledge.

### **OFTC 1621 Business Admin Procedures 3 Credit Hours**

Business Administrative Procedures in a capstone course for Business Administrative Technology students. Upon successful completion of this course, students will be able to understand and apply professional techniques in an administrative setting. Through the use of technology, this course explores a variety of topics including, but not limited to the following: business ethics, telephone techniques, personal development, career building skills, business etiquette, and presentation skills.

**Prerequisite:** Near completion of Business Administrative Technology Degree

### **OFTC 1650 Ten Key Mastery 1 Credit Hours**

A competency based skill development course in which the student learns to operate the microcomputer ten-key numeric keyboard using the touch-entry method for data entry.

### **OFTC 1666 Records Management 3 Credit Hours**

A study of alphabetic, numeric, subject, and geographic filing methods. Filing equipment, procedures for charge out and follow up, and methods of transfer will be introduced.

### **OFTC 1696 Word Processing Applications 1 to 3 Credit Hours**

A course emphasizing the preparation of documents utilizing automated electronic text-editing word processing equipment and all the language arts skills necessary for accurate copy. Included will be creation, revision, printing, formatting, pagination, rulers, repetitive documents, hyphenation, spelling, error detection, list/merge processing, and related functions.

### **OFTC 1697 Adv Word Processing Appl 3 Credit Hours**

This course will provide students with an enhanced ability to efficiently use a word processing application and utilize advanced word processing features. Some of these features will include advanced formatting, editing and proofreading skills; customization in pictures, tables, charts, WordArt, SmartArt and templates; and creating multiple page reports and mail merged documents.

**Prerequisite:** BSTC 1036 Computer Concepts & Appl with a grade of C or better

## **PHARMACY**

### **PHRM 1000 Orientation to Pharmacy Tech 3 Credit Hours**

This course highlights the practice and role delineation of pharmacists and pharmacy technicians. The course of study also includes educational requirements, issues related to credentialing, and an overview of pharmacy law, pharmacy ethics, pharmacy math, pharmaceutical operations, and pharmacology.

# COURSE DESCRIPTIONS

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## **PHRM 1001 Pharmacology**

**3 Credit Hours**

This course provides practical students with information applicable to pharmacology including pharmaceutical nomenclature and classification, mechanisms of drug actions, interactions, indications and contra-indications, side effects, and methods of administering therapeutic agents primarily in the nervous, endocrine, skeletal, muscular, cardiovascular, respiratory and gastrointestinal systems. The course of study also includes methods of administering therapeutic agents with an emphasis on the renal, reproductive, vascular, sensory, dermatological, immunological and hematological systems. The benefits and disadvantages of over-the-counter vs. non-prescriptive medication will be addressed.

## **PHRM 1002 Pharmacy Calculations**

**3 Credit Hours**

This course teaches students the basic terminology, abbreviations, and units needed to perform pharmaceutical calculations. Apothecary, avoirdupois, and metric systems are an essential component of the course. Students will review calculations dealing with ratio and proportion, percentages, ratio strength, reducing and enlarging formulas, and dilution and concentration problems.

**Prerequisite:** MATH 1821 Basic Algebra with a grade of C or better

## **PHRM 1003 Pharmacy Operations**

**3 Credit Hours**

This course stimulates daily activities in pharmaceutical practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communication techniques.

## **PHRM 1004 Pharmacy Technician Topics**

**1 Credit Hours**

This course is designed to assist the Pharmacy Technician student in preparing himself/herself for the pharmacy technician certification examination. The course content will include standardized test-taking tips, Pharmacy Technician Certification FAQ's, development of pharmacy law, as well as an overview of federal laws affecting pharmacy technicians and ethics in the pharmacy. This review emphasizes major course content areas.

## **PHRM 1005 Pharmacy Technician Internship**

**1 to 6 Credit Hours**

This internship provides students with the opportunity to apply basic pharmacy technician concepts in a community pharmacy setting with rotation options in the community or at a hospital, medical center, home health care facility and/or drug information center.

## **PHRM 1006 Advanced Pharmacy Operations**

**3 Credit Hours**

This course demonstrates and simulates daily activities in pharmaceutical practice settings. Topics include: intravenous therapy and non-sterile compounding, sterile technique, drug delivery systems, TPN, weights and measurements. Students discuss compounding facilities and essential compounding equipment, standard packaging forms, interpreting compounding orders and formulations records. Students gain exposure to non-sterile and aseptic compounding techniques in action.

## **PHILOSOPHY**

### **PHIL 1602 Introduction to Philosophy**

**3 Credit Hours**

A course designed to introduce the student to various intellectual problems and questions that have confronted mankind since his beginning. Philosophical problems as well as methods of solving these problems will be discussed. This course is designed to help the student understand the integral place philosophy has in institutions of higher learning.

**Fulfills:** Humanities Requirement

### **PHIL 1603 Dir Ind Study/Philosophy**

**1 to 3 Credit Hours**

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Fulfills:** Humanities Requirement

### **PHIL 1604 Systematic Ethics**

**3 Credit Hours**

This course will examine the historical systems of ethical thought, considering the strengths and weakness of each in order to assist the student to understand the basis of ethical behavior and theories.

**Fulfills:** Humanities Requirement

### **PHIL 1605 Reason and Argument**

**3 Credit Hours**

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.

**Fulfills:** Humanities Requirement

### **PHIL 1612 Academic Integrity**

**2 Credit Hours**

This course is designed to introduce students to the fundamentals of ethical decision-making, and academic integrity in education and for "professional life." Students will be introduced to major theories of ethics found in the discipline of philosophy and become knowledgeable concerning the development of morality. The course will emphasize the importance of the values of honesty, trust, fairness, respect, and responsibility. Students will develop an ethical framework for making and evaluating ethical choices in everyday life.

## **PHYSICAL EDUCATION**

### **PHED 1202 Bowling**

**1 Credit Hours**

This course is designed to give a person the skill, techniques, and the knowledge necessary to enjoy bowling.

**Fulfills:** Physical Education Requirement

# COURSE DESCRIPTIONS

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**PHED 1204 Advanced Bowling** 1 Credit Hours

This course is designed to give those who know how to bowl the advance techniques of spare pick-up and strike bowling.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1202 Bowling or consent of instructor.

**PHED 1209 Intro to Sports Administration** 3 Credit Hours

There is definitely a need for managers who possess sound administrative skills in physical education, health, recreation, and athletics. Specifically, the sports administration curriculum is designed to focus on such concepts as business theory, business and finance, marketing and advertising, organizational behavior and corporate fitness programs.

**PHED 1210 Beginning Tennis** 1 Credit Hours

This course is designed to give students an opportunity to develop the basic skills and knowledge related to tennis. Instruction will include proper tennis stroke techniques: serve, volley, forehand, backhand, overhead, and footwork. Additionally, scoring, tennis etiquette and rules will be covered. The overall goal of the class is to properly introduce tennis in a manner that the student can successfully play and enjoy this lifelong sport.

**Fulfills:** Physical Education Requirement

**PHED 1213 Self Defense** 1 Credit Hours

This course teaches self-defense for men and women. Since self defense involves direct contact between two or more individuals, psychological factors play a major role in the teaching of self defense. The basic art of knowing when a danger exists and how to avoid putting oneself in a position of potential danger will be stressed in this course along with the knowledge of escape to safety.

**Fulfills:** Physical Education Requirement

**PHED 1214 Tae Kwon Do I** 1 Credit Hours

A system of defense and control techniques is based upon well-established principles of hand-to-hand combat. The course involves defensive and aggressive physical maneuvers, armed and unarmed opponents, club maneuvers, development of muscular skill, and prevention of injury to the person.

**Fulfills:** Physical Education Requirement

**PHED 1215 Tae Kwon Do II** 1 Credit Hours

Continued development of skills and techniques as learned in Tae Kwon-Do I. Beginning development of sparring and application of techniques.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1214 Tae Kwon Do I

**PHED 1217 Fitness Thru Activities** 1 Credit Hours

The purpose of this course is to acquaint students with the development of the fitness needs of the body, through total isokinetic-aerobic exercise. The class will give the student a carry-over value of physical education.

**Fulfills:** Physical Education Requirement

**Prerequisite:** Must be a member of Danceline

**PHED 1219 Target Shooting (Rifle-Pistol)** 1 Credit Hours

This course provides the fundamentals of firearm safety, along with rifle and pistol marksmanship. Twenty-two caliber rifles and pistols will be used on the six point indoor range.

**Fulfills:** Physical Education Requirement

**Prerequisite:** Student must pass a criminal background check dated one week prior to the start of class. The background check is at the expense of the student. Background check may be completed at [www.kansas.gov/kbi](http://www.kansas.gov/kbi)

**PHED 1222 Beginning Swimming** 1 Credit Hours

For non-swimmers or novices. The beginning class stresses breath control, prone float, back float, human stroke, American crawl, treading water, backstroke.

**Fulfills:** Physical Education Requirement

**PHED 1224 Intermediate Swimming** 1 Credit Hours

Incorporated in intermediate swimming are the following strokes: elementary backstroke, sidestroke, bac crawl, and breaststroke.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1222 Beginning Swimming or proficiency in basic swimming skills.

**PHED 1225 Advanced Swimming** 1 Credit Hours

This course is a progression of swimming skills learned in PHED 1222 Beginning Swimming and PHED 1224 Intermediate Swimming.

**Fulfills:** PE/Health Course, Physical Education Requirement

**Prerequisite:** PHED 1224 Intermediate Swimming

**PHED 1226 Lifeguard Training** 1 to 3 Credit Hours

This course provides the necessary minimum knowledge and skills training for a person to qualify as pool lifeguard. This course includes First Aid and CPR for the Professional Rescuer. American Red Cross Certificates will be issued. RESTRICTION: Proficiency in basic skills and pre-test.

**Fulfills:** PE/Health Course, Physical Education Requirement

**Prerequisite:** Proficiency in basic skills and pre-test.

**PHED 1229 Scuba Diving** 3 Credit Hours

PADI Open Water Scuba Diving Course is designed to bring the student through a progressive series of knowledge and skill levels the student will need to safely visit and explore the underwater world.

**Fulfills:** Physical Education Requirement

**Prerequisite:** Ability to swim There is a \$171.68 fee required for this course, payable to the instructor on the first night of class.

**PHED 1232 Gymnastics & Tumbling** 1 Credit Hours

This course is an activity course designed to acquaint students with the necessary flexibility, control and strength to learn and perform gymnastics and tumbling.

**Fulfills:** Physical Education Requirement

**Prerequisite:** For cheerleading members only

# COURSE DESCRIPTIONS

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## **PHED 1234 Weight Training** 1 Credit Hours

Weight Training is designed to acquaint the student with the basic knowledge, understanding and values of resistance exercises in developing general muscular and organic efficiency, as well as conditioning.  
**Fulfills:** Physical Education Requirement

## **PHED 1236 Advanced Weight Training** 1 Credit Hours

Advanced Weight Training is designed to allow the student who has taken Weight Training to continue the program to a more advanced degree.  
**Fulfills:** Physical Education Requirement  
**Prerequisite:** PHED 1234 Weight Training

## **PHED 1238 Fundamental-Physical Fitness** 1 Credit Hours

The primary purpose of this course is to acquaint students with basic knowledge, understanding, and values of physical activity as it relates to optimal healthful living. Opportunity will be given for each student to develop an exercise program.  
**Fulfills:** Physical Education Requirement

## **PHED 1239 Modern Dance** 1 Credit Hours

This course includes development of individual skill in dance movements and the study of the form and composition in dance.  
**Fulfills:** PE/Health Course, Physical Education Requirement

## **PHED 1240 Ballroom Dancing I** 1 Credit Hours

This course will introduce students to the principles of social partner dancing. Students will first learn the basics of timing, frame, dance position, connection, and lead and follow. These fundamental skills will be applied to Merengue, American Rumba, American Waltz, Jitterbug, and East Coast Swing.  
**Fulfills:** Physical Education Requirement

## **PHED 1241 Standard First Aid & CPR** 1 Credit Hours

This first aid course is to provide training and teach skills a person needs to act as the first link in the Emergency Medical Services (EMS) System. (Under the Kansas Statute 1910-1S1, sub part K, each employer shall insure that employees are adequately trained in First Aid. This course meets the OSHA requirements.) RESTRICTION: Consent of Instructor.  
**Prerequisite:** Enrollment by consent of instructor.

## **PHED 1242 Intro to Health-PE-Recreation** 3 Credit Hours

This course is a description and interpretation of the fields of Health, Physical Education, and Recreation. It will provide a general concept for the professional student. It will provide specific information about the three areas, its professional opportunities, personal rewards and satisfactions, and requirements of a sound program of professional preparation.

## **PHED 1244 Elementary Health & Phys Educa** 3 Credit Hours

This course is designed for physical educators to enhance their understanding and use of contemporary elementary health and physical education concepts to foster active and healthy lifestyles for all students.

## **PHED 1246 First Aid Emergency Care** 1 to 3 Credit Hours

This course covers the knowledge and skills required to provide temporary and immediate care to a person who has been injured or who suddenly becomes ill. Successful completion of this course provides for certification by American Heart Association First Aid; and Adult, Child, and Infant CPR.  
**Fulfills:** PE/Health Course, Physical Education Requirement

## **PHED 1252 Theories of Track & Field** 2 Credit Hours

The technical study of the various track and field events. The recognized methods of coaching and training are emphasized.

## **PHED 1253 Care & Prev of Athletic Injury** 3 Credit Hours

This course is designed to familiarize the student with the most prevalent sports injuries and their effective management. The practical aspects of care, prevention, and reconditioning of athletic injuries will be stressed. The role of the athletic training profession in the sports medicine system will also be discussed.

## **PHED 1254 Theory of Basketball** 2 Credit Hours

The history and development of the game of basketball and systems used in various sections are stressed through lectures, reports, and discussions. The principles of conditioning and strategy are emphasized.

## **PHED 1256 Psychology of Sport** 2 Credit Hours

The course provides an opportunity to become acquainted with the many psychological aspects that coaches, athletes, and spectators face in their involvement with sports. Emphasis will be given on the psychological and social dimensions of coaching, practice and competitive preparation, and psychological traits common to specific sports and athlete personality.

## **PHED 1257 Childrens Play & Recreation** 2 Credit Hours

Designed to cover the meaning of play in the life of the growing child, the play periods of childhood, the social and educational values in supervised play, and the opportunity of the parent or teacher for developing ideals of life during playtime.

## **PHED 1258 Rules & Officiating** 1 to 3 Credit Hours

This course is designed to acquaint students with a thorough knowledge of the rules, mechanics, and responsibilities of officiating volleyball, football, and basketball.

## **PHED 1261 Beginning Ballet** 1 Credit Hours

There is a need to preserve arts in the rural communities. The study of ballet is one way to do this. A class in ballet will give the student excellent physical training, a sense of control of the body, better concentration ability, and an appreciation of the art of ballet.

# COURSE DESCRIPTIONS

**PHED 1263 Recreation Fieldwork 3 Credit Hours**

A supervised work experience with cooperating community agencies. Students engage in practical application of theory and on-the-job experience with intramural sports, scouts, recreation commission, etc. RESTRICTION: Consent of Instructor.

**Prerequisite:** Enrollment by consent of instructor.

**PHED 1270 Intro to Exercise Science 1 to 3 Credit Hours**

This course is designed to provide a student with information on the basic physiological functions specific to exercise science and the effects of physical exercise on the human body.

**PHED 1271 Figure Improvement I 1 Credit Hours**

This course is designed for people who want to make exercise a significant factor in maintaining a physically fit body. Exercising is emphasized as a regular everyday routine. Diets, eating habits and behavioral techniques are discussed by the class as a group. Individual goals are set, and progress in achieving those goals is monitored during the semester.

**Fulfills:** PE/Health Course, Physical Education Requirement

**PHED 1272 Figure Improvement II 1 Credit Hours**

This course is an extension of Figure Improvement I. The class is designed for people who want to make exercise a significant factor in maintaining a physically fit body. Exercising is emphasized as a regular everyday routine. Diets, eating habits, and behavioral techniques are discussed by the class as a group. Individual goals are set and progress in achieving those goals are monitored during the semester.

**Fulfills:** PE/Health Course, Physical Education Requirement

**Prerequisite:** PHED 1271 Figure Improvement I

**PHED 1276 Aqua Aerobics 1 Credit Hours**

This course is designed to offer a total body conditioning program for a firm, trim figure and a healthier cardiovascular system. It incorporates the natural resistance of water to effectively trim and tone the entire body, especially thighs, hips, mid-section, upper body and arms.

**Fulfills:** Physical Education Requirement

**PHED 1280 Varsity Ath-Basketball (Men) 1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1281 Varsity Ath-Basketball (Women) 1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1282 Varsity Athletics-Baseball 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1283 Varsity Athletics-Softball 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1285 Varsity Athletic-Golf (Women) 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1286 Varsity Athletic-Golf (Men) 1 Credit Hours**

Credit is received for participation in intercollegiate athletics. Golf is a lifetime sport which can be used as recreation or a profession.

**Fulfills:** Physical Education Requirement

**PHED 1287 Varsity Tennis (Men) 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1288 Varsity Tennis (Women) 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1290 Varsity Athletics-Track (Men) 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1292 Varsity Athletic Track (Women) 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1293 Varsity Athletics-Volleyball 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1294 Varsity Athletics-Cheerleading 1 Credit Hours**

Credit is received for participation in Cheerleading.

**Fulfills:** Physical Education Requirement

**PHED 1295 Advanced Aqua Aerobics 1 Credit Hours**

This course is designed to offer a complete and effective conditioning program of physical fitness. It conditions your heart, lungs, and blood vessels by demanding that this internal life supporting system be strengthened through healthy use. It incorporates the natural resistance of water to effectively trim and tone the entire body, especially thighs, hips, mid-section, upper body, and arms.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1276 Aqua Aerobics

**PHED 1296 Varsity Athletics Soccer (Men) 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

# COURSE DESCRIPTIONS

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**PHED 1297 Varsity Athletic Soccer(Women) 1 Credit Hours**

Credit is received for participation in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1298 Varsity Athletic Wrestling 1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics.

**Fulfills:** Physical Education Requirement

**PHED 1301 Beginning Modern Dance 1 Credit Hours**

A dance class offering the basic concept of beginning modern dance. Very basic movement, steps, combinations, and routines will be covered. Through practical study the student should be able to learn basic rhythm and modern dance routines for enjoyment and exercise.

**Fulfills:** Physical Education Requirement

**Prerequisite:** Must be a member of Danceline

**PHED 1308 Intro to Athletic Training 1 to 3 Credit Hours**

Introduction to the profession of athletic training via lectures, class discussions and small group activities. Study of the principles, practices, and techniques used by a certified athletic trainer in the prevention, management, and rehabilitation of athletic injuries.

**Prerequisite:** Must be a student athletic trainer or consent of instructor.

**PHED 1313 Rhythm I 1 Credit Hours**

The class is open to students selected by audition at the beginning of the year, or recruited. Emphasis on fundamentals of precision dance and drill are basic to the course. The group will perform at basketball games, community and professional functions. Credit is received for participation in dance line.

**Fulfills:** Physical Education Requirement

**Prerequisite:** Must be a member of Danceline.

**PHED 1314 Rhythm II 1 Credit Hours**

The class is open to students that are selected by audition at the beginning of the year, or recruited. Each class is a continuation of the previous class. Emphasis on fundamentals of precision dance and drill are basic to the course. The group will perform at basketball games, community, and professional functions. Credit is received for participation in dance line.

**Fulfills:** PE/Health Course, Physical Education Requirement

**Prerequisite:** PHED 1313 Rhythm I

**PHED 1315 Rhythm III 1 Credit Hours**

Credit is received for participation in dance line.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1314 Rhythm II

**PHED 1316 Rhythm IV 1 Credit Hours**

Credit is received for participation in dance line.

**Fulfills:** PE/Health Course, Physical Education Requirement

**Prerequisite:** PHED 1315 Rhythm III

**PHED 1319 Yoga 1 Credit Hours**

Yoga is designed to improve the health, performance, and mental acuity of athletes or individuals interested in improving their level of fitness. Based on the ancient fitness science of yoga, the class blends balance, strength, flexibility and power in a fitness format. Yoga delivers a practical, user-friendly style, which is accessible, understandable, and doable by individuals at any level of fitness. The Yoga class reduces the risk of injury and augments recovery for ailments including stress, lower back pain and tension.

**Fulfills:** Physical Education Requirement

**PHED 1321 Physical Fitness I 1 Credit Hours**

In this course students will develop their muscle tone, cardiovascular endurance, flexibility, and body composition through weight training and other exercise activities. Students will learn the value and benefits of a lifetime physical fitness program.

**Fulfills:** Physical Education Requirement

**PHED 1322 Physical Fitness II 1 Credit Hours**

In this course students will develop their muscle tone, cardiovascular endurance, flexibility, and body composition through weight training and other exercise activities. Students will learn the value and benefits of a lifetime physical fitness program.

**Fulfills:** Physical Education Requirement

**PHED 1325 Coaching Advanced Soccer 3 Credit Hours**

The primary objective of this course is to provide all coaches, from the beginner to the most advanced, with up-to-date theoretical and practical knowledge. This course will prepare coaches working with youth soccer players U10-U13 and above by expanding their knowledge and understanding of the technical and tactical demands of the game and the developmental process necessary for players of these ages. This course will provide an understanding of practical coaching methodology and the framework necessary to prepare players and a team for competition. This course will prepare coaches for whom this represents their final coaching education as well as those who plan to pursue an advanced U.S. Soccer Federation National Coaching License.

**PHED 1326 Concepts of Personal Training 3 Credit Hours**

This course is designed to prepare and qualify students to work as personal trainers. This professional development course not only prepares students for successful attainment of the NCSF-CPT credential, but also provides them with the skill set for capable job performance in the expanding personal training market.

**Fulfills:** PE/Health Course, Physical Education Requirement

# COURSE DESCRIPTIONS

## **PHED 1327 Zumba**

**1 Credit Hours**

Zumba Fitness is a Latin-inspired dance fitness class which incorporates Latin, International and popular music and dance movements to create a dynamic, effective fitness system. Traditional dances such as Salsa, Cumbia, Merengue and African are mixed with contemporary Hip-Hop, Jazz, Pop as well as fitness moves to achieve increased physical fitness. The Zumba Fitness is a copyrighted program with a current licensed ZIN member by Zumba Fitness, LLC and have written rights to use the ZUMBA Trademarks. Zumba Fitness has a corporate office in Hallandale, FL 33009.

**Fulfills:** Physical Education Requirement

## **PHED 1328 Abdominal Core Fitness**

**1 Credit Hours**

Core class is an athletic workout using the principles of sports stretch, strength training, conditioning and dynamic movement, combined with light hand weights. It includes modifications for the group exercise environment, yet offers exercise progressions to challenge all levels of participants. Core class will increase the participant's strength, flexibility, and balance and improve one's overall fitness level.

**Fulfills:** PE/Health Course, Physical Education Requirement

## **PHED 1329 Turbo Kick**

**1 Credit Hours**

Turbo Kick is cardio kickboxing. It's a combination of high intensity kickboxing moves, as well as, dance moves all perfectly choreographed to high energy and motivating music. It's the ultimate cardiovascular challenge that's a unique blend of intense intervals strength/endurance training, and a relaxing cool-down. Turbo Kick requires no previous kickboxing experience or equipment, and great for beginners or athletes.

**Fulfills:** PE/Health Course

## **PHYSICAL SCIENCE**

### **PHSC 1400 Physical Science**

**0 or 5 Credit Hours**

Physical Science is designed primarily for students other than those planning on mathematics or science majors. It is a lab course concerned with the concepts of matter and energy involved in the fields of physics, chemistry, astronomy, and earth science as well as introduction into the applied mathematics pertaining to each of these fields.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** MATH 1821 Basic Algebra with a grade of C or better (or higher level math course) OR having passed Module 6 in College Preparatory Mathematics OR appropriate math placement score.

### **PHSC 1402 Introduction to Geology**

**3 or 5 Credit Hours**

The class provides an introduction to the principles of earth science and will include a study of the formation, occurrence, and structures of minerals and rocks, the action of streams, oceans, glaciers, and other agents in the formation and modification of the landscape.

**Fulfills:** Laboratory Course, Natural Science Requirement, Non-Laboratory Course

### **PHSC 1404 Physical Geography**

**3 Credit Hours**

A study of the geographic factors of our physical environments, including climate, terrain, soils, landforms, the seas, economic sources, cartographic elements and an introduction to regional studies.

**Fulfills:** Natural Science Requirement, Non-Laboratory Course

### **PHSC 1408 Astronomy**

**3 Credit Hours**

This is a general Astronomy course designed to acquaint the student with the heavenly bodies and the seasonal migration throughout the sky. Emphasis will be placed on the methods and tools used in exploring the solar system and the local galaxy. Theories about the rest of the universe will be included. An important part of the course will be time spent observing using both naked eye and telescopes, and time spent in the planetarium.

**Fulfills:** Natural Science Requirement, Non-Laboratory Course

### **PHSC 2410 Conservation-Natural Resources**

**1 to 3 Credit Hours**

A general survey of the broad categories of the natural wealth of the world upon which human well-being depends and a summary of present and future supplies will be emphasized. A development of concepts rather than the recitation of facts would serve as the basic idea of this class.

## **PHYSICS**

### **PHYS 1600 Physics I**

**0 or 5 Credit Hours**

The course will cover the basic principles of mechanics, heat and sound. Students enrolled in Physics are required to enroll in the accompanying lab. RESTRICTION: 1830 Trigonometry or high school trigonometry.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** MATH 1830 Trigonometry or high school Trigonometry.

### **PHYS 1602 Physics II**

**0 or 5 Credit Hours**

The course will cover the basic principles of electricity, magnetism, light, and modern physics. Students enrolled in Physics II are required to enroll in the accompanying lab.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** PHYS 1600 Physics I with a grade of C or better

### **PHYS 1604 Engineering Physics I**

**0 or 5 Credit Hours**

This course is designed specifically for the student majoring in physics, chemistry, or engineering. It includes the study of mechanics, physical properties of matter, heat and thermodynamics and uses the application of calculus to the problem-solving techniques of physics. Students must also enroll in Engineering Physics I Lab.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** MATH 1832 Analytic Geometry-Calculus I or concurrent enrollment in MATH 1832 Analytic Geometry-Calculus I

# COURSE DESCRIPTIONS

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## **PHYS 1606 Engineering Physics II** 0 or 5 Credit Hours

The class will cover the basic principles of electricity, magnetism, light, and modern physics. This course is a continuation of Engineering Physics I and is designed for the majors listed in Engineering Physics I. It includes the study of electricity, magnetism, and wave motion optics, with calculus applications. Students must also enroll in Engineering Physics II Lab.

**Fulfills:** Laboratory Course, Natural Science Requirement

**Prerequisite:** PHYS 1604 Engineering Physics I with a grade of C or better

## **PLUMBING**

### **PLMB 1001 Plumbing Safety** 2 Credit Hours

This course reviews the common causes of plumbing-related accidents and injuries. Students will learn to identify hazardous situations, unsafe conditions and how to handle and respond to these situations and conditions.

### **PLMB 1010 Plumbing Systems** 1 Credit Hours

This course explains the factors that influence Drain, Waste, Vent, and distribution system design and how different types of drains, fittings, vents, and pipe are used to distribute water and move waste in a building.

### **PLMB 1020 Introduction to Plumbing** 3 Credit Hours

This course introduces with the tasks and responsibilities of professionals in the construction industry. Course topics include: proper use, care, and maintenance of basic plumbing tools used to measure, lay out, cut, drill, bore, and ream. Basic math, construction drawings, and applicable code requirements are also included.

### **PLMB 1030 Plumbing Fixtures and Fittings** 4 Credit Hours

This course covers basic types of materials used in the manufacturing of plumbing fixtures and the mechanics of fixtures and faucets. The course also introduces the types of materials, schedules, and applications of plastic, copper, cast-iron, and steel piping. Properly measuring, cutting, and joining techniques for all piping materials are included.

### **PLMB 1040 Commercial Drawing** 2 Credit Hours

The course covers identification and interpretation of civil, architectural, structural, HVAC/mechanical, plumbing, and electrical drawings. Students will learn how to use the drawings to ensure accurate dimensions, generate RFIs, locate plumbing entry points, and establish piping routes and fixture locations.

## **POLITICAL SCIENCE**

### **POLS 1800 Government of United States** 3 Credit Hours

A study of the constitution of the United States and the organizations, powers, and functions of the national government. In addition, current problems and policy and the role of the individual will be studied.

**Fulfills:** Social Science Requirement

### **POLS 1801 Intro to Political Science** 3 Credit Hours

This course is designed to elevate the political awareness of the student, as well as teach the inner and outer workings of all political systems at all levels.

**Fulfills:** Social Science Requirement

### **POLS 1804 International Relations** 3 Credit Hours

A study of the fundamentals of the nation-state system; sovereignty, nationalism, diplomacy, collective security, the balance of power, and international organizations.

**Fulfills:** Social Science Requirement

### **POLS 1805 Dir Ind Study/Government** 1 to 3 Credit Hours

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Fulfills:** Social Science Requirement

### **POLS 1810 The Middle East in Modern Time** 1 to 3 Credit Hours

This course will explore the politics of the Near East region, including the historic, religious, ideological, and cultural forces that share the government policies, international relations, social movements, and military conflicts of the region. Special emphasis will be placed on the Israel-Palestinian conflict, impact of the Gulf War, and current day Iraq.

### **POLS 1815 Intro to UN & InternationalOrg** 3 Credit Hours

This course will explore various theoretical perspectives on international relations, and on the role of international organizations more specifically. The course focus will center on examining the historical evolution of the United Nations and its precursors. We will discuss the UN's structure and governance role in international peace and security, terrorism, human rights, development, and the environment. We will also explore the weaknesses and strengths of the UN and its agencies along with other international organizations and the tension faced by globalization, supranational governance, and national sovereignty.

### **POLS 1828 State & Local Government** 3 Credit Hours

A study of the principles of organization and practical operations of state, county, and city governments in the United States. Special emphasis will be given to current problems facing state and local governments.

**Fulfills:** Social Science Requirement

### **POLS 2802 New Politics** 1 to 3 Credit Hours

An investigation into the newly forming national political coalitions, their pattern of development and causes. Also, the content, effect, and technique of the new political communication channels will be studied.



# COURSE DESCRIPTIONS

## PSYCHOLOGY

### **PSYC 1000 General Psychology** 3 Credit Hours

This course provides a broad overview of the theories and research findings associated with the scientific study of behavior and mental processes. Topics covered may include research techniques, the biological influences on behavior, development, sensation and perception, motivation and emotion, intelligence, consciousness, learning, memory, the role of psychological factors in health, personality, mental disorders and their treatment, and social influences on behavior.

**Fulfills:** Social Science Requirement

### **PSYC 1006 Abnormal Psychology** 3 Credit Hours

This course will examine the criteria for normal and abnormal behavior by exploring the dynamics of their occurrence as well as their etiology, symptoms, diagnosis, and treatment. Topics covered include anxiety and stress disorders, mood disorders, sexual dysfunctions and deviations, somatoforms, and schizophrenia.

**Fulfills:** Social Science Requirement

**Prerequisite:** PSYC 1000 General Psychology with a grade of C or better

### **PSYC 1012 Introduction to Counseling** 3 Credit Hours

A study of counseling theories and strategies will be used as a basis for developing basic helping skills and effective listening techniques. This course is suggested for those interested in helping professions.

### **PSYC 1014 Developmental Psychology** 1 to 3 Credit Hours

This course examines the theories, methodologies and data pertinent to the study of the individual across the life-span. Emphasis will focus on both the continuity and changes in behavior due to hereditary and environmental influences within infancy, early childhood, adolescence, adulthood, and late adulthood. Topics will include behavioral genetics, prenatal influences, physical maturation and aging, mental abilities, gender and sexuality, moral development, family and peer interactions, developmental disorders, as well as death and dying.

**Fulfills:** Social Science Requirement

**Prerequisite:** PSYC 1000 General Psychology with a grade of C or better OR College level assessment scores in Reading.

### **PSYC 1016 Social Psychology** 3 Credit Hours

This course will be concerned with the forces on individual and group behavior in social situations. Topics will include the creation of attitudes and prejudice, persuasion and conformity, obedience to authority, group decision making, theories of aggressions and altruism, social cognition and perception and interpersonal attraction.

**Prerequisite:** PSYC 1000 General Psychology with a grade of C or better

### **PSYC 1018 Group Dynamics I** 3 Credit Hours

Theoretical interpretations of how and why groups and individuals interact. Instructional goals are to better acquaint the student with himself and others; to tune into his own feelings and attitudes and talk up so that optimal interpersonal communication and adequate ego-strength may be developed.

**Fulfills:** Social Science Requirement

### **PSYC 1026 Psychology Grief & Separation** 1 Credit Hours

An appropriate course for the student pursuing skills in any of the helping professions. It is also appropriate for the individual who is simply interested in learning more about the process of grief for his or her own benefit.

**Fulfills:** Social Science Requirement

### **PSYC 1027 Coping with Stress** 1 to 3 Credit Hours

Coping with Stress is designed to give the student a basic knowledge of different stress management techniques and to learn how to apply different stress management techniques to one's own life.

**Fulfills:** Social Science Requirement

### **PSYC 1033 Psychology of Serial Killers** 3 Credit Hours

This course critically examines serial killers from the psychological and sociological perspectives. Students will explore myths and facts associated with the most popular case examples. Additionally, the course will explore the psychopathology and development of serial killers as well as their portrayal in mass media and the effect on culture and society.

### **PSYC 1034 Theories of Personality** 3 Credit Hours

This class has as its objective, understanding representative schools of personality theory. Topics included in this class are Freud's classical psychoanalytic theory, Jung's analytic theory, other psychodynamic theories, existential theory, behaviorism, and humanism.

**Fulfills:** Social Science Requirement

**Prerequisite:** PSYC 1000 General Psychology with a grade of C or better

### **PSYC 1045 Dir Ind Study/Psychology** 1 to 3 Credit Hours

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Fulfills:** Social Science Requirement

# COURSE DESCRIPTIONS

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## **PSYC 1130 Death & Dying** 1 to 3 Credit Hours

This course will provide a broad overview of the theories and data concerning death, grief, and bereavement throughout the life-span. Topics will include demographic trends in death rates, societal views of death and dying, cultural and religious influences on dying, age differences in death experiences and coping, health care practices, and legal issues concerning death.

**Fulfills:** Social Science Requirement

### READING

## **READ 1108 Basic Reading** 1 to 3 Credit Hours

This course is designed to help students improve vocabulary and basic reading skills as well as to develop study skills needed for college-level work.

**Fulfills:** Developmental Course

## **READ 1109 Intermediate Reading** 3 Credit Hours

This course is designed to help students improve vocabulary, comprehension, critical thinking, and study skills needed for college-level reading.

**Fulfills:** Developmental Course

**Prerequisite:** READ 1108 Basic Reading with a grade of C or better or ASSET Reading Skills score of at least 35 or ACT Reading score of at least 14 or Accuplacer Reading Skills score of at least 54 or recommendation of Reading instructor based on class administered standardized reading test

### RELIGION

## **RELI 1301 New Testament Lit:Gospels** 3 Credit Hours

A course designed to introduce the student to the English translations of the four gospels of the New Testament text: Matthew, Mark, Luke, and John. The text of the gospels will be studied almost exclusively rather than emphasizing a textbook about them. Each student will complete an individual exegesis of specific, difficult passages found in the gospels. Several New Testament commentaries will be studied to complete this assignment.

**Fulfills:** Humanities Requirement

## **RELI 1303 New Test Lit:Acts & Epistles** 3 Credit Hours

A course designed to introduce the student to the English translations of the Acts and Epistles of the New Testament.

**Fulfills:** Humanities Requirement

## **RELI 1305 Old Testament Lit:Pentateuch** 3 Credit Hours

A course designed to introduce the student to the English translations of the first five books of the Old Testament. These books will be studied almost exclusively rather than studying a textbook about them. The biblical account of the early history of man's origins will be studied along with principles of ethic conduct taught therein. Doctrinal and theological issues are purposely avoided in order that we might not be side-tracked from the literature of the Pentateuch.

**Fulfills:** Humanities Requirement

## **RELI 1311 World Religions** 3 Credit Hours

A survey of the major religious systems of the world, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. Objectivity and impartiality are important characteristics of our study. We seek to understand the world's religions, not evaluate their comparative merits.

**Fulfills:** Humanities Requirement

## **RELI 2301 New Testament Lit:Gospels** 1 to 3 Credit Hours

A course designed to introduce the student to the English translations of the four gospels of the New Testament text: Mathew, Mark, Luke, and John. The text of the gospels will be studied almost exclusively rather than emphasizing a textbook about them. Each student will complete an individual exegesis of specific, difficult passages found in the gospels. Several New Testament commentaries will be studied to complete this assignment.

### SOCIOLOGY

## **SOCI 1100 Introduction to Sociology** 3 Credit Hours

This course is the study of human social environments. Particular emphasis is given to the origin and nature of society and its institutions, general principles of sociology, and the influence of culture on the individual. Applications of these principles will be made to current social problems.

**Fulfills:** Social Science Requirement

## **SOCI 1101 Dir Ind Study/Sociology** 1 to 3 Credit Hours

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Fulfills:** Social Science Requirement

# COURSE DESCRIPTIONS

## **SOCI 1102 Marriage & Family**

**3 Credit Hours**

A survey of sociological research methods and theories used in the study of marriages/families. The affects of social change, gender theory, and contemporary global problems facing marriages/families will be considered.

**Fulfills:** Social Science Requirement

## **SOCI 1104 Contemporary Social Problems**

**1 to 3 Credit Hours**

This course provides a framework for identifying, exploring, and evaluating social problems today. Students are encouraged to distinguish knowledge from values in their own attitudes about what constitutes a "social problem" and in their assessment of current programs aimed at alleviation of social problems.

**Fulfills:** Social Science Requirement

## **SOCI 1106 Intro to Social Work**

**3 Credit Hours**

This course is designed to serve as an introduction to the practice of social work and the field of social services. Emphasis is placed on the delivery of social services, the development and future of social work in American society. The student will be exposed to current endeavors in the field, agencies offering social welfare services, and critical issues facing social work in contemporary society.

**Prerequisite:** SOCI 1100 Introduction to Sociology

## **SOCI 1107 Practicum in Community Service**

**3 Credit Hours**

This course is designed to provide the student with practical work experience and on-the-job training within their chosen career field.

## **SOCI 1110 Juvenile Delinquency/Justice**

**3 Credit Hours**

Examines the historical precedents and philosophical reasons for treating juveniles differently from adults. Reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

**Fulfills:** Social Science Requirement

**Prerequisite:** SOCI 1100 Introduction to Sociology with a grade of C or better or CRIM 1600 Intro to Criminal Justice with a grade of C or better or consent of instructor.

## **SOCI 1114 Human Sexuality**

**3 Credit Hours**

This course is designed as a comprehensive overview of the entire field of sexuality and uses an interdisciplinary approach, which deals with the biological, psychological, and sociological aspects of sexuality. There is emphasis placed on factual dimensions as well as religious, moral, and ethical values and the social mores of the various cultural groups.

**Fulfills:** Social Science Requirement

**Prerequisite:** SOCI 1100 Introduction to Sociology or PSYC 1000 General Psychology

## **SOCI 1128 Leadership Development**

**1 to 3 Credit Hours**

To increase students awareness, self-confidence, and ability to impact a community through service, goal setting skills, communication skills, diversity, team building skills, and effective leadership in life.

## **SOCI 1129 Cross Cultural Awareness**

**3 Credit Hours**

The purpose of the class is to assist students in developing an awareness of cultural background, attitudes, and experiences. The class is also intended to create an awareness of one's own individual respect for human dignity and individual rights both for oneself and others in our increasingly pluralistic society.

**Fulfills:** Social Science Requirement

## **SOCI 1138 Women in Society**

**3 Credit Hours**

The course examines ideas and concerns of different thinkers, academics, activists, and social critics that are expanding the boundaries of gender theory. Gender issues from the past, present, and future focusing on women, will be incorporated into an interdisciplinary approach with emphasis on the social sciences.

## **SOCI 1145 Parenting**

**3 Credit Hours**

An examination of parenting lifestyles and values and their relationship to available alternatives for guiding children's behavior. The course will provide purposeful training in preparation for the responsibilities of parenthood.

**Fulfills:** Social Science Requirement

## **STATISTICS**

### **STAT 1827 Elements of Statistics Lab**

**0 to 1 Credit Hours**

Computer lab focusing on applying statistical software to data analysis and decision making. Using Microsoft Excel software, hands-on applications include, but are not limited to, frequency distribution charts, histograms, descriptive statistics, linear regression, binomial probability, confidence intervals, and hypotheses testing.

### **STAT 1829 Elements of Statistics**

**0 to 3 Credit Hours**

This course will cover descriptive statistics, probability, random variables, random sampling, sampling theory, confidence intervals, hypothesis testing, and linear regression.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics

Requirement, Natural Science Requirement, Non-Laboratory Course

**Prerequisite:** MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

# COURSE DESCRIPTIONS

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## **STAT 1840 Business & Economics Stats I** 3 Credit Hours

An introduction to the basic concepts of statistics related to business and economics; including descriptive statistics, probability, discrete and continuous distributions, confidence intervals, sampling methods, hypothesis testing, and correlation and regression.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement

**Prerequisite:** MATH 1828 College Algebra with a grade of C or better OR MATH 1826 Intermediate & College Algebra with a grade of C or better OR appropriate placement score.

## **STAT 1845 Business & Economics Stats II** 3 Credit Hours

Continuation of STAT 1840 with applications to business and economic studies; including sample comparisons, analysis of variance, multiple regression, correlation, quality control, time-series, forecasting, business cycles, chi-square tests, and nonparametric methods.

**Fulfills:** Foundation Course AA, AS, AGS, AAS, Mathematics Requirement

**Prerequisite:** STAT 1840 Business & Economics Stats I or MATH 1829 Elements of Statistics

## THEATER

## **THEA 1300 Introduction to the Theatre** 3 Credit Hours

This course is designed to create for the student an awareness of the skills, arts and sciences involved in the presentation of a play. Special emphasis is given to the problems of the actor and the director.

**Fulfills:** Humanities Requirement

## **THEA 1301 Dir Ind Study/Theatre** 1 to 3 Credit Hours

Directed independent study is a structured learning experience offered as an extension of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with academic, nonvocational disciplines. Its purpose is to supplement extant courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

**Prerequisite:** Enrollment by consent of instructor

## **THEA 1302 Acting I** 3 Credit Hours

This course provides varied experiences for the students to apply the fundamental techniques of acting. Course work includes extensive practice in pantomime, character, creation, body language, and effective stage speech.

**Fulfills:** Performance Course

## **THEA 1304 Acting II** 3 Credit Hours

This course provides a continuation of Acting I. The course provides varied experiences for the students to apply the fundamental techniques of acting, emphasizing the actor's responsibility in creating the character. Class work will involve advanced acting exercises focusing on more in-depth analysis and character development, scenes, research, and different styles of acting as demanded by dramatic literature.

**Fulfills:** Performance Course

## **THEA 1306 Play Production** 3 Credit Hours

This course provides the student with additional theatrical experiences. Students apply various techniques necessary to the total theatrical production. Included in the course work is experience in theatre management, directing, stage managing techniques and technical theatre.

**Fulfills:** Performance Course

## **THEA 1308 Musical Theatre** 1 to 3 Credit Hours

This course is designed for students participating in the college musical. Emphasis is placed on the musical and dramatic growth of each student, acquiring an understanding of the many facets of musical theatre and an appreciation of the discipline and effort demanded in coordinating these facets for an artistic performance.

**Fulfills:** Performance Course

## **THEA 1310 Stagecraft** 3 Credit Hours

This course will acquaint the student with the tools, materials, and proper techniques used in scene construction and theatrical stage lighting.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

## **THEA 1315 Introduction to Film** 3 Credit Hours

This course is an introduction and overview of the art of motion pictures. Students will examine how films are produced and how directors employ various techniques for effect. Students will learn of its development, of those who made major contributors to the industry, Films impact in today's culture and how he/she can view films critically.

## **THEA 1320 Topics in Theatre** 3 Credit Hours

Topics in Theatre is designed to provide the student with exposure to a specific topic in theatre. The topics one can choose range from studies in ancient Greek to plays and theatrical similes that the world has now.

## **THEA 1326 Creative Dramatics** 1 Credit Hours

Creative Dramatics is a five-week course for one hour of credit designed to provide an opportunity for students to create dramatic literature. Special emphasis will be given to improvisational theatre.

## **THEA 1327 Creative Dramatics: Children** 3 Credit Hours

Designed to provide an opportunity for students working with young children to participate in creating dramatics. Course will discuss instructional and therapeutic purposes for the theater as well as interest and stimulate the imagination of the child.

**Fulfills:** Humanities Requirement

# COURSE DESCRIPTIONS

## **THEA 1328 Make-Up for the Theatre**

**1 to 2 Credit Hours**

This course is designed to introduce the student to the styles of make-up that are used on stage. The course consists of most areas of make-up technique, which compliment the efforts of a particular theatrical style, resulting in a finished stage presentation. The course will concentrate on many styles and procedures for applying stage make-up.

**Fulfills:** Humanities Requirement, Studio Course (AA up to 3 hrs)

## **THEA 1330 Introduction to Film**

**3 Credit Hours**

This course introduces the artistic elements of film. The course will include analyses of sound, score, editing, color visual effects, direction, acting, cinematography, genre, and writing. Students will be exposed to the history and artistic progression of each element through the viewing of applicable films.

## **TRADE AND INDUSTRY**

### **TRAD 1764 Leadership Train Techniques I**

**1 to 3 Credit Hours**

This course is designed to help the supervisor develop effective management techniques. Class work and projects cover areas of management leadership dealing with the leadership formula, management skills, improving communication, the mutual reward theory, handling power with care and the decision making process.

## **WELDING**

### **WELD 1349 Gas Tungsten Arc Welding**

**3 Credit Hours**

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

### **WELD 1350 Shielded Metal Arc Welding**

**3 Credit Hours**

Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

### **WELD 1351 Gas Metal Arc Welding**

**3 Credit Hours**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

### **WELD 1352 Cutting Processes**

**3 Credit Hours**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct set up, operation and shut down of the Oxy-fuel (OFC) workstation; demonstrate the safe and correct set up, operation and shut down of the Plasma Arc (PAC) workstation; demonstrate the safe and correct set up, operation and shut down of the Carbon Arc Cutting with Air (CAC-A) workstations; demonstrate safe and proper operation of several types of mechanical cutting equipment; and inspect quality and tolerance of cuts according to industry standards.

### **WELD 1353 Blueprint Reading - Welding**

**3 Credit Hours**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: identify basic lines, views, and abbreviations used in in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a Bill of Materials; identify standard AWS weld symbols.

### **WELD 1354 Welding Safety/OSHA 10**

**1 Credit Hours**

Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

## **WOODWORKING**

### **WDWK 1900 Woodworking I**

**1 to 3 Credit Hours**

An introductory course designed to teach planning of work, as well as skills in using hand tools, machines and related equipment. The student will develop an appreciation for workmanship, quality materials and safe equipment.

# COURSE DESCRIPTIONS

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## **WDWK 1902 Woodworking II**

**1 to 3 Credit Hours**

This course is a continuation of Woodworking I. Basic procedures will be developed further with an emphasis on developing complete plans for woodworking projects.

**Prerequisite:** WDWK 1900 Woodworking I

## **WDWK 1905 Individual Woodworking Project 1 to 3 Credit Hours**

An individualized plan of study that is a structured learning experience designed to supplement previous coursework. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies within their career discipline. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff.

**Prerequisite:** WDWK 1902 Woodworking II or consent of instructor.