



**WHAT DRIVES YOU?**

**2010-2011  
COURSE CATALOG**

***BARTON***  
COMMUNITY COLLEGE®

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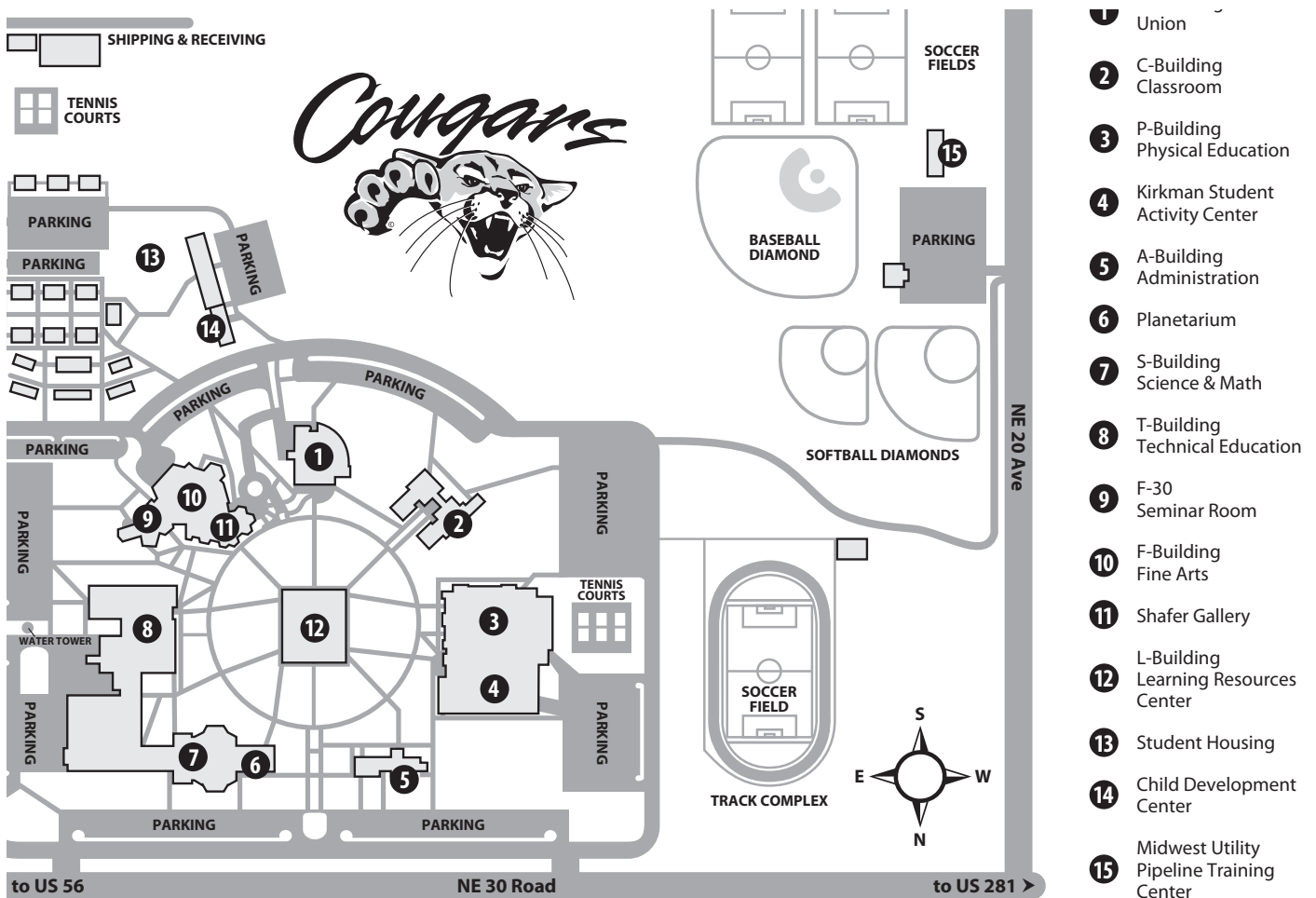
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# Campus Directories



- 1 Union
- 2 C-Building Classroom
- 3 P-Building Physical Education
- 4 Kirkman Student Activity Center
- 5 A-Building Administration
- 6 Planetarium
- 7 S-Building Science & Math
- 8 T-Building Technical Education
- 9 F-30 Seminar Room
- 10 F-Building Fine Arts
- 11 Shafer Gallery
- 12 L-Building Learning Resources Center
- 13 Student Housing
- 14 Child Development Center
- 15 Midwest Utility Pipeline Training Center

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 www.bartonccc.edu • 800-722-6842

**BARTON**  
 COMMUNITY COLLEGE

Switchboard: (620) 792-2701  
 Security: (620) 792-9217

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#### Advisement Center

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#### Athletics

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# Campus Directories

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Dr. Paul Maneth, Great Bend  
Mike Johnson, Great Bend  
Don Learned, Great Bend  
Frank McKinney, Great Bend  
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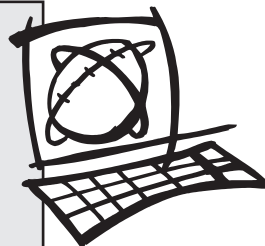
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Barton Community College takes great pride in its website. Prospective students, current students, parents and community members are encouraged to use the Barton website's many tools such as applying for admission, enrolling, checking your financial aid, checking your grades, and keeping up with Barton news just to name a few. The website is the most up-to-date source of the information contained in this catalog.



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*"Barton has very friendly people which create a welcoming atmosphere. The campus is very clean*

*with nice dorms. There are plenty of ways to pay for college through academic awards, performance awards, and on campus jobs!"*

*- Marcie Latham, 2009 Graduate, Wakefield, KS*

## **WORKFORCE TRAINING & COMMUNITY EDUCATION**

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M.B.A. William Woods University

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On-campus extensions are the last 3 digits of the phone number.

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### Brenda Siebold

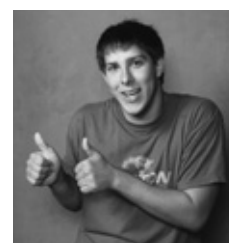
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*"Every single teacher that I have worked with at Barton has made me feel welcomed. Barton has become my second home and now I wouldn't change my choice for anything. Go Cougars!"*

*-Jared Marcuson, 2009-2010  
Student Body Vice President,  
Oberlin, KS*

# General Information



## ■ ABOUT THE COLLEGE

[www.bartonccc.edu/community/aboutbarton](http://www.bartonccc.edu/community/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 wears the label, “father of Barton” because it’s said that he introduced the concept and took initial steps to establish a college in Barton County. Soon the Great Bend Jaycees and later the entire community were 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 12,000 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, the College’s faculty, staff and students put the community in Barton County Community College and have

### 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 . . . . .	12,000 plus
Average Student Age . . . . .	29.4
Colors . . . . .	Royal Blue and Light Gold
Mascot . . . . .	Cougar
Fight Song . . . . .	“Great to be a Cougar”
NJCAA Championships . . . . .	53

### 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 . . . . .	292

### FORT RILEY CAMPUS

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

### 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

spread its influence across the state and nation. The College has earned a reputation for its responsiveness to community need, its adaptability to the changing environment, and its commitment to learning as a lifelong process.

### MISSION

The mission of Barton County Community College is to deliver



educational opportunities that improve the lives of students, meet the workforce needs of the region and strengthen its 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.

#### **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.

### ■ ACCREDITATION AND CERTIFICATION

Barton County 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, [www.ncacihe.org](http://www.ncacihe.org). Also, Barton County 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**

<http://auto.bartonccc.edu>

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

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

#### **Medical Laboratory Technician**

<http://mlt.bartonccc.edu>

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

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

#### **Nursing**

<http://nursing.bartonccc.edu>

The Nursing Program is accredited by the Kansas State Board of Nursing and the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Website: [www.nlnac.org](http://www.nlnac.org)

#### **Paramedic**

<http://ems.bartonccc.edu>

Barton's program is structured around the current Department of Transportation curriculum and is nationally recognized and accredited by the Committee on Accreditation of Educational Program for the EMS Professions (CoAEMSP)

Website: [www.coaemsp.org/states/kansas.htm](http://www.coaemsp.org/states/kansas.htm)

### ■ BARTON COUNTY CAMPUS

The Barton 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 phases of student housing and the Cougar Fields located on the outskirts.

Students find it easy to get around campus with the

Learning Resources 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.

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 course work, 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.

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



Potential students are encouraged to get a closer look at the facilities by booking a tour with the Admissions Office



# General Information

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.

Contrary to urban legend, the underground tunnels connecting each building on the Barton County campus weren't made for pedestrians.



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 292 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 <http://campaldrich.bartonccc.edu>

The Camp Aldrich Conference Center, situated on 290 acres of rolling sand hills northeast of the College, features a classroom facility, cabins, an Adventure Based Leadership Education (ABLE)

course, 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 rooflines blend into the rolling sand hills.

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. Contact the Workforce Training and Community Education Department for ABLE course information or reservations, 792-9332.

## ■ BARTONline

Barton  
Community  
College

**BARTONline.org**

Online Learning Opportunities

operates a virtual campus using the eCollege Learning Management System. BARTONline provides a learning platform that puts students in charge of scheduling. Courses are scheduled in weekly blocks allowing students to determine the time of day and the days of the week they attend class. Students can work toward or complete 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. 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.

The college's accreditation by The Higher Learning Commission (<http://ncahigherlearningcommission.org>) has been extended to include offering 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 in some career technical education programs.

## FORT RILEY CAMPUS

<http://fortriley.bartonccc.edu>

Fort Riley, the home of "The Big Red 1," 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 Community College Fort Riley campus provides education and training to the total military family as well as

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selected specialized education and training to the entire state. 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. This main office and two of the computer labs are across from the Fort Riley Museum and the Custer House. The campus also provides instructional services for Military Schools Program, BSEP and LSEC, which are located on Custer Hill. Courses also are offered at the Hazardous Materials and Emergency Services Training Institute located at 100 Continental Avenue in Grandview Plaza, Kan.

**Hazardous Materials and Emergency Services Training Institute**  
<http://bartonhazmat.org>

The Hazardous Materials and Emergency Services Training Institute located at 100 Continental Avenue in Grandview Plaza, Kan., offers training in hazardous materials management and courses in Emergency Medical Technician and Paramedic, which may lead to certificates and the associate degree.



**Military Schools Program**  
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)**  
<http://militaryonsitetraining.org>

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**



<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. Among the areas the Foundation supports are academic scholarships, program

development, facilities and equipment, Library resources, the L. E. "Gus" and Eva Shafer Memorial Art Gallery and the Dorothy Moses Morrison Chapel.

Related to and allied with the College, the Foundation operates as a non-profit corporation coordinating annual fund-raising activities.

Contributions to the Foundation increase the College's ability to enhance quality and extend the range of services provided to students and to the community. For more information on how you can "Advance Academics" through the Barton Community College Foundation, please contact the Foundation Office, c/o Barton Community College, 245 NE 30 RD, Great Bend, KS 67530, 792-9367, or by e-mail at [holopirekd@bartoncc.edu](mailto:holopirekd@bartoncc.edu).



**Silver Cougar Club**  
<http://bartoncc.org>

Silver Cougar Club is a membership organization for anyone 55 years of age or older (or a spouse of a Silver Cougar Club member) residing within the seven-county Barton Community College service area. Membership benefits include: special events and activities throughout the year (some with a minimal cost), reduced fees for classes, admission to sporting events, special Silver Cougar Club socials and a bi-monthly newsletter. Dues are currently \$15 for a single or \$25 for a couple's membership. Anyone wishing more information may contact the Barton Community College Foundation Office, 786-1136 or 792-9306.





# Getting Started

## ■ 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 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 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
- Has not graduated from an accredited high school or approved home school program
- Has not passed the General Education Development (G.E.D.) examination

**NOTE:** Student will be admitted as a "Special Student" until transcripts from all previously attended institutions are received and evaluated. Once all transcripts are received and evaluated, student status will be updated to "Regular Student".

\*Special students are not eligible for federal financial 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 and eligible for graduation upon completion of the degree requirements. In addition, a student must request official transcripts from all previously attended institutions to be sent directly to the Barton Enrollment Services Office. **NOTE:** Student will be admitted as a "Special Student" until all transcripts from previously attended institutions are received and evaluated.

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

- 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, or
- A former Barton Community College student in good standing, or
- Completed United States Armed Forces Institute (U.S.A.F.I.) courses, or
- A student 18 years of age or older who does not meet one of the above three, but who demonstrates an "ability to benefit" through placement testing or educational credentials as defined by Barton. This may include students who:
  - Have graduated from an unaccredited high school, or
  - Have graduated from an international high school, or

- Have not graduated from high school or do not have a GED, or
- Have no proof of their high school diploma or GED, or
- Have transferred from an accredited technical school, community college, college or university

Barton's institutional "ability to benefit" definition is defined by the following; one of which the student must meet in order to be considered as meeting the ability to benefit standards:

- A student who earns the following established scores on a placement test:
  - ASSET – Reading (30), Writing (35) and Numerical (33);
  - ACCUPLACER – Reading (55), Sentence Skills (60), Arithmetic (34);
  - Compass – Reading (62), Writing (32), Pre Algebra/Numerical (25)
  - Or the equivalency of such scores on the ACT or SAT Test.
- A transfer student who has earned at least 24 credit hours of college level course work with a cumulative grade point average of not less than 2.0 on a 4.0 scale at an accredited community college, college or university.

**Note:** Students who are accepted at Barton as Regular Students through Ability To Benefit will still need to meet specific program requirements for athletic or financial aid eligibility.

\*In order to receive federal financial aid, a student must be:

- A U.S. Citizen or an eligible non-citizen **AND**
- A high school graduate or GED graduate **AND**
- Seeking an approved certificate or degree

### Admissions Procedure: Regular Student

An application for admission must be completed and submitted to the Barton Admissions Office. Applications can be accessed by going to: [www.bartonccc.edu/prospective](http://www.bartonccc.edu/prospective) by contacting the Barton Admissions Office.

### 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 – Mobile Intensive Care Technician (MICT)
- Medical Assistant
- Medical Laboratory Technician
- Nursing

### Emergency Medical Services – Mobile Intensive Care Technician (MICT) Students

<http://ems.bartonccc.edu>

Barton is one of only eight 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 is structured around the current Department of Transportation curriculum and is nationally recognized and accredited by the Committee on Accreditation of Educational Program for the EMS Professions - (CoAEMSP).  
Website: [www.coaemsp.org/states/kansas.htm](http://www.coaemsp.org/states/kansas.htm)

### Admission Procedure

Students seeking admission to the MICT program must be admitted to the college and must also apply for admission to the MICT program. Admission to the college does NOT automatically mean admission into the MICT program. For more information contact the Emergency Medical Services Office at 792-9341 or [whitek@bartonccc.edu](mailto:whitek@bartonccc.edu).

### Application Process:

1. Complete Application Form for Barton's Paramedic Program
2. Complete student portion of "Barton Allied Health Programs History & Physical Form"
3. Schedule a physical exam with your physician. Have your physician complete the appropriate section of the "Barton Allied Health Programs History & Physical Form"
4. 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 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.
5. Enclose a copy of your current EMT card.
6. Enclose two (2) professional letters of recommendation from two (2) other people than those you listed as references on your "Paramedic Application Form."
7. Applications must be received in EMS office by August 15 for classes starting in January and March 15 for classes starting in August.
8. Dates, times, and locations for the written, skills, and oral interview examinations will be scheduled approximately three (3) months prior to the start of classes. You will be notified by either phone or email confirming these dates.

### Medical Assistant Students

[www.bartonccc.edu/instruction/programs/medicalassistant.html](http://www.bartonccc.edu/instruction/programs/medicalassistant.html)

Barton's Medical Assistant program offers a 68 credit-hour Associate in Applied Science degree program. Courses are comprised of general education, administrative, and clinical courses. Because the majority of the students in this program are working adults, the program offers classes available in an evening hybrid (50% online and 50% in the classroom) format or online. During the final semester, students will also complete an internship in an ambulatory health care setting.

### Admission Procedure

Students seeking admission to the Medical Assistant program must be admitted to the college and must also apply for admission to the Medical Assistant program. Admission to the college does NOT automatically mean admission into the Medical Assistant program. For more information contact the Carol Crockett at 792-9326 or [crockettc@bartonccc.edu](mailto:crockettc@bartonccc.edu).

### Application Process:

1. Complete Medical Assistant Admission Questionnaire. You may obtain a copy by contacting Carol Crockett
2. Send official high school (or GED certificate) and college transcripts to Barton
3. Complete math and reading ASSET test. (This test is free and takes about two hours to complete. To schedule a time for testing, call Barton's Assessment Center at 792-9344 or 800-748-7594, Ext. 344. If you have completed an ACT or SAT test within the last five years, the ASSET is not necessary; however, you will need to have those scores sent to the Enrollment Services Office.)
4. While not required, it is suggested that you complete the Free Application for Federal Student Aid (FAFSA). Questions regarding your financial aid can be directed to Barton's Financial Aid Office by calling 792-9270.

### Medical Lab Technician Students

<http://mlt.bartonccc.edu>

Barton's Medical Lab Technician 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. 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 Technician 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 Program Director, Cheryl Lippert, at 786-1133 or [lippertc@bartonccc.edu](mailto:lippertc@bartonccc.edu).

### Application Process:

To apply to the MLT Program you must complete and submit the following forms to the MLT Program Office:

1. MLT Applicant Questionnaire
2. MLT Reference & Employment Information form
3. Job Awareness Questionnaire

Enrollment is limited, therefore students are selected based on the following criteria:

- a) the applicant's interview
- b) the job awareness of the applicant
- c) the academic credentials of the applicant, and:
- d) the recommendations as solicited by the applicant

# Getting Started

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A limited number are selected for the Program and notified of admission. The remaining applicants are notified that they are alternates or that they are not accepted.

## Nursing Students

<http://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 NCLEX-PN® to become 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 NCLEX-RN® 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:

**National League for Nursing Accrediting Commission, Inc.**

3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Website: [www.nlnac.org](http://www.nlnac.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 <http://nursing.bartonccc.edu> or contact the nursing office at 792-9357 for an admission packet.**

**Note:** Possession of a misdemeanor or felony conviction involving a crime against persons or illegal drug use may preclude acceptance into the Nursing Program. (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 who have completed a degree or

certificate out must submit a new application for admission to the Admissions Office. 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.

If you have received previous college credit, an official transcript from previously attended institutions must be sent directly to and on file with the Barton Enrollment Services Office. A student transferring from another college without sufficient time to provide a complete transcript of credits, will be admitted as a special student until high school transcripts and all college transcripts have been evaluated. Official transfer credit hours that meet graduation requirements will be determined by your advisor when you and your advisor make up the approved program of courses.

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, Western Association of Colleges and Schools, or other institutions approved by the Registrar and the Vice President of Instruction and Student Services. All transfer hours will be equated on the semester-hour system. All credits earned with an F grade or higher will be listed on the Barton transcript and calculated into the student's cumulative grade point average.

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.

To be eligible to earn a degree from Barton Community College, students must have completed at least 15 hours from Barton Community College. Students seeking a certificate from Barton Community College must have completed at least 25% of the required courses from Barton Community College

## Army Enlistees

The Concurrent Admissions Program (ConAP) is a joint program

of the Army Recruiting Command 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 for the fall semester and October 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.
- 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 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 \$10,000. 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 must be judged on a case-by-case basis by the International Admissions Committee.
- The Admissions Committee will review all international applications for acceptance each semester.

### ENROLLMENT PROCEDURE:

A student is either classified as either a Regular Student (Student seeking a degree or certificate from Barton) or as a Special Student (Student not seeking a degree or certificate from Barton). If you are unsure of your status, contact the Barton Admissions Office for more information at 792-9286 or 800-722-6842.

\*To be eligible for Federal Financial Aid, you must be seeking a degree from Barton.

### Regular students (Students seeking a Degree)

A student admitted as a regular student is required to submit all transcripts. 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 must submit ACT or ASSET 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 Testing and Placement.

#### Returning Students:

1. Meet with your academic advisor
2. Enroll with your academic advisor or enroll online at www.bartonccc.edu, then click on the "Barton Online Services and E-mail" logo, and then click on the "PAWS" logo
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 ACT or ASSET 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 Assessment and 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 Janet Kirmer at 792-9294 for on-site enrollment information.

#### **Online Enrollment:**

Returning students may enroll online at www.bartonccc.edu, then click on the "Barton Online Services & E-mail" button, and then click on the "PAWS" logo.

# Getting Started

## ONLINE LEARNING

Barton Community College offers students two online learning options: BARTONline ([www.bartonline.org](http://www.bartonline.org)) and Edukan ([www.edukan.org](http://www.edukan.org)). Students are encouraged to visit and follow the 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: FORT RILEY CAMPUS College Programs (Active duty military, civilians and family members of active duty, veterans, and retirees)

Students can enroll in classes up to 6 weeks prior to the start of classes by visiting the Barton office at Building 217 Custer Ave, Fort Riley and meeting with an advisor. Active duty military must submit tuition assistance requests through the Army Education Center.

College Program courses are available during daytime, evening and weekend hours.

## LSEC (Leaders Skills Enhancement Courses) (Active duty military, family members of active duty, veterans, DOD employees and retirees)

Active Duty Military may enroll in LSEC classes thru the Army Education Center and the Barton Office at Building 217 Custer Ave, Fort Riley.

Affiliated family members may enroll in LSEC classes thru the Barton Office at Building 217 Custer Ave, Fort Riley.

Enrollment in LSEC classes begin 8 weeks prior to the start of classes for active duty and 4 weeks prior for family members.

LSEC courses are only offered during on-duty hours.

## BSEP (Basic Skills Enhancement Programs) (Active duty military, family members of active duty, veterans, DoD employees and retirees)

These are developmental classes for active duty military which are designed to enhance basic math, reading, and writing skills. Developmental classes help you 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 may enroll in BSEP classes thru the Army Education Centers.

Family members may enroll in BSEP classes thru the Barton Office at Building 217 Custer Ave, Fort Riley.

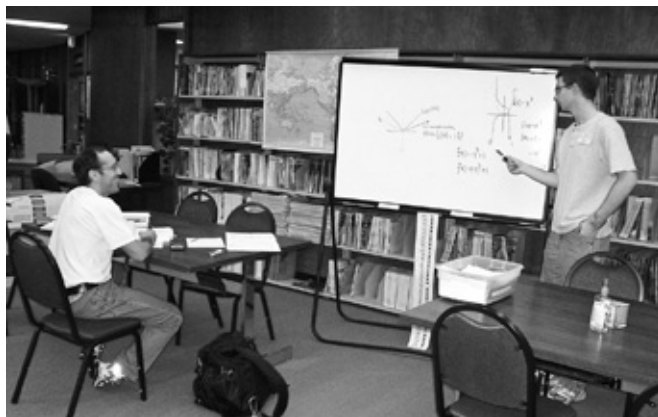
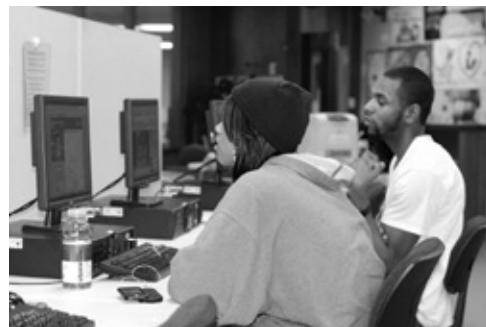
Enrollment in BSEP classes begin 8 weeks prior to the start of classes.

## TESTING AND PLACEMENT

Students entering college for the first time without SAT, ACT, Accuplacer, ASSET or Compass test scores must take the Accuplacer or ASSET test. (Fort Riley students may take the Compass test.) Students must have test scores on file if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific test scores. Test 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 assure academic success. Through enrollment in proper courses, students are more likely to meet their academic goals. Students without a high school diploma who plan to enroll are required, under the "Ability to Benefit Program," to pass the ASSET test if they plan to qualify for any grant, loan or work under Title IV of the HEA.

Students are encouraged to test as early as possible before seeing a counselor or advisor. Special arrangements can be provided for disabled students. Students who need special arrangements, should call at least one week ahead of the testing date. Contact the Testing Center at 792-9344 or 792-9282 for a testing schedule or further information.





All phone numbers have a 620 area code unless otherwise indicated.  
On-campus extensions are the last 3 digits of the phone number.

## Fall 2010 - Summer 2011 Cost Information

### Legal Residence in Kansas - \$84 per credit hour (\$54 Tuition, \$30 Student Fees)

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$864	\$1728
Fees	\$480	\$960
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$1759</b>	<b>\$3518</b>

### Legal Residence outside Kansas (within the USA) - \$115 per credit hour (\$85 Tuition, \$30 Student Fees)

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$1360	\$2720
Fees	\$480	\$960
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$2255</b>	<b>\$4510</b>

### International Residents - \$167 per credit hour (\$137 Tuition, \$30 Student Fees)

	Semester (16 credit hours)	Yearly (32 credit hours)
Tuition	\$2192	\$4384
Fees	\$480	\$960
Books (estimated)	\$415	\$830
<b>Total</b>	<b>\$3087</b>	<b>\$6174</b>
Additional Fee	\$150 – One time administrative fee	

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

	Semester	Yearly
Cost	\$2300	\$4600
Deposit Fee		\$120*
Single Room Additional Cost	\$500	\$1000

\*The required housing deposit includes a \$100 facility deposit and a \$20 programming deposit.

Mandatory housing meetings are held once each semester with attendance resulting in a \$10 refund per meeting.

\*\* Summer Housing also available

## Yearly Cost Estimates

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

	Kansas Resident	Non-KS Resident (U.S Citizen)	International Resident
Tuition	\$1728	\$2720	\$4384
Fees	\$960	\$960	\$960
Books	\$830	\$830	\$830
Housing	\$4600	\$4600	\$4600
<b>Total Cost (*Estimated)</b>	<b>\$8,118</b>	<b>\$9,110</b>	<b>\$10,774</b>

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

\*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.

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

The Barton Board of Trustees also has the right to change prices without notice.



# Getting Started

## 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 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/fire fighter 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

Kansas Statute states that all community colleges shall provide for enrollment without charge of tuition or fees for any eligible dependent of a person who dies as a result of a service-connected disability suffered during the Vietnam Conflict. Please call Barton's Business Manager for detail, 792-9319.

## FINANCIAL AID

<http://financialaid.bartonccc.edu>

The Financial Aid Office, functioning in a manner that is consistent with the College missions statement, promotes scholarship, grant, 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.

Financial aid at Barton is available to students in the form of need-based, merit-based, and performance-based aid. This offering empowers students to develop their own financial aid packages upon their particular situation or interests. Students are able to combine these three types of aid to form a total package of financial aid to meet their needs.

Federal aid (Federal Pell, FSEOG, Federal ACG grants, FWS, and Federal Student Loans) will not be disbursed without the student's official high school or GED transcript on record with Barton's Enrollment Services office. High school and college transcripts must be sent directly from the granting institution to Barton Community College.

## MERIT-BASED AID

Scholarships for full-time students who graduated from a Kansas high school or other Kansas residents who received their GED from a center in Kansas are based upon academic excellence verified by GPA, ACT score or GED score. These are awarded as follows:

Award Amount	Annual GPA	H.S. Score	GED Score	ACT Score
Excellence Award	\$1,000	3.50-4.00	3500+	26+
Honor Award	\$800	3.00-3.49	3250-3490	24-25
Achievement Award	\$500	2.5-2.99	3000-3240	22-23
Merit Award	\$250	2.00-2.49	2750-2990	20-21

\*Students must be a full-time student (12 hours or more) to be eligible for these awards. The student will be offered the highest award possible based upon the student's current verified Kansas HS GPA, ACT score or GED score. The award will renew the next award year at the student's Barton GPA. Students must fill out the Admission/Scholarship application to be considered for the merit-based aid. An online version of the application can be found at [www.bartonccc.edu/prospective](http://www.bartonccc.edu/prospective). The scholarship application deadline is March 15th prior to the award year which begins the fall term.

## 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, Honors, 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, Criminal Justice, Early Childhood, EMS, Medical Assistant, MLT, Music, Natural Gas, and Networking.

## SERVICE-BASED AID

### Trooper Bill Scholarship

Trooper Bill Scholarships are available to military family member cardholders taking College Program classes at the Fort Riley Campus. The student must be a Kansas resident. The scholarship amount is \$100 per semester as long as the student is enrolled in at least one College Program class.

## 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 2010-11 year is \$5,550.

### 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 Academic Competitiveness Grants (ACG)** are grants awarded to students who completed a rigorous high school curriculum as determined by the Department of Education. The first year amount is \$750. If the student completes at least 30 credit hours during the first year and earns at least a 3.0, they are eligible for the second year amount which is \$1,300. These are one-time grants and not renewable.

**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 Stafford 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.

**Barton Incentive Scholarship:** This scholarship is for non-high school students who are not eligible for any other type of financial aid. Based upon the number of credit hours the student is enrolled in, the student may receive up to and including the six credit hours of the cost of tuition.

To print off a scholarship application, go to this link—[www.bartonccc.edu/instruction/financialaid/formsandapplications/1011.html](http://www.bartonccc.edu/instruction/financialaid/formsandapplications/1011.html).

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.

# Getting Started

## 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 that 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 Ed.

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, Federal Supplemental Educational Opportunity Grant, Federal Academic Competitiveness 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 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.

## STUDENT HOUSING

<http://housing.bartonccc.edu>

Barton Community College offers on-campus housing for 292 students 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 easier and quicker.

Conveniences include free cable and free Internet availability in each room as well as free Laundromat usage.

The application process is simple and based on a **first come first serve basis upon receipt of the reservation/damage deposit.** Go online at <http://housing.bartonccc.edu> to view the student housing and get an application. Housing brochures with addi-

tional information are available 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
- Live in Barton County, or bordering county with parents, legal guardian, or other immediate family member.

## Meningitis Health Information Facts

Students residing in Barton County Community College campus housing are required (by the Kansas Board of Regents) to receive the meningitis vaccination or sign a waiver. The student must either provide written documentation of immunization or sign a waiver after reviewing the information provided that informs of the dangers of meningococcal disease and indicates that the vaccine has been declined. If a student is less than 18 years of age, a parent or legal guardian must be given a copy of this document and must sign the waiver as well. The vaccine is available in the Student Health Office located in the Student Union for a minimal fee.



Non-compliant students will be placed on administrative hold following the first week of classes and remain on administrative hold until the compliance is documented with Student Housing Office. Students will be unable to enroll for the following semester until the hold is released.



# Online Services for Students

We'd like to welcome you to Barton and are glad you have chosen us to pursue your educational and/or career goals. One of the many advantages we offer our students is the use of technology. At Barton you will be able to access all of your student records online and have the communication tools to keep informed and in contact with Barton. The following is a brief description and directions on how to take advantage of these student services. Of course if you ever have any questions or challenges, we are simply a phone call away! Enjoy and welcome to Barton!

To access your Barton Student Online Services,  
go to: <http://www.bartonccc.edu> and  
click on the "Student Online Services & E-mail"



Within your student online services, you can:

Access your  
**PAWS Account**  
by clicking on  
the PAWS Logo



Access your Barton E-mail  
Account by clicking on the  
Student E-mail Logo



Within **PAWS** you will be able to:

- Obtain your *Barton ID number*
- Obtain your *Barton e-mail address*
- Check your grades
- Check your progress toward a degree
- Enroll online for most classes
- Pay your bill
- Print your class schedule
- View your current financial aid
- View your financial account

\*Barton will use this e-mail address to contact you.

To access your **Barton Cougars E-mail**, log into your *PAWS Account*, select "*Personal Information*", then click on "*View your E-mail Address*". The first part of your e-mail address before the @ symbol, is your **USERNAME**. Your Barton ID is the group of numbers located before your name in the upper right portion of the screen. You will need to document your **USERNAME** and Barton ID in order to access your Barton Cougars e-mail account. Your Barton ID will be your password.

To log into your Barton e-mail, you can:

- Click on the direct link located above your email address.

**OR**

- Access your Barton e-mail directly by going to:  
<http://email.bartoncougars.org>

*If you would like to forward your Barton e-mail to your current personal e-mail address, you may change your settings at any time. Simply log into your Barton e-mail, select "Settings" in the upper right corner, then select "Forwarding..." to enter your e-mail address you would like future e-mails to be forwarded on to.*

#### Need Assistance?

*For help with your PAWS Account?*

Contact Enrollment Services at:  
800-722-6842 or 620-792-9252

*For help with your Barton E-mail?*

Contact Computer Help at:  
800-722-6842 or 620-786-1100

Office Hours: 7:30am-4:30pm (CT) Monday-Friday

Don't forget **TEXT MESSAGING** notifications...  
Get school closings and alerts directly to your phone!





# Student Services

## ■ ACTIVITIES

The College activity program supplements the instructional program by providing experiences that will add to your enjoyment of life and stimulate 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.

**Intercom** - a monthly source of information about what is happening on the Barton County campus. It is sent via email to students' college (bartoncougars.org) email address and available on the web under Current Student. Copies are available through the Office of Student Activities. Contact Diane Engle at 792-9271 or 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
- Paperwork for changing majors and/or advisors
- Applications for Graduation
- 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 Resources Center  
792-9225 or 800-748-7594, ext. 225  
advisement@bartonccc.edu

### **Fort Riley Advisement Services**

Building 215, Fort Riley Campus  
(785) 784-6606 or 877-620-6606

## ■ TESTING AND PLACEMENT

Students entering college for the first time without SAT, ACT, Accuplacer, ASSET or Compass test scores will be assessed for placement. Students needing assessment at the Barton County campus will assess with the Accuplacer or ASSET test. (Students needing assessment at the Fort Riley Campus will assess with the Compass test.) Students must have test 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. Test scores will be used to place students in the appropriate English, Reading or Math course.

Testing provides both the student and the adviser an effective tool to position the student for academic success. Through enrollment in proper courses, students are more likely to meet their academic goals. Students without a high school diploma who plan to enroll are required, under the "Ability to Benefit Program," to achieve minimum scores on either the ASSET, Accuplacer, Compass, ACT, or SAT tests if they plan to qualify for any grant, loan or workstudy under Title IV of the HEA.

### **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.

All phone numbers have a 620 area code unless otherwise indicated.  
On-campus extensions are the last 3 digits of the phone number.

The following nationally-normed instruments can be administered:

**ACT:** An entry-level test required by many colleges. Administered at Barton in October, December, April, and June, fee paid directly to ACT.

**CLEP & DANTES:** An instrument 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.

**COMPASS:** Fort Riley students only. A placement test to determine which math, reading, or English courses the student should take to enhance academic performance.

#### Tests Administered Through Other Testing Agencies

Automotive Service Excellence Exam (ASE)

Information concerning the TOEFL and PPST are also available.

Contact the Barton County Campus Testing Center at 792-9344 or 792-9282 or the Fort Riley Tutoring Center at (785) 240-3617 for a testing schedule 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 Friday. Summer hours are 7 a.m. to 5:30 p.m., Monday through Thursday. Contact the Bookstore at 792-9229.

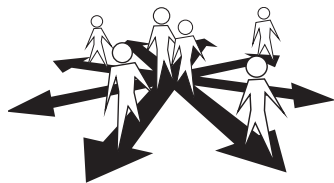


### ■ CAREER CENTER

<http://careercenter.bartonccc.edu>

#### Career Planning

Choose a major and a career with the assistance of the Career Center Staff. Assessments of interests, abilities, and values, are available to guide students into a major and help them to make good career decisions. Further career exploration resources are available through the Career Center such as books, videos, job shadowing, and assistance with research on the Internet.



#### Internships

An internship in a student's chosen career area can be arranged through the Career Center. Internships are work experiences that enhance

learning and help to verify career choices or encourage exploring further options. Internships are often unpaid work and may be for college credit.

#### Job Search Services

Resources and personal assistance are available to help students write a resume and cover letter, complete job applications, develop interview skills, and complete a thorough job search. Mock interviews for students to practice interviewing skills and on-campus interviews with prospective employers are coordinated through the Career Center.

#### Part Time Jobs

On- and off-campus employment listings are located on the Career Center web site. Off-campus opportunities are also listed in the Interobang, the Barton student newspaper. If you have questions or to obtain additional information, stop by the Career Center or view the Career bulletin board located outside the Career Center.

#### Transfer Information

College catalogs, brochures, and applications for admission and scholarships from public and private colleges in the state of Kansas are available to students, as well as transfer equivalency of Barton courses to other institutions. Information from colleges in other states may be obtained by request. Staff assistance is available for reviewing guides for two and four year institutions in the United States, as well as conducting internet searches for the right transfer option for students. Admissions representatives from four-year institutions also visit the Barton County campus each semester. Check with the Career Center 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

<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.





# Student Services

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## ■ COUNSELING

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. For counseling services, call 792-9295 or visit L139, in the north end of the Learning Resources Center. Counseling is confidential and free for Barton students.

## ■ COMPUTER LAB

To familiarize and expose the general student population to the use of computers and software, the computer lab makes available IBM compatible PCs. Qualified personnel are available to assist with Internet access, word-processing, and other computer assignments. In addition to a wide variety of networked software, the labs provide access to a number of subject-specific programs. On the Barton County campus, the computer lab is located in the far northwest corner of the end of the Learning Resources Center. On the Fort Riley Campus, computer access is located in Building 7656.

## ■ DISABILITY SERVICES

Disability Services provides and coordinates services to disabled students in order to accommodate their disabilities and promote equal educational opportunities. Accommodations are provided on an individualized as-needed 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 792-9240.

## ■ HEALTH SERVICES

Barton employs a registered nurse full-time from August through May. The Barton County Campus Student Health Office 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 3 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 updates through arrangement including meningitis and influenza vaccines
5. Allergy injections with approval of prescribing physician and

college nurse

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. Immunizations may be obtained through Student Health Services at the beginning of each semester. A minimal fee is charged and pre-registration is required. A list of fees may be obtained in the Student Health Office.
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. On campus housing students will be required by Kansas Board of Regents to show documented proof of meningitis immunization or sign a waiver.

## Medical Insurance

Information on medical insurance policies provided through private agencies is available at the Student Health Office. The college does not have a plan or endorse any particular plan.

## ■ LIBRARY

Barton's Library offers a variety of resources to students and area residents, including access to a collection of both print and non-print materials including books and ebooks, journals and e-journals, and audio and video resources in several formats.

Research assistance available in person, by phone, or web chat.

Library hours may fluctuate with the season, academic activities, school holidays, and by demand as dictated by student use. The schedule and any variations will be posted.

For more information, stop by the Library located in the south end of the Learning Resources Center, call 792-9362, or visit the Library web site at <http://library.bartonccc.edu> and click on "Ask a Librarian."

## ■ SECURITY

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 Security Department provides a 24-hour a day, seven days a week patrol function on campus, parking lots, and student housing. The Security 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, cultural enrichment activities, 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 Resources Center. Staff members may be reached by calling 792-9240.

## UPWARD BOUND PROGRAMS

The Upward Bound program is a Federal funded TRIO Program concentrating on building success by improving academic skills and involving high schools students in activities that will expose them to the world around us – the workplace, careers, educational institutions, and the cultural aspects of our society. The cornerstone of Upward Bound is a supplemental instruction program that helps students by providing teaching and tutoring services before or after school or a combination of both. The supplemental instructional program is intended to enhance the instruction that students receive daily in their high school classes and emphasize the development of skills in the areas of mathematics, english, science and social studies. Educational services are provided to participants at facilities in these communities. 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 Claflin, Ellinwood, Hoisington, and Great Bend.  
Contact: 792-9219 or  
<http://bcub.bartonccc.edu>

### Central Kansas Upward Bound:

Serves Chase, Ellsworth, Lyons, Quivira Heights, and Wilson.  
Contact: 786-1181 or  
<http://ckub.bartonccc.edu>

## EDUCATIONAL OPPORTUNITY CENTER

<http://ckeoc.bartonccc.edu>

The Central Kansas Educational Opportunity Center (CKEOC) offers free services to provide eligible adults assistance with 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.

### Services

Services include: career exploration, college and vocational school searches, financial aid and admissions assistance, placement in high school diploma or GED programs, campus visits, informational workshops, job networking, and mentoring.

### CKEOC Service Area

The CKEOC service area covers 32 counties and are served by five area Workforce Centers. The main EOC office is located in the Great Bend KansasWorks Center and satellite offices are located in Junction City, Manhattan, Salina and Hays.

### 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 4:30 p.m. daily. Evening, Sunday and summer tutoring sessions will be posted at the beginning of each semester. Contact the Barton County Campus Tutoring Center at 792 9267 or 792 9249. Professional tutoring services are provided free of charge on the Fort Riley Campus in Building 7656. Tutoring is available Monday, Tuesday and Thursday 9 a.m. to 5 p.m., Wednesday 9 a.m. to 7 p.m., and Friday 9 a.m. to 3 p.m., Saturday 11 a.m. to 3 p.m. Contact the Fort Riley Campus Tutoring Center at (785) 240 3617.

## ■ VETERANS SERVICES

The College assists veterans and children of deceased or disabled veterans in securing educational benefits. Information may be obtained from the nearest Veterans Administration Office or the College's Veterans Affairs representative at 786-1112.

# 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.

## ■ COLLEGE TO UNIVERSITY ARTICULATION AGREEMENT

If you complete an Associate in Arts or Associate in Science degree based on a baccalaureate-orientated sequence at a state and regionally accredited Kansas public community college and your program of study has met the requirements of the Kansas Community College-Kansas Regents Transfer Agreement and Articulation Guide, you will be accepted with junior standing and will have satisfied the general education requirements of all Regents universities. Your advisor will have information on the agreement to help you plan your course schedule.

## ■ 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.

### 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 I	6
English for Speakers of Other Languages II	6
English for Speakers of Other Languages III	3
Basic English	3
Intermediate English	3

Math	Credit Hours
Basic Applied Math	3
Basic Algebra	3

Student Success Courses by Arrangement	Credit Hours
Grammar Improvement	1
Spelling Improvement	1
Vocabulary I	1

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 allow 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, an AARTS transcript and ERB are used to complete the 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



All phone numbers have a 620 area code unless otherwise indicated.  
On-campus extensions are the last 3 digits of the phone number.

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

## ■ 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 in the workplace and/or transfer to a university. The subject matter is relevant to the real world, promoting employability traits that range from job-related technical skills to workplace ethics and soft skills. Many of Barton's programs serve as a career pathway link from secondary to post-secondary education. Career technical education also assists individuals already in the workplace with training and retraining that enhances their current workplace skills. Retraining may assist with career advancement and/or placement into a transitional career.



Barton develops and updates its programs in collaboration with advisory committees. Representatives share input with program directors from a business and industry perspective, which ensures applicable career learning in and outside of the classroom. Many programs provide students with workplace experiences including clinicals, internships, externships, practicum, job-shadowing or experiential 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 specialized advisors serving 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.





## ■ 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 taken in more than one semester from Barton Community College. Students have a maximum of six years to meet catalog requirements for graduation in effect at the College when they first entered. However, if a student has had their college program interrupted by more than two consecutive years, they will be subject to the requirements in effect when they re-enter, or if they elect the requirements of a later catalog.

Prior coursework may be evaluated to determine currency of content before including the credit hours toward a certificate or degree.

#### *A minimum distribution of credits shall be:*

**GENERAL EDUCATION REQUIREMENTS:** At least 15 credit hours from General Education Courses shall be required for graduation

**Distribution Requirement:** General education credits must be taken from at least three of the following five general education curriculum areas:

Oral/Written Communications

Humanities

Social and Behavioral Sciences

Mathematics/Natural Sciences

Physical Education (maximum of two credit hours)

OR Health (maximum of three credit hours)

**TOTAL GENERAL EDUCATION REQUIREMENTS:**

*Minimum of 15 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.

**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 taken in more than one semester from Barton

Community College. Students have a maximum of six years to meet catalog requirements for graduation in effect at the College when they first entered. However, if a student has had their college program interrupted by more than two consecutive years, they will be subject to the requirements in effect when they re-enter, or if they elect, the requirements of a later catalog.

Prior coursework may be evaluated to determine currency of content before including the credit hours toward a certificate or degree.

**A minimum distribution of credits shall be:**

**General education requirements include:**

### **BASIC/FOUNDATION STUDIES (FUNDAMENTAL COURSES) REQUIREMENTS**

#### **Distribution Requirement:**

##### **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**

(See general education courses list for acceptable courses)

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

Computer Concepts & Apps or equivalent (BSTC 1036)

#### **TOTAL BASIC/FOUNDATION STUDIES REQUIREMENTS:**

**15 credit hours**

### **HUMANITIES REQUIREMENTS**

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

Fine Arts Area\*

Language Arts Area

Philosophy/Religion and History Area

**Constraint:** At least 3 credits from "breadth" course(s)

#### **TOTAL HUMANITIES REQUIREMENTS:**

**\*\*9 credit hours**

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

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

Social Science Area

Behavioral Science Area

Economics/Political Science Area

**Constraint:** At least 3 credits from "breadth" course(s)

#### **TOTAL SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS:**

**\*\*\*9 credit hours**

### **NATURAL SCIENCES REQUIREMENTS**

**Constraint:** At least one 5-credit hour lab science course

#### **TOTAL NATURAL SCIENCES REQUIREMENTS:**

**\*\*\*\*5 credit hours**

### **PHYSICAL EDUCATION, HEALTH, PERFORMANCE REQUIREMENTS**

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 PHYSICAL EDUCATION, HEALTH, PERF. REQUIREMENTS:**

**2 credit hours**

### **TOTAL GENERAL EDUCATION REQUIREMENTS:**

**37 credit hours**

**In addition to the general education requirements, the Associate in Arts Degree requires 27 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 Barton 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.

## 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 taken in more than one semester from Barton Community College. Students have a maximum

of six years to meet catalog requirements for graduation in effect at the College when they first entered. However, if a student has had their college program interrupted by more than two consecutive years, they will be subject to the requirements in effect when they re-enter, or if they elect, the requirements of a later catalog. Prior coursework may be evaluated to determine currency of content before including the credit hours toward a certificate or degree.

**A minimum distribution of credits shall be:**

**General education requirements include:**

### BASIC/FOUNDATION STUDIES (FUNDAMENTAL COURSES) REQUIREMENTS

#### Distribution Requirement:

**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)

**TOTAL BASIC/FOUNDATION STUDIES REQUIREMENTS:**

**15 credit hours**

### HUMANITIES REQUIREMENTS

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

Fine Arts Area\*

Language Arts Area

Philosophy/Religion and History Area

**Constraint:** At least 3 credits from "breadth" course(s)

**TOTAL HUMANITIES REQUIREMENTS:**

**\*\*6 credit hours**

### SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS

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

Social Science Area

Behavioral Science Area

Economics/Political Science Area

**Constraint:** At least 3 credits from "breadth" course(s)

**TOTAL SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS:**

**\*\*\*6 credit hours**

### NATURAL SCIENCES REQUIREMENTS

**Constraint:** At least one 5-credit hour lab science course

**TOTAL NATURAL SCIENCES REQUIREMENTS:**

**\*\*\*\*10 credit hours**

### PHYSICAL EDUCATION, HEALTH, PERFORMANCE REQUIREMENTS

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 PHYSICAL EDUCATION, HEALTH, PERF. REQUIREMENTS:**

**2 credit hours**

**TOTAL GENERAL EDUCATION REQUIREMENTS:**

**36 credit hours**

**The Associate in Science Degree requires a planned program of study in the sciences, mathematics, business or related technologies for an additional 28 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 requires 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 requires 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 requires a minimum of 9 credits of laboratory science, with courses from two disciplines. The 10-credit hour Barton 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

## 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 taken in more than one semester

from Barton Community College. Students have a maximum of six years to meet catalog requirements for graduation in effect at the College when they first entered. However, if a student has had their college program interrupted by more than two consecutive years, they will be subject to the requirements in effect when they reenter, or if they elect, the requirements of a later catalog.

Prior coursework may be evaluated to determine currency of content before including the credit hours toward a certificate or degree.

**A minimum distribution of credits shall be:**

**General education requirements include:**

### BASIC/FOUNDATION STUDIES (FUNDAMENTAL COURSES) REQUIREMENTS

#### Distribution Requirement:

##### Written Communications:

English Composition I (ENGL 1203 or 1204)  
English Composition II (ENGL 1206 or 1207) OR  
Technical and Report Writing (ENGL 1205)

**3 credit hours**

##### Oral Communications (written or oral):

Interpersonal Communications (COMM 1200) OR  
Fundamentals of Speech (COMM 1202) OR  
Public Speaking (COMM 1230)

**3 credit hours**

##### College-level Mathematics:

(See general education courses list for acceptable courses)

**3 credit hours**

##### Computer Literacy:

Computer Concepts & Apps or equivalent (BSTC 1036)

**3 credit hours**

#### **TOTAL BASIC/FOUNDATION STUDIES REQUIREMENTS:**

**12 credit hours**

### HUMANITIES REQUIREMENTS

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

Fine Arts Area  
Language Arts Area  
Philosophy/Religion and History Area

**Constraint:** At least 3 credits from "breadth" course(s)

#### **TOTAL HUMANITIES REQUIREMENTS:**

**6 credit hours**

### SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS

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

Social Science Area  
Behavioral Science Area  
Economics/Political Science Area

**Constraint:** At least 3 credits from "breadth" course(s)

#### **TOTAL SOCIAL AND BEHAVIORAL SCIENCES REQUIREMENTS:**

**6 credit hours**

### NATURAL SCIENCES REQUIREMENTS

#### **TOTAL NATURAL SCIENCES REQUIREMENTS:**

**3 credit hours**

### PHYSICAL EDUCATION, HEALTH, PERFORMANCE REQUIREMENTS

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 PHYSICAL EDUCATION, HEALTH, PERF. REQUIREMENTS:**

**2 credit hours**

### **TOTAL GENERAL EDUCATION REQUIREMENTS:**

**26 credit hours**

In addition to the general education requirements, you must complete 38 college credit hours in fine arts, business occupations, computer technology and other courses as selected.

### **TOTAL REQUIREMENTS FOR ASSOCIATE IN GENERAL STUDIES DEGREE**

**64 credit hours**

## ■ 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 Learning and Instructional Office to obtain a copy of the most recent list of approved general education courses.

### WRITTEN COMMUNICATIONS

- ENGL 1204 English Composition I
- ENGL 1206 English Composition II
- ENGL 1200 Business English
- ENGL 1236 Technical Communications (AAS only)
- ENGL 1205 Technical and Report Writing (AGS and AAS only)

### ORAL COMMUNICATIONS

- COMM 1200 Interpersonal Communications
- COMM 1230 Public Speaking

### MATHEMATICS

- BSTC 1726 Business Math (AAS only)
- BUSI 1609 Business Statistics
- MATH 1819 Business Math (AAS or AGS only)
- MATH 1853 Math for the Pre-Hospital Provider (AAS only)
- MATH 1806 Technical Math (AAS or AGS only)
- MATH 1823 Fundamentals of Math
- MATH 1824 Intermediate Algebra (all degrees except AS)
- MATH 1826 Intermediate & College Algebra
- MATH 1828 College Algebra
- MATH 1829 Elements of Statistics
- MATH 1830 Trigonometry
- MATH 1831 Business Calculus
- MATH 1832 Analytic Geometry
- MATH 1840 Introduction to Contemporary Math

### HUMANITIES

#### Fine Arts Area

##### Breadth

- ARTS 1200 Art Appreciation
- ARTS 1201 Art History Survey I
- ARTS 1203 Art History Survey II
- ARTS 1242 Art Media (Studio Course)
- MUSI 1002 Introduction to Music
- MUSI 1080 Rudiments of Music
- MUSI 1084 Jazz Folk Rock Music
- THEA 1300 Introduction to Theatre

##### Depth

- THEA 1301 Directed Independent Study Theatre
- THEA 1310 Stagecraft
- THEA 1328 Make-up for the Theatre
- 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 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 1238 Metalsmithing - Jewelry Making
- ARTS 1245 Computer Graphics

### Language Arts Area

#### Breadth

- COMM 1200 Interpersonal Communications
- COMM 1230 Public Speaking
- COMM 1220 Organizational Communication
- JOUR 1204 Introduction to Broadcasting (AAS and AGS only)
- JOUR 1700 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 1908 Elementary Spanish I
- LANG 1909 Conversational Spanish I
- LANG 1910 Elementary Spanish II
- LANG 1914 Elementary French I
- LANG 1916 Elementary French II
- LANG 1929 Conversational Spanish II
- LITR 1210 Introduction to Literature
- LITR 1215 World Literature

#### Depth

- COMM 1201 Directed Independent Study - Communications
- COMM 1217 Nonverbal Communication
- ENGL 1107 Directed Independent Study - English
- ENGL 1205 Technical and Report Writing
- ENGL 1216 Creative Writing
- JOUR 1703 Directed Independent Study - Journalism
- JOUR 1704 Beginning Reporting (AAS and AGS only)
- LANG 1904 Intermediate German I
- LANG 1905 Intermediate German II
- LANG 1911 Spanish for Communication
- LANG 1912 Intermediate Spanish I
- LANG 1913 Intermediate Spanish II
- LANG 1918 Intermediate French I
- LANG 1920 Intermediate French II
- LANG 1925 Advanced French III
- LITR 1212 The Short Story
- LITR 1217 Directed Independent Study - Literature
- LITR 1218 American Literature to 1865
- LITR 1220 American Literature 1865 to Present

### Philosophy/Religion and History Area

#### Breadth

- HIST 1400 American History to 1877
- HIST 1402 American History 1877-Present
- HIST 1408 Western Civilization to 1500
- HIST 1410 Western Civilization 1500-Present
- HIST 1416 American Military History
- HIST 1450 History of World Civilization to 1500
- HIST 1452 History of World Civilization 1500 to Present
- PHIL 1602 Introduction to Philosophy
- RELI 1311 World Religions

#### Depth

- HIST 1404 American West
- HIST 1406 History of Kansas



# Programs of Study

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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  
PHIL 1603 Directed Independent Study - Philosophy  
PHIL 1604 Systematic Ethics  
PHIL 1605 Introduction to Logic  
RELI 1301 New Testament Literature: Gospels  
RELI 1302 Directed Independent Study - Religion  
RELI 1303 New Testament Literature: Acts & Epistles  
RELI 1305 Old Testament Literature: Pentateuch  
RELI 1307 Old Testament Literature: Wisdom Books  
RELI 1309 Old Testament Literature: Prophets

## SOCIAL/BEHAVIOR SCIENCES

### Social Science

#### Breadth

AGRI 1100 Agriculture in our Society  
ANTH 1819 World and Regional Geography  
SOC 1100 Introduction to Sociology  
SOC 1129 Cross Cultural Awareness

#### Depth

ANTH 1816 Cultural Anthropology  
EDUC 1136 Children's Literature (AAS only)  
SOC 1101 Directed Independent Study-Sociology  
SOC 1102 Marriage & Family  
SOC 1104 Contemporary Social Problems  
SOC 1110 Juvenile Delinquency  
SOC 1114 Human Sexuality  
SOC 1128 Leadership Development  
SOC 1138 Women in Society

### Behavioral Science

#### Breadth

PSYC 1000 General Psychology

#### Depth

PSYC 1002 Human Relations  
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

## ECONOMICS/POLITICAL SCIENCE

### Breadth

AGRI 1116 Principles of Agriculture Economics  
ECON 1607 Introduction to Economics  
ECON 1610 Principles of Macroeconomics  
ECON 1612 Principles of Microeconomics  
POLS 1800 Government of the United States  
POLS 1801 Introduction to Political Science  
POLS 1804 International Relations  
POLS 1828 State & Local Government

### Depth

ECON 1615 Personal Finance  
POLS 1805 Directed Independent Study - Government

## NATURAL SCIENCE

### Laboratory Science

AGRI 1114 Plant Science  
CHEM 1800 General Chemistry  
CHEM 1802 Fundamentals of General Chemistry  
CHEM 1806 Principles of General Chemistry I  
CHEM 1808 Principles of General Chemistry II  
CHEM 1810 Elementary Chemical Analysis  
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

### Non-laboratory Science

CHEM 1801 Directed Independent Study - Chemistry  
LIFE 1400 Concepts of Ecology  
LIFE 1413 Environmental Science  
LIFE 1416 Directed Independent Study - Biological Science  
LIFE 1419 Directed Studies - Math & Science  
LIFE 1411 Anatomy & Physiology for the Pre-Hospital Provider (AAS only)  
PHSC 1401 Directed Independent Study - Physical Science  
PHSC 1402 Introduction to Geology  
PHSC 1404 Physical Geography  
PHSC 1406 Meteorology  
PHSC 1408 Astronomy  
PHYS 1603 Directed Independent Study - Physics  
PHYS 1608 Statics

## PHYSICAL EDUCATION/HEALTH

HLTH 1247 Lifetime Fitness & Wellness  
HLTH 1248 Personal & Community Health  
PHED 1202 Bowling  
PHED 1204 Advanced Bowling  
PHED 1206 Golf  
PHED 1208 Advanced Golf  
PHED 1210 Tennis  
PHED 1212 Advanced Tennis  
PHED 1213 Self Defense  
PHED 1214 Karate I  
PHED 1215 Karate II  
PHED 1217 Fitness Through Activities  
PHED 1218 Riflery  
PHED 1219 Target Shooting  
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 & Tumbling

PHED 1233 Trap Shooting I  
PHED 1234 Weight Training  
PHED 1235 Trap Shooting II  
PHED 1236 Advanced Weight Training  
PHED 1239 Modern Dance  
PHED 1246 First Aid Emergency Care (AAS only)  
PHED 1271 Figure Improvement I  
PHED 1272 Figure Improvement II  
PHED 1273 Aerobic Dance I  
PHED 1274 Aerobic Dance II  
PHED 1275 Aerobic Fitness Through Running  
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 1305 Advanced Trapshooting  
PHED 1313 Rhythm I  
PHED 1314 Rhythm II  
PHED 1315 Rhythm III  
PHED 1316 Rhythm IV

#### **PERFORMANCE COURSES**

Any music course except:

MUSI 1002 Introduction to Music  
MUSI 1016 Aural Skills I  
MUSI 1018 Harmony I  
MUSI 1020 Aural Skills II  
MUSI 1022 Harmony II  
MUSI 1026 Aural Skills III  
MUSI 1027 Aural Skills IV  
MUSI 1028 Harmony III  
MUSI 1029 Music Elementary Classroom Teacher  
MUSI 1078 Music Literature  
MUSI 1080 Rudiments of Music  
MUSI 1084 Jazz Folk Rock Music  
MUSI 1094 Jazz Scoring & Arrangement  
THEA 1302 Acting I  
THEA 1304 Acting II  
THEA 1306 Play Production  
DANC 1001 Perform w/Barton Dance Theatre

# Programs of Study

**Career Technical Education Programs – C and/or AAS:** Career technical education offers students the option of one or two-year programs designed to provide knowledge and skills, which will prepare them for employment.

DEGREE CODES			
AA	Associate in Art	NDS	Non-Degree Seeking and not eligible for federal aid
AGS	Associate in General Studies	SAPP	Stand Alone Program
AS	Associate in Science	*	Major Concentration
AAS	Associate in Applied Science	+	May be eligible for federal aid under correlating degree program
C	Certificate Program	++	Not eligible for federal aid

## CAREER TECHNICAL EDUCATION PROGRAMS

Accounting - Tech Accounting Specialist (AAS) . . . . .	5210	Fire Science Technology (AAS) . . . . .	4303
(See Tech Accounting Specialist)		(Contact the EMS Office at 792-9341 for details)	
Adult Health Care		Graphics Design Specialist (AAS) . . . . .	5216
Activity Director (NDS) ++ . . . . .	5119	Hazardous Materials Management (AAS, C) . . . . .	1505
Certified Medication Aide (SAPP) ++ . . . . .	5126	Manufacturing Skills Certificate (SAPP) ++ . . . . .	1507
Certified Nurse Aide (SAPP) ++ . . . . .	5120	Medical Administrative Technology (AAS) . . . . .	5209
Home Health Aide (SAPP) ++ . . . . .	5121	Medical Assistant (AAS) . . . . .	5222
Rehabilitation Aide (SAPP) ++ . . . . .	5122	Medical Coding (C) . . . . .	5227
Agriculture Business Management (AAS) . . . . .	0106	Medical Laboratory Technician (AAS) . . . . .	5110
Automotive Technology (AAS, C) . . . . .	4706	Medical Transcriptionist (C) . . . . .	5223
Business Administrative Technology (AAS) . . . . .	5205	Military Technology (C) ++ . . . . .	2901
Business Management and Leadership (AAS) . . . . .	5217	Natural Gas Transmission & Distribution Technician (AAS, C) 4606	
Business Technology (AAS) . . . . .	5225	Nursing	
Computer Networking Specialist (AAS, C) . . . . .	5215	IV Therapy (SAPP) ++ . . . . .	5125
Corrections (AAS) . . . . .	4306	Practical Nursing - PN (C) . . . . .	5116
Criminal Justice (AAS) . . . . .	4302	Associate Degree Nursing – ADN (AAS) . . . . .	5117
Crop Protection (AAS, C) . . . . .	0104	Students passing the state exams become a	
Dietary Manager (C) . . . . .	2004	Licensed Practical Nurse or a Registered Nurse	
Early Childhood (AAS) . . . . .	2003	Pension Administration* (SAPP) ++ . . . . .	5208
Emergency Management/Homeland Security (AAS, C) . . . . .	4508	Pharmacy Technician (C) . . . . .	5228
Emergency Services Education		Phlebotomy Training (SAPP) + . . . . .	5111
Emergency Medical Services Administration (AAS) . . . . .	1508	Tech Accounting Specialist . . . . .	5210
Emergency Medical Technician - Basic (SAPP) + . . . . .	5107		
Emergency Medical Technician - Intermediate (SAPP) ++ . . . . .	5114		
First Responder (SAPP) ++ . . . . .	5113		
Mobile Intensive Care Technician (AAS) . . . . .	5109		

All phone numbers have a 620 area code unless otherwise indicated.  
On-campus extensions are the last 3 digits of the phone number.

**Transfer Programs (Liberal Studies) – AS, AA, and/or AGS:** Transfer programs are designed for students who plan to transfer to a four-year college or university.

### TRANSFER PROGRAMS (Liberal Studies)

Accounting (AA, AS) . . . . .	5201	Horticulture/Turf Management (AS) . . . . .	0216
Agribusiness (AS) . . . . .	0108	Journalism (AA, AS) . . . . .	0901
Agricultural Economics (AS) . . . . .	0110	Law (AA, AS) . . . . .	2200
Agricultural Education (AS) . . . . .	0111	Law Enforcement - Transfer (AS) * . . . . .	4310
Agriculture Communications (AS) . . . . .	0109	Liberal Studies (AA, AS) . . . . .	2402
Agriculture Transfer Option (AS) . . . . .	0100	Management (AA, AS) . . . . .	5224
Agronomy (AS) . . . . .	0210	Marketing (AA, AS) . . . . .	5220
Animal Science (AS) . . . . .	0211	Math Education (AA, AS) . . . . .	1307
Anthropology Cultural Studies (AA, AS) . . . . .	4504	Mathematics (AA, AS) . . . . .	2701
Architectural Engineering (AA, AS) . . . . .	1403	Medical Laboratory Technician (AS) . . . . .	5110
Architecture (AA, AS) . . . . .	4801	Medical Technology (AA, AS) . . . . .	2604
Art (AA, AS) . . . . .	5001	Medicine (AA, AS) . . . . .	2602
Art Education (AA, AS) . . . . .	1309	Military Studies (AGS) . . . . .	4507
Athletic Training (AA, AS) . . . . .	2610	Milling Science (AS) . . . . .	0214
Automotive Tech - Transfer (AS) . . . . .	4707	Modern Languages (AA, AS) . . . . .	1601
Biology (AA, AS) . . . . .	2630	Mortuary Science (AA, AS) . . . . .	2605
Business (AA, AS) . . . . .	5200	Music (AA, AS) . . . . .	5004
Chemistry (AA, AS) . . . . .	4001	Music Education (AA, AS) . . . . .	1305
Chiropractic (AA, AS) . . . . .	2601	Nursing – ADN (AS) . . . . .	5117
Computer Forensics (AS) * . . . . .	4305	Nursing Transfer (AA, AS) . . . . .	2622
Computer Information Systems (AS) . . . . .	5213	Occupational Therapy (AA, AS) . . . . .	2623
Computer Science (AA, AS) . . . . .	1101	Optometry (AA, AS) . . . . .	2606
Crime Scene Investigation (AS) * . . . . .	4309	Park Management and Conservation (AS) . . . . .	0215
Criminal Justice (AS) . . . . .	4301	Pharmacy (AA, AS) . . . . .	2607
Cytotechnology (AA, AS) . . . . .	2617	Philosophy (AA, AS) . . . . .	3801
Dance (AA, AS) . . . . .	5010	Photography (AA, AS) . . . . .	5005
Dental Hygiene (AA, AS) . . . . .	2611	Physical Education (AA, AS) . . . . .	1303
Dentistry (AA, AS) . . . . .	2603	Physical Sciences (AA, AS) . . . . .	4000
Dietetics (AS) . . . . .	2005	Physical Therapy (AA, AS) . . . . .	2608
Drama (AA, AS) . . . . .	5002	Physical Therapy Assistant (AA, AS) . . . . .	2613
Early Childhood Education (AA, AS) . . . . .	1304	Physicians Assistant (AA, AS) . . . . .	2614
Economics (AA, AS) . . . . .	5206	Physics (AA, AS) . . . . .	4003
Elementary Education (AA, AS) . . . . .	1301	Political Science (AA, AS) . . . . .	4502
Engineering (AA, AS) . . . . .	1401	Pre-Nursing (AS) . . . . .	2621
Engineering Technology (AA, AS) . . . . .	1402	Psychology (AA, AS) . . . . .	4201
English (AA, AS) . . . . .	2301	Public Administration (AA, AS) . . . . .	4505
Exercise Science (AA, AS) . . . . .	2618	Radiology Tech (AA, AS) . . . . .	2615
Finance (AA, AS) . . . . .	5211	Religion (AA, AS) . . . . .	3802
Food Science (AS) . . . . .	0212	Respiratory Therapy (AA, AS) . . . . .	2609
Forensic Science (AA, AS) . . . . .	4311	Secondary Education (AA, AS) . . . . .	1302
Forestry (AS) . . . . .	0201	Social Work (AA, AS) . . . . .	4506
General Studies (AGS) . . . . .	2401	Sociology (AA, AS) . . . . .	4503
Geology (AA, AS) . . . . .	4002	Special Education (AA, AS) . . . . .	1306
Golf Course Management (AS) . . . . .	0213	Speech Communication (AA, AS) . . . . .	2302
Graphic Design (AA, AS) . . . . .	5003	Sports Administration (AA, AS) . . . . .	1308
Health Information Management (AA, AS) . . . . .	2612	Veterinary Medicine (AS) . . . . .	2625
History (AA) . . . . .	4501	Wildlife Science (AS) . . . . .	2616



# Career Technical Programs of Study

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## UNDECIDED

*Career Center*

*Associate in General Studies*

*Contact Amanda Brack, 792-9349, 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 - TECH ACCOUNTING SPECIALIST

(See Tech Accounting Specialist)

## ADULT HEALTH CARE PROGRAMS

*Workforce Training and Community Education Division*

*Associate in Applied Science*

*Contact Andrea Thurber, 792-9298, thurbera@bartonccc.edu*

*Nursing Director, Linda Gobin, 792-9355, gobinl@bartonccc.edu*

### Activity Director/Social Service Designee

This course provides training per Kansas Department of Health and Environment guidelines to prepare students to perform duties as an Activities Director or Social Service Designee in a long term care facility. The course is divided into three sections. The first section is a prerequisite for either of the other two sections.

Activity directors are responsible for scheduling activities for the residents in the facilities and Social Service Designees are the voice of the resident when the resident has lost the capacity to speak for his or herself.

### 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 Health and Environment. 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 reading assessment.

### 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 Health and Environment. CNA’s provide direct care to resi-

dents 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.

### Home Health Aide

The Home Health Aide course (HHA) is a 20 contact hour course that prepares students for the Kansas Department of Health and Environment 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.

### Rehabilitation Aide

The Rehabilitation Aide course is a 30 contact hour course that provides additional training for CNA’s in the area of restorative care. Rehabilitation aides assist residents in maintaining skills in daily living.

## AGRICULTURE BUSINESS MANAGEMENT

*Workforce Training and Community Education Division*

*Associate in Applied Science*

*Contact Executive Director, Julie Kramp, 792-9278,*

*krampj@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.

## AUTOMOTIVE TECHNOLOGY

*Workforce Training and Community Education Division*

*Associate in Applied Science Degree/Certificate*

*Contact Darcy Wedel, 792-9336, wedeld@bartonccc.edu*

*Executive Director, Julie Kramp, 792-9278, krampj@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 in a large modern shop. Second-year students enrolled in the Service Techniques course learn to diagnose and repair customer vehicles as they would in a professional garage. This experience boosts the transition from student to professional technician.

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 Shanna Legleiter, 792-9398, [legleiters@bartonccc.edu](mailto:legleiters@bartonccc.edu)  
Executive Director, Jane Howard, 793-9208, [howardj@bartonccc.edu](mailto: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  
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)*

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  
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 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 NETWORKING SPECIALIST**

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

## **CORRECTIONS**

*Workforce Training and Community Education Division  
Associate in Applied Science  
Executive Director, Jane Howard, 792-9208, [howardj@bartonccc.edu](mailto: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 with the correctional system, and written skills to enhance job performance.

## **CRIMINAL JUSTICE**

*Workforce Training and Community Education Division  
Associate in Applied Science  
Contact Randy Smith, 792-9299, [smithr@bartonccc.edu](mailto:smithr@bartonccc.edu),  
Executive Director, Leonard Bunselmeyer, 792-9393,  
[bunselmeyerl@bartonccc.edu](mailto:bunselmeyerl@bartonccc.edu)*

### **Computer Forensics, Crime Scene Investigation, Law Enforcement**

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 such as:

- Forensic scientists, sometimes called crime laboratory analysts, provide scientific information and expert opinions to judges, juries, and lawyers.
- Students learn technical skills in gathering evidence at a crime scene. This work involves responsibility for photographing and making diagrams of crime scenes, taking latent fingerprints, and collecting physical evidence at a crime scene. Students learn how evidence leads to testifying in court regarding evidence collected, fingerprints identified and other issues related to the court case.

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.

# Career Technical Programs of Study

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## **CROP PROTECTION**

*Workforce Training and Community Education Division  
Associate in Applied Science/Certificate  
Contact Executive Director, Julie Kramp, 792-9208,  
krampj@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. Many applicators work for cooperative associations, farms, and ranches. Starting wages range from \$25,000 to \$30,000.

## **DIETARY MANAGER**

*Workforce Training and Community Education Division  
Certificate  
Contact Marsha Finley at finleym@bartonccc.edu  
Executive Director, Leonard Bunselmeyer, 792-9393,  
bunselmeyerl@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 [www.bartonline.org](http://www.bartonline.org).

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.

## **EARLY CHILDHOOD**

*Workforce Training and Community Education Division  
Associate in Applied Science  
Contact Cheryl Couch, 786-1130, couchc@bartonccc.edu  
Executive Director, Julie Kramp, 792-9278, krampj@bartonccc.edu*

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 imbedded in all Barton Early Childhood courses.

Job opportunities in this field include Child Care Administration, Professional Nanny, Paraprofessional, Family Child Care Provide, Infant/Toddler Teacher, Pre-school Teacher, Parents as Teacher

Parent Educator, Early Head State, Head Start, After School Program Director, and Corporate Child Care Programs.

This program is available online, at off-campus locations and on campus.

## **EMERGENCY MANAGEMENT/HOMELAND SECURITY**

*Environmental Technology Division  
Associate in Applied Science/Certificate  
Contact John Truitt, Executive Director, (785) 238-8550,  
truittj@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 SERVICES EDUCATION**

*Workforce Training and Community Education Division  
Associate in Applied Science Degree (as noted)  
Contact Karyl White, 792-9341, whitek@bartonccc.edu  
Executive Director, Leonard Bunselmeyer, 792-9393,  
bunselmeyerl@bartonccc.edu*

## **Accreditation Agency**

Committee on Accreditation of Educational Programs for the EMS Professions  
4101 W. Green Oaks Blvd, Suite 305-599  
Arlington, TX 76016  
(817) 330-0080

## **First Responder**

First 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-B)**

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.

### **Emergency Medical Technician – Intermediate (EMT-I)**

The EMT-Intermediate has more advanced training in IV therapy, subcutaneous injections, and administration of pre-approved medications. An EMT-I's primary function in the rural area is to enhance the level of care. The EMT-I 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.

### **Mobile Intensive Care Technician (Paramedic)**

#### **Associate of Applied Science Degree**

This advanced emergency medical care 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 of the program and subsequent certification exams will enable graduates to work as skilled paramedics; able to provide sophisticated advanced pre-hospital life support. To be certified the paramedic student must successfully pass the National Registry exam. The paramedic program is accredited through CoA 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 of instructor for First 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.

### **GRAPHIC DESIGN SPECIALIST**

*Workforce Training and Community Education Division*

*Associate in Applied Science*

*Contact Dana Allison, 786-1141, [allisond@bartonccc.edu](mailto:allisond@bartonccc.edu)*

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

Graphic designers find employment in a variety of settings, which include advertising, independent graphic studios, publishing houses, printing companies, service bureaus, newspapers, magazine publishers, financial/insurance institutions, television, fashion and movie studios.

### **Careers in Graphic Design**

#### **Publication/Print Design**

This career field prepares students to plan, analyze, and create visual solutions to communications problems. Courses in art, design and computer software prepare students to skillfully create graphics, brand identity, and technical illustration, plus design publication layouts for magazines, packaging, or advertising campaigns.

#### **Animation and Motion Graphics**

Students in this pathway gain knowledge and design abilities that lead to careers as multi-media artists and animators. Utilizing computers, students create special effects, animation, or other visual images, using digital photography, video, or other electronic media. In addition to the television and video industries, job opportunities in advertising and gaming exist for students with these skills.

#### **Web Site Development**

This career choice focuses on the development of skills for converting text and graphics to Internet-ready formats for upload and management of websites. Most materials in today's workplace are published to the Internet; thus, knowledge of electronic-publishing technologies is a must! An increase number of Graphic Designers are developing materials for Internet, web pages, computer interfaces and multimedia projects.



# Career Technical Programs of Study

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## **HAZARDOUS MATERIALS MANAGEMENT**

*Environmental Technology Division  
Associate in Applied Science/Certificate  
Contact John Truitt, Executive Director, (785) 238-8550,  
truittj@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.

## **MANUFACTURING SKILLS CERTIFICATE**

*Workforce Training and Community Education Division  
Certificate  
Contact David Miller, 792-9244, millerd@bartonccc.edu  
Executive Director, Jane Howard, 792-9208, howardj@bartonccc.edu*

This eight credit hour certificate 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 Shanna Legleiter, 792-9398, legleiters@bartonccc.edu  
Executive Director, Jane Howard, 792-9208, 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  
Contact Carol Crockett, 792-9326, crockettc@bartonccc.edu  
Executive Director, Leonard Bunselmeyer, 792-9393,  
bunselmeyerl@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 Carol Crockett, 792-9326, crockettc@bartonccc.edu  
Executive Director, Leonard Bunselmeyer, 792-9393,  
bunselmeyerl@bartonccc.edu*

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. The certificate program is available online.

## **MEDICAL LABORATORY TECHNICIAN**

*Workforce Training and Community Education Division  
Associate in Applied Science  
Contact Cheryl Lippert, 786-1133, lippertc@bartonccc.edu  
Executive Director, Leonard Bunselmeyer, 792-9393,  
bunselmeyerl@bartonccc.edu*

## **Accreditation Agency**

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

All phone numbers have a 620 area code unless otherwise indicated.  
On-campus extensions are the last 3 digits of the phone number.

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.

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, at various off-campus locations and on campus.

### **MEDICAL TRANSCRIPTIONIST**

*Workforce Training and Community Education Division  
Certificate*

Contact Carol Crockett, 792-9326, [crockettc@bartonccc.edu](mailto:crockettc@bartonccc.edu)  
Executive Director, Leonard Bunselmeyer, 792-9393, [bunselmeyerl@bartonccc.edu](mailto:bunselmeyerl@bartonccc.edu)

Barton provides a 33-credit hour Medical Transcription Certificate Program. This certificate option can be completed in one year and upon completion, students may obtain employment in a professional medical setting or work from their homes. Employment of medical transcriptionists is projected to grow faster than the average for all occupations through 2012. After successful completion of coursework and employment in the field, students are eligible to take an exam to become a Certified Medical Transcriptionist.

### **MILITARY TECHNOLOGY**

*Environmental Technology Division  
Certificate*

Contact Dion Burch, (785) 239-9769  
[burchd@bartonccc.edu](mailto:burchd@bartonccc.edu)

Executive Director, John Truitt, (785) 238-8550,  
[truittj@bartonccc.edu](mailto:truittj@bartonccc.edu)

The Certificate of Applied Science (C.A.S.) in Military Technologies Program prepares students with the skills required for successful execution of duties in the fields of Military Leadership, Logistics, and Dangerous Materials Handling and Response.



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 TRANSMISSION & DISTRIBUTION TECHNICIAN**

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

Contact Michael Baugh, 792-9235, [baughm@bartonccc.edu](mailto:baughm@bartonccc.edu)  
Executive Director, Julie Kramp, 792-9278, [krampj@bartonccc.edu](mailto:krampj@bartonccc.edu)

Barton's Natural Gas Transmission and Distribution certificate and/or degree program prepares students for a variety of jobs in the natural gas industry. Both transmission and distribution companies are requesting interviews with all successful completers of the certificate and/or degree who are in good standing with the college. Successful students will be considered for Internships with these companies as well as for potential employment. Graduates may choose to work for utility companies, transmission and distribution companies, municipalities and other related agencies.



Wage Outlook: Entry level wages for this industry start at \$25,700 annually (not including benefits); with training and some experience wages increase to \$30,000 - \$35,000 annually. Individuals with specialized training and two-three years experience earn \$40,000-\$50,000 per year, depending upon worksite. Employees with three or more years experience and appropriate training will earn over \$50,000 annually depending upon location and area of expertise.

# Career Technical Programs of Study

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## **NURSING**

*Workforce Training and Community Education Division  
Certificate/Associate in Applied Science  
Contact Linda Gobin, 792-9357, gobinl@bartonccc.edu  
Executive Director, Leonard Bunselmeyer, 792-9393,  
bunselmeyerl@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®).

### **IV Therapy**

A certificate designed to prepare the licensed practical nurse to perform limited and expanded administration of IV therapy under the supervision of a registered professional nurse as outlined by K.A.R. 60-16-102 (b) located in the Kansas Nurse Practice Act. Successful completion of this course and passing of the state examination will increase the licensed practical nurse's scope of practice to include intravenous fluid therapy under the supervision of a registered professional nurse.

### **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**

National League for Nursing Accrediting Commission  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326  
Phone (404) 975-5000  
Fax (404) 975-5020  
www.nlnac.org

## **PENSION ADMINISTRATION**

*Workforce Training and Community Education Division  
Non-Degree Seeking  
Contact Jane Howard, 792-9208, 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 enroll in courses needed to prepare for the certification exams required for the Qualified 401(k) Administrator (QKA) certification.

## **PHARMACY TECHNICIAN**

*Workforce Training and Community Education Division  
Certificate Program  
Contact Leonard Bunselmeyer, Executive Director, 792-9393,  
bunselmeyerl@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 hybrid online format.

## **PHLEBOTOMY TRAINING**

*Workforce Training and Community Education Division  
Non-Degree Seeking  
Contact Judy Miller, 792-9352 millerj@bartonccc.edu  
Executive Director, Leonard Bunselmeyer, 792-9393,  
bunselmeyerl@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.

## **TECH ACCOUNTING SPECIALIST**

*Workforce Training and Community Education Division  
Associate in Applied Science  
Contact Kathy Boeger, 792-9203, boegerk@bartonccc.edu or  
Executive Director, Jane Howard, 792-9208, howardj@bartonccc.edu*

Barton's Tech 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 Amanda Brack, 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 Tech 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.

## AGRIBUSINESS

Workforce Training and Community Education Division

Associate in Science

Contact Executive Director, Julie Kramp, 792-9278,

[krampj@bartonccc.edu](mailto:krampj@bartonccc.edu)

The Agribusiness curriculum is a blend of courses in business and agriculture that will give you a balance between the decision making framework of business and the technical aspects of modern agriculture and food systems. The agribusiness industry accounts for nearly one-fifth of the U.S. gross national product and employs close to one-fourth of the U.S. labor force. There is a continuing strong demand by agribusiness firms, ranging from large multinational corporations to emerging food manufacturing and input supply firms, for more and better employees trained in both management and the agricultural sciences. Students who have mastered economic and business concepts and agricultural sciences do extremely well in finding rewarding careers following graduation.

## AGRICULTURAL ECONOMICS

Workforce Training and Community Education Division

Associate in Science

Contact Executive Director, Julie Kramp, 792-9278,

[krampj@bartonccc.edu](mailto:krampj@bartonccc.edu)

The Agricultural Economics curriculum emphasizes decision making, technical expertise and communication. Agricultural economics is the study of the economic factors affecting agricultural production, food consumption, commodity marketing, farm management, natural resource use and management, agricultural finance and agricultural trade.

## AGRICULTURAL EDUCATION

Workforce Training and Community Education Division

Associate in Science

Contact Executive Director, Julie Kramp, 792-9278,

[krampj@bartonccc.edu](mailto:krampj@bartonccc.edu)

The Agricultural Education curriculum provides the communication skills, leadership training, and knowledge of technology and agriculture necessary to be certified as a teacher of agricultural education, particularly in high schools and community colleges. The curriculum also emphasizes the teaching and learning process in both formal classrooms and other settings. A broad understanding of agriculture is required so that students will be able to communicate effectively to a variety of audiences.

## AGRICULTURE COMMUNICATIONS

Workforce Training and Community Education Division

Associate in Science

Contact Executive Director, Julie Kramp, 792-9278,

[krampj@bartonccc.edu](mailto:krampj@bartonccc.edu)

The Agriculture Communications curriculum combines technical agriculture and communications expertise. Specialties include writing, editing, planning, promotion, and broadcasting using a wide array of traditional and electronic media. Agriculture companies that hire these positions include: Upjohn Co, The United States Department of Agriculture (USDA), the Milk Producers Association, National Dairy Council, and state Farm Bureau agencies to name a few.

## AGRICULTURE TRANSFER OPTION

Workforce Training and Community Education Division

Associate in Science

Contact Executive Director, Julie Kramp, 792-9278,

[krampj@bartonccc.edu](mailto:krampj@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.



# Transfer Programs of Study

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## **AGRONOMY**

*Workforce Training and Community Education Division*

*Associate in Science*

*Contact Executive Director, Julie Kramp, 792-9278,*

*krampj@bartonccc.edu*

Agronomy is the science of crop and soils. It incorporates basic sciences, such as biology, chemistry, physics, geology and microbiology, into an applied science which is the foundation for most agriculture. Students in agronomy study plants and their growth in soils, helping producers of food, feed, and fiber crops to continue to feed a growing population while conserving natural resources and maintaining the environment.

## **ANIMAL SCIENCE**

*Workforce Training and Community Education Division*

*Associate in Science*

*Contact Executive Director, Julie Kramp, 792-9278,*

*krampj@bartonccc.edu*

Animal scientists work to develop better, more efficient ways of producing and processing meat, poultry, eggs, and milk. Dairy scientists, poultry scientists, animal breeders, and other scientists in related fields study the genetics, nutrition, reproduction, growth, and development of domestic farm animals.

## **ANTHROPOLOGY CULTURAL STUDIES**

*Academics Division*

*Associate in Arts Degree*

*Dean of Academics, Richard Abel, 792-9333, 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*

*Dean of Academics, Richard Abel, 792-9333, 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*

*Dean of Academics, Richard Abel, 792-9333, 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*

*Dean of Academics, Richard Abel, 792-9333, 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 if plan 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*

*Dean of Academics, Richard Abel, 792-9333, 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.



## **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.bocatc.org](http://www.bocatc.org) or the National Athletic Trainers' Association web site at [www.nata.org](http://www.nata.org).

## **AUTOMOTIVE TECH - TRANSFER**

*Workforce Training and Community Education Division*

*Associate in Science Degree*

Contact Darcy Wedel, 792-9336, [wedeld@bartonccc.edu](mailto:wedeld@bartonccc.edu)

Executive Director, Julie Kramp, 792-9278, [krampj@bartonccc.edu](mailto:krampj@bartonccc.edu)

The Automotive Tech curriculum is designed to provide the general education requirements and core automotive courses for students who plan to transfer to a four-year college or university to complete a bachelor's degree in the automotive field. Electives must meet the transfer requirements of your transferring institution.

## **BIOLOGY**

*Academics Division*

*Associate in Science Degree*

Contact John Simmons, 792-9335, [simmonsj@bartonccc.edu](mailto:simmonsj@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.

## **CHEMISTRY**

*Academics Division*

*Associate in Science Degree*

Contact Guy Causey, 792-9330, [causeyj@bartonccc.edu](mailto:causeyj@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.

## **CHIROPRACTIC**

*Academics Division*

*Associate in Science Degree*

Contact John Simmons, 792-9335, [simmonsj@bartonccc.edu](mailto:simmonsj@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 FORENSICS (See Criminal Justice)**

# Transfer Programs of Study

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## 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.

## CRIME SCENE INVESTIGATION (See Criminal Justice)

## CRIMINAL JUSTICE

Workforce Training and Community Education Division  
Associate in Science Degree  
Contact Randy Smith, 792-9299, [smithr@bartonccc.edu](mailto:smithr@bartonccc.edu)  
Executive Director, Leonard Bunselmeyer, 792-9393, [bunselmeyeri@bartonccc.edu](mailto:bunselmeyeri@bartonccc.edu)

### Computer Forensics, Crime Scene Investigation, and Law Enforcement

The Criminal Justice curriculum can 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.

The curriculum is designed for students intending to complete a bachelor's degree at a transfer institution after graduating from Barton Community College. Federal and State agencies typically require a college degree.

- Forensic scientists, sometimes called crime laboratory analysts, provide scientific information and expert opinions to judges, juries, and lawyers.
- Students learn technical skills in gathering evidence at a crime scene. This work involves responsibility for photographing and making diagrams of crime scenes, taking latent fingerprints, and collecting physical evidence at a crime scene. Students learn how evidence leads to testifying in court regarding evidence collected, fingerprints identified and other issues related to the court case.
- 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.

This transfer option is available on campus as well as online.

## CYTOTECHNOLOGY

Academics Division  
Associate in Science Degree  
Contact Judy Miller, 792-9352, [millerj@bartonccc.edu](mailto:millerj@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.

## 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 John Simmons, 792-9335, [simmonsj@bartonccc.edu](mailto:simmonsj@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 John Simmons, 792-9335, [simmonsj@bartonccc.edu](mailto:simmonsj@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.

## DIETETICS

Workforce Training and Community Education Division  
Associate in Science Degree  
Contact Coordinator of Healthcare & Public Safety Continuing Education, 792-9298.  
Online Students may contact Marsha Finley at [finleym@bartonccc.edu](mailto:finleym@bartonccc.edu)  
Executive Director, Leonard Bunselmeyer, 792-9393, [bunselmeyerl@bartonccc.edu](mailto:bunselmeyerl@bartonccc.edu)

Barton offers students the opportunity to earn an Associate in Science degree and the additional educational choice of attaining a Bachelors degree in Dietetics with the College's partner - Kansas State University. The curriculum offers the majority of the coursework via online classes. Field and clinical experience will be required; students will travel to on-site facilities to complete these elements of the curriculum.

## DRAMA

Academics Division  
Associate in Arts Degree  
Contact Vern Fryberger, 792-9395, [frybergerv@bartonccc.edu](mailto:frybergerv@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Drama curriculum provides the first two years of course work towards a bachelor's degree in theatre. The curriculum stresses knowledge, appreciation and techniques, which contribute to effective dramatic arts. Graduates often work as freelancers for producers, theatres and studios. They may also work with set and costume designers, scripts, screenplays, and research materials.

## EARLY CHILDHOOD EDUCATION

Workforce Training and Community Education Division  
Associate in Science Degree  
Contact Cheryl Couch, 786-1130, [couchc@bartonccc.edu](mailto:couchc@bartonccc.edu)  
Executive Director, Julie Kramp, 792-9278, [krampj@bartonccc.edu](mailto:krampj@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.

Some courses are available online and at off-campus locations in addition to the campus.

## 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.

# Transfer Programs of Study

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## EDUCATION

*Academics Division*

*Associate in Science Degree*

*Contact Dean of Academics, Richard Abel, 792-9333,*

*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.

### 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

*Academics Division*

*Associate in Science Degree*

*Contact Dean of Academics, Richard Abel, 792-9333,*

*abelr@bartonccc.edu*

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.

## 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) 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.

## FOOD SCIENCE

*Workforce Training and Community Education Division*

*Associate in Science Degree*

Contact Executive Director, Julie Kramp, 792-9278,

[krampj@bartonccc.edu](mailto:krampj@bartonccc.edu)

Food scientists and technologists usually work in the food processing industry, universities, or Federal Government to help meet consumer demand for food products that are healthful, safe, palatable, and convenient. This requires knowledge of chemistry,

physics, engineering, microbiology, biotechnology, and other sciences to develop new or better ways of preserving, processing, packaging, storing, and delivering foods.

## FORENSIC SCIENCE (See Criminal Justice)

## FORESTRY

*Workforce Training and Community Education Division*

*Associate in Science Degree*

Contact Executive Director, Julie Kramp, 792-9278,

[krampj@bartonccc.edu](mailto:krampj@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.

## GENERAL STUDIES

*Career Center*

*Associate in General Studies*

Contact Amanda Brack, 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.



# Transfer Programs of Study

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## **GOLF COURSE MANAGEMENT**

*Workforce Training and Community Education Division*

*Associate in Science*

*Contact Executive Director, Julie Kramp, 792-9278,*

*krampj@bartonccc.edu*

The Agriculture curriculum provides students with basic classes to prepare them for employment in the horticulture industry in areas such as landscaping, landscape maintenance, parks, golf courses, retail garden outlets, ground crops industry, greenhouses, nurseries, wholesale warehousing, and transportation.

## **GRAPHIC DESIGN**

*Workforce Training and Community Education Division*

*Associate in Arts Degree*

*Contact Dana Allison, 786-1141, allisond@bartonccc.edu*

*Executive Director, Jane Howard, 792-9208, howardj@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 John Simmons, 792-9335, simmonsj@bartonccc.edu*

*Dean of Academics, Richard Abel, 792-9333, 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.

## **HISTORY**

*Academics Division*

*Associate in Arts Degree*

*Contact Linda McCaffery, 792-9251, mccafferyl@bartonccc.edu*

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

The History curriculum is designed to transfer to a four-year institution to obtain a bachelor's degree in history. With a bachelor's degree in history individuals will research, analyze and interpret the past by using many sources of information. Graduates can also work for research organizations, publishing firms and government agencies to name a few. A bachelor's degree in history can also lead to teaching credentials after meeting some additional requirements.

## **HORTICULTURE/TURF MANAGEMENT**

*Workforce Training and Community Education Division*

*Associate in Science*

*Contact Executive Director, Julie Kramp, 792-9278,*

*krampj@bartonccc.edu*

The Agriculture curriculum provides students with basic classes to prepare them for employment in the horticulture industry in areas such as landscaping, landscape maintenance, parks, golf course management, retail garden outlets, ground crops industry, greenhouses, nurseries, wholesale warehousing, and transportation.

## **JOURNALISM**

*Academics Division*

*Associate in Arts Degree*

*Contact Yvonda Acker, 792-9239, ackery@bartonccc.edu*

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

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*

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 ARTS**

Career Center

Associate in Arts Degree

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

The Liberal Arts curriculum is designed for students who want a broad based background in the Humanities and Social Sciences and plans to transfer to a college or university to obtain a Bachelor of Arts degree. The recommended Liberal Arts curriculum meets the Transfer and Articulation Agreement, but can be modified to meet your particular interests and the requirements of the college or university that you plan to attend.

### **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.

### **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.

### **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, Leonard Bunselmeyer, 792-9393

[bunselmeyerl@bartonccc.edu](mailto:bunselmeyerl@bartonccc.edu)

### **Accreditation Agency**

National Accrediting Agency for Clinical Laboratory Sciences,

5600 North River Road, Suite 740

Rosemont, IL 60018-5119

(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, 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.

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.

# Transfer Programs of Study

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A fast track option is available to students who have already competed 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, at various off-campus locations and on campus.

## **MEDICAL TECHNOLOGY**

*Workforce Training and Community Education Division  
Associate in Science*

*Contact Executive Director, Leonard Bunselmeyer, 792-9393,  
bunselmeyerl@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 John Simmons, 793-9335, simmonsj@bartonccc.edu  
Dean of Academics, Richard Abel, 792-9333, 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 Gene Kingslien, Dean of Fort Riley Learning Services & Military Operations, (785) 784-6606, kingslieng@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, stu-

dents interested in military history or future employment with the Armed Forces will find the curriculum particularly rewarding.

## **MILLING SCIENCE**

*Workforce Training and Community Education Division  
Associate in Science*

*Contact Executive Director, Julie Kramp, 792-9278,  
krampj@bartonccc.edu*

Milling of grain into flour and flour products is one of the world's oldest industries. Students learn the total operations of flour milling and related areas and gain a broad background of scientific knowledge of the cereal-grain milling industries and grain products. This may be a good career for students who are also interested in business, engineering or chemistry.

## **MODERN LANGUAGES**

*Academics Division  
Associate in Arts Degree*

*Dean of Academics, Richard Abel, 792-9333, 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 John Simmons, 792-9335, simmonsj@bartonccc.edu  
Dean of Academics, Richard Abel, 792-9333, 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.

## MUSIC

*Academics Division*

*Associate in Arts Degree*

Contact Vern Fryberger, 792-9395, [frybergerv@bartonccc.edu](mailto:frybergerv@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, [frybergerv@bartonccc.edu](mailto:frybergerv@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 - ADN

*Workforce Training and Community Education Division*

*Associate in Science*

Contact Linda Gobin, 792-9357, [gobinl@bartonccc.edu](mailto:gobinl@bartonccc.edu)

Executive Director, Leonard Bunselmeyer, 792-9393,

[bunselmeyerl@bartonccc.edu](mailto:bunselmeyerl@bartonccc.edu)

### ADN Accreditation Agency

National League for Nursing Accrediting Commission

3343 Peachtree Road NE, Suite 500

Atlanta, GA 30326

Phone (404) 975-5000

Fax (404) 975-5020

[www.nlnac.org](http://www.nlnac.org)

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®).

### NURSING - TRANSFER

*Workforce Training and Community Education Division*

*Associate in Science*

Contact Linda Gobin, 792-9357, [gobinl@bartonccc.edu](mailto:gobinl@bartonccc.edu)

Executive Director, Leonard Bunselmeyer, 792-9393,

[bunselmeyerl@bartonccc.edu](mailto:bunselmeyerl@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.

**Newman University:** Occupational therapists use educational, vocational, and recreational activities to help physically, mentally, or emotionally disabled people to become self-sufficient. The occupational therapy program at Newman University is a masters degree program where you first complete a Bachelors of Science degree in Occupational Science. The first two years of the Bachelors of Science degree can be completed at Barton Community College.

# Transfer Programs of Study

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## **OPTOMETRY**

*Academics Division*

*Associate in Science Degree*

*Contact John Simmons, 792-9335, simmonsj@bartonccc.edu*

*Dean of Academics, Richard Abel, 792-9333, 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.

## **PARK MANAGEMENT AND CONSERVATION**

*Workforce Training and Community Education Division*

*Associate in Science*

*Contact Executive Director, Julie Kramp, 792-9278,*

*krampj@bartonccc.edu*

The Park Management and Conservation curriculum provides knowledge and skills to manage local, state and national parks and recreation areas as a park ranger, manager or administrator. Career choices include park administration, interpretation, law enforcement, and park management.

## **PHARMACY**

*Academics Division*

*Associate in Science Degree*

*Contact John Simmons, 792-9335, simmonsj@bartonccc.edu*

*Dean of Academics, Richard Abel, 792-9333, 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*

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*

*Dean of Academics, Richard Abel, 792-9333, 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*

*Dean of Academics, Richard Abel, 792-9333, 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.

## **PHYSICAL THERAPY**

*Academics Division*

*Associate in Science Degree*

*Contact Ken Henderson, 792-9371, hendersonk@bartonccc.edu*

*Dean of Academics, Richard Abel, 792-9333, 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 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)

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 John Simmons, 792-9335, [simmonsj@bartonccc.edu](mailto:simmonsj@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.

### **POLITICAL SCIENCE**

*Academics Division*

*Associate in Arts Degree*

Contact Joel Lundstrom, (785) 784-6606, [lundstromj@bartonccc.edu](mailto:lundstromj@bartonccc.edu)  
Dean of Academics, Richard Abel, 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

The Political Science curriculum provides the first two years of a four-year program leading to a Bachelor of Arts degree in political science. Political scientists study the origin, development, and operation of political systems and public policy. Political scientists work for the government within the U.S. and abroad, research organizations and consulting firms, banks and business firms, public interest groups, schools, colleges and universities, and the media.

### **PRE-NURSING**

Students interested in the nursing program and are in the process of working on the required pre-requisites for the Barton Nursing Program.

For more information, Contact the Barton Nursing Office located in the Technical Building, Room 94, or call 793-9357.

# Transfer Programs of Study

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## **PSYCHOLOGY**

*Academics Division*

*Associate in Science Degree*

Contact Joel Lundstrom, 785-784-6606, [lundstromj@bartonccc.edu](mailto:lundstromj@bartonccc.edu)

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

The Psychology curriculum provides the first two years of a four-year program leading to a bachelor's degree in psychology. The following courses provide fundamental training for transfer to a four-year university. Students should familiarize themselves with the degree requirements of the four-year institution you are transferring to, as these requirements will influence what courses are taken at Barton.

In the field of psychology, employment prospects are directly related to level of degree attained. Individuals with only an Associate degree (A.A. or A.S.) will find few psychology-related jobs. The associate degree is designed primarily to function as a transfer degree. Students who earn a bachelor's degree will find that many more job opportunities exist. Those individuals who possess a bachelor's degree in psychology can find employment in a wide range of human service occupations (e.g. case workers, corrections officers, group home coordinators). Please bear in mind, however, that competition for such jobs is very keen and that a four-year degree in psychology does not prepare one to engage in therapy. Students who wish to study psychology should earn at a minimum the bachelor's degree and a master's degree if they are interested in becoming a therapist.

## **PUBLIC ADMINISTRATION**

*Academics Division*

*Associate in Science Degree*

Contact Joel Lundstrom, (785) 784-6606, [lundstromj@bartonccc.edu](mailto:lundstromj@bartonccc.edu)

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 John Simmons, 792-9335, [simmonsj@bartonccc.edu](mailto:simmonsj@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.

## **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 John Simmons, 792-9335, [simmonsj@bartonccc.edu](mailto:simmonsj@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 pre-requisite 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*  
*Dean of Academics, Richard Abel, 792-9333, 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*  
*Dean of Academics, Richard Abel, 792-9333, 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.

## **SPECIAL EDUCATION** (See Education)

## **SPEECH COMMUNICATION**

*Academics Division*  
*Associate in Arts Degree*  
*Contact Vern Fryberger, 792-9395, frybergerv@bartonccc.edu*  
*Dean of Academics, Richard Abel, 792-9333, 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*

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.

## **VETERINARY MEDICINE**

*Workforce Training and Community Education Division*  
*Associate in Science*  
*Contact Executive Director, Julie Kramp, 792-9278,*  
*krampj@bartonccc.edu*

The Veterinary Medicine curriculum is for those students who plan to attend a college of veterinary medicine. Students can complete almost all of their general education requirements for admittance to a college of veterinary medicine after completing two years at Barton.

## **WILDLIFE SCIENCE**

*Academics Division*  
*Associate in Science Degree*  
*Dean of Academics, Richard Abel, 792-9333, 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

## **Online learning definitely has its advantages:**

- Learn from the comforts of your home, office, or favorite relaxing spot
- No travel time or challenges of getting to campus
- Learning on your schedule. Whether it's at 5 a.m., during the day, or midnight, online learning is suited to your busy schedule
- Learn from wherever you are. Whether you are in Iraq, the beaches of Cancun, or right here in Great Bend, online learning is wherever you are
- Online classes are very well organized and contain numerous learning opportunities
- You can attend class in your PJs. Where else can you go and learn in most comfortable clothes?

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

- In most online courses there is no face-to-face contact with instructors or students. A majority of the contact with your teacher and fellow students is done thru e-mail, phone, or chat rooms within your course.
- Online learning takes discipline. Since you don't actually physically attend your class, you are required to attend (log-in) to your class to keep up with the material
- Expense. Usually online courses are a little more expensive than on-site classes. However, at Barton our classes are definitely affordable when compared to other online opportunities.

# **BARTON**line.org

## Online Learning Opportunities

■ **BARTONLINE - WWW.BARTONLINE.ORG**

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

Barton Community College operates a virtual campus using the eCollege Learning Management System. BARTONline provides a learning platform that puts students in charge of scheduling. Courses are scheduled in weekly blocks allowing students to determine the time of day and the days of the week they attend class. Students can work toward or complete 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. 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.

The college's accreditation by The Higher Learning Commission (<http://ncahigherlearningcommission.org>) has been extended to include offering 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 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.

### **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.

#### **Business emphasis**

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.

#### **Criminal Justice emphasis**

The Criminal Justice curriculum prepares a student to transfer into a Bachelor of Science Degree with advanced standing at four year institutions that offer Bachelor of Science Degrees in Criminology or Criminal Justice. The degree focus is on general education, including natural science, social science, communication, mathematics with focused electives in the field of Criminal Justice.

#### **Dietary Management emphasis or Pre-Dietetics emphasis**

Barton Community College (Barton) and Kansas State University (K-State) have partnered to offer education programs in the field of dietetics. Barton offers an Associate in Science with an emphasis in Dietary Management which allows dietary manager students to work toward an Associate (Barton) and Bachelor (K-State) degree 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 the general education courses and prerequisite courses needed for the K-State Bachelor of Science Degree in Dietetics. Articulation agreements have been formed guaranteeing a student seamless transition between the institutions

### **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.

#### **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**

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.

#### **Business Administrative Technology**

The 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.

#### **Business Management & Leadership**

The Business Management & Leadership program will prepare you to go directly into a great career in the world of business. This 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.

#### **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 gives you the opportunity to make a difference for children and their families. You will be exposed to the latest research, technology and networking opportunities with educational professionals. The program 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 imbedded in all Barton Early Childhood courses. Job opportunities in this field include Child Care Administration, Professional Nanny, Paraprofessional, Family Child Care Provide, Infant/Toddler Teacher, Pre-school Teacher, Parents as Teacher Parent Educator, Early Head Start, Head Start, After School Program Director, and Corporate Child Care Programs.

#### **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. This degree is part of a 2+2 with Kansas State University-Salina that allows students to transfer the majority of those credits to K-State towards the completion of a Bachelor of Science in Technology Management offered through distance education.



# Distance Learning Opportunities

## Emergency Medical Services (EMS) Administration

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

## 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 and develop safety programs. Graduates may choose to work for the government, waste management companies, utility companies, manufacturing, consulting and hazardous waste engineering companies. The degree is part of a 2+2 with Kansas State University-Salina that allows students to transfer the majority of those 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 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.

## 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.

## 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. The student 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, customer service, and 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.

## CERTIFICATE PROGRAMS

### 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 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.

### 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.

### 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.

### Medical Coding

The Medical Coding certificate program is for individuals who would like to be skilled in classifying medical data from



All phone numbers have a 620 area code unless otherwise indicated.  
On-campus extensions are the last 3 digits of the phone number.

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. To accomplish this, knowledge related, but not limited to, medical terminology, anatomy and physiology, diagnostic procedures, pharmacology and treatment assessments is required. The majority of transcribers are employed in hospitals, physician's office, transcription service offices and laboratories.

## ■ NORTH CENTRAL DISTANCE LEARNING NETWORK

The NCDLN is an ITV (instructional television) consortium with six area high schools. Schools include Claflin High School, Ellsworth High School, Russell High School, Quivira Heights High School, Wilson High School, and Victoria High School.

The purpose of the network is to provide educational opportunities for high school students and community members via ITV instruction. The advantages include fewer class cancellations and a broader variety of coursework. The majority of instruction is provided by Barton's full-time faculty members.

For more information contact Jane Howard at 792-9208 or [howardj@bartonccc.edu](mailto:howardj@bartonccc.edu)



## ■ EDUKAN – [www.edukan.org](http://www.edukan.org)

Contact: 877-433-8526 or [sarverm@bartonccc.edu](mailto:sarverm@bartonccc.edu)

# eduKan

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.

### 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.

### 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.

### 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

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## ■ CENTER FOR ADULT EDUCATION

<http://cae.bartonccc.edu>

Barton Community College Center for Adult Education is located upstairs in the Great Bend One Stop facility at 1025 Main. A wide variety of services are provided to the community. Contact Joseph Thornton at 786-7563 or [thorntonj@bartonccc.edu](mailto:thorntonj@bartonccc.edu)

### Adult Basic Education (ABE)

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.

### English to Speakers of Other Languages (ESOL)

Barton's English to Speakers of Other Languages (ESOL) Program assists students in learning English as a second language. Formerly the English as a Second Language (ESL) program, the goals of the program are still the same in teaching students English and assist in the adjustment of living in the United States.

### Citizenship Preparation

The Center for Adult Education 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.

The 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.

### General Educational Development (GED)

General Educational Development (GED) tests give students the opportunity to earn a Kansas State High School diploma. This credential is recognized as a 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 for Adult Education provides tutoring, preparation classes, practice testing, and scheduling for the GED test.

### Distance Learning

The Center for Adult Education can help students earn their GED through online learning. Following an orientation, students receive their instruction, lessons, and assignments through the internet from the comfort of their own home. For information, contact Luke Seitz at 786-7562 or email [seitzl@bartonccc.edu](mailto:seitzl@bartonccc.edu)

### Immigration Documentation Services

Understanding the challenges to immigrant families, the Center for Adult Education offers assistance to students and families. Services include counseling, information on immigration services and resources, English translating, assistance in obtaining immigration documentation, and other services to assist acclimating to life in the United States.

### Refresher Courses

Basic reading, math, and keyboarding skills are available for people who have a high school diploma, but who need to refresh these skills for further education or job advancement.

### Technology Instruction

The Technology Instruction program is designed to not only familiarize students with basic aspects of computer usage, but to prepare them for presentations. Students are taught basic computer applications, e-mail usage, and are expected to give a PowerPoint presentation to demonstrate presentation and computer skills.

## ■ WORKFORCE TRAINING & COMMUNITY EDUCATION PROGRAMS

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

The Workforce Training & Community Education Division offers many education and training opportunities beyond certificate and degree programs. For more information, contact us at 866-813-2465 or 792-9324.

### BUSINESS & INDUSTRY TRAINING

**Business 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** – a national partnership with a leading provider of customized Spanish language and cross-cultural programs. 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 today's employer and employees.

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

### HEALTH CARE CONTINUING EDUCATION PROGRAMS

**Clara Barton Colloquium** – The Clara Barton Colloquium is an annual conference that is held in conjunction with National Nurses Week. The event celebrates the nursing profession and provides continuing education. The Clara Barton Scholarship Fund was established in conjunction with this event and scholarships are awarded each year.

**Nursing Continuing Education** – Continuing education is required for all persons licensed under the Kansas Nurse Practice Act. Barton serves as an approved provider of nursing continuing education.

### **HIGH SCHOOL STUDENT LEARNING OPPORTUNITIES**

**College Advantage** – 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. ITV instruction is offered at schools in the North Central Distance Learning Network (NCDLN) and the Golden Belt ITV Consortium.

**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.

### **PROFESSIONAL DEVELOPMENT**

**Adventure Based Leadership Education (ABLE)** – emphasizes learning by experience. ABLE is a combination of physical and emotional challenges that allow participants to choose their own comfort zone while expanding their level of personal growth and development.

**Child Education Fair** – annual conference that celebrates the caring and education of young children! Childcare professionals and teachers from across the state attend this one-day event that offers professional networking and continuing education units.

**Kansas Highway Patrol Training (KHP)** – through a partnership with the KHP, students have the opportunity to earn college credit while completing their Basic Recruit training.

**Lee Turner Lectureship Series** – continuing education opportunity for area law enforcement professionals. An endowment from Mr. Lee Turner underwrites the costs of the lectureships.

### **OUTREACH OFFERINGS**

**Outreach** – traditional and lifelong learning courses available at locations throughout the College's service area. ITV instruction is offered at communities in the North Central Distance Learning Network (NCDLN).

**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**

The Upward Bound program is a Federal funded TRIO Program concentrating on building success by improving academic skills and involving high schools students in activities that will expose them to the world around us – the workplace, careers, educational institutions, and the cultural aspects of our society. The cornerstone of Upward Bound is a supplemental instruction program that helps students by providing teaching and tutoring

services before or after school or a combination of both. The supplemental instructional program is intended to enhance the instruction that students receive daily in their high school classes and emphasize the development of skills in the areas of mathematics, english, science and social studies. Educational services are provided to participants at facilities in these communities.

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 Claflin, Ellinwood, Hoisington, and Great Bend.

Contact: 792-9219 or <http://bcub.bartonccc.edu>

**Central Kansas Upward Bound:** Serves Chase, Ellsworth, Lyons, Quivira Heights, and Wilson.

Contact: 786-1181 or <http://ckub.bartonccc.edu>

### **■ EDUCATIONAL OPPORTUNITY CENTER**

<http://ckeoc.bartonccc.edu>

The Central Kansas Educational Opportunity Center (CKEOC) offers free services to provide eligible adults assistance with 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.

#### **Services**

Services include: career exploration, college and vocational school searches, financial aid and admissions assistance, placement in high school diploma or GED programs, campus visits, informational workshops, job networking, and mentoring.

#### **CKEOC Service Area**

The CKEOC service area covers 32 counties and are served by five area Workforce Centers. The main EOC office is located in the Great Bend KansasWorks Center and satellite offices are located in Junction City, Manhattan, Salina and Hays.

#### **Contact Information:**

Great Bend: 793-8164 or toll free 877-684-8164

Junction City: (785) 238-5200

### **■ SILVER COUGAR CLUB**

<http://bartonscc.org>

A membership organization for anyone 55 years of age or older (or a spouse of a Silver Cougar Club member), residing within the seven county Barton Community College service area. Membership benefits include: special events and activities throughout the year (some with a minimal cost), reduced fees for classes, admission to sporting events, special Silver Cougar Club socials and bi-monthly newsletter. Dues are currently \$15.00 for a single or \$25.00 for a couple's membership. Anyone wishing more information may contact the Foundation office at 786-1136 or <http://bartonscc.org>



# Other Educational Opportunities

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## ■ THE HAZARDOUS MATERIALS AND EMERGENCY SERVICES TRAINING INSTITUTE (HMESTI)

<http://bartonhazmat.org>

HMESTI provides business, industry, and governmental entities with Environmental, Health, and safety Training Services. The Institute provides OSHA outreach courses as a satellite member of the Midwest OSHA Education Centers (MOEC) which serves Region 7. HMESTI is also home to Barton Community College's Hazardous Materials, Occupations Safety and Health, Emergency Management, Motorcycle Safety, Emergency Medical Services, and Military On-site Training Programs. The institute delivers and designs 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:

**Motorcycle Training** - 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 [www.bartonccc.edu/military/hmesti/mcycycle](http://www.bartonccc.edu/military/hmesti/mcycycle)

### **OSHA Construction Industry Standards 10 Hour**

The 10-hour Construction Industry Outreach Training Program is intended to provide a construction industry worker with broad awareness on recognizing and preventing hazards on a construction industry site. Students will be introduced to OSHA policies, procedures and standards as well as construction industry safety and health principles covered in OSHA Act Part 1926. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Industry Outreach course completion card.

### **OSHA Construction Industry Standards 30 Hour**

This course will train students on OSHA regulations pertaining to construction standards that are set forth in the Code of Federal Regulations 29, part 1926

### **OSHA General Industry Standards 10 Hour**

The 10-hour General Industry Outreach Training Program is intended to provide a general industry worker with broad awareness on recognizing and preventing hazards on a general industry site. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach course completion card.

### **OSHA General Industry Standards 30 Hour**

The purpose of this course is to provide instruction concerning the development and implementation of a hazard communication program for employees. The course provides an overview of the various regulatory requirements of 29 CFR 1910 for general industry. The course also follows the voluntary training requirements for OSHA's 30-hour general industry program. OSHA Disaster Site Worker

Trains 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.

### **OSHA 500 Standards for Construction**

This course is designed for personnel interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide.

### **OSHA 501 Standards for General Industry**

This course is designed for personnel interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide.

### **Bloodborne Pathogens**

Training is designed to provide a basic understanding of bloodborne pathogens, common modes of their transmission, methods of prevention, and other pertinent information.

### **First Aid/CPR/AED**

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.



### **Confined Space Entry**

This course is designed to enable students to recognize, evaluate, prevent, and abate safety and 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. The course also covers the requirements of OSHA's permit-required confined space standard, 29 CFR 1910.146.

### **Trenching & Excavation**

This course focuses on OSHA standards and on 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.

### **Machine Safeguarding**

The main focus of this course is to increase the participant's knowledge and skill in proper machine safeguarding techniques, and to highlight the benefits of guarding various types of machinery. It is the employer's responsibility to identify and select the safeguard necessary to protect employees and others in the work area, as well as provide appropriate training in safe work practices. Knowing when and how to properly safeguard machinery can reduce or eliminate the potential for accidents and injuries.

### **Lockout/Tagout**

Students will learn about 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 machines and equipment. In addition, students will learn how to detect hazardous conditions and implement control measures as they relate to the control of hazardous energy. This course is also designed to assist students in the development and implementation of energy control programs, including written isolation procedures, training for authorized and affected employees, and periodic inspection of energy control procedures.

### **Hazard Communication (HAZCOM)**

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.

### **Respiratory Protection**

Provides training on establishing, maintaining, and monitoring a respirator program following the requirements of 29 CFR 1910.134. Topics include the technical aspects for the proper selection and use of respiratory protection, compliance evaluation, fit testing demonstration, respirator maintenance and care.

### **Respirator Fit Testing**

We come to you. Our patented OHD FitTester 3000 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 OHD FitTester 3000 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**

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.

### **Hazardous Waste Operations & Emergency Response (HAZWOPER)**

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**

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.

### **Weapons of Mass Destruction Responder Awareness and Operations**

This course provides Emergency Responders (Spill Response Teams, Hazmat Teams, Fire Fighters, EMS, FEMA personnel or Policeman) with the skills needed to respond to a terrorist incident. This class meets the requirements of the Department of Justice's "Weapons of Mass Destruction Awareness and Operations Training Program".

# Other Educational Opportunities

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## **International Air Transport Association (IATA) Dangerous Goods Regulations (DGR)**

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**

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)**

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

## **Advanced Incident Command System (ICS)**

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 IS191.

## **Animal Disease Response Training**

This training focuses on best practices and safety issues associated with an agriculture emergency. Students will learn the importance of preparing for a potential outbreak and be trained on the concepts of Biosecurity, Quarantine, Personal protective equipment, euthanasia, disposal, cleaning, and disinfection. Targeted students include but are not limited to; agriculture producers and workers, law enforcement, Firefighters, Veterinarian and animal health care providers, emergency medical services personnel, emergency management, public health officials, public works personnel, and elected officials.

## **Forklift Operator Safety Training**

Designed for forklift operators, the course teaches safety guidelines including OSHA Safety Regulations related to safe forklift operation. Training will include general handling as well as specific requirements and characteristics of the industrial truck(s) to be operated

## **■ MILITARY ON-SITE TRAINING (MOST)**

<http://militaryonsitetraining.org>

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:

### **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 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 (DTMS)**

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 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 And 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.

### **Recertification For Hazardous Waste Operations And Emergency Response (HAZWOPER)**

This course provides students with refresher training in responding to chemical incidents specifically toxic industrial chemicals and materials (TICs/TIMs). Topics include sampling and monitoring, personal protective equipment, decontamination, and emergency procedures. Course meets refresher training requirements of 29CFR 1910.120 (e) (8), OSHA HAZWOPER.

### **Miles Course**

Trains soldiers in the. Multiple Integrated Laser Engagement Systems (MILES) warehouse procedures, installation, and troubleshooting procedures.

### **CRBN Officer/NCO 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.

### **Commanders Total Fitness Course (CTF)**

The CTF is a 5-day course that teaches Physical Readiness Training leaders (Officers and NCOs) how to precisely teach and 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.

### **Standard Army Maintenance System-Enhanced (SAMS-E) Manager**

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 Standard Army Maintenance System (SAMS-E) 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.

### **Standard Army Maintenance System-Enhanced (SAMS-E) Clerk**

Provides sustainment training in duties and responsibilities of a SAMS-E Clerk. This course combines all aspects of TAMMS/PLL through the use of the SAMS-E 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.

### **Unit Supply Enhanced (PBUSE) Clerk Course**

This operator level course provides initial and job enhancement training to unit supply clerks in the Unit Supply Enhanced (USE) automated supply procedures and policies. PBUSE -Unit 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 (PBUSE) Unit Supervisor Course**

Familiarizes mid-level managers with PBUSE at the 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.

### **Instructor Training**

This course is for students preparing to facilitate or conduct training in a formal setting. The course provides students with the skills necessary to evaluate training, preparation of lesson plans, multimedia presentations, hands-on and lecture techniques, as well as written assessments of learning objectives

# Other Educational Opportunities

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## ■ UNIVERSITY PARTNERSHIPS AND LOCAL OPPORTUNITIES

### AMERICAN INSTITUTE OF BAKING PARTNERSHIP

**Programs:** Associate in Science Degree

**Type of classes:** Online and on-site

**Contact Information:**

Ken Embers, Manager of Career Development  
International Student Advisor and Financial Assistance Officer  
1213 Bakers Way  
P.O. Box 3999  
Manhattan, KS 66505-3999  
(785) 537-4750 or 800-633-5137  
[www.aibonline.org](http://www.aibonline.org)

### BARCLAY COLLEGE

**Programs:** Business Management and Administration, Psychology/Family Counseling, Christian Ministry Leadership

**Type of classes:** On-site in Larned

**Contact Information:**

Brad Lingafelter  
866-862-0226 or  
800-862-0226  
[lingbr@barclaycollege.edu](mailto:lingbr@barclaycollege.edu)  
[www.BarclayCollege.edu](http://www.BarclayCollege.edu)

### FORT HAYS STATE UNIVERSITY

**Programs:** General Studies, Technology Leadership, Justice Studies, Sociology, and Nursing (RN to BSN)

**Type of classes:** Online, audiotape, CD-ROM, Independent Study, videotape, TELENET 2, and ITV (interactive television)

**Contact Information:**

800-628-FHSU  
[www.fhsu.edu/virtual\\_college](http://www.fhsu.edu/virtual_college)

### FRANKLIN UNIVERSITY

**Programs:** Business Administration, Computer Science, Digital Communication, Health Care Management, Information Sciences, and Public Safety Management

**Type of classes:** Online

**Contact Information:**

Bill Chan  
888-341-6237  
[www.alliance.franklin.edu](http://www.alliance.franklin.edu)

### FRIENDS UNIVERSITY

**Programs:** Organizational Management and Leadership

**Type of classes:** On-site in Great Bend

**Contact Information:**

800-794-6945  
[www.friends.edu](http://www.friends.edu)

### KANSAS STATE UNIVERSITY

**Programs:** General Business, Interdisciplinary Social Science, Dietetics, Food Science and Industry, Animal Science and Industry, Early Childhood Education, Family Studies and Human Services, Technology Management

**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](mailto:jdunn@ksu.edu)  
[www.dce.k-state.edu/affiliations/2+2/barton](http://www.dce.k-state.edu/affiliations/2+2/barton)

### KANSAS WESLEYAN UNIVERSITY

#### Agreement of Understanding

Students who complete an associate degree at Barton Community College are guaranteed general admission to the baccalaureate-level degree at Kansas Wesleyan University.

The purpose of this agreement is to set guidelines for establishing a cooperative relationship and ensuring the mobility of students who complete associate degree programs at Barton Community College to transfer to Kansas Wesleyan University.

**Contact Information:**

800-874-1154  
[www.kwu.edu](http://www.kwu.edu)

### KAPLAN UNIVERSITY

**Programs:** Bachelors, Masters-Arts, Sciences, Business, Management, Criminal Justices, Education, Health Sciences, Technology, Legal Studies, Nursing, Law School

**Contact Information:**

Stacy Tapper  
550 W. Van Buren  
Chicago, IL 60607  
866-397-9456  
[www.cc.kaplan.edu](http://www.cc.kaplan.edu)

### MOUNTAIN STATE UNIVERSITY

**Programs:** Bachelor of Science - Organizational Leadership

**Contact Information:**

866-367-6781  
P. O. Box 9003  
Beckley, WV 25802  
[www.mountainstate.edu](http://www.mountainstate.edu)

All phone numbers have a 620 area code unless otherwise indicated.  
On-campus extensions are the last 3 digits of the phone number.

### NEWMAN UNIVERSITY

**Programs:** Business Management or Elementary Education

**Type of Classes:** Evening on-site classes in Great Bend

**Contact Information:**

Tom Hydeman  
(620) 227-9616  
239 San Jose  
Dodge City, KS 67801  
hydeman@newmanu.edu  
www.newmanu.edu

### NORTHCENTRAL UNIVERSITY

**Programs:** Bachelors, Masters, Doctorate-Business, Education, Psychology-certificate programs

**Type of classes:** Online

**Contact Information:**

10000 E. University Drive  
Prescott Valley, AZ 86314  
888-327-2877  
www.ncu.edu

### UNIVERSITY OF WISCONSIN - GREEN BAY

**Programs:** Bachelors of Nursing

**Type of classes:** Online

**Contact Information:**

University of Wisconsin-Green Bay  
Admissions  
2420 Nicolet Drive  
Green Bay, WI 54311  
(920) 465-2111  
www.uwgb.edu

### UPPER IOWA UNIVERSITY

**Programs:** Bachelors of Science Degrees

**Contact Information:**

UIU Fort Riley  
Bldg 215, Custer Avenue  
Fort Riley, KS 66442  
784-5225  
ftriley@uii.edu  
www.uii.edu/locations/militarycenters/fortriley.html

### OTTAWA UNIVERSITY

**Programs:** Bachelor of Arts, Masters of Arts and Business

**Type of classes:** On Campus and Online

**Contact Information:**

1001 South Cedar Street  
Ottawa, KS 660067  
800-755-5200  
www.ottawa.edu

### SOUTHWESTERN COLLEGE

**Programs:** Masters, Bachelors, and Certificates

**Types of classes:** Sites in Wichita, Winfield, Fort Riley, Junction City and Online

**Contact Information:**

Southwestern College  
888-684-5335  
www.southwesterncollege.org

### UPPER IOWA UNIVERSITY

**Programs:** Articulation and Transfer agreements; Criminal Justice studies

**Contact Information:**

Sara Weichman, Transfer Advisor Coordinator  
Upper Iowa University  
3563 University Avenue  
Waterloo, IA 50701  
(319) 232-6980  
weichmans@uii.edu; www.uii.edu/transfer/bartoncounty

### WASHBURN UNIVERSITY

**Programs:** Technology Administration, Integrated Studies in Liberal Arts, Administrative Communication, and Communication Management, Criminal Justice, and Human Services

**Type of classes:** video conferencing, the Internet, CD-ROM, printed and online course materials and textbooks, and videotapes

**Contact Information:**

Janet Groundwater  
800-332-0291  
janet.groundwater@washburn.edu  
www.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 [www.dce.k-state.edu/affiliations/2+2/barton](http://www.dce.k-state.edu/affiliations/2+2/barton)



# Course Descriptions

## 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.

Fulfills: Social Science Requirement

**Prerequisite:** BSTC 1036 Computer Concepts & Appl

### 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: General Accounting or one year high school accounting recommended.

**Prerequisite:** ACCT 1602 General Accounting

### ACCT 1615 - Accounting II - Honors 3 Credit Hours

### 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.

Fulfills: Social Science Requirement

**Prerequisite:** ACCT 1616 Accounting II with a grade of D or better or concurrent enrollment in ACCT 1616 Accounting II

### ACCT 1619 - Managerial Accounting - Honors 3 Credit Hours

### 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.

### ACCT 1640 - Accounting-Business Operations 3 Credit Hours

This course will introduce the student to investing decisions and financing 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 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.

## ADULT HEALTH CARE

### ADHC 1010 - Phil & Depart Mgmt of LTC 2 Credit Hours

This class provides a thoughtful and caring approach to the philosophy and management of long term care. The course serves as the core curriculum for advancement as a Social Service Designee and/or Activities Director as required by the Kansas Department of Health & Environment (KDHE).

### ADHC 1977 - Roles & Resp of Dept Heads 1 Credit Hours

This class provides training in the role and function of the Social Service Designee and/or Activities Director in a long-term care (LTC) facility.

**Prerequisite:** ADHC 1941

### ADHC 1987 - Med, Ther, & Supportive Serv 1 Credit Hours

The complex disease processes, age related changes, psychological needs, treatments, regimens, and requirements of residents of long-term care. This course will provide medication aides with information about the assessment and medication administration for residents in a long-term care facility. RESTRICTION: Student must be a Certified Medication Aide.

### ADHC 1990 - Rehab Aide in Nursing Home 1 or 2 Credit Hours

This course offers discussion in organizational and management techniques for understanding, initiating, and maintaining the rehabilitative aide program in the nursing home; discusses physical requisites for implementation; and provides technical training of the rehabilitative aide. RESTRICTION: Student must be a Certified Nurse Aide.

### ADHC 1991 - Roles Funct. Soc Ser. Designee 1 Credit Hours

This class serves as the last training component required to become a Social Service Designee. The course provides information pertinent to the roles and function of a Social Service Designee working in long-term care.

**Prerequisite:** ADHC 1941 AND ADHC 1977 Roles & Resp of Dept Heads

### ADHC 1999 - Roles & Function of Act. Dir. 1 Credit Hours

This class serves as the last training component required to become an Activities Director. The course provides information pertinent to the roles and function of an Activities Director working in long-term care.

**Prerequisite:** ADHC 1941 AND ADHC 1977 Roles & Resp of Dept Heads

## 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 1 to 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 is designed to increase the student's literacy in the area of animal agriculture so that the student will be better able to evaluate oral and written statements concerning the livestock industry.

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**AGRI 1107 - Animal Science Practicum** **1 to 3 Credit Hours**

This course is a study of health sanitation and handling of livestock. A study of diseases, insects, and other common ailments of livestock will be covered. Marketing, dehorning, castrating, vaccinating and handling of livestock will be studied and demonstrated with the aid of field trips.

**Prerequisite:** AGRI 1106 Principles of Animal Science with a grade of D or better

**AGRI 1108 - Farm Crop Production** **1 to 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 1109 - Grain Grading & Handling** **1 to 3 Credit Hours**

This course is designed to train students in practices and procedures for grain department supervisors at a local elevator. The student will know the proper procedure for receiving, handling, binning, conditioning, grading, and shipping of grain, methods of inventory control, marketing and pricing of grain.

**AGRI 1110 - Fundamentals Animal Nutrition** **1 to 3 Credit Hours**

This course is a study of the major nutrients, nutrient metabolism, requirements and deficiency symptoms, composition of feedstuffs and ration formulation. Practical application of these nutritional principles will be applied to the feeding of cattle, sheep, swine, and horses.

**Prerequisite:** AGRI 1106 Principles of Animal Science with a grade of D or better

**AGRI 1112 - Farm & Business Management** **1 to 3 Credit Hours**

A study of the principles and practices of farm and business management relative to use of money, records and analysis, marketing, machinery, labor, real estate and estate planning.

**AGRI 1114 - Plant Science** **0 to 5 Credit Hours**

A study of the principles of production of economic plants including morphology, taxonomy, physiology, ecology, propagation, preservation, and storage.

**AGRI 1115 - Introduction to Soils/Lab** **0 or 4 Credit Hours**

This course is an introduction to the principles of Soil Science. The formation of soils, their classification, distribution, and management are studied. Fundamentals of physical, chemical, and biological properties of soils are included.

**AGRI 1116 - Prin of Agriculture Economics** **3 Credit Hours**

A study of economic principles with emphasis on their application to the solution of farm, agribusiness and agricultural industry problems in relationship to the sectors of the U.S. economy and foreign countries.

**Fulfills:** Social Science Requirement

**AGRI 1118 - Animal Science & Industry** **1 to 3 Credit Hours**

This course is a study of the production and management aspects of livestock production with emphasis on cattle and swine. Current technological advances will be emphasized and proven management practices in reproduction, nutrition, management and marketing will be presented. Sound management procedures will be substantiated with field data.

**AGRI 1120 - Range Management** **1 to 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

**AGRI 1122 - Swine Production** **3 Credit Hours**

Application of basic scientific principles to the economical production of pork. Recommendations are made in breeding, reproduction, nutrition, health, housing, marketing, and general overall management of swine production units of varying sizes.

**AGRI 1123 - Beef Cattle Production** **3 Credit Hours**

This course involves the study of all facets of beef cattle production and application of all important management decisions that are encountered with the ownership and handling of beef cattle. Selection, feeding, reproduction, and marketing of beef cattle will be studied.

**Prerequisite:** AGRI 1106 Principles of Animal Science with a grade of D or better

**AGRI 1125 - Fertilizer Management** **1 to 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 Production** **1 to 3 Credit Hours**

This course involves the study of all facets of horse production and the application of all important management decisions that are encountered with the ownership of a horse. Selection, handling, feeding, reproduction, and marketing of the horses will be studied. Special emphasis on care of the mare and foal, and the care of the riding horse will be discussed during the course.

**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.

**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 1133 - Livestock/Carcass Selection I** **3 Credit Hours**

Origin, development, characteristics, and adaptation of different breeds of livestock, with special emphasis on the selection of livestock or carcasses will be covered in this course.

**AGRI 1134 - Livestock/Carcass Selection II** **3 Credit Hours**

A continuation of Livestock Selection I.

**AGRI 1136 - Marketing Ag Products** **3 Credit Hours**

The course will cover the marketing of agriculture products through cooperatives, individual sales, contracts, futures, brokerages, auction, and corporations.

**Prerequisite:** ECON 1610 Principles of Macroeconomics or AGRI 1116 Prin of Agriculture Economics

**AGRI 1140 - Agriculture Seminar** **1 Credit Hours**

This course is designed to enable the student to consider careers and new techniques in the agriculture field.

**AGRI 1141 - Artificial Insemination** **1 to 3 Credit Hours**

Topics will include new developments in artificial insemination, management of an artificial insemination program, heat synchronization, and beef industry economics.

# Course Descriptions

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**AGRI 1144 - Dir Ind Study/Agriculture 1 to 3 Credit Hours**

This course is designed to allow for directed independent study of individual issues in the field of agriculture. The directed study will be individualized for each student to fit his employment or personal needs in this program of study.

**AGRI 1149 - Problems in Farm Mechanics 1 to 3 Credit Hours**

This course will involve individualized problems in farm mechanics.

**AGRI 1150 - Economic Entomology 1 to 4 Credit Hours**

This course is designed not only to provide specific information on the insect pest management but also to deal with the insects encountered in everyday life. Topics will be insects of crops, livestock, household, trees, and fruits. Emphasis will also be placed on different aspects of pesticides use and application.

**AGRI 1151 - Diesel Tractor Hydraulics 1 to 3 Credit Hours**

This course will cover basic information for hydraulic systems commonly found on today's agricultural farm equipment. A combination of classroom and lab experiences will be utilized to achieve the outcomes.

**AGRI 1155 - Agriculture Orientation 2 Credit Hours**

A study of the objectives, organization, procedures, and requirements for entry into the field of agriculture and agribusiness as presented by those established in the various phases of agriculture.

**AGRI 1156 - Principles of Meat Evaluation 1 or 2 Credit Hours**

This course is designed for in-depth evaluation of the carcass and meat of beef, swine, and sheep. Carcass grading, evaluation, and appraisal of beef and pork primal cuts will be conducted. The course includes techniques for comparative analysis and is required for students participating on the college meat judging team.

**AGRI 1157 - Intro to Leadership Practices 1 Credit Hours**

This course is designed to teach students individual and team leadership skills, which can be utilized in work or their community organizations. Emphasis will be placed on uniqueness of Kansas' economy and responsible citizenship, rural development, and agricultural importance. This course requires participation in a leadership conference, team activities, and individual responsibility.

**AGRI 1158 - Hm Hort I-Trees and Shrubs 3 Credit Hours**

This course is designed to teach students to landscape, identify, grow, and maintain ornamental plants in the home landscape. The emphasis of this course will be the landscaping of trees and shrubs, vines, and ornamental grasses.

**AGRI 1175 - Combine Maintenance & Repair 1 to 3 Credit Hours**

A comprehensive course designed to acquaint the student with correct and accepted procedures of maintaining harvest combines. Basic repair procedures will also be introduced. This course will cover basic information for mobile air conditioning systems. A combination of classroom and lab experiences will be utilized to achieve the outcomes.

**AGRI 1178 - Microcomputers in F & R Mgmt 3 Credit Hours**

This course involves a hands on approach to microcomputers with a minimum of programming. Emphasis will be on utilizing and evaluating software available for agricultural application. Particular emphasis will be placed on farm accounting, electronic spreadsheets, and some information packages available to agriculturalists. Some time may be spent on micro-computer communications also.

**AGRI 1179 - Air Conditioning for Farmers 1 to 3 Credit Hours**

This course will cover basic information for mobile air conditioning systems. A combination of classroom and lab experiences will be utilized to achieve the outcomes.

**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 (240) clock hours a semester of selected workstations under 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.

**AGRI 1182 - Occupational Wrk Experience II 1 to 4 Credit Hours**

A continuation of Occupational Work Experience I.

**Prerequisite:** AGRI 1181 Occupational Work Experience I

**AGRI 1183 - 2WD Tractor Systems Over 150HP 1 to 3 Credit Hours**

This course will place emphasis on agriculture tractor in the over 150 horsepower class. Particular attention will be given to electrical/electronic control systems commonly found on these types of tractors. There will be hands-on experience and ample discussion time supported by detailed manuals, mock-ups, cutaways, and live training tractors.

**AGRI 1184 - 2WD Tractor Systems Undr 150HP 1 to 3 Credit Hours**

MX Maxxum systems are covered, from the very basic through the 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 1185 - Intro to Hyd/Elec & AirCond Sy 1 to 3 Credit Hours**

This course will cover basic information for hydraulic systems, electrical systems, and air conditioning systems. A combination of classroom and lab experiences will be utilized to achieve the outcomes.

**AGRI 1190 - Animal Science & Industry Lab 1 Credit Hours**

This course is designed to increase the student's livestock selection literacy so that they will be better to visually select the right type of breeding and feeding animals and to evaluate written and oral statements concerning the selection of livestock.

**AGRI 1191 - Combine Hydraulic Systems 1 to 3 Credit Hours**

This course will prepare the individual to accurately diagnose and repair common hydraulic systems found on current combine harvesters.

**AGRI 1192 - Combine Electrical Systems 1 to 3 Credit Hours**

This course will develop those skills necessary for a technician to accurately diagnose, repair, configure, and calibrate electrical systems used on a combine harvester.

**AGRI 1193 - Combine Productivity 1 to 3 Credit Hours**

This course will cover in detail 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 1197 - Small Square Balers 1 to 2 Credit Hours**

This course is designed to familiarize the students with Small Square Balers that typically build either 14"X 18" or 16"X18" bales. The student will develop skills necessary to diagnose, repair, and maintain baler systems in such a manner as for the baler to function properly.

**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 to100HP 1 to 3 Credit Hours**

Training on JX and JXU Maxxima systems is provided, 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 - Tractor Systems 300 HP and Up 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 2 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 2108 - Farm Crop Production 1 to 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 2132 - 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 2183 - 2WD Tractor Systems Over 150HP 1 to 3 Credit Hours**

This course will place emphasis on agriculture tractor in the over 150 horsepower class. Particular attention will be given to electrical/electronic control systems commonly found on these types of tractors. There will be hands-on experience and ample discussion time supported by detailed manuals, mock-ups, cutaways, and live training tractors.

**AGRI 2184 - 2WD Tractor Systems Undr 150HP 1 to 3 Credit Hours**

MX Maxxum systems are covered, from the very basic through the 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.

**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 Gothic period. The course will study the evolution of architecture, sculpture, painting, and the crafts. Patrons, 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. 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. Patrons, 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

# Course Descriptions

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## **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

## **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 1204 - Design II**

**3 Credit Hours**

This course is an introduction to composition through the study of the elements and principles of three-dimensional design. A variety of projects are assigned to explore each concept studied, which includes the use of a variety of materials. The basic concepts of three-dimensional design 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

## **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

**Prerequisite:** ARTS 1202 Design I or ARTS 1214 Drawing I

## **ARTS 1206 - Directed Independent Study/Art**

**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.

## **ARTS 1207 - Humanities Through the Arts**

**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.

**Fulfills:** Humanities Requirement

## **ARTS 1209 - Watercolor Painting I**

**3 Credit Hours**

An introduction to the technique of painting in various water soluble media. Development of personal skills and techniques using water soluble media, primarily transparent watercolor, will be stressed.

**Fulfills:** Humanities Requirement

## **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

## **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

**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

**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

## **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

**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

**Prerequisite:** ARTS 1212 Painting II

## **ARTS 1218 - Printmaking I**

**3 Credit Hours**

An introduction to the graphic processes of the relief print, black and white and colored woodcut, the embossment and calligraphy print. Included will be an overall study of the relief print and its history and the proper presentation of prints.

**Fulfills:** Humanities Requirement

## **ARTS 1220 - Printmaking II**

**3 Credit Hours**

An introduction to the basic skills of the silk-screen process through the use of basic paper and glue stencils. This course will include an overall study of the use of silk-screen as a means of artistic expression.

**Fulfills:** Humanities Requirement

**Prerequisite:** ARTS 1218 Printmaking I



**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 clay as an expressive art material.

**Fulfills:** Humanities Requirement

**ARTS 1223 - Introduction to Ceramics** **1 Credit Hours**

Introduction to ceramics will familiarize the student with how a ceramic studio functions. Emphasis will be 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.

**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

**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

**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

**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

**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

**Prerequisite:** ARTS 1234 Photography I

**ARTS 1236 - Photography Seminar** **3 Credit Hours**

This course will provide further exploration of the technical and aesthetic aspects of photography as contemporary art medium. Color photography will be emphasized including developing and printing.

**Fulfills:** Humanities Requirement

**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.

**Fulfills:** Humanities Requirement

**ARTS 1238 - Metalsmithing-Jewelry Making** **3 Credit Hours**

This course is a study of concepts, materials, and techniques in metal-smithing. It is an introduction to creative expression in three dimensions. A variety of techniques including cutting, soldering, casting, fabrication, and finishing will be employed.

**Fulfills:** Humanities Requirement

**ARTS 1242 - Art Media** **3 Credit Hours**

This course is an introduction to two and three-dimensional art media through the study of the elements and principles of design. A variety of projects are assigned to explore each concept studied. These basic concepts are fundamental to the development of artistic expression and interpretation. This course will emphasize learning through hands-on experience in making art.

**Fulfills:** Humanities Requirement

**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

**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, and display, and the ethics of digital image process.

**ARTS 1249 - Figure Drawing** **3 Credit Hours**

The student will aim to develop awareness of the structure, anatomy and expressive qualities of the human form in a variety of ways including: line, plane, value, mass and shape. Students will work from live clothed models to explore a range of medium and techniques. This course will continue the process started in Drawing I, which included building a solid foundation of drawing skills through observation.

**ARTS 1250 - Art History Survey I - Honors** **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.

# Course Descriptions

## **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 1000 - Consumer Mechanics 1 or 2 Credit Hours**

This course is a study of the basic fundamentals and theory of operation of the major components of the automobile. The primary purpose is to acquaint the student with the proper periodic service procedures necessary to maintain the automobile in a safe and economical operating condition.

### **AUTO 1001 - Dir Ind Study/Auto Tech 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.

### **AUTO 1005 - Service Techniques 1 to 5 Credit Hours**

The Service Techniques course is designed to provide sophomore-level students, who have completed most of their required automotive training, practical work experience and simulated on-the-job training as would exist in the automotive repair industry.

**Prerequisite:** AUTO 1008 Internal Combustion Engines I AND AUTO 1012 Automotive Electrical Sys I AND AUTO 1022 Automotive Braking Systems AND AUTO 1027 Automotive Chassis Systems

### **AUTO 1006 - Fundamentals of Mechanics I 1 to 6 Credit Hours**

In this course, the theory and fundamentals of the major components, specifically, automotive engines, supportive systems, standard and automatic transmissions, brake systems, chassis, suspension, steering and alignment are presented. Designed to develop skill in overhaul and repair of clutches, standard transmissions, power shift, automatic transmissions, drive lines, differentials, and student's work on units with regard to areas being studied.

### **AUTO 1008 - Internal Combustion Engines I 1 to 5 Credit Hours**

A study of the theory and operation of the internal combustion engine. Safety, quality of work and service techniques consistent with NATEF and industry standards will be stressed.

### **AUTO 1009 - Internal Combustion Engines II 1 to 5 Credit Hours**

A study of the theory and operation of the internal combustion engine. Good work habits, shop safety and the correct techniques of adjustment are service are stressed.

**Prerequisite:** AUTO 1008 Internal Combustion Engines I with a grade of D or better

### **AUTO 1010 - Carburetion & Problem Analysis 1 to 3 Credit Hours**

A study of the design, theory of operation, repair and adjustment of carburetors and their circuits. Troubleshooting of other automotive engine systems is also included.

### **AUTO 1012 - Automotive Electrical Sys I 1 to 5 Credit Hours**

This course is designed to acquaint the student with basic theory and practices involved in the service and troubleshooting of the electrical systems of the modern automobile.

### **AUTO 1013 - Automotive Electrical Sys II 1 to 5 Credit Hours**

This is an intermediate level course designed to develop electrical/electronic troubleshooting skill through circuit analysis and hands-on mastery of automotive testing equipment (digital multimeter).

**Prerequisite:** AUTO 1012 Automotive Electrical Sys I

### **AUTO 1014 - Engine Performance 1 to 5 Credit Hours**

This course is designed to acquaint the student with the theory, operation, and troubleshooting of today's automotive fuel, ignition, and emission control systems. Mechanical problems which effect the operation of these controlled systems will also be discussed, including recommended diagnostic strategies, and testing.

**Prerequisite:** AUTO 1008 Internal Combustion Engines I AND AUTO 1012 Automotive Electrical Sys I

### **AUTO 1015 - Advanced Engine Performance 1 to 5 Credit Hours**

This course is designed to provide students with advanced training in automotive electrical and drivability diagnosis. Students will learn to pinpoint the cause of electrical and electronic failures through the analysis of voltage and current waveforms.

**Prerequisite:** AUTO 1008 Internal Combustion Engines I AND AUTO 1012 Automotive Electrical Sys I AND AUTO 1014 Engine Performance AND AUTO 1034 Auto Computer Control Systems

### **AUTO 1016 - Auto Air Conditioning 1 to 5 Credit Hours**

The course is a thorough and detailed program of study that concentrates upon theory of operation and servicing of complete systems, as well as component parts. The study will cover all types of air-conditioning, diagnosing, servicing, and repair. Designed for the mechanic, service station operator, parts retailers, or anyone else who is affiliated with a service outlet. The course is designed to acquaint the student with the theory, operation, diagnosis and proper servicing of the heating and air conditioning system of the automobile.

**Prerequisite:** AUTO 1012 Automotive Electrical Sys I

### **AUTO 1018 - Special Problems in Auto Tech 1 to 4 Credit Hours**

This course is designed for the student desiring to obtain training beyond the normal curriculum offerings. It consists primarily of lab work supervised by an instructor.

### **AUTO 1020 - Manual Trans and Drive Train 1 to 5 Credit Hours**

This course includes a study of the theory and operation of automobile manual transmissions, transaxles, drive lines and differentials. Safety, quality of work, and service techniques consistent with industry standards will be stressed.

### **AUTO 1022 - Automotive Braking Systems 1 to 5 Credit Hours**

This course is designed to acquaint the student with the theory, operation, diagnosis, and proper service of the braking system of today's modern automobile.

### **AUTO 1024 - Auto Body Repair I 1 to 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 bodywork.

**AUTO 1026 - Auto Body Repair II** **1 to 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 1027 - Automotive Chassis Systems** **1 to 5 Credit Hours**

This course is a study of the fundamentals of operation and the service procedures for automotive steering and suspension systems. Professionalism and quality of work consistent with NATEF standards will be stressed throughout the course progression.

**AUTO 1028 - Seminar in Auto Mechanics** **1 to 3 Credit Hours****AUTO 1030 - Mcycle Tuneup Troubleshooting** **1 to 3 Credit Hours****AUTO 1032 - Automatic Transmiss & TraAxle** **1 to 5 Credit Hours**

This course includes a study of the theory, operation, and service procedures for automotive automatic transmissions and transaxles. Professionalism and quality of work consistent with NATEF standards will be stressed throughout the course progression.

**AUTO 1034 - Auto Computer Control Systems** **1 to 5 Credit Hours**

This course is designed to acquaint the student with the theory and practices involved in the troubleshooting and servicing of the computer and control systems of the modern automobile. Theory, testing and repair techniques are studied.

**Prerequisite:** AUTO 1012 Automotive Electrical Sys I AND AUTO 1014 Engine Performance

**AUTO 1036 - Auto Body Repair III** **1 to 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 1050 - Motorcycle Safety for Beg Ride** **1.5 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.

**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 1061 - Occupational Internship II** **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 1070 - Automotive Hybrid Systems** **1 to 5 Credit Hours**

Automotive Hybrid Systems focuses on advanced technologies associated with hybrid, electric, and alternative fuel vehicles. In addition to theory and operation, industry recognized safety and service practices will be taught.

**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.

**Fulfills:** Social Science Requirement

**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.

**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.

**Fulfills:** Social Science Requirement

**BUSI 1605 - Employee Development** **1 to 3 Credit Hours**

A practical approach to acquiring the skills needed by the new employee to function in an assigned position within the Department of Defense. The course is designed to enhance the employees human relations skills in the managerial area.

**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 course will cover 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.

**Fulfills:** Social Science Requirement

**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:** Social Science Requirement

**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

**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.

# Course Descriptions

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## **BUSI 1611 - Business Law I - Honors**

**3 Credit Hours**

## **BUSI 1643 - Principles of Bank Operations**

**3 Credit Hours**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

## **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.

**Fulfills:** Social Science Requirement

## **BUSI 1658 - Business Insurance-LUTC II**

**3 Credit Hours**

## **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 1751 - Small Business Records I**

**1 to 3 Credit Hours**

This course stresses the importance of maintaining complete and accurate records in a small business as well as the importance of the ability to anticipate and adequately respond to short and long term financial needs. It is also designed to facilitate understanding of issues related to the money management needs of a small business, particularly in regards to banking and the use of a business plan to secure financing. Basic accounting procedures and financial statement preparation are also covered.

## **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 will help individuals to apply the concepts and principles of process management in a service and manufacturing organization. These principles include implementing and managing company-wide quality practices, including standardization, measurement of processes, benchmarking, continual process improvement, supplier quality, and employee involvement.

## **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.

## **BUSI 1801 - Business Electronic Communicat**

**1 to 3 Credit Hours**

This course will explore the use of electronic mail, calendar and task management program/programs. This course will allow students to efficiently communicate with others, schedule appointments and tasks, record information about their personal and business contacts and organize files. Students will learn how to use corporate workgroups for use in small business or homes that have Internet connection.

## **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. The management theory is studied in the grouping of the basic management functions: planning, organizing, staffing, and controlling.

## **BUSI 1804 - Human Relations in Business**

**3 Credit Hours**

Human relations is at the very core of managerial success. When human relation problems arise, management difficulties are then at hand and the profits picture of the organization is likely to suffer. Therefore, the main thrust of this course is to aid the student to understand the dynamics of human relations and to be able to deal with the problems that arise due to poor human relations.

## **BUSI 1805 - Marketing**

**1 to 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 Define Contri Admin Issue**

**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 Actuaries (ASPA).

## **BUSI 1809 - C2 Admin/Consult-Defined Plans**

**3 Credit Hours**

This course addresses the administration and consulting issues of various types of defined contribution retirement plans such as profit sharing, 401(k), employee stock ownership, money purchase and target benefit plans.

## **BUSI 1811 - Professional Skills Developmnt**

**1 to 2 Credit Hours**

Professional Skills Development is an intensive training course designed to provide students with the skills necessary to obtain and keep a job. The course will focus on developing a professional resume and cover letter, completing applications, practicing interview skills, and developing professionalism and appropriate business behavior.

## **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 include a thorough review of the Retirement Plan Fundamentals 1 manual and will provide information helpful to prepare students desiring to take the RPF 1 examination administered by the American Society of Pension Actuaries (ASPPA).

**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. The course will include a thorough review of the Retirement Plan Fundamentals 2 manual and will provide information helpful to prepare students desiring to take the RPF 2 examination administered by the American Society of Pension Actuaries (ASPPA).

**BUSI 1815 - Entrepreneurship      3 Credit Hours**

This course is designed to acquaint the prospective business owner with the background of business, characteristics of being an entrepreneur, and the rewards as well as the penalties of owning a business. A business plan will be developed and attention will be given to business protection and community relations.

**BUSI 1820 - Management Development Seminar      3 Credit Hours**

The course is an introduction to a host of topics essential to the success of practitioners entering into managerial roles. Topics include communication, technical writing, customer service, leadership theories, and management concepts. Basic human resource development ideas will be presented.

**BUSI 1821 - MGMT Development Seminar II      3 Credit Hours**

This course will introduce advanced management concepts and theories, as well as relevant topics to developing effective management skills. Advanced communication topics will be discussed and practical strategies to conflict management and interpersonal relations. Motivational theories and job design will be introduced. Other topics include mentoring, change, and strategies for effective briefings and meetings.

**BUSI 1822 - MGMT Development Seminar III      3 Credit Hours**

This course will build upon a foundation of knowledge of effective management practices and techniques. Advanced leadership theory will be discussed and students will simulate effective leadership practices. Additionally, change management and being a change agent will be covered.

**BUSI 2367 - Current Topics/Law Enforcement      0.5 Credit Hours****BUSI 2369 - The Future of Law Enforcement      0.5 to 1 Credit Hours**

This course will focus on the uprising of lawsuits filed against law enforcement officials as well as others in the law enforcement community. The morning session will illustrate how to develop an effective risk management plan and how to implement effective leadership, policies, and communications with the public. The afternoon session will concentrate on criminal profiling. The instructors will demonstrate how criminal profiling can be used as an essential tool in catching criminals or in investigating a crime scene. Both topics will aid not only law enforcement officials but deputies, officers and jailers as well in going their jobs.

**BUSI 2682 - PA-3 Daily Valuation      1 to 3 Credit Hours**

This course will consist of a thorough review of the basic understanding of daily valuation terminology, concepts and procedures and will prepare the student for the PA-3 examination administered by the American Society of Pension Actuaries (ASPA).

**BUSI 2690 - Workforce Spanish      1 Credit Hours****BUSI 2807 - Customer Service      1 to 3 Credit Hours****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 - Data Base Management Systems      1 to 3 Credit Hours**

Provides theory, information and training in the concepts of database management systems using microcomputer database software to apply and validate these concepts. Database design methodology is discussed. A microcomputer DBMS is used to create a database and generate solutions to implement a business application. Students create tables; input forms, subforms, and switchboard forms; filters; select and action queries; reports and subreports; macros; and custom menu bars, toolbars, and tooltips. Text and spreadsheet data is imported into the database, and database objects are shared with and exported to other programs. Concepts on how to distribute data using a private internal internet or the public Internet are explored. Database security issues are examined.

**Prerequisite:** BSTC 1036 Computer Concepts & Appl with a grade of D 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.

**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 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 basic computer concepts and includes hands-on use of microcomputers using common software applications. These software applications include typical features of office suites such as word processing, spreadsheets, database systems, presentation software, browsers, and other features found in current software packages. On course completion, students will understand common computer concepts and will be able to utilize common software applications.

**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 1071 - Digital Photography      1 Credit Hours**

This course will provide basic skills in the technical processes of digital photography. Students will be exposed to media, picture taking, scanning, downloading, printing, and enhancing of the photograph.



# Course Descriptions

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## **BSTC 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.

## **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 1662 - Related Work Experience I** **1 to 3 Credit Hours**

This course is designed to provide the student with practical work experience through simulation or actual work experience within the chosen career field. Students will complete tasks within a classroom environment or actual work environment under the direction of an instructor or employer.

## **BSTC 1664 - Related Work Experience II** **1 to 3 Credit Hours**

This course is designed to provide the student with advanced practical work experience within the chosen career field. Students will complete tasks within a classroom environment or actual work environment under the direction of an instructor or employer. These experiences will be of a more advanced nature. Students will be exposed to and develop work ethics.

**Prerequisite:** BSTC 1662 Related Work Experience I

## **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 1687 - Desktop Publishing** **1 to 3 Credit Hours**

An introduction to creating typeset, paste-up copy on a microcomputer. Included will be text-entry features, graphics drawing tools, images, formatting and layout features, and use of fonts. The student will evaluate desktop publishing equipment.

## **BSTC 1688 - Advanced Desktop Publishing** **3 Credit Hours**

This course is designed to further develop desktop publishing skills. The beginning level teaches the basic tools and their use while the advanced course will teach design and seek to develop creativity. Students will develop original projects for this course.

**Prerequisite:** BSTC 1687 Desktop Publishing

## **BSTC 1698 - Info Processing Systems Mgmt** **3 Credit Hours**

A course for those who are word processing supervisors or aspire to supervisory or management positions. The emphasis is on office technology, systems organization (including integration of WP/DP, electronic mail, communications, and records management), personnel management, controls and measurement of word processing operations and production controls.

**Prerequisite:** BSTC 1696

## **BSTC 1702 - Supervisory Development** **1 to 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.

## **BSTC 1718 - Occupational Internship I** **1 or 2 Credit Hours**

This course is designed to provide the student with practical work experience within his career field. The work will be supervised by the college coordinator, with the training agreement signed between the student's employer, the student, and the coordinator. The training agreement will cover the things to be learned on the job by the student. Students are compensated for their services and, in addition, will receive college credit.

## **BSTC 1719 - Occupational Internship II** **1 or 2 Credit Hours**

Continuation of Occupational Internship I.

**Prerequisite:** BSTC 1718 Occupational Internship I

## **BSTC 1722 - Management Seminar** **1 to 3 Credit Hours**

This course deals with the market buying trip of the retail merchandiser. Items discussed will include types of markets, how to buy, how to pay, and how to have this merchandise delivered to the business.

## **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.

## **BSTC 1798 - Strategic Management** **3 Credit Hours**

Internal and external issues are evaluated and monitored. All members and levels of the organization are involved in the strategic management process. Formulating and implementing these strategies are the focus of this course.

## **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.

## **BSTC 1836 - Windows Vista** **3 Credit Hours**

This course covers topics related to Windows Vista. Students will be offered a comprehensive presentation of Microsoft Windows Vista. They will be exposed to practical examples of the computer as a useful tool. Students will acquaint themselves with the proper procedures to manage and organize document storage options for coursework, professional purposes, and personal use. Students will discover the underlying functionality of Windows Vista so they can become more productive and develop an exercise-oriented approach that allows learning by doing.

## **BSTC 2036 - Computer Concepts & Appl** **1 to 3 Credit Hours**

This course is an introduction to the most common software applications and includes hands-on use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites such as word processing, spreadsheets, database systems, and other features found in software packages. On course completion, students will understand common applications and be able to use selected features of these packages.

## **BSTC 2048 - Appli of Presentation Software** **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.

**BSTC 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 problem of taxation and wills.

**BSTC 2685 - Spreadsheet Applications 1 to 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, windows, generating graphs, and macros features. Planning techniques and potential uses of spreadsheets in business and industry will be discussed.

**BSTC 2687 - Desktop Publishing 1 to 3 Credit Hours**

An introduction to creating typeset, paste-up copy on a microcomputer. Included will be text-entry features, graphic drawing tools, images, formatting and layout features, and use of fonts. The student will evaluate desktop publishing equipment.

**CHEMISTRY****CHEM 1800 - General Chemistry 0 or 5 Credit Hours**

**Fulfills:** Lab Science Requirement

**CHEM 1801 - Dir Ind Study/Chemistry 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:** Lab Science Requirement

**CHEM 1802 - Fundamentals of General Chem 0 or 5 Credit Hours**

This one semester provides a survey of classical inorganic general chemistry with much less emphasis on problem solving and mathematics than the Principles sequence. Emphasis is given to 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 and similar majors.

**Fulfills:** Lab Science Requirement

**Prerequisite:** MATH 1821 Basic Algebra with a grade of C or better or MATH 1824 Intermediate Algebra with a grade of C or better or MATH 1826 Intermediate & College Algebra with a grade of C or better or MATH 1828 College 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 or Accuplacer College Level Math score of at least 1

**CHEM 1804 - Elementary Organic Chemistry 0 or 5 Credit Hours**

A brief course in inorganic general chemistry with the same underlying philosophy as the Fundamental course.

**Fulfills:** Lab Science Requirement

**Prerequisite:** CHEM 1802 Fundamentals of General Chem

**CHEM 1806 - College Chemistry I 0 or 5 Credit Hours**

This course stresses the conceptual and mathematical approach to understanding inorganic general chemistry and prepares students 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. RESTRICTION: High School Algebra II or Permission of Instructor.

**Fulfills:** Lab Science Requirement

**CHEM 1807 - College Chemistry I - Honors 0 to 5 Credit Hours**

This course stresses the conceptual and mathematical approach to understanding inorganic 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, and etc. majors.

**CHEM 1808 - College Chemistry II 0 or 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. This course is a continuation of College Chemistry I.

**Fulfills:** Lab Science Requirement

**Prerequisite:** CHEM 1806 College Chemistry I

**CHEM 1809 - College Chemistry II - Honors 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. This course is a continuation of College Chemistry I.

**CHEM 1810 - Elementary Chemical Analysis 2 Credit Hours**

Essentially a laboratory course dealing with the basic concepts of classical analysis. Methods of elementary volumetric, gravimetric, and visible spectrophotometric analysis are discussed, and laboratory exercises of each type are conducted. In addition, a portion of the semester is devoted to the classical qualitative analysis of cations. This course provides valuable training in laboratory techniques with emphasis on the need for careful thought and manipulation.

**Fulfills:** Lab Science Requirement

**Prerequisite:** CHEM 1806 College Chemistry I

**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. Laboratory is included. Three hour lecture and six hours of laboratory sessions per week.

**Fulfills:** Lab Science Requirement

**Prerequisite:** CHEM 1808 College Chemistry II

# Course Descriptions

## **CHEM 1816 - Organic Chemistry II** 0 or 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, the methods of organic synthesis. This course is designed for those students who need a good understanding of organic chemistry.

**Fulfills:** Lab Science Requirement

**Prerequisite:** CHEM 1814 Organic Chemistry I

## **CHEM 1818 - Basic Corrosion** 1 to 3 Credit Hours

The National Association of Corrosion Engineers (NACE) Basic Corrosion course is designed to impact 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. RESTRICTION: Consent of Instructor.

## **CHEM 1819 - Chemistry Internship** 1 to 4 Credit Hours

This course is designed to provide chemistry majors with practical chemistry work experience. A minimum of 240 clock hours of work as a chemistry lab technician in a business, industry, or agency under the supervision and instruction of a qualified on site coordinator will be required. The student will keep accurate records of hours worked and duties performed and will meet regularly with the help of the chemistry department to discuss the theoretical background of lab instrumentation and experimental work performed. Some businesses, industries, or agencies may require an extensive background check and polygraph exam of the student before the internship is approved.

**Fulfills:** Lab Science Requirement

## **CHEM 1820 - Studies in Chemistry** 1 to 3 Credit Hours

This is a variable credit course offering to provide opportunity for interested students to investigate certain topics of chemistry not normally included in course work. Such topics might include potentiometric titration, quantitative Infrared analysis, special gas chromatographic investigation, etc. This offering could also be used as a median for students to prepare more through courses that will be required after transfer.

**Fulfills:** Lab Science Requirement

## **CHEM 2818 - Basic Corrosion** 1 to 3 Credit Hours

### **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. A study developed to give the 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 II

## **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 any 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.** 1 to 3 Credit Hours

A study of the basic health, nutrition, and safety management practices for all young children.

## **CHLD 1508 - Child Care Internship** 1 to 6 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

## **CHLD 1509 - Child Care Practicum II** 3 Credit Hours

This course involves working directly with children and working with administrative aspects as a licensed child care center. The course includes classroom participation and evaluation, curriculum planning and actual teaching experiences. Child Care Practicum II is a continuation of Child Care Practicum learning experience.

**Prerequisite:** CHLD 1506 Child Care Practicum

## **CHLD 1512 - Child Abuse and Neglect** 1 to 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 1525 - Dir Ind Study/Child Care** 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.

**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 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, development of facility, licensing, equipping, staffing, and publicizing a center.

**CHLD 1550 - Child Care Seminar 1 Credit Hours**

Discussion of current developments in the field of early childhood education. An overview of childcare career opportunities will be discussed as well as individual and professional qualities and organizations supporting childcare and guidance.

**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 1552 - Single Parenting 1 Credit Hours**

A course, which instructs students in a specialized area of parenting.

**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 II 3 Credit Hours**

This course moves beyond the development of general creative activities designed for children in Creative Activities I. The course involves developing materials and activities to enhance the higher learning experiences of children. Students will present various themed activities they have planned.

**Prerequisite:** CHLD 1553 Creative Experiences for Child

**CHLD 1563 - 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.

**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 2375 - Child Care Development 0.5 to 1 Credit Hours****CHLD 2376 - Child Education Seminar 0.5 Credit Hours**

This continuing education course is designed for directors and teachers of preschools, child care centers, and elementary schools, along with family daycare providers. The course provides training on topics pertinent to the care and education of young children, such as child development, curriculum and lesson planning, behavior and discipline, nutrition, and safety issues.

**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:** Humanities Requirement, Oral Communication Requirement

**COMM 1201 - Dir Ind Study/Communications 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. Restriction: Enrollment by consent of instructor.

**Fulfills:** Oral Communication Requirement

**Prerequisite:** COMM 1230 Public Speaking with a grade of C or better

**COMM 1210 - Oral Interpretation 3 Credit Hours**

Oral Interpretation is the act of attaining 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 in the creativity of the written word, and develop their skills in oral communication.

**Fulfills:** Oral Communication Requirement

**COMM 1211 - Interpretive Reading 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 desired outcome of the oral interpretation of literature is the audience's comprehension, understanding, and appreciation of the meaning and significance of prose and poetry through the communication of both by an oral interpreter. The purpose of an oral interpreter of literature should be to understand the meaning and significance of the work as intended by the author or poet, and to communicate the meaning of it to the members of the audience so that they can respond to it. The course is designed to expand the dramatic capabilities of the reader, give him insight into the creativity of the written word, and develop his skills in oral communication. This course is especially helpful for speech, drama, broadcasting and elementary education majors.

**Fulfills:** Oral Communication Requirement

**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.

**Fulfills:** Oral Communication Requirement

**COMM 1216 - Persuasion-You & Your Ideas 1 Credit Hours**

The course in persuasion is a five-week course for one-hour credit. It examines the available means of persuasion and its effect on human behavior. The major emphasis will be on the contemporary uses of persuasive technique in personal, business, and commercial practices.

**Fulfills:** Oral Communication Requirement

# Course Descriptions

## **COMM 1217 - Nonverbal Communication 3 Credit Hours**

This course is designed to help students become more aware of nonverbal 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.

**Prerequisite:** COMM 1200 Interpersonal Communication or COMM 1202

## **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:** Oral Communication Requirement

## **COMM 1222 - Technical Communication 3 Credit Hours**

This course is designed primarily for the student who needs training and practice in writing skills pertaining to his own field. It will involve familiarity with the journals, with research techniques, report and letter writing and basic mechanical skills.

**Fulfills:** Oral Communication Requirement

## **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:** 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.

## **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.

## **COMPUTER ELECTRONICS**

### **ELTR 1100 - 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.

**Prerequisite:** ELEC 1332 AC Circuit Fundamentals with a grade of C or better

### **ELTR 1102 - Electrical Devices&Controls II 3 Credit Hours**

This course teaches students to identify the interconnection of electrical/electronic symbols and supply this knowledge 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.

**Prerequisite:** ELTR 1100 Electrical Devices&Controls I with a grade of C or better

### **ELTR 1105 - Intro to PLC 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.

**Prerequisite:** ELEC 1332 AC Circuit Fundamentals with a grade of C or better

### **ELTR 1107 - Advanced Programmable Logic 4 Credit Hours**

An advanced programmable logic controller (PLC) course designed to train the student in computerized automation of 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.

**Prerequisite:** ELTR 1105 Intro to PLC with a grade of C or better

## **COMPUTER PROGRAMMING**

### **PRGM 1005 - BASIC Programming 3 Credit Hours**

This course introduces the student to programming the graphical user interface using Visual Basic. Emphasis will be placed on gaining an understanding of proper design, placement and coding of the graphical features of the interface. Visual Basic will be utilized to develop event driven programs that demonstrate use of simple and array variables, database access and sequential files.

### **PRGM 1007 - Foundation of Computer Science 4 Credit Hours**

This course is an introduction of computer science for computer science and information processing majors. It provides an introduction to computer science concepts and is designed to build a strong foundation in computer science. The primary emphasis of this course is on fundamental concepts of data structures, algorithm development, program methodology, artificial intelligence and problem solving. The course includes weekly laboratory assignments, which complement and reinforce the course material.

### **PRGM 1014 - Computer Operating Systems 3 Credit Hours**

The purpose of this course is to introduce students to the historical evolution, the architectural principles, and the function of the operating system. The course also includes lab work using MS-DOS.

**Prerequisite:** BSTC 1001 Introduction to Computers or BSTC 1036 Computer Concepts & Appl

### **PRGM 1015 - Advanced BASIC 3 Credit Hours**

This course is designed to acquaint the student with some advanced processing techniques utilizing the BASIC language. Topics include formatted I/O, multi-dimensioned arrays, defined functions, file processing including serial I/O, record I/O and virtual arrays, structure programming concepts, and top-down designs.

**Prerequisite:** PRGM 1005 BASIC Programming

### **PRGM 1025 - C Programming 3 Credit Hours**

This course is designed as an introduction to the programming language C. Topics to be covered in the course include C language conventions and rules, data types and operators, control structures, functions, arrays and pointers, data structures, and standard system functions.

**Prerequisite:** BSTC 1001 Introduction to Computers or BSTC 1036 Computer Concepts & Appl

### **PRGM 1029 - Computer Organization 3 Credit Hours**

This course is a study of basic computer architecture. Topics include data representation, instruction sequencing, addressing techniques, overview of operating systems, utility programs, I/O processing, and assembly language.

**Prerequisite:** BSTC 1036 Computer Concepts & Appl



**PRGM 1030 - Java Programming 3 Credit Hours**

This course is designed as an introduction to the programming language Java. Topics to be covered in this course include: Java language conventions and rules, data types and operations, control structures methods, object-oriented programming, arrays and strings, class hierarchies, user interfaces, and files.

**Prerequisite:** PRGM 1005 BASIC Programming with a grade of D or better or PRGM 1025 C Programming with a grade of D or better

**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.

**PRGM 1040 - Data Communications 3 Credit Hours**

This course is designed to enable students to understand the basics of data communications and networking. As the use of local area networks, telecommunications, public data networks, and microcomputer and mainframe interfacing increases, students in business and computer fields will find a knowledge of how to set up and use networks and transmit data to be useful.

**Prerequisite:** BSTC 1001 Introduction to Computers or BSTC 1036 Computer Concepts & Appl

**COOPERATIVE EDUCATION PLAN**

<b>CEPS 2750 - Occupational Internship I</b>	<b>1 to 6 Credit Hours</b>
<b>CEPS 2751 - Occupational Internship II</b>	<b>1 to 6 Credit Hours</b>
<b>CEPS 2752 - Occupational Internship III</b>	<b>1 to 6 Credit Hours</b>
<b>CEPS 2753 - Occupational Internship IV</b>	<b>1 to 6 Credit Hours</b>
<b>CEPS 2754 - Directed/Ind Study CIT</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2756 - Bus/Industrial Supervision I</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2757 - Bus/Industrial Supervision II</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2759 - Business/Industrial Tech I</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2760 - Business/Industrial Tech II</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2762 - Inspect &amp; Maint of Equipment</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2764 - Leadership Train Techniques I</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2765 - Leadership Train Techniques II</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2767 - Occup Materials &amp; Proc Sem I</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2768 - Occup Materials &amp; Proc Sem II</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2770 - Occupational Research</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2773 - Occup Tools/Equip Seminar I</b>	<b>1 to 3 Credit Hours</b>
<b>CEPS 2774 - Occup Tools/Equip Seminar II</b>	<b>1 to 3 Credit Hours</b>

**CEPS 2776 - Technical Problems I 1 to 3 Credit Hours****CEPS 2777 - Technical Problems II 1 to 3 Credit Hours****CORRECTIONS****CORR 1000 - Corrections Emer Response Team 3 Credit Hours**

This course will focus on emergencies within a detention facility. Students will learn how to respond to incidents, riots, cell extractions and/or disturbances possibly involving uncooperative or violent inmates. Team building and motivation will be stressed as an integral part of building an emergency response team.

**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.

**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.

**CORR 1007 - Corrections Internship 1 to 3 Credit Hours**

Individual study in a specialized are of the corrections system with emphasis on practical experience in one or more of the operational agencies.

**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 1009 - Special Topics in Corrections 1 to 3 Credit Hours**

This class provides an individually structured course of study useful in enhancing a student's knowledge of the correctional profession not available in the regular curriculum schedule.

# Course Descriptions

## **CORR 1010 - Correctional Insttit & 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 1012 - Ethical Decision Making Corr** **3 Credit Hours**

This course is an examination of the ethical considerations facing the correctional employee. Topics include determining moral behavior, developing moral and ethical behavior, ethics and corrections, ethics and the courts, policy and management issues and professionalism.

## **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 information 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.

## **CRIMINAL JUSTICE**

## **CRIM 1600 - Intro to Criminal Justice** **1 to 3 Credit Hours**

Survey of the criminal justice system in the United States including historical developmental aspects and the function of the police, courts, and correctional agencies in a demographic society.

## **CRIM 1601 - Dir Ind Study/Criminal Justice** **1 to 3 Credit Hours**

The Directed Independent Study provides the student an opportunity to expand his/her knowledge of the criminal justice field. Through a research agreed upon between the instructor and the student, the student will complete an investigation of the specified topic and prepare a research report.

## **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 to offenders. Some of the topics include: crime and criminology, casual analysis; psychogenic approaches; the social-psychology of criminal careers, patterns of sexual deviation, murderers and assaultists, criminality among respectable citizens, treatment of offenders, and the results of treatment.

## **CRIM 1612 - Criminal Investigation I** **1 to 3 Credit Hours**

Principles used in crime scene protection; interviewing complainants, suspects and victims, crime scene search; collection and preservation of physical evidence. Post-mortem changes; cutting and stabbing wounds; firearm wounds and investigation of specific types of deaths are taught.

## **CRIM 1614 - Criminal Law I** **1 to 3 Credit Hours**

Criminal procedure and courtroom practices most commonly confronting law enforcement officers in the administration of criminal law; inquests, indictments, warrants, arrest, preliminary examination, bail, pleading, trial, appeals; search and seizure, use of force and evidence.

## **CRIM 1616 - Criminal Investigation II** **1 to 3 Credit Hours**

This course includes an analysis of the value and legal considerations involved in the use of the polygraph, informant and interrogation in criminal investigations. An analysis of problems encountered in interviewing and interrogating such cases as homicide, rape, domestic violence, robbery, burglary, theft and narcotics will be covered.

## **CRIM 1618 - Criminal Law II** **1 to 3 Credit Hours**

Introduction to the study of crimes; attempts and conspiracy; classification and nature of crimes; intent in crimes; responsibility, defenses to crimes including insanity, mistakes of law or fact, double jeopardy, entrapment, and the statute of limitations.

**Prerequisite:** CRIM 1614 Criminal Law I

## **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.

**Prerequisite:** JUST 1600 or CRIM 1600 Intro to Criminal Justice

## **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 1628 - Topics in Criminal Justice** **1 to 5 Credit Hours**

Study in a specialized area of the criminal justice system with emphasis on pertinent issues of the day.

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**CRIM 1629 - Emergency Vehicle Operations I 1 to 2 Credit Hours**

Prepares prospective instructors to teach advanced driving techniques. Emphasis is placed upon safe driving practices, vehicle dynamics and tires, emergency vehicle operation, in-car response to simulated driving skills and emergency situations and/or instructional techniques for the simulated driving skills and emergency situations. This course prepares prospective instructors to teach advanced driving techniques. Emphasis is placed upon safe driving practices, vehicle dynamics and tires, emergency vehicle operation, in-car response to simulated driving skills and emergency situations and/or instructional techniques for the simulated driving skills and emergency situations.

**CRIM 1630 - Crash Injury Management 1 to 5 Credit Hours**

This course is designed for law enforcement officers. The course emphasizes the development of first responder skill in recognition of symptoms of illness and injuries and proper procedures of emergency care. Demonstration and practice are heavily relied upon as a teaching method. Each lesson allows practice of specific skills as appropriate tests and evaluation sessions are designed to ensure attainment of proficiency levels in all skills.

**CRIM 1631 - Emergency Vehicle Operation II 1 Credit Hours**

This course prepares students for advanced driving techniques. Emphasis is placed upon safe driving practices, vehicle dynamics and tires, emergency vehicle operation, in-car response to simulated driving skills and emergency situations.

**CRIM 1642 - Criminal Procedures I 1 to 3 Credit Hours**

This course is designed to instruct the students in basic course procedure and systems and to give them working knowledge of the Criminal Justice system.

**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 - Police Supervision I 1 to 3 Credit Hours**

This course is designed for the line supervisor. It pertains to the supervisor's relationship to management, leadership, morale and discipline, as well as communication principles, and performance evaluations.

**CRIM 1649 - Police Supervision II 1 to 3 Credit Hours**

This course is designed for police administrators and is directed to the administrative relationship to management leadership morale and discipline, communications principles and performance evaluation.

**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.

**Prerequisite:** CRIM 1651 Introduction to Corrections or JUST 1651

**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.

**CRIM 1652 - Judicial Internship 1 to 3 Credit Hours**

Individual study in a specialized area of the criminal justice system with emphasis on practical experience in one or more of the operational agencies.

**Prerequisite:** CRIM 1600 Intro to Criminal Justice

**CRIM 1653 - Juvenile Corrections Training 1 to 6 Credit Hours**

Studies in theory and practical application of the duties and functions of the juvenile correctional officer, supervision of juvenile offenders, discipline in juvenile correctional institutions, security, correctional treatment programs and handling of unusual juvenile offenders.

**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.

**Prerequisite:** CRIM 1606 Intro to Law Enforcement AND CRIM 1600 Intro to Criminal Justice

**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.

**CRIM 1659 - Communication in Crim Justice 1 to 3 Credit Hours**

This course is designed to include the basic concepts of interpersonal and written communications adapted to the specific tasks encountered in the law enforcement profession. There will be heavy concentration dealing with stress, non-verbal communication, conflict and cooperation, self-concept, burn-out, and family relations. The actual class time will be spent in group discussions, structured exercises to build vocabulary, research skills, written communication, oral communication and narrative report writing for the criminal justice field. This course is designed to include the basic concepts of interpersonal and written communications adapted to the specific tasks encountered in the law enforcement profession. There will be heavy concentration in dealing with stress, non-verbal communication, conflict and cooperation, self-concept, burn-out, and family relations. The actual class time will be spent in group discussions, structured exercises to build vocabulary, research skills, written communication, oral communication and narrative report writing for the criminal justice field.

**CRIM 1660 - Practical Law for Corrections 1 to 3 Credit Hours**

This course is designed to broaden students perspectives on the law by instruction of "the rights and liabilities" of correctional personnel and by providing a proper framework to view the rights of prisoners. To learn of substantive law relevant to correctional employment and the development of law-related skills in daily corrections work.

**CRIM 1661 - Patrol Procedures 1 to 3 Credit Hours**

This course is designed to consider the purpose and methods of beat patrol, the identification of police hazards and effective techniques in coping with them. It teaches one to observe persons, places, and incidents as well as operation of emergency vehicles. It also covers field note taking, the preparation of adequate reports, the proceedings of routine complaints, beat sector, zone and post duties.

**CRIM 1665 - Accident Investigation 1 to 3 Credit Hours**

This course is designed to help law enforcement students to learn the proper procedure of working accident scenes. It will teach use of different systems of drawing accident scale systems and use of triangulation and various equipment at the accident scene. This course is designed to help law enforcement students learn the proper procedure of working accident scenes. It will teach use of different systems of drawing accidents to scale. The use of triangulation and other advanced equipment used to work accident scenes will also be included.

# Course Descriptions

## **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.

## **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 1680 - Human Relations in Law Enforce 0.5 to 1 Credit Hours**

## **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.

## **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.

## **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 date.

## **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

## **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.

## **DIESEL MECHANICS**

## **DSEL 1505 - Diesel Engine Fuel Mgmt System 1 to 4 Credit Hours**

This course is designed to acquaint the student with the theory of operations and application of both mechanical and electronic diesel fuel systems used on today's diesel engines.

## **DSEL 1510 - HD Chassi-Suspension-Brakes 1 to 3 Credit Hours**

This course is designed to give the student procedures for diagnosis and repair of air and hydraulic brake systems. Standards heavy duty truck front and rear suspension system repair, front end alignment and adjustments are studied. Standard and power steering systems operation and repair are included in lecture and laboratory.

## **DSEL 2503 - Vehicular Repair Shop Mgmt 1 to 3 Credit Hours**

## **DSEL 2595 - Special Problem in Diesel Mech 1 to 5 Credit Hours**

## **DSEL 2596 - Studies in Diesel Mechanics 1 to 3 Credit Hours**

## **DIETARY MANAGER ASSISTANT**

## **DIET 1629 - Clin Fld Exp/Fd Serv Sys Mgmt 4 Credit Hours**

A study and application of sanitation principles, food protection, continuous quality improvement, HACCP, budget and cost control, personnel management, policies and evaluation, communication, modified diets, nutrition screening, nutrition assessment, and state and federal regulations.

## **DIET 1630 - Sanitation & Mgmt of Food Serv 3 to 4 Credit Hours**

This course is a study of sanitation, management of food services, safety, 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 simplifications, menus, purchasing, cost control, budget control, quality improvement, specifications, marketing, policies and procedures, and state and federal regulations. RESTRICTION: Successful Completion of CASAS Reading Assessment

## **DIET 1631 - Nutrition Therapy 1 to 4 Credit Hours**

This course is a study of nutritional therapy, basic nutrition, modified diets, digestion, food preferences, nutrition screening, nutrition assessment, physicians' orders, menus, supplemental feedings, case studies, continuous quality improvement, medical records, nutrient intake calculation, and state and federal regulations. RESTRICTION: Successful Completion of CASAS Reading Assessment.

## **DIET 1632 - Human Resource Management 1 to 4 Credit Hours**

This course is a study of Human Resource Management, schedules, personnel, interview techniques, discipline, performance appraisal, policies and procedures, ethics, evaluation, training, problem solving, unions, ethnic diversity, communication, professional development, and state and federal regulations. RESTRICTION: Successful Completion of CASAS Reading Assessment.

## **DIET 1633 - Fld Exp Sani & Mgt of Food Sys 3 Credit Hours**

This course is a study and application of sanitation principles, food protection, HACCP guidelines, safety inspection 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. RESTRICTION: Student must be currently enrolled in DIET 1630 - Sanitation and Management of Food Service.

**Prerequisite:** concurrent enrollment in DIET 1630 Sanitation & Mgmt of Food Serv

**DIET 1634 - Field Experience in Nutrition 1 to 3 Credit Hours**

This course is the study and application of nutrition therapy through modified diets, nutrition screening, and nutrition assessments. This course is to be completed in the classroom and student's participating facility and all is completed under the supervision of a registered dietitian preceptor. RESTRICTION: Student must be currently enrolled in DIET 1631 - Nutrition Therapy.

**Prerequisite:** concurrent enrollment in DIET 1631 Nutrition Therapy

**DIET 1635 - Fld Exp in Human Resources Mgt 2 Credit Hours**

This course is a study and application of personnel management, policies, evaluation and communication within a food service department. 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. RESTRICTION: Student must be currently enrolled in DIET 1632 - Human Resource Management.

**Prerequisite:** concurrent enrollment in DIET 1632 Human Resource Management

**DIET 1636 - Serving Safe Food 1 Credit Hours**

This course was developed to provide employees of restaurants, cafeterias, delicatessens and fast food establishments with the most current FDA Food Code updates, regulations, and best practices for serving safe food. This course prepares students to take the ServSafe certification exam.

**DIET 1640 - Food Management 1 to 2 Credit Hours**

This course is a study of management of food services, safety, quality control, customer/client preference, meal services, food quality, standardized recipes, forecasting, equipment, cooking procedures, work simplification, menus, purchasing, cost control, budget control, quality improvement, specifications, marketing, and policies and procedures.

**DIET 1641 - Field Experience in Food Mgmt 2 Credit Hours**

This course is the study and application of safety inspections of food preparation equipment and use, menu planning, purchasing and recipe development 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 or Certified Dietary Manager.

**DIET 1642 - Sanitation 1 Credit Hours**

This course is a study of sanitation, receiving, storage, food protection, personnel standards, chemicals, HACCP, crisis management, and the state and federal regulations.

**DIET 1643 - Field Experience in Sanitation 1 Credit Hours**

This course is the study and application of sanitation principles, food protection, HACCP 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 or Certified Dietary Manager.

**DRAFTING****DRAF 1800 - Technical Drafting I 1 to 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 1802 - Technical Drafting II 1 to 3 Credit Hours**

The principles learned in Technical Drafting I will be applied in the analysis and solution of typical three dimensional space problems through the application of multiview projection. Fundamental problems related to true lengths, points, lines, planes, intersections and developments will be studied. Threaded and other fasteners, pipe drawings, electrical drafting, welding drawing and design, and structural drafting will be introduced.

**Prerequisite:** DRAF 1800 Technical Drafting I

**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. Instruction in the computer, software, digitizer, and plotter will be presented. Selected drawings and design problems in engineering, architecture, and mechanical parts will be constructed.

**DRAF 1841 - Computer Aided Draft/Design II 3 Credit Hours**

This course is a continuation of instruction in the use of the computer and how it is utilized in the field of drafting and design. Selected drawings and design projects will be constructed to provide the student with depth in the area of drawing using a computer and how it is used in the industry.

**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.

**DRAF 2826 - Blueprint Reading 1 to 3 Credit Hours**

A course designed for the tradesman who needs to upgrade his present skills and better understand how to read blueprints. The study of basic drawing theory, interpretation of lines, symbols, parts lists, schedules, and reference materials will be included.

**DRAF 2839 - Introduction to CADD 3 Credit Hours**

This course is designed to provide students the foundation of skills needed to utilize the basic commands of computer aided drafting and design software. The drafting technology program utilizes an industry standard software package. This course will give students the head start needed to acquire more advanced skills in following sequenced courses.

**ECONOMICS****ECON 1607 - Introduction to Economics 3 Credit Hours**

A basic one semester terminal course for students not in economics or business administration. Essential economic theory is developed and applies to scarcity, competition and monopoly, unemployment, inflation, and the economic role of government.

**Fulfills:** Social Science Requirement

**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 1611 - Prin of Macroeconomics -Honors 3 Credit Hours****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

## **ECON 1613 - Prin of Microeconomics-Honors 3 Credit Hours**

An introduction to the market mechanism, price and distribution theory, public policy, international growth, and contemporary economic issues.

## **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.

## **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 1102 - Storytelling 1 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.

## **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.

**Fulfills:** Social Science Requirement

## **EDUC 1129 - Dir Ind Study/Education 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

## **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.

**Fulfills:** Social Science Requirement

**Prerequisite:** EDUC 1128 Foundations of Modern Educ with a grade of C or better or concurrent enrollment in EDUC 1128 Foundations of Modern Educ

## **EDUC 1136 - Children's Literature 3 Credit Hours**

This is a survey of children's literature with emphasis on how to recognize good literature, how to present it and how to motivate children in their reading. This course is recommended for parents and students majoring in English, library science, or elementary education.

**Fulfills:** Social Science Requirement

## **EDUC 1138 - Career Planning 1 Credit Hours**

Students who are in the process of deciding on a major will participate in activities that are designed to guide them toward further self-awareness in regard to the world of work. The process of attaining a job will also be addressed.

**Fulfills:** Orientation Requirement, Social Science Requirement

## **EDUC 1150 - Intr Spec Ed Paraprofessional 3 Credit Hours**

An introductory course providing a general orientation to the school systems and the definitions and roles of the various members of the school program (e.g., administrators, teachers, paraprofessionals, support services, etc.). A major emphasis is placed on the specific roles of instructional paraprofessionals and how they relate to the other positions. Also included is an overview of special education exceptionalities, as well as various legal and ethical issues for the handicapped, and identification of what paraprofessionals can and cannot do according to the law.

## **EDUC 1152 - Method of Classroom Management 3 Credit Hours**

This course will provide the paraprofessional some specific technical information to supplement the applied activities in the first practicum course. Topics will include stating problems and events in observable and measurable terms, collecting and summarizing data, implementing instructional programs, and using management techniques to increase desirable behaviors.

## **EDUC 1161 - Motorcycle Safety Instr Course 1 to 4 Credit Hours**

This course is provided in cooperation with rules and regulations established by the Kansas Dept. of Education as a means to provide motorcycle instructors with the competent skills for effective instruction programs. The course covers all of the components of the student rider course as well as the additional areas.

## **EDUC 1162 - Seminar in Education 1 Credit Hours**

Lower division workshop/course designed to address contemporary issues in education, including curriculum, management, merit pay, and evaluation - serving both elementary and secondary teachers.

## **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.

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## ELECTRICITY

### **ELEC 1302 - Practical Electricity II** **3 Credit Hours**

The study of alternating current principles, single-phase and three-phase serviced entrance requirement and fluorescent lighting. This course includes inductance and inductive reactance, capacitance and capacitive reactance, series and parallel circuits, computing resistance, capacitance and inductance, a power factor plus power factor correction.

**Prerequisite:** ELEC 1300

### **ELEC 1308 - National Electrical Code I** **1 to 3 Credit Hours**

Study of interpretation and application of the National Electric Code for Electrical Trades.

### **ELEC 1319 - Residential Wiring** **3 Credit Hours**

This course covers safety, tools, and equipment, basic electrical theory, and circuit information for wiring and rewiring residential buildings. The National Electrical Code will be introduced for the homeowner and/or occupant of local area cities.

### **ELEC 1330 - 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 Ohm's and Kirchhoff's laws.

**Prerequisite:** MATH 1806 Technical Mathematics with a grade of C or better

### **ELEC 1332 - 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, and filters.

**Prerequisite:** ELEC 1330 DC Circuit Fundamentals with a grade of C or better

### **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.

### **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.

# Course Descriptions

## **EMHS 1954 - Weap Mass Destruct Res Awar Op 1 to 3 Credit Hours**

This course provides Emergency Responders (Spill Response Teams, Hazmat Teams, Fire Fighters, EMS, FEMA personnel or Policemen) with the skills needed to respond to a terrorist incident. This class meets the requirements of the Department of Justice's "Weapons of Mass Destruction Awareness and Operations Training Program".

## **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.

## **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 1 to 12 Credit Hours**

This course emphasizes the development of student skills in recognition of symptoms of illnesses and injuries and proper procedures of pre-hospital emergency care. Each lesson allows practice of specific skills as appropriate test and evaluation sessions are designed to assure proficiency levels in all skills. This course covers all the fundamental skills, and attitudes necessary for certification and practice as a nationally registered EMT-B in Kansas.

## **EMTS 1502 - EMT & Refresher Seminar I 0 to 1 Credit Hours**

This course is designed to maintain certification of the Emergency Medical Training Certificate.

## **EMTS 1504 - EMT & Refresher Seminar II 0.5 to 2 Credit Hours**

This course is designed to maintain certification of the Emergency Medical Training Certificate.

## **EMTS 1506 - EMS Instructor/Coordinator 1 to 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.

## **EMTS 1511 - Dir Ind Study/EMT 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.

## **EMTS 1512 - Cardio-Pulmonary Resuscitation 0.5 or 1 Credit Hours**

This course is designed to teach anatomy and physiology of the heart. It will also cover risk factors and teach people how to treat people who are biologically dead. It will also cover the proper procedure for an obstructed airway in addition to teaching people to help in crisis situations.

## **EMTS 1513 - EMT - Intermediate 1 to 5 Credit Hours**

The EMT-1 course consists of didactic, laboratory and clinical phases. Each is critical in the education of the EMT-1. The didactic portion of the class involves classroom activities utilizing lecture discussion, demonstration and audio-visuals to establish a baseline knowledge on which skills proficiency can be attained. This will consist of seventy-five (75) contact hours at a minimum. The laboratory phase allows the student to learn and practice skills until techniques are mastered. This will consist of a minimum of twenty-five (25) contact hours. The clinical experience provides the student an opportunity to apply newly learned skills in a clinical setting. This time will vary depending on the size of the medical facility used with a minimum set at twenty (20) hours. This program is designed to reinforce basic skills and to expand the treatment and practical abilities of the basic Emergency Medical Technician to include intravenous therapy. Albuterol breathing treatments, and endotracheal intubation. This course is aligned with the current expectations of the Kansas Board of Emergency Medical Services.

## **EMTS 1514 - EMT-Defibrillation (EMT-D) 1 to 3 Credit Hours**

The EMT-D course consists of didactic, laboratory and clinical phases. Each is critical in the education of the EMT-D. The didactic portion involves classroom activities utilizing lecture, discussion, demonstration and audio-visuals to establish a baseline knowledge on which skills proficiency can be attained. The laboratory phase allows the student to learn and practice "hands-on" skills until techniques are mastered, a minimum of twenty (20) contact hours. The clinical experience provides the student an opportunity to observe and possibly apply newly learned skills in a clinical setting. This time will vary depending on the size of the medical facility used. A minimum of twenty (20) hours will be established.

## **EMTS 1519 - Cardiology/Electrocardiography 1 to 4 Credit Hours**

clinical application, provides the student with an This course provides the student with the pathophysiology, and recognition of acute and chronic cardiovascular disease processes. Basic electrocardiography, with emphasis on clinical application, provides the student with an understanding of the electrocardiogram. Included in this course is an understanding of atrial, junctional and ventricular dysrhythmias, atrio-ventricular blocks, disorders of rate and rhythm and introduces the student to the twelve-lead electrocardiogram in acute and chronic disease processes that affect the electrical and mechanical activity of the heart. Pulmonary function is also studied during this class.

## **EMTS 1520 - Basic Pharmacology 1 to 3 Credit Hours**

This course is designed to teach the physiological effects and clinical use of medications that may be administered in management of acutely ill or injured patients, as well as general knowledge of use, action, dosage, side effects, contraindications, mode of administration and antidotes. Medications, body fluids, electrolytes, acid-base balance, and parenteral therapy are introduced in this module through lecture and psychomotor skills practice.

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**EMTS 1524 - PreHosp Trauma Life Suppt-P**      **1 Credit Hours**  
This course is designed to further advance the knowledge and skill of students in delivering critical care in the pre-hospital environment.

**EMTS 1525 - PreHosp Trauma Life Suppt-I**      **1 Credit Hours**  
This course is designed to enhance and increase knowledge and skill in delivering critical care in the prehospital environment.

**EMTS 1526 - Critical Incident Stress Debre**      **1 Credit Hours**  
This course emphasizes the development of skills utilized to recognize the signs and symptoms of stress and how it can affect individuals after a traumatic situation has occurred.

**EMTS 1527 - First Responder**      **1 to 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.

**EMTS 1540 - Mobile Intensive Care Tech-I**      **3 to 20 Credit Hours**  
This course is intended to make students aware of Emergency Medical Services as a total systems concept. It further identifies the MICT concept, function, roles and responsibilities of the MICT 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 1500 Emergency Medical Technician

**EMTS 1541 - Mobile Intensive Care Tech-II**      **3 to 20 Credit Hours**  
This course provides students with the pathophysiology, recognition and management of acute and chronic cardiovascular disease processes. Basic interpretation of electrocardiography and introduced to the twelve-lead electrocardiogram as it applies to diagnosis of acute myocardial infarction. The course covers the diagnosis, etiology and field treatment of patients of various medical emergencies. This course adheres to Kansas Administrative Regulations (K.A.R.), Article 10 Section 109-10-5.  
**Prerequisite:** EMTS 1540 Mobile Intensive Care Tech-I

**EMTS 1542 - Mobile Intensive Care Tech-III**      **3 to 20 Credit Hours**  
Students successfully completing the MICT II of the paramedic training program will be allowed to participate in MICT III, the hospital clinical rotation module. The purpose of this portion is to provide students with an opportunity to apply the practical application of patient assessment and management under the supervision of nurses, physicians and paramedic training staff. This course adheres to Kansas Administrative Regulations (K.A.R.), Article 10 Section 109-10-5.  
**Prerequisite:** EMTS 1541 Mobile Intensive Care Tech-II

**EMTS 1543 - Mobile Intensive Care Tech-IV**      **12 to 20 Credit Hours**  
Students successfully completing the MICT III of the paramedic training program will be allowed to participate in MICT IV, the field internship rotation module. The purpose of this portion is to provide the student with an opportunity to apply the practical application of patient assessment and management under the supervision of field paramedics in a real life environment. Students will also become prepared to test for state and national certification as a paramedic. This course adheres to Kansas Administrative Regulations (K.A.R.), Article 10 Section 109-10-5.  
**Prerequisite:** EMTS 1542 Mobile Intensive Care Tech-III

**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.

**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.

**EMTS 1555 - Stress Mgmt for Emergency Work**      **3 Credit Hours**  
This course describes the consequences of repeated stress and trauma witnessed and experienced by the emergency worker. The student will be introduced to management skills that allow individuals to be better prepared to handle exposure to trauma and stress present in the Emergency Services workplace.

## **EMS ADMINISTRATION**

**EMSA 1100 - EMS Systems**      **3 Credit Hours**  
This course will provide the student with an introduction to Emergency Medical Systems (EMS). The student will gain insight on the functions and principals of EMS systems throughout America.

**EMSA 1105 - Media Relations in EMS**      **3 Credit Hours**  
This course will provide the student with the knowledge and skills related to Media Relations within the Emergency Medical Services (EMS) field. The student will gain an understanding of the different types of media and how to communicate with the different media outlets.

**EMSA 1106 - History of EMS**      **1 Credit Hours**  
This course will provide the student with an in-depth history of Emergency Medical Services (EMS) in America. Students will gain knowledge of the first EMS systems in America and the evolution of EMS to the system as we know it today.

**EMSA 1107 - EMS Education I**      **1 to 3 Credit Hours**  
This class is part of the EMS Administrative Degree and is the prerequisite to EMSA 1108, EMS Education II. This class gives the student a beginning understanding of the fundamentals of educational philosophies and principles. It also provides the participant with opportunities to gain information and application of fundamentals of administering an EMS program.



# Course Descriptions

## **EMSA 1108 - EMS Education II** **1 to 3 Credit Hours**

This class is part of the EMS Administrative degree and gives the student an understanding of the fundamentals of educational philosophies and principles. It will provide the participant with opportunities to gain information and application of those principles along with learning how to establish an EMS program.

## **EMSA 1109 - EMS Supervision & Operations** **1 to 3 Credit Hours**

## **EMSA 1110 - EMS Law & Ethics** **1 to 3 Credit Hours**

This course will provide the student with an introduction to Emergency Medical Systems (EMS) Laws and Ethics. The student will gain insight to the functions and principles of the American legal system as it applies to EMS providers throughout America.

## **ENGLISH**

## **ENGL 1107 - Dir Ind Study/English** **1 to 3 Credit Hours**

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 English 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

## **ENGL 1111 - Intro to English-Spanish Speak** **3 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 Spanish, regardless of the student's age, place of residence, ethnic background, academic plans or previous educational attainment.

**Fulfills:** Developmental Course

## **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

## **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** **6 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

## **ENGL 1121 - English Speakers Other Lang II** **6 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 Lang III** **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 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.

## **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 students who need more experience in Business English prior to their work experience.

**Fulfills:** Humanities Requirement

**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 1203 - English Composition I Honors 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:** Humanities Requirement

**Prerequisite:** 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 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:** Humanities Requirement

**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 ESOL III 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:** Humanities Requirement

**Prerequisite:** ENGL 1204 English Composition I

**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:** Humanities Requirement

**Prerequisite:** ENGL 1204 English Composition I with a grade of C or better

**ENGL 1207 - English Composition II Honors 3 Credit Hours**

A study of advanced problems in composition emphasizing rhetorical skills constitutes the core of this course. A fully documented research paper will be the end result of the semesters work. By design, the course increases the student's ability to express his ideas in a clear, concise, logical sequence. A central motif, as well as a final document research paper, is explored throughout the semester involving the student in writing four or five essays. The instructor decides the number of essays.

**Fulfills:** Humanities Requirement

**Prerequisite:** ENGL 1204 English Composition I

**ENGL 1216 - Creative Writing 3 Credit Hours**

A special study of forms and practice in composition for students who wish to develop particular skills in the drama, short story, and poetry. From these skills, students will be introduced to skills needed in writing the novel.

**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 own field. It will involve familiarity with the journals, with research techniques, report and letter writing, and basic mechanical skills.

**Fulfills:** Humanities Requirement

**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 1238 - ESL-English Composition I 3 Credit Hours**

**Fulfills:** Humanities Requirement

**ENGL 1240 - Spec Occup Communication 3 Credit Hours**

An approach to specialized written training in a specific occupational field through careful, precise, organized reports and documents needed in that specific occupational discipline. Emphasis on vocabulary, spelling, grammatical structure, and actual on-the-job reports to improve the student's field experience.

**Fulfills:** Humanities Requirement

**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.

**FIRE SCIENCE****FIRE 1200 - Firefighter I 1 to 5 Credit Hours**

This course offers instruction in the skills required for basic fire fighting. Focus is on the theory of fire protection and on identifying and using equipment safely.

**FIRE 1201 - Dir Ind Study/Fire Science 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.

**FIRE 1202 - Introduction to Fire Science 1 to 3 Credit Hours**

An introduction to the fire service and fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public, and private fire protection services; specific fire protection function; fire chemistry and physics.

# Course Descriptions

## **FIRE 1203 - Firefighter II** **1 to 4 Credit Hours**

This course provides an opportunity for trained firefighters to continue expanding their knowledge within the fire service. Basic fire hydraulics, advanced rescue practices, firefighter safety, public fire education, fire detection systems, pre-fire planning, fire cause and determination, and building construction will be the primary focus of this course.

## **FIRE 1204 - Fire Hydraulics** **1 to 3 Credit Hours**

Review of applied mathematics; hydraulics laws as applied to the fire service; application of formulas and mental calculations to hydraulics and water supply problems.

## **FIRE 1206 - Fire Hydraulics Lab** **1 to 3 Credit Hours**

Students will use equipment, required in the fire science, in order to apply classroom-taught theory, techniques, and principles as they relate to actual situations encountered in the fire service.

## **FIRE 1208 - Rescue Practices** **1 to 3 Credit Hours**

Rescue problems and techniques; emergency rescue equipment, toxic gases; chemicals and diseases; radiation hazards; care of victims, respiration and resuscitation, extrication, and other emergency conditions.

## **FIRE 1210 - Rescue Practice Lab** **1 to 3 Credit Hours**

Application of techniques, use of equipment, rescue problems, handling hazardous materials incident basic first aid practices as they relate to fire and/or natural disasters.

## **FIRE 1212 - Fundamental of Fire Prevention** **1 to 3 Credit Hours**

Organization and functions of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; and public relations as affected by fire prevention.

## **FIRE 1214 - Fire Investigation** **1 to 3 Credit Hours**

This course instructs students with the basic skills required to determine the cause of fire. This course does not deal with arson investigation, except as it relates to fire cause determination.

## **FIRE 1216 - Fire Apparatus and Equipment** **1 to 3 Credit Hours**

Fire apparatus design, specifications, and performance capabilities; effective utilization of apparatus in fire science emergencies.

## **FIRE 1218 - Extinguish, Detect, Alarm Sys.** **1 to 3 Credit Hours**

This course introduces the student to the various types of extinguishing, detection, and alarm system (except sprinkler systems) and how they operate.

## **FIRE 1220 - Bldg Const for Fire Protection** **1 to 3 Credit Hours**

Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction with emphasis on fire protection features: building equipment, facilities, fire resistive materials, and high-rise considerations.

## **FIRE 1222 - Hazardous Materials** **1 to 3 Credit Hours**

This is a course on how to deal with hazardous materials from a fire protection standpoint as well as the life safety factors involved for the firefighters and citizens.

## **FIRE 1224 - Life Safety Codes** **1 to 3 Credit Hours**

This course will instruct students in reading and interpreting codes and ordinances. This course will center on The Life Safety Codes because they are used extensively in fire protection.

## **FIRE 1226 - Fire Photography** **1 to 3 Credit Hours**

This course is designed to teach and instruct firefighters the basics of photography and the special problems encountered in taking fire related photography.

## **FIRE 1228 - Arson Investigation** **1 to 3 Credit Hours**

This course is designed to instruct students in arson investigation techniques and procedures. The course will also instruct in the areas of evidence preservation, interviewing, interrogation, and course room procedures.

## **FIRE 1230 - Municipal Fire Administration** **1 to 3 Credit Hours**

This course will teach and instruct students in the techniques and methods of managing a fire department.

## **FOREIGN LANGUAGE**

### **LANG 1900 - Elementary German I** **3 or 5 Credit Hours**

An introductory course 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

### **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

**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 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.

**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 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 1912 - Intermediate Spanish I****3 Credit Hours**

This is the third semester of Spanish and is a continuation of Elementary Spanish II. There will be a brief review followed by further study of grammar and pronunciation. Students will be expected to increase their activity in speaking and in writing original work. Additional books will be used to supplement the text. The study of Spanish culture and influence will continue.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1910 Elementary Spanish II

**LANG 1913 - Intermediate Spanish II****3 Credit Hours**

This is the fourth semester of Spanish and is a continuation of Intermediate Spanish I. After a brief review, the same procedure for previous semesters will be continued. Conversation will be emphasized. Additional sources will be used to supplement the text and to increase vocabulary. Students will be expected to write a paper in English on the subject of Spanish history or culture. Another shorter version in Spanish will also be written.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1912 Intermediate Spanish I

**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. Reading and writing in French will also be assigned.

**LANG 1916 - Elementary French II****5 Credit Hours**

This is the second semester of French and is a continuation of Elementary French I. There will be further study of grammar and pronunciation, more emphasis on writing and speaking in everyday situation, more time spent in the lab and a more detailed study of French culture and civilization.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1914 Elementary French I

**LANG 1917 - Conversational French II****3 Credit Hours**

This course is a continuation of LANG 1915 (Conversational French I) with further emphasis on understanding and speaking French. This course will include additional vocabulary and grammar study along with additional practice in reading and writing in the French language.

**LANG 1918 - Intermediate French I****3 Credit Hours**

This is the third semester of French and is a continuation of Elementary French II. There will be a brief review followed by further study of grammar and pronunciation. Students will be expected to increase their activity in speaking and in writing original work. Additional books will be used to supplement the text. The study of French culture and influence will continue.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1916 Elementary French II

**LANG 1920 - Intermediate French II****3 Credit Hours**

This is the fourth semester of French and is a continuation of Intermediate French I. After a brief review, the same procedure for previous semesters will be continued. Conversation will be emphasized. Additional sources will be used to supplement the text and to increase vocabulary. Students will be expected to write a paper in English on the subject of French history or culture. Another shorter version in French will also be written.

**Fulfills:** Humanities Requirement

**Prerequisite:** LANG 1918 Intermediate 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

# Course Descriptions

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## **LANG 1929 - Conversational Spanish II** **3 Credit Hours**

This course is a continuation of LANG 1909 Conversational Spanish with further emphasis on understanding and speaking Spanish. This course will include additional vocabulary and grammar study along with additional practice in reading and writing in the Spanish language.

**Prerequisite:** LANG 1909 Conversational Spanish

## **LANG 1933 - Spanish for the Workforce** **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 the 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.

## **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 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.

### **GRPH 1040 - Creative Visualization** **3 Credit Hours**

A combination lecture and lab course addressing the generation and cultivation of ideas, concept and story development, practice of problem-solving strategies, and creative thinking for graphic design, multimedia development and digital storytelling. Students will research ideas, develop a story, create inspirational sketches, descriptive drawings, character and object design, storyboards, and scripts, while learning new methodologies to critically think and write for the visual, spatial, and temporal languages of art and technology.

### **GRPH 1047 - Multimedia Design** **3 Credit Hours**

This course is designed to provide students learning experiences in multimedia technology. Presentation skills and design will be emphasized with the professional perspective on using graphics as an essential part of their regular work. This information is valuable whether the student is planning on becoming a graphic arts professional, support staff member, information analyst, or presenter.

### **GRPH 1048 - Multimedia Presentations** **1 to 3 Credit Hours**

This course is designed to let the student experience multimedia technology. Presentation skills and design will be emphasized with the professional perspective on using graphics as an essential part of their regular work. This information is valuable whether the student is planning on becoming a graphic arts professional, support staff member, information analyst, or presenter.

### **GRPH 1049 - Web Site Construction** **3 Credit Hours**

This course continues to build on the material from the Information Superhighway course, with a pronounced emphasis on information layout, forms, and Java Scripting. 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 will include: animation, frames, forms, CGIs, external media and plug-ins.

### **GRPH 1050 - 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 graphic design career.

### **GRPH 1051 - Occupational Internship II** **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 graphic design career.

### **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.

### **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 1058 - Animation Authoring****3 Credit Hours**

This course is for individuals interested in learning the basics of creating interactive presentations comprised of graphics, text, animation, and applications for the World Wide Web. The course is computer-based, using leading animation software, and focuses on how to create and incorporate sensory-rich web content containing animation, sound, and viewer interactivity.

**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

**GRPH 1065 - Digital Video Editing****3 Credit Hours**

This course is for individuals interested in exploring the use of digital video as applied to business and industry communications, in addition to concept development and personal expression. Concentration will be on the capture of video, and the creation and enhancement of digital video for use in forms of multimedia, particularly those relating to educational material, product or service marketing, and various web-based presentations.

**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.

**GRPH 1071 - Publication Development&Layout****1 to 3 Credit Hours**

The course is designed to provide students an opportunity to learn and practice skills for modern graphics art layout with software used in many design, communication, and journalism fields.

**GRPH 2047 - Multimedia Design****1 to 3 Credit Hours****GRPH 2048 - Multimedia Presentations****1 to 3 Credit Hours****HAZARDOUS MATERIALS****HZMT 1902 - Environmental Health & Safety****1 to 3 Credit Hours**

Emphasis is placed on where hazardous materials are used and generated in various types of industrial processes. Special attention is paid to potential acute and chronic hazard exposures from various industrial processes. Also, emphasis is placed on how to achieve greater safety and efficiency and to eliminate costly accidents.

**HZMT 1903 - Environmental Management****3 Credit Hours**

Environmental Management provides an overview of the impact of industrial operations on the environment, government regulations controlling industrial activities, and cost-effective business strategies that meet environmental guidelines. ISO standards are introduced as guidelines for businesses engaged in production activities.

**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 a detailed study of U.S. Environmental Protection Agency regulations pertaining to hazardous waste management, with an emphasis on the requirements of RCRA and CERCLA. This course provides an introduction to the Resource Conservation and Revory 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 1908 - Trmt,Strg,Dispos/Haz Materials****1 to 3 Credit Hours**

This industrial process course will familiarize the student with five common categories of industrial process facilities. Using the techniques developed in this course, the student will learn how to familiarize him or herself with a variety of industrial processes from a hazardous focal point.

**HZMT 1909 - Clean Air & Water Quality Regs****3 Credit Hours**

This course provides a study of the U.S. Environmental Protection Agency Regulations as they relate to hazardous materials technology. This course is intended as a follow on to EPA Regulations I, which introduced the student to the EPA and associated regulations pertaining to land protection and waste management. protection of air and water. Topics and activities include the 1990 Clean Act Amendments (CAAA), air permitting requirements Title V of CAAA, air pollution control technologies, National Pollutant Discharge Elimination System, analyzing case studies, writing reports, researching and interpreting standards in the Code of Federal Regulations. 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.



# Course Descriptions

## **HZMT 1914 - OSHA General Industry Regs 1 to 3 Credit Hours**

The purpose of this course is to provide instruction concerning the development and implementation of a hazard communication program for employees, the community and emergency response personnel. Topics covered include hazard determination, the written program, labeling and placarding, material safety data sheets (MSDS), and the employee training program.

## **HZMT 1915 - Contingency Planning 3 Credit Hours**

This course is designed to teach the students how to develop an emergency response contingency plan for a facility or community. Preparedness includes analyzing the hazards, writing and implementing the contingency plans, training employees for an emergency, and evaluating the effectiveness of the contingency plan.

## **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 1918 - Chem Spill & Release Response 1 to 3 Credit Hours**

The purpose of this course is to develop an emergency response contingency plan to deal with hazardous material or chemical emergencies in compliance with regulations in order to protect human health and the environment as well as to minimize an organization's risks. Also implement the various portions of the plan as required.

## **HZMT 1919 - Haz Waste Oper & Emer Response 1 to 3 Credit Hours**

This course provides students with an overview of the requirements of 29 CRF 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 - Standards in Construct Industr 1 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 1933 - Industrial Processes 3 Credit Hours**

This course provides students with a non-technical introduction to general manufacturing processes that involve hazardous materials and wastes, with emphases on waste minimization strategies, on functions within facilities that are common to most industries and the worker health and safety exposures.

## **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 1935 - Intro to Water/WasteWater Oper 3 Credit Hours**

This course is designed to provide students with an understanding of the basic operations of public water works as well as wastewater treatment facilities.

## **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. Both experienced and inexperienced students in the Hazardous Materials, Emergency Operations, or Emergency Services field will find the broad overview and extensive practical exercises beneficial to their learning process. Each student will learn to develop, assess, store, integrate, and manage critical data, using a suite of software designed to assist in planning and responding to hazardous chemicals/materials incidents.

## **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 1945 - Introduction to Brownfields 3 Credit Hours**

This course is intended to foster an appreciation for the complex nature of environmental issues in the context of Brownfield sites. Topics will include historical conditions that have produced such sites, economic, and regulatory issues that complicate their re-use, technical challenges involved in their characterization and clean-up, and social factors that simultaneously make their rejuvenation difficult yet mandatory. Students will become familiar with the vernacular and issues surrounding Brownfield sites in particular and environmental issues in general.

## **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 1958 - 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.

## **HZMT 1960 - 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 the 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.

**HZMT 1961 - Energy Efficiency & Conserv 3 Credit Hours**

This course will identify and explain all of the energy efficiency/conservation methods available for energy use reduction. Energy-consuming facilities, both domestic and commercial, will be analyzed by the students for energy efficiency opportunities. The student will calculate energy savings and environmental impacts for most energy efficiency methods in order to identify and assess energy conservation opportunities. In addition, the student will demonstrate the appropriate usage of energy monitoring and measuring equipment commonly used by energy specialists and energy auditors.

**HZMT 1970 - OSHA Standards Construction500 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.

**HZMT 1971 - OSHA Standards General Indust 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.

**Prerequisite:** HZMT 1914 OSHA General Industry Regs

**HZMT 1975 - Recertification for HAZWOPER 0.5 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.

**HEALTH****HLTH 1247 - Lifetime Fitness and Wellness 1 to 3 Credit Hours**

This course will develop those basic fitness and wellness skills necessary for lifelong health and fitness. Lectures and laboratory sessions will be centered on practical knowledge and experiences. The course is designed to help each individual incorporate various types of physical activities into their lifestyle, fitness, health, and leisure recreation.

**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:** Physical Education Requirement

**HLTH 1249 - Personal & Comm Health -Honors 3 Credit Hours****HLTH 1250 - Introduction to Health Careers 3 Credit Hours**

This course provides an overview of the health care system today and introduces the student to a variety of health professions. The student will explore the attributes needed to be a health care professional and will learn the basic entry-level skills required for health care occupations.

**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.

**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.

# Course Descriptions

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## **HIST 1404 - American West 3 Credit Hours**

A study of the significance of the West in American History during the 19th Century. The American West is not intended for fulfillment of any general requirement of three hours in American History. It is primarily for students interested in such a course as an elective.

**Fulfills:** Humanities Requirement

## **HIST 1406 - History of Kansas 1 to 3 Credit Hours**

A study of the cultural, social, economic, and political developments in Kansas society from pre-history to the present.

**Fulfills:** Humanities Requirement

## **HIST 1408 - Western Civilization to 1500 3 Credit Hours**

The major trends in Western Civilization from ancient times through the Renaissance will be examined. The ideas and forces that have produced major changes in western man's civilization will be emphasized.

**Fulfills:** Humanities Requirement

## **HIST 1409 - Hist & Phil Western cul to 1500 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 1415 - Western Civ To 1500 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.

## **HIST 1426 - World War I 1 Credit Hours**

A study of the military, economic, political and diplomatic aspects of World War I.

**Fulfills:** Humanities Requirement

## **HIST 1434 - World War II 1 Credit Hours**

A study of the military, economic, political and diplomatic aspects of World War II.

**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.

**Fulfills:** Humanities Requirement

## **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.

## **HIST 1452 - History of World Civ 1500-Pres 3 Credit Hours**

History of World Civilizations 1500 to Present 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.

## **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.

## **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.

**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.

**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.

**HIST 1465 - Military Hist/Vietnam War 3 Credit Hours**

This course presents the history of the Vietnamese 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 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.

**HIST 1470 - Supply in War 3 Credit Hours**

This course presents the history of logistics in modern warfare through Desert Storm. The focus of the course is on the influence and importance of logistics on warfare from the tactical to the operational level. Campaign studies will consider major campaigns in history and how logistics affected the conduct of military operations. Studies of the campaigns will start with an overview of the wars in which they occurred in order to present the context of the issues. A case study of each campaign will be conducted with an examination of the facets of supporting the campaigns through the offices of the quartermasters in the armies. Discussions of the campaigns will center on the supply issues in preparation for battles, the supply during battles, and the reconstitution of supplies after the battles. Particular concern in the discussions will be related to the improvisation, which frequently occurred to make the logistics effort successful (or not).

**HIST 2440 - Seminar in History 1 Credit Hours****HUMANITIES****HUMA 1246 - Western Humanities 1 to 3 Credit Hours**

Especially designed six week session to accommodate the 50's program.  
**Fulfills:** Humanities Requirement

**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 1209 - Radio Practicum 1 Credit Hours**

This course is designed to familiarize students with audio production while working with professionals at a local radio station. It will include a study of the equipment and a practical application of the equipment. Considerable emphasis will be given to production of commercials, public service announcements, interviews, sports broadcasts and promos.

**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.

**JOUR 1214 - Public Relations 3 Credit Hours**

This course provides an introduction to the purposes and practices of public relations, its role in administration, its role in society, and its potential as a career. It also deals with the how to of planning, writing, and implementing public relations programs.

**Fulfills:** Humanities Requirement

**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 stress the newspaper, television, and radio, and will show their role in our society.

**Fulfills:** Humanities Requirement

**JOUR 1701 - Journalism I 3 Credit Hours**

Journalism I is primarily a hands-on course that provides instruction in news and feature writing. Basic writing skills are emphasized. Interviewing skills will not be emphasized in this course, although they will be covered in some length in Journalism II. With a few notable exceptions (such as the outside speech writing assignment) students in Journalism I will be provided with "news" in raw form and will rework the "facts" into a presentable story or will complete activities in the workbook.

**Fulfills:** Humanities Requirement

**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

# Course Descriptions

## **JOUR 1705 - Advanced Reporting 3 Credit Hours**

The advanced journalistic writing course will cover various aspects of writing including news, news 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.

**Fulfills:** Humanities Requirement

**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.

**Fulfills:** Humanities Requirement

## **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.

**Fulfills:** Humanities Requirement

## **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 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. This course will utilize the acclaimed Phi Theta Kappa Leadership Development program curriculum.

### **LEAD 1001 - Leadership - Honors 3 Credit Hours**

## **LIBRARY SCIENCES**

### **LIBR 1101 - Intro to Learn Resource Center 1 Credit Hours**

This is an orientation to the use of the Learning Resource Center including the special books and non-book features of the Barton County Community College Learning Resource Center basic materials and services.

**Fulfills:** Humanities Requirement

### **LIBR 1103 - Dir Ind Study/Library Services 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

## **LIBR 1104 - Intro to Technical Services 3 Credit Hours**

**Fulfills:** Humanities Requirement

## **LIBR 1105 - Research Skills - Honors 1 to 3 Credit Hours**

Students will develop advanced research skills appropriate for a variety of disciplines and formats. Emphasis will be in-depth research planning and searching in specific subject areas.

## **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 1400 - Concepts of Ecology 3 Credit Hours**

A survey of the development of such major themes in ecology as a factor interaction population regulation, community structure, succession and ecosystem concepts. Examines major contemporary problems including population and pollution against a background of basic ecological concepts regarding the nature and function of ecosystems. Stresses the mechanisms affecting the relative homeostasis found at various levels of organization in ecological systems.

**Fulfills:** Natural Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology

### **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:** Natural Science Requirement

### **LIFE 1403 - Principles of Biology - Honors 0 to 5 Credit Hours**

### **LIFE 1406 - Principles of Botany 0 or 5 Credit Hours**

This course is a survey of the plant kingdom. Emphasis is placed on the significance of plants to human life. A study of the cell, plant structure and function, genetics, evolution, classification, and ecology are included.

**Fulfills:** Natural Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology



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**LIFE 1407 - Anatomy & Physiology I** **0 or 4 Credit Hours**

This course represents the first of an eight (8) credit hour Anatomy and Physiology course. The student is expected to enroll in the second half of the course (1409) during the same academic year, and both courses (1407 and 1409) must be complete to complete the eight credits our sequence in Anatomy and Physiology. Lecture and lab studies will include: organization of the body; cells; tissues; membranes and glands; skeletal; muscular; nervous; sensory and endocrine systems.

**Fulfills:** Lab Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology with a grade of C or better or CHEM 1802 Fundamentals of General Chem with a grade of C or better or CHEM 1806 College Chemistry I with a grade of C or better or (ENGL 1194 Intermediate English with a grade of C or better or ENGL 1204 English Composition I with a grade of C or better or ENGL 1206 English Composition II 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) 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) AND (MATH 1811 Preparatory Mathematics with a grade of C or better or MATH 1821 Basic Algebra with a grade of C or better or MATH 1824 Intermediate Algebra with a grade of C or better or MATH 1828 College Algebra with a grade of C or better or ASSET Numerical Skills score of at least 40 or ASSET Elementary Algebra score of at least 39 or ACT Math score of at least 17 or Accuplacer Arithmetic Skills score of at least 70)

**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:** Lab Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology with a grade of C or better or CHEM 1802 Fundamentals of General Chem with a grade of C or better or CHEM 1806 College Chemistry I with a grade of C or better or (ENGL 1194 Intermediate English with a grade of C or better or ENGL 1204 English Composition I with a grade of C or better or ENGL 1206 English Composition II 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) 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) AND (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 MATH 1821 Basic Algebra with a grade of C or better or MATH 1824 Intermediate Algebra with a grade of C or better or MATH 1828 College Algebra with a grade of C or better or ASSET Numerical Skills score of at least 40 or ASSET Elementary Algebra score of at least 39 or ACT Math score of at least 17 or Accuplacer Arithmetic Skills score of at least 36 or Accuplacer College Level Math score of at least 1)

**LIFE 1409 - Anatomy & Physiology II** **0 or 4 Credit Hours**

This course represents the second half of an eight (8) credit hour Anatomy and Physiology course. The student is expected to have successfully completed the first half of the course (1407) during the same academic year, and both courses (1407 and 1409) must be complete to complete the eight credit hour sequence in Anatomy and Physiology. Lecture and lab studies will include: the cardiovascular system, lymphatic system, respiratory system, digestive system, metabolism, urinary system, electrolyte and acid-base balance and reproductive systems.

**Fulfills:** Lab Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology with a grade of C or better or CHEM 1802 Fundamentals of General Chem with a grade of C or better or CHEM 1806 College Chemistry I with a grade of C or better or (ENGL 1194 Intermediate English with a grade of C or better or ENGL 1204 English Composition I with a grade of C or better or ENGL 1206 English Composition II 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) 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) AND (MATH 1811 Preparatory Mathematics with a grade of C or better or MATH 1821 Basic Algebra with a grade of C or better or MATH 1824 Intermediate Algebra with a grade of C or better or MATH 1828 College Algebra with a grade of C or better or ASSET Numerical Skills score of at least 40 or ASSET Elementary Algebra score of at least 39 or ACT Math score of at least 17 or Accuplacer Arithmetic Skills score of at least 70)

**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 celled to the complex organism.

**Fulfills:** Lab 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

# Course Descriptions

## **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:** Lab Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology with a grade of C or better or CHEM 1802 Fundamentals of General Chem with a grade of C or better or CHEM 1806 College Chemistry I with a grade of C or better or (ENGL 1194 Intermediate English with a grade of C or better or ENGL 1204 English Composition I with a grade of C or better or ENGL 1206 English Composition II 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) 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) AND (MATH 1811 Preparatory Mathematics with a grade of C or better or MATH 1821 Basic Algebra with a grade of C or better or MATH 1824 Intermediate Algebra with a grade of C or better or MATH 1828 College Algebra with a grade of C or better or ASSET Numerical Skills score of at least 40 or ASSET Elementary Algebra score of at least 39 or ACT Math score of at least 17 or Accuplacer Arithmetic Skills score of at least 70)

## **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 such as global warming, acid rain, extinction of species, and energy waste by examining current specific and political thought.

**Fulfills:** Natural Science Requirement

## **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:** Lab Science Requirement

**Prerequisite:** LIFE 1413 Environmental Science or concurrent enrollment in LIFE 1413 Environmental Science

## **LIFE 1416 - Independent Study in Bio Science** 1 to 3 Credit Hours

A subject of biological science, selected by the student in conjunction with the instructor, will be researched extensively by experimentation and/or reading.

**Fulfills:** Natural Science Requirement

**Prerequisite:** LIFE 1402 Principles of Biology

## **LIFE 1417 - Life Science Internship** 1 to 3 Credit Hours

The course is designed to provide students with experience in a life science work environment. A minimum of 45 clock hours is required for each hour of credit received. The experience must be in an approved internship site and the experience must provide exposure to the life science field. The student and faculty advisor will establish specific competencies for the course. The student will report to an on-site coordinator and a faculty advisor on a regular basis throughout the internship. The student will record hours worked and duties performed in a daily journal. The student will complete a written report of his/her experience due upon completion of the internship.

## **LIFE 1419 - Directed Studies-Math/Science** 1 to 5 Credit Hours

This course deals with the investigation of selected areas of study within the division of mathematics and science. The student's inquiry is supervised and guided by the instructor. Students are required to investigate/explore certain areas of study that interest them within a particular field or discipline.

**Fulfills:** Natural Science Requirement

## **LIFE 1421 - Principles of Zoology - Honors** 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.

## LITERATURE

### **LITR 1210 - Intro to Literature** 3 Credit Hours

This course is designed to develop greater appreciation through the study of selected short stories, novels, poetry, and drama. The literature will be used as a vehicle to examine universal theme 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 this 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 awaken interest materials and forms of fiction, 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.

**Fulfills:** Humanities Requirement

### **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.

### **LITR 1217 - Dir Ind Study/Literature** 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

**LITR 1218 - American Literature to 1865** **3 Credit Hours**  
A study of major writers beginning with the Colonial period through the Civil War.  
**Fulfills:** Humanities Requirement

**LITR 1220 - American Lit 1865 to Present** **3 Credit Hours**  
This course is designed to develop a greater appreciation and understanding of various modes and authors of American Literature from 1865 to the present. The literature will be used as a vehicle to examine themes and authors of the different modern literary periods and how they relate to the growth and development of the United States.  
**Fulfills:** Humanities Requirement

**LITR 1226 - Introduction to Poetry** **3 Credit Hours**  
A study of various poetic forms designed to stimulate appreciation and develop insight.  
**Fulfills:** Humanities Requirement

**LITR 1228 - Introduction to Drama** **3 Credit Hours**  
A study of the development of drama as literature.  
**Fulfills:** Humanities Requirement

**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.  
**Fulfills:** Humanities Requirement

**LITR 1235 - Great Books Program** **1 to 3 Credit Hours**  
A concentrated study of great ideas found in literature, philosophy, history, economics, sociology, and the natural sciences designed to broaden the students' knowledge of self, others, and the world.  
**Fulfills:** Humanities Requirement

## MACHINE TECHNOLOGY

**MACH 2300 - Basic Mach Shp Opr\Set-Up Prac** **1 to 6 Credit Hours**  
This course provides thorough familiarization with a variety of precision measuring tools utilized by the mechanic.

## MANUFACTURING SKILLS CERT

**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 and the recognition and the impact of behavior and environment on injury prevention.

**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 1803 - Directed Studies-Math/Science** **1 to 5 Credit Hours**  
This course deals with the investigation of selected areas of study within the division of mathematics and science. The students inquiry is supervised and guided by the instructor. Students are required to investigate/explore certain areas of study that interest them within a particular field or discipline.  
**Fulfills:** Mathematics Requirement

**MATH 1805 - Basic Math Skills** **1 Credit Hours**  
A developmental math course stressing the mastery of addition, subtraction, multiplication and division of whole numbers. This course also includes some work with the concept of prime and composite numbers, multiples, prime factorization, and basic geometry.  
**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:** Mathematics Requirement  
**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 Work Ready Skills score of at least 4

**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

# Course Descriptions

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## **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.

**Fulfills:** Mathematics Requirement

## **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.

**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

## **MATH 1821 - Basic Algebra**

**3 Credit Hours**

Topics cover fundamental algebraic operations, factoring, algebraic fractions, linear & 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 1823 - Fundamentals of Mathematics**

**3 Credit Hours**

A general education course designed to make the student aware of mathematics as an integral part of his daily life. The emphasis will be upon applying mathematics to problems of our society. Topics covered include: real number properties, consumer math, computers, equations, inequalities, graphs, geometry, probability, and statistics.

**Fulfills:** Mathematics Requirement

**Prerequisite:** MATH 1821 Basic Algebra with a grade of C or better or MATH 1824 Intermediate 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

## **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:** 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 1826 - Intermediate & College Algebra**

**5 Credit Hours**

A study of Intermediate and College Algebra including real number properties, products and factoring, fractions, exponents and radicals, linear and quadratic equations, functions and graphs, higher degree equations, systems of equations, logarithms, mathematical induction, and the binomial theorem.

**Fulfills:** 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 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.

## **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:** Mathematics Requirement

**Prerequisite:** MATH 1824 Intermediate Algebra with a grade of C or better or ASSET Intermediate Algebra score of at least 41 or ACT Math score of at least 23 or SAT Mathematics score of at least 490 or Accuplacer College Level Math score of at least 45 or Compass Algebra score of at least 66 or Compass College Algebra score of at least 1

## **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:** Mathematics Requirement

**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:** Mathematics Requirement

**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 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:** Mathematics Requirement

**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 1832 - Analytic Geometry-Calculus I**

**5 Credit Hours**

Elementary analytic geometry, limits, differentiation, and integration of polynomial, exponential, and logarithmic functions.

**Fulfills:** Mathematics Requirement

**Prerequisite:** MATH 1830 Trigonometry 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 1833 - Linear Algebra**

**3 Credit Hours**

Basic concepts of linear algebra with applications.

**Fulfills:** Mathematics Requirement

**Prerequisite:** MATH 1832 Analytic Geometry-Calculus I with a grade of C or better

**MATH 1834 - Analytic Geometry-Calculus II**      **5 Credit Hours**  
Includes more advanced methods of integration, indeterminate forms and improper integrals, vectors and series.  
**Fulfills:** Mathematics Requirement  
**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.  
**Fulfills:** Mathematics Requirement  
**Prerequisite:** MATH 1834 Analytic Geometry-Calculus II with a grade of C or better

**MATH 1838 - Differential Equations**      **3 Credit Hours**  
A study of ordinary differential equations, including but not limited to both linear and nonlinear first and higher-order differential equations, and their applications.  
**Fulfills:** Mathematics Requirement  
**Prerequisite:** MATH 1836 Analytic Geometry-Calculus III 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.  
**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 1841 - Trigonometry - Honors**      **3 Credit Hours**  
A study of trigonometric functions, identities, complex numbers, and solutions of triangles.

**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-emergency and emergency environments. Prerequisite: Consent of Instructor

## MEDICAL ASSISTANT

**MDAS 1610 - Medical Admin. Procedures**      **3 Credit Hours**  
This course introduces the student to the administrative skills in the medical assistant profession. Specific topics in the course include effective telephone techniques, patient scheduling, legal and ethical responsibilities, medical records management, written communications, financial administration, and management of facilities.

**MDAS 1615 - Medical Assistant Internship**      **1 to 5 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.

**MDAS 1619 - Spec Off Procedures-Medical**      **1 to 3 Credit Hours**  
Through office simulation the student experiences some of the pressures and complexities of the medical office while gaining the knowledge and skills needed by the medical office assistant. Topics included are communication skills, receptionist activities, creating and maintaining patient records and financial records, work organization, priority setting, and career opportunities.

**MDAS 1630 - Medical Clinical Procedures**      **1 to 5 Credit Hours**  
This course provides a thorough understanding of clinical, diagnostic, and laboratory procedures necessary to prepare the student as a competent and multi-skilled Medical Assistant. The knowledge and skills will be introduced in this module through lecture and psychomotor skills practice.

**MDAS 1672 - Medical Terminology**      **1 to 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.

**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

**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

**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:** OFTC 1672

**MDAS 1678 - Medical Transcription II**      **2 Credit Hours**  
The course includes advanced transcription of medical selections and documents containing confusing medical terminology. Upon completion, the student should be prepared for a beginning position in the medical secretarial field (assuming collateral training in medical office procedures) or the medical transcription field.

**MDAS 1680 - Basic Pharmacology**      **2 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.



# Course Descriptions

## **MDAS 1683 - Cardiopulmonary Resuscitation 1 Credit Hours**

This course is designed to teach-rescuers the proper technique to resuscitate people who are clinically dead; including Cardiopulmonary Resuscitation (CPR), airway obstruction, basic airway equipment, and the Automatic External Defibrillator (AED). In addition, the course will teach risk factors, health care preventative measures, and assessment and intervention in crisis situations.

## **MDAS 1686 - Cardiology&Electrocardiography 1 Credit Hours**

This course provides the student with the pathophysiology, and recognition of acute and chronic cardiovascular disease processes. Basic electrocardiography, with emphasis on clinical application, provides the student with an understanding of the components represented on an electrocardiogram (EKG). This course introduces the student to the 3-Lead and 12-Lead electrocardiogram in acute and chronic disease processes that affect the electrical and mechanical activity of the heart. Pulmonary function is also studied during this class.

## **MEDICAL LAB TECHNICIAN**

## **MLTC 1500 - MLT:Intro/Med Lab,Urin,Body Fl 0 or 3 Credit Hours**

An introduction to the medical laboratory and routine urinalysis, and a survey of special urinalysis and body fluids analysis. Proper use and care of related laboratory equipment and basic quality control is demonstrated.

## **MLTC 1501 - Phlebotomy Clinical 1 Credit Hours**

Practical experiences in specimen collection at a health care facility. Requires a quota performance to meet certification agency guidelines.

**Prerequisite:** MLTC 1503 Principles of Phlebotomy

## **MLTC 1502 - MLT:Hematology & Coagulation 0 or 5 Credit Hours**

A study of the development and pathology of the blood cells, and the mechanisms of blood coagulation. Contemporary methods of testing in Hematology and Coagulation, including the blood smear, are covered. Proper use and care of related laboratory equipment is demonstrated.

## **MLTC 1503 - Principles of Phlebotomy 1 to 6 Credit Hours**

The course will emphasize safety, specimen collection (venipuncture and capillary puncture) and specimen processing.

## **MLTC 1504 - MLT:Clinical Chemistry I 0 or 4 Credit Hours**

A study of the physiology and pathology of various chemicals in body fluids. Classical and contemporary methods of testing in clinical chemistry are covered. Proper use and care of related laboratory equipment is demonstrated.

**Prerequisite:** CHEM 1802 Fundamentals of General Chem

## **MLTC 1505 - MLT:Clinical Microbiology I 0 or 5 Credit Hours**

A study of the pathogenic bacteria and normal flora. Contemporary methods of examination and identification of common bacteria are covered. Proper use and care of related laboratory equipment is demonstrated.

**Prerequisite:** LIFE 1412 Principles of Microbiology

## **MLTC 1506 - MLT:Clinical Microbiology II 0 or 3 Credit Hours**

A survey of special microbiology, including mycobacteria, viruses, parasites and fungi that cause disease in man. Methods of examination and identification of these microorganisms is covered.

**Prerequisite:** LIFE 1412 Principles of Microbiology

## **MLTC 1508 - MLT:Blood Banking 0 or 5 Credit Hours**

A study of the various blood group systems. Methods of blood group antigen identification, antibody identification and compatibility testing are covered. Proper use and care of related laboratory equipment is demonstrated.

## **MLTC 1509 - MLT:Immunology & Serology 0 or 3 Credit Hours**

A basic study of the theory and principles of the immune response and antigen-antibody interaction. Common serological procedures are covered.

## **MLTC 1510 - MLT:Clinical Chemistry II 0 or 2 Credit Hours**

A study of automation, immunoassay, electrophoresis and miscellaneous topics in clinical chemistry.

**Prerequisite:** CHEM 1802 Fundamentals of General Chem

## **MLTC 1511 - MLT:Sem in Laboratory Medicine 1 to 3 Credit Hours**

A study of selected laboratory analysis and topics.

## **MLTC 1512 - Basic Med Lab Techniques 1 to 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, microscopic hematology and instrument maintenance.

## **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.

## **MLTC 1519 - MLT Clinical Practicum I 1 to 4 Credit Hours**

Practical experiences in an affiliated health care facility in specimen collection, urinalysis, hematology, coagulation and serology.

**Prerequisite:** MLTC 1500 MLT:Intro/Med Lab,Urin,Body Fl AND MLTC 1502 MLT:Hematology & Coagulation AND MLTC 1503 Principles of Phlebotomy AND MLTC 1509 MLT:Immunology & Serology

## **MLTC 1520 - MLT Clinical Practicum II 0 or 4 Credit Hours**

Practical experiences in an affiliated health care facility in blood banking, chemistry and microbiology.

**Prerequisite:** MLTC 1504 MLT:Clinical Chemistry I AND MLTC 1505 MLT:Clinical Microbiology I AND MLTC 1506 MLT:Clinical Microbiology II AND MLTC 1508 MLT:Blood Banking AND MLTC 1510 MLT:Clinical Chemistry II AND MLTC 1511 MLT:Sem in Laboratory Medicine

## **MILITARY**

## **MLTR 1037 - Organization Maintenance Mgmt 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 Unit Level Logistics System - Ground (ULLS-G) 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.

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**MLTR 1038 - Maintenance Operat-Supervisors 1 Credit Hours**

This course provides students with an overview of the Automated Logistical Maintenance System. This course provides the individual the ability to provide mid-level management through organization of maintenance, information, data entry and fleet dispatching through a database program. This course provides the individual the ability to manage a fleet of various sizes while establishing and creating numerous templates for various reports.

**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 vehicle 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 in 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 KW (single phase) thru 60 KW (three phase) gas and diesel powered generators.

**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 1051 - Basic Non-Commissioned Officer 6 Credit Hours**

This course teaches all Staff Sergeants and selected promotable Sergeants and non promotable Sergeants in leadership skills, Non-Commissioned Officer duties, responsibilities and authority, and how to conduct performance-oriented training. The course produces battle competent Non-Commissioned Officers who are qualified squad/section sergeants, team/section leaders, evaluators, counselors, conductors or participants in individual and collective training, and performers/teachers of leader values, attributes, skills, and actions.

**MLTR 1052 - US Army First Sergeant Course 7 Credit Hours**

This is a performance-oriented course of instruction designed to prepare Sergeants First Class and Master Sergeants for positions of responsibility as unit First Sergeants. Major subject areas include unit administration, communicative skill, discipline and morale, logistics and maintenance, personnel management, physical training, security, tactical operations, and training management.

**MLTR 1060 - Standard Army Maint Sys Oper 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 1101 - Vehicle Operation & Inspection 1 to 3 Credit Hours**

This course will train students in the areas of safe vehicle operation, international traffic laws, rules and road signs.

**MLTR 1105 - Up-Armored HMMWV Operations 1 to 2 Credit Hours**

This course is designed to introduce military personnel and Department of Defense employees to the various requirements involved in operating and maintaining the Up-Armored High Mobility Multipurpose Wheeled Vehicle (HMMWV). The course addresses the regulatory and technical requirements of such operations by using existing military procedures and regulations. The course will also address potential safety hazards, preventive measures, and risk assessment procedures.

**MLTR 1200 - Arab World Manners & Customs 1 Credit Hours**

This course presents an overview of the culture, religion and manners of the Arab World. Military personnel being deployed to this region of the world need to be aware of the various aspects of Arab Culture. Topics to be covered include religion, importance of clan and family, importance of status, hospitality and friendship, gestures, concept of time, work and training guidelines and community and home life.

# Course Descriptions

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**MLTR 1201 - Modern Army Combatives Level I 1 to 3 Credit Hours**

**MLTR 1202 - Modern Army Combatives Level 2 3 to 5 Credit Hours**

**MLTR 1300 - Combat Med Sustainment Train 1 to 2 Credit Hours**

This course emphasizes the integration of basic and advanced emergency medical skills, and proper procedures of emergency care in the combat environment. Each task allows for individual and collective practice of specific skills. Appropriate testing and evaluation sessions are designed to assure proficiency of medical skills needed to provide prompt, adequate, medical care deemed necessary by the Department of the Army.

**MLTR 1305 - Tactical Combat Casualty Care 1 to 3 Credit Hours**

This course is designed to provide trauma management strategies unique to the military tactical combat environment. There are profound differences in managing traumatic casualties on the battlefield. These differences include, but are not limited to, variable evacuation times and platforms, limited medical resources, hostile austere environments, limited visibility, variable provider experience level, and the tactical situation itself. The TC3 course is designed to achieve three (3) goals simultaneously, they are: treat the casualty with minimal disruption of current tactical mission, prevention of further casualties, and completing the tactical mission.

**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 - Emerg 1st Aid Tact Operat II 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 1537 - Basic Combat Medic 12 Credit Hours**

This course emphasizes the development of basic student skills in recognition of symptoms of illnesses and injuries and proper procedures of pre-hospital emergency care, with emphasis on combat trauma. Each lesson allows practice of specific skills as appropriate test and evaluation sessions are designed to assure proficiency levels in all skills. This course covers all of the basic skills, and attitudes necessary for certification and practice as an Enlisted Combat Medic. In addition, this course meets and exceeds the requirements for certification as a nationally registered EMT-B.

**MLTR 1538 - Advanced Combat Medic 13 Credit Hours**

This course emphasizes the development of advanced student skills in recognition of symptoms of illnesses and injuries and proper procedures of pre-hospital emergency care, with emphasis on combat trauma. Each lesson allows practice of specific skills as appropriate test and evaluation sessions are designed to assure proficiency levels in all skills. This course covers all of the intermediate skills, and attitudes necessary for certification and practice as a Combat Medic Non-commissioned Officer. In addition, this course includes skills specifically required of the nationally registered EMT-I (1999).

**MLTR 1545 - Trauma Aims 4 Credit Hours**

**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 1667 - Advanced Records Management 1 Credit Hours**

This course is designed to enable the student to acquire the skills needed by a supervisor to automate the day-to-day administrative functions of an organization. Various data base maintenance functions will be introduced including backing up and restoring files, transferring files, and creating diskettes for transfer.

**MLTR 1761 - Small Group Leaders Train Crse 1 to 3 Credit Hours**

This course is for students preparing to facilitate small group training. It provides the skills necessary for preparation and presentation as a small group leader.

**MLTR 1763 - Instructor Training Course 1 to 5 Credit Hours**

This course is for students preparing to facilitate or conduct training in a formal setting. The course provides students with the skills necessary to evaluate training, preparation of lesson plans, multimedia presentations, hands-on and lecture techniques, as well as written assessments of learning objectives.

**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, and body composition.

**MLTR 1790 - Management of Supply Operation 2 Credit Hours**

This course provides supervisors and managers of warehouse operation, construction companies, automotive shops and federal, state and local government agencies an overview of the systems used to manage resources.

**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 expenses. 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.

**MLTR 1796 - PBUSE for Managers & Leaders 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. Student 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 1800 - Laser Sighting & Engage System 0.5 to 1 Credit Hours**

This course is designed to instruct students on local military procedures for issue, operation, troubleshooting, and turn-in of tactical simulator equipment.

**MLTR 1810 - Training Records Management 1 to 3 Credit Hours**

This course is designed to enable the student to acquire the skills needed to prepare training plans, coordinate training, resource training events, evaluate and assess training and produce applicable training reports.

**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 1820 - Military Detainee Operations 1 to 2 Credit Hours****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 1 Credit Hours**

A course on acoustical 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:** Humanities Requirement

**MUSI 1002 - Introduction to Music 3 Credit Hours**

A humanities course 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 1003 - Dir Ind Study/Vocal 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, non-vocational 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

**MUSI 1004 - Intermediate Guitar 1 Credit Hours**

A course on acoustical guitar designed to teach the intermediate student in the open classroom through the personal touch blended with audio-visual teaching.

**Fulfills:** Humanities Requirement

**Prerequisite:** MUSI 1000 Beginning Guitar

**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**

Designed for the study of orchestra music for college and community participants. Literature from the various periods of music will be studied with concerts to be given in the fall and spring. College and community participants may play wind, string, or percussion instruments. No fee is charged unless the course is taken for credit.

**Fulfills:** Humanities Requirement

## **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.

## **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:** Humanities Requirement

## **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:** Humanities Requirement

## **MUSI 1010 - Choir** **1 to 2 Credit Hours**

The Barton County 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:** Humanities Requirement

## **MUSI 1011 - Introduction to Music - Honors** **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.

## **MUSI 1012 - Community College Choir** **1 Credit Hours**

The Community College Choir (Lyric Singers) is composed of selected adult singers residing in the immediate area served by the college. Its primary objective is to educate and inspire the participants and likewise enhance the cultural and entertainment activities in the Golden Belt area. **RESTRICTION:** Consent of Instructor.

**Fulfills:** Humanities Requirement

## **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 high schools in the areas served by the college. **RESTRICTION:** By Audition.

**Fulfills:** Humanities Requirement

## **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 sightsinging. Basic activities include student dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sightsinging. Aural Skills I is required for all music majors, and taken concurrently with Harmony I.

**Fulfills:** Humanities Requirement

**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.

**Fulfills:** Humanities Requirement

## **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.

**Fulfills:** Humanities Requirement

**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.

**Fulfills:** Humanities Requirement

**Prerequisite:** MUSI 1018 Harmony I

## **MUSI 1024 - Orch Inst-Brass-Percussion** **2 Credit Hours**

A study of the instruments comprising the brass and percussion sections of the orchestra, including practical experience in playing each one. The principles governing correct embouchure, tonguing, and phrasing are present. This course is designed primarily for music majors. **RESTRICTION:** Sophomore Standing.

**Fulfills:** Humanities Requirement

## **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 sightsinging. Basic activities include student dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sightsinging. Aural Skills III is required for all music majors, and taken concurrently with Harmony III.

**Fulfills:** Humanities Requirement

**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 sightsinging. Basic activities include student dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sightsinging. Aural Skills IV is required for all music majors and taken concurrently with Harmony IV.

**Fulfills:** Humanities Requirement

**Prerequisite:** MUSI 1026 Aural Skills III



**MUSI 1028 - Harmony III****3 Credit Hours**

Harmony III is the third in 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.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1022 Harmony II**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.

**Fulfills:** Humanities Requirement**MUSI 1032 - Orchestra Instrument-Woodwinds****2 Credit Hours**

A study of the instruments comprising the woodwind section of the orchestra, including practical experience in playing each one. The principles governing correct embouchure, tonguing, and phrasing are presented in the class. This course is designed primarily for music majors.

**Fulfills:** Humanities Requirement**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.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1028 Harmony III**MUSI 1038 - Private Voice****1 to 5 Credit Hours**

A thirty or sixty minute 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 request of the instructor. RESTRICTION: Consent of Instructor.

**Prerequisite:** concurrent enrollment in MUSI 1039 Private Voice Lab**MUSI 1039 - Private Voice Lab****0 Credit Hours**

In voice lab the students perform for each other the songs that have been prepared in lesson time. Suggestions for stage deportment are given and vocal problems are discussed. Occasionally, record examples are presented and an introduction to English and Italian diction is presented.

**Prerequisite:** concurrent enrollment in MUSI 1038 Private Voice**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:** Humanities Requirement**MUSI 1042 - Class Piano A****1 to 2 Credit Hours**

This 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 course offered in the music curriculum. RESTRICTION: 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.

**MUSI 1044 - Class Piano B****1 to 2 Credit Hours**

This 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 course offered in the music curriculum.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1042 Class Piano A**MUSI 1045 - Adult Intermediate Piano****1 to 2 Credit Hours**

This course is for anyone who has had Adult Beginning Piano or would like to further knowledge of the piano. Familiar tunes along with some classics are studied. Music theory is presented.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1043 Adult Beginning Piano**MUSI 1046 - Class Piano C****1 to 2 Credit Hours**

This course is a 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 course offered in the music curriculum.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1044 Class Piano B**MUSI 1048 - Class Piano D****1 to 2 Credit Hours**

The course is a 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 course offered in the music curriculum.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1046 Class Piano C**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:** Humanities Requirement**MUSI 1051 - Applied Piano****1 to 5 Credit Hours**

This course is designed to assist the more proficient pianist to perform from moderately difficult standard repertoire to difficult recital repertoire. The performance on joint or solo recitals will entitle the student to earn up to five hours credit a semester. This will be done with the consent of the instructor. The serious pianist is encouraged to consider the lesson for two hours credit each semester. RESTRICTION: Piano skills equivalent to a minimum of four to five years of piano study.

**Fulfills:** Humanities Requirement**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 one-hour lesson weekly with a minimum of five hours of outside preparation expected each week for two credit hours. RESTRICTION: Piano skills equivalent to a minimum of four to five years of piano study.

**Fulfills:** Humanities Requirement



**MUSI 1078 - Music Literature****1 to 3 Credit Hours**

This course is designed to familiarize students with music representing the great stylistic periods of music history. Following a brief survey of music prior to 1450, a more intensive study is made of selected works from the Renaissance, Baroque, Classical, Romantic, and Contemporary periods. The characteristics, which distinguish the music of each period are covered through aural and visual study and analysis. For music majors or students with advance musical background.

**Fulfills:** Humanities Requirement**MUSI 1080 - Rudiments of Music****3 Credit Hours**

This course will be devoted to the most elementary aspects of music notation including pitch, scales, intervals, keys and key signatures, note values, meter, time signatures, rhythm, basic harmonic structures, and keyboard applications.

**Fulfills:** Humanities Requirement**MUSI 1084 - Jazz Folk Rock Music****3 Credit Hours**

This is an introductory course, intended primarily for the non-music major with no technical background in music, but open to anyone interested in acquiring a greater knowledge and deeper understanding of jazz, folk music, and rock.

**Fulfills:** Humanities Requirement**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 improvisation techniques in the various jazz idioms. The class is a laboratory type, which meets two times a week.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1018 Harmony I or MUSI 1022 Harmony II**MUSI 1088 - Jazz Improvisation II****1 to 2 Credit Hours**

A continuation of Jazz Improvisation I.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1086 Jazz Improvisation I**MUSI 1090 - Jazz Improvisation III****2 Credit Hours**

A continuation of Jazz Improvisation II.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1088 Jazz Improvisation II**MUSI 1092 - Jazz Improvisation IV****2 Credit Hours**

A continuation of Jazz Improvisation III.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1090 Jazz Improvisation III**MUSI 1094 - Jazz Scoring & Arrangement****3 Credit Hours**

A course designed for the student interested in writing music and arranging for the jazz ensemble and jazz band. The student should have a background in music theory or have taken MUSI 1018, 1022, and 1028.

**Fulfills:** Humanities Requirement**Prerequisite:** MUSI 1018 Harmony I or MUSI 1022 Harmony II**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.

**NETWORKING****NTWK 1030 - Linux I****3 Credit Hours**

This course will provide a thorough introduction and advanced coverage to Linux, covering the operating system, utilities, shell programming, the VI editor, job control and system administration.

**NTWK 1046 - Local Area Network Workstation****3 Credit Hours**

This course will prepare the student to work with a Local Area Network Workstation operating system. In addition, the course will use hands-on projects and lectures to emphasize what is needed to operate and manage a LAN workstation. Topics to be covered in detail are: user management, print services, file system management, user permissions, and advanced workstation configuration and connection.

**NTWK 1050 - Networking I****3 Credit Hours**

Networking I will provide an introduction to the features in all editions of Windows 2000. The student will learn how to install Windows 2000 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 2000. Additionally, the student will explore Active Directory services, networking protocols, routing and remote access.

**NTWK 1052 - Microcomputer Repair & Upgrade****3 Credit Hours**

This course will allow students to learn routine preventative maintenance for their PC including hardware troubleshooting, troubleshooting software, motherboard testing, adding replacement board and peripherals, and upgrading the central processing unit. Students may bring their own microcomputers to class for evaluation and/or upgrades.

**NTWK 1053 - Adv Microcmpr Repair/Upgrade****3 Credit Hours**

The emphasis of this course is to prepare the computer professional to obtain A+ Certification, which is a standard, developed to provide worldwide recognition for microcomputer service technicians. The hands-on course reviews all basic concepts and theory taught in Microcomputer Repair and Upgrade and then continues on with the advanced features of all aspects of microcomputers including configuring, upgrading memory, troubleshooting, and repair. All key areas of the A+ Certification exams will be reviewed.

**Prerequisite:** NTWK 1052 Microcomputer Repair & Upgrade 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.

**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

## **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 set up and how to access data across the network.

## **NTWK 1060 - Unix I**

**3 Credit Hours**

This course will provide a thorough introduction of UNIX, covering the operating system, utilities, shell programming, the VI editor, job control and system administration.

**Prerequisite:** NTWK 1046 Local Area Network Workstation or NTWK 1050 Networking I or BSTC 1046 or BSTC 1050

## **NTWK 1061 - Linux II**

**3 Credit Hours**

The Linux II course is designed for individuals who want just the basics of Linux installation and administration into a broader study of the many security issues surrounding this operating system.

**Prerequisite:** NTWK 1060 Unix I with a grade of D or better or BSTC 1060 with a grade of D or better

## **NTWK 1068 - Help Desk Fundamentals**

**1 to 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**

**4 Credit Hours**

This course will allow students to design, implement, and maintain an organization's network and computer security policies. Students will analyze computer networks to determine areas of weakness in an organization's security architecture, and suggest solutions for controlling those weaknesses. Students will learn how to track hackers when security breaches occur.

## **NTWK 1071 - Network Security II**

**4 Credit Hours**

This course will allow students to design, plan, implement, maintain, secure, and test a DMZ segment using a variety of technologies. Today's hackers are using a myriad of tools to launch attacks designed to circumvent firewalls. In this course, students will learn about various technologies used to properly secure a business environment and protect company networks. Decoding IP packets, firewalls, intrusion detection, centralized logging and alerting, VPNs, auditing, and network design are all covered in depth, using real-world examples to illustrate the practical knowledge.

**Prerequisite:** NTWK 1070 Network Security

## **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 1081 - Occupational Internship II**

**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**

Course Description: 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.

## **NURSES AID**

### **NAID 1219 - Home Health Aide**

**1 to 5 Credit Hours**

This course is designed to provide the student with Home Health Aide knowledge and expertise in providing safe, competent care to the client. Emphasis is placed on assisting the client in activities of daily living, personal care and basic rehabilitation. Train new individuals entering the field to be caring, dedicated, and skilled paraprofessionals that provide care under the direction and supervision of a registered nurse. RESTRICTION: Successful completion of CASAS Reading Assessment and NAID 1229 Nursing Home Aide or Kansas Nurse Aide Certification.

**Prerequisite:** NAID 1229 Nursing Home Aide

### **NAID 1229 - Nursing Home Aide**

**1 to 5 Credit Hours**

This course is designed to enhance basic care-giving skills, human understanding, and work-place skills and attitudes, all of which are necessary to render services and provide basic nursing care that is age appropriate, according to specific needs, as supervised by a professional. 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 sit for the state examination to gain certification as Nurse Aide. RESTRICTION: Successful Completion of CASAS Reading Assessment.

### **NAID 1235 - Medication Aide**

**1 to 6 Credit Hours**

This course is designed to provide the student with a basic knowledge of oral medications and their safe administration. It covers the systems of the body and the effect of medications on these systems. Special emphasis is given to the aging process and what this does to the drug utilization by the body. RESTRICTION: Successful Completion of CASAS Reading Assessment and 1229 Nursing Home Aide or Kansas Nurse Aide Certification.

**Prerequisite:** NAID 1229 Nursing Home Aide

## **NURSING**

### **NURS 1203 - Dir Ind Study/Nursing**

**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.

### **NURS 1206 - Fundamentals of Nursing**

**0 or 4 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 as well as basic pharmacology are presented.

### **NURS 1207 - Mental Health I**

**0 to 2 Credit Hours**

**NURS 1208 - Mental Health Nursing II** **0 or 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.

**Prerequisite:** NURS 1257 Medical Surgical Nursing III

**NURS 1210 - Gerontological Nursing** **1 to 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 1206 Fundamentals of Nursing

**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. Focus is on the philosophy of the nursing program and the college roles, and responsibilities of the student nurse, utilization of the nursing process, proficiency in communication skills and medication administration, and development of a personal strategy for successful completion of the ADN program.

**NURS 1228 - Pharmacology for Nurses** **1 or 2 Credit Hours****NURS 1250 - 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 nursing role.

**NURS 1251 - Occupational Internship II** **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 nursing role.

**NURS 1255 - Medical Surgical Nursing I** **0 or 4 Credit Hours**

This course is an introduction to the area of adult medical-surgical nursing. Common, noncomplex medical surgical conditions and problems, which interfere with individual need fulfillment, are presented. Concepts in pharmacology and nutritional care are integrated throughout the course. Nursing skills necessary in dealing with these medical-surgical conditions are presented as well as psychosocial and emotional reactions are presented in order to study the individual in a holistic, humanistic manner.

**Prerequisite:** NURS 1206 Fundamentals of Nursing

**NURS 1256 - Medical Surgical Nursing II** **0 to 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

**NURS 1257 - Medical Surgical Nursing III** **0 or 6 Credit Hours**

This course is intended for the second-year nursing student. It includes the study of individual patients with complex health problems utilizing the needs approach. Completion of the first year of nursing is required before the student is permitted to enroll in this course.

**Prerequisite:** NURS 1256 Medical Surgical Nursing II

**NURS 1258 - Maternal-Child Nursing I** **0 to 3 Credit Hours**

This course focuses on pre- and post-natal maternal nursing care, as well as the care of children from infancy to adolescence. There will be discussion of normal and common abnormal, physical and psychological aspects of the maternal-child client and family.

**Prerequisite:** NURS 1206 Fundamentals of Nursing

**NURS 1259 - Maternal Child Nursing II** **0 or 3 Credit Hours**

This course includes principles and techniques pertaining to maternal and child nursing. The nursing process is utilized throughout with focus continuing on the family-centered aspects of nursing care utilizing a holistic, humanistic approach. There will be integration of physio-psychosocial-cultural-nutritional aspects when caring for the family during illness, childbearing, childrearing, or childhood. Evaluation is based on standards of nursing practice.

**Prerequisite:** NURS 1258 Maternal-Child Nursing I

**NURS 1260 - Health Assessment** **0 to 3 Credit Hours**

The theory and practicum of this course covers the nurse's role in performing health assessments across the lifespan. Cognitive and technical skills in history taking, physical examination and recording are included.

**Prerequisite:** NURS 1255 Medical Surgical Nursing I

**NURS 1261 - Medical-Surgical Nursing IV** **0 or 5 Credit Hours**

This course is a continuation of adult medical-surgical nursing III, focusing upon nursing care for adult clients in acute care settings, who are experiencing complex and life threatening health alterations. This course also covers professional issues related to the role of the registered nurse.

**Prerequisite:** NURS 1257 Medical Surgical Nursing III

**NURS 1262 - Professional Vocation Relation** **1 Credit Hours**

This course is designed to help the student identify other important aspects of the nursing profession. The content includes historical, ethical, and legal aspects, information on professional organizations and career opportunities.

**NURS 1263 - LPN IV Therapy** **4 Credit Hours**

A classroom and clinical course designed to prepare the licensed practical nurse to perform limited and expanded administration of IV therapy under the supervision of a registered professional nurse as outlined by K.A.R. 60-16-102 (b) in the Kansas Nurse Practice Act.

**NURSING CONTINUING EDUCATION****NRCE 1223 - Leadership for Nursing Service** **1 to 3 Credit Hours**

**Prerequisite:** For Registered Nurses. Designed to increase the registered nurse's skill in leadership role. The follow concepts will be discussed: educational programs, functions of the R.N., preparation for increased responsibility, organization for patient care, control of nursing practice, economic security, organizational structure of nursing service, patterns of organization for nursing care, and the use of the administrative and supervisory processes in nursing care.

**NRCE 1224 - Basic Nursing Skills** **1 to 3 Credit Hours**

Fundamental concepts principles and skills of a nursing assistant are introduced in this course. The nursing assistant administers basic care to patients in many health care settings. The course will be designed and will include topics that prepare the student to meet the physiological and psychological needs of all individuals who are in need of health care.

**NRCE 1227 - Intro to Pharmacology** **1 or 2 Credit Hours****NRCE 1230 - Physical Therapy** **1 to 3 Credit Hours**



# Course Descriptions

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**NRCE 1231 - Intro to Respiratory Therapy 1 to 3 Credit Hours**

This course is designed to introduce the student to the fundamental theories and equipment involved in respiratory therapy. It is an autotutorial course with discussions, seminars, and laboratories that help emphasize the fundamental principles of respiratory therapy.

**NRCE 1236 - Values-Ethics:Consid/Nurs Prac 0.5 or 1 Credit Hours**

This course is designed to allow nurses to increase awareness and appreciation of self and to explore value conflicts and ethical dilemmas in nursing. Nurses are members of a profession intimately involved in caring for and helping people meet their health needs; each of whom have distinctive life styles and varying values.

**NRCE 1237 - Medical Ward Secretary 1 to 3 Credit Hours**

**NRCE 1238 - Prin-Tech-Safe-Environment Cnt 1 to 3 Credit Hours**

**NRCE 1239 - Core Curriculum-Nurse Special 1 to 3 Credit Hours**

**NRCE 1240 - Leadership and Management 1 to 3 Credit Hours**

**NRCE 1241 - Communicable Disease 1 Credit Hours**

To include contagious diseases, family planning, V.D., and nutrition.

**NRCE 1242 - Renal Disease and Dialysis 1 Credit Hours**

This course is designed to include pathophysiology, clinical manifestations, management of complications, and nursing care of both chronic and acute renal failure. Also an introduction to dialysis as a mode of treatment.

**NRCE 1243 - Multiple System Trauma 1 Credit Hours**

This course is designed to include assessment and management of trauma to head, neck, chest, abdomen, and musculoskeletal; also snake and insect bites, anaphylaxes, and thermal injuries.

**NRCE 1244 - Depression & Suicide 1 Credit Hours**

Depression is perhaps the most common emotional illness encountered by nurses in all care settings. The purpose of this program will be to show you how to: 1) identify common types of depression and respond to the depressed patient in ways that will help you attain the goals of both physical and emotional care, 2) assess the suicidal potential and identify appropriate nursing interventions with the suicidal patient.

**NRCE 1245 - Intensive Cr-Term Pat-Cancer 1 Credit Hours**

To review cancer; the types of cancer, its warning signals, methods of treatment, complications, side effects, and care to include family attitudes and aftermath in a two day intensive workshop.

**NRCE 1246 - Elderly-Special Prbs/Drug Use 0.5 to 1 Credit Hours**

**NRCE 1247 - Advanced Life Support Systems 1 Credit Hours**

**NRCE 1248 - Workshop in Neurology 1 Credit Hours**

This workshop in neurology will include working with the stroke victim, head and bodily injuries, comas and seizures. Also covered will be vascular disease, degenerative diseases, infections and headaches.

**NRCE 1249 - PTSD-CISD Throughout Lifespan 0.5 to 1 Credit Hours**

The course will introduce students to a variety of topics relevant to post-traumatic Stress Disorder (PTSD) and Critical Incident Stress Debriefing (CISD). Students will be exposed to DSM-IV-TR criteria for PTSD/CISD; various learning, thinking, and cognitive styles; techniques in anger reduction; assessment and diagnosis of PTSD/CISD; choices in interventions; impulse control; and treatment procedures.

**NRCE 1250 - Current News in Diabetes 1 Credit Hours**

This course will include complications, psychosocial problems, meal planning, and daily problems and stress of the diabetic.

**NRCE 1251 - Body Talk-Please See My Need 1 Credit Hours**

Body Talk workshop is designed to assist nursing personnel in developing more effective communication and in understanding the nonverbal language that everyone uses but nobody speaks. Please See My Need workshop is designed to assist personnel in developing attitudes and skills essential for understanding and responding to individuals experiencing loss and grief.

**NRCE 1252 - Child-Crisis Pediatric Emerg 1 Credit Hours**

**NRCE 1253 - Administration-Leadership 0.5 to 1 Credit Hours**

To include various topics, such as: time management, communications, nurse assertiveness, patient classification, budget, nurse orientation, motivation and morale, quality assurance, clinical and administrative ladder tracks, staff education, and nursing personnel areas.

**NRCE 1254 - Post Op Complications/Nrs Care 1 Credit Hours**

To include DIC–disseminated intravascular coagulation, respiratory problems such as pneumonia, pulmonary embolus, infections, acute renal failure, hemorrhage, and decubitus ulcers.

**NRCE 1255 - ADD/ADHD Throughout Lifespan 0.5 to 1 Credit Hours**

The course will introduce students to a variety of topics relevant to Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD). Students will be exposed to DSM-IV-TR criteria for ADD/ADHD; various learning; thinking and cognitive styles; techniques in anger reduction, assessment and diagnosis of ADD/ADHD, choices in interventions, impulse control; and treatment procedures.

**NRCE 1256 - Dermatology Review 0.5 to 1 Credit Hours**

This course is designed to provide practicing clinicians with the skills necessary to perform rapid physical assessment of the dermas and surrounding tissue in the clinical setting.

**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 1262 - Urology Update 0.5 to 1 Credit Hours**

This course is designed to provide health care professionals an update on the methods and care changes with respect to the field of urology. Other topics of discussion will include: clinical skills in the field of urology, urological cancers, and treatment options for patients with urological needs.

**NRCE 1263 - Focus on Family & the Child 1 Credit Hours**

To provide the clinician with an overview of family mental health, including family dynamics and child development; and to examine clinical assessment tools relevant to family mental health and child development.

**NRCE 1264 - Pulmonary Update 1 Credit Hours**

This program is at a beginning level for nurses who are interested in a review and update of current practices used in the care of patients with pulmonary diseases. Areas covered will include such topics as basic anatomy, arterial blood gases, physical assessment, common disease problems, nursing care of the hospitalized patient and home health evaluation.

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**NRCE 1265 - Diabetes Workshop** **0.5 to 1 Credit Hours**

**NRCE 1266 - Pharm Ther-New Drugs** **1 Credit Hours**

To review the pharmacology, therapeutic uses, and as much is known, the side effects, drug interactions, and nursing implication of several categories of drugs including cephalosporin antibiotics, the calcium antagonists, the new beta blockers as well as some over the counter drugs.

**NRCE 1267 - Crisis Intervention** **0.5 to 1 Credit Hours**

**NRCE 1268 - Shout Out for Nursing** **0.5 or 1 Credit Hours**

This workshop is designed to assist the participant in exploring some areas of major concern which confront nurses. Topics to be examined include the following: 1. The world of nursing (reality versus creative nursing and personal values/nursing demands). 2. Professional burnout and stress reduction (personal career goals and symptoms, causes and management of negative stress). 3. Communication (non-verbal and verbal communication styles). 4. Assertiveness (verbal and non-verbal, aggressiveness and the psychology of winning). Emphasis of the workshop will be upon the ever-demanding role of the professional nurse in the aforementioned areas.

**NRCE 1269 - Therapeutic Touch** **1 Credit Hours**

Therapeutic Touch has become one of the most exciting concepts in the nursing field today. This seminar will provide you with the opportunity to explore your inner potential and extend your developing professional skills to the holistic practice of therapeutic touch and alternative healing practices.

**NRCE 1270 - Nursing and the Law** **1 Credit Hours**

To include record keeping, the nurse versus doctor and diagnosis, liability: regarding instruction and chain of command, legal problems seen in labor and delivery, legal aspects of keeping current with medical information, legal problems seen in nursing homes and a presentation of cases and questions.

**NRCE 1271 - Care & Caring: Myth or Reality** **1 Credit Hours**

This workshop will provide an opportunity for participants to explore the concept of care and caring as they relate to nurse-client interactions, and ways of putting these concepts into practice with older adults. Activities will be planned to involve individual participation and group activities within the context of the workshop.

**NRCE 1272 - Holistic Health-Wellness Educ** **1 Credit Hours**

This program is designed to give the nurse the necessary tool for applying wellness concepts in nursing practice and in one's personal life. It focuses on the maintenance of health rather than the treatment of disease as a primary function for nurses and other health professionals. Audio visuals and participation activities will be used.

**NRCE 1273 - Care for the Caretaker** **1 Credit Hours**

Care for the Caretaker is a dynamic, educational experience on job burn-out and stress management. Participants will identify: Signs, signals and symptoms of burn-out; leading causes of burn-out; and practical techniques on reducing and preventing burn-out.

**NRCE 1274 - Phys Approach Cardiac Emerg** **0.5 to 1 Credit Hours**

The primary purpose of this presentation is to provide the participant with a clinically oriented working knowledge of the physiology behind the development and treatment of commonly encountered cardiac emergencies. Emergencies to be discussed include: arrhythmias, cardiogenic shock, pericardial tamponade, acute myocardial infarction, acute dissecting aortic aneurysm, and vasospastic coronary artery disease. Standard emergency drugs and newer pharmacologic agents such as selective beta adrenergic blockers and calcium channel blockers will also be reviewed.

**NRCE 1275 - Psy Nursing - Roles & Trends** **1 Credit Hours**

This workshop is designed to assist the participants in updating knowledge and skills in providing mental health interventions and services. Although the primary focus will emphasize current roles for psychiatric nurses and current therapy modalities. There will be an emphasis on maintaining emotional health and decreasing stress while providing mental health services.

**NRCE 1276 - Treatment of Burns** **1 Credit Hours**

This workshop is designed to provide the clinician with an overview of current burn treatment for the adult and pediatric patient. Emphasis will be given to initial assessment skills and emergency management of the burn victim.

**NRCE 1277 - Managing Perinatal Loss** **1 Credit Hours**

Perinatal death is one of the most difficult situations with which obstetric professionals must cope. This workshop will provide the clinician an opportunity to explore the problems that these losses create for professionals and patients. The concept of loss will be examined in some detail. A thorough understanding of the concept assists in understanding and supporting the patients and their families.

**NRCE 1278 - Perspectives in Oncology Nrsng** **1 Credit Hours**

Topics to be included are: cancer epidemiology and etiology; cell and tumor kinetics; chemotherapy; care of the terminally ill patient; crises of diagnosis; stress management; the compromised host; symptom control; pain management; nutrition; community resources; and discharge planning. Discussion periods are planned on alternative treatment modalities. Breakout sessions for nurse participation will be offered in the following areas: relaxation techniques; chemotherapy administration; and self breast examination.

**NRCE 1279 - Modern Concept of Pain Control** **0.5 to 1 Credit Hours**

This workshop is designed to better inform, demonstrate, evaluate and discuss the practical application of non-invasive pain control. Special emphasis will be given to post-operative, chronic, acute and athletic related pain. Each person attending will have an opportunity for "hands-on" experimental exercises to facilitate immediate application of learned skills. This course is designed to teach students different methods used in managing pain. The different types of pain and different types of medications, and their effects on the patient will be discussed.

**NRCE 1280 - Perioperative Nursing: Surgery** **1 Credit Hours**

The care of the person called patient before, during and after an operation describes the speciality of perioperative nursing. How do you respond when the preop patient asks: "Am I going to die?" What is informed consent? Does prep teaching really help? Why O.R. nurses notes? These questions will be considered during this workshop: exploring preoperative assessment and interview, professional vs. technical components of intraoperative nursing care, and postoperative evaluation of the surgical patient with the surgical unit nurses, the operating room nurses, and the recovery room nurses who attend the session.

**NRCE 1281 - The Role of the E/N/W Superv** **1 Credit Hours**

The evening/night/weekend house-supervision seminar emphasizes developing appropriate objective and strategic plans. New supervisors will gain a comprehensive view of the role and the need to set priorities, experienced supervisors can examine and clarify their roles with a view to increasing their impact on the organization. Collectively the house supervisors can participate in more team planning and help build a more effective department. The group activities will give the participants an opportunity to share, compare and gather new ideas.

# Course Descriptions

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## **NRCE 1282 - Rehab Spinal Cord Inj Person 1 Credit Hours**

This course is designed for those who must assess, stabilize and transport the person in the acute spinal chord injury phase. It explains criteria for transport and procedures for doing so. A brief overview is given of what occurs in a rehabilitation center. Major emphasis is given to developing the skills necessary to receive the injured person back into the community hospital.

## **NRCE 1283 - Alternative Healing Methods 1 Credit Hours**

Therapeutic touch has become one of the most exciting concepts in the health field today. This seminar will provide you with an opportunity to explore your inner potential and extend your professional skills into the holistic practice of therapeutic touch. This workshop will examine treatment modalities that deal with the maintenance of health and prevention of disease.

## **NRCE 1284 - Nutrition:Fads,Facts&Fallacies 1 Credit Hours**

"How to" for those who use nutrition and diet in health care. You will acquire nutrition and diet information that uses unique methods for self improvement without greatly interfering with lifestyles. Topics to be discussed will include "Stucky Points for Weight Control," nutrition fads and fallacies, and anorexia nervosa.

## **NRCE 1287 - Coping w/Neurologic Disorders 1 Credit Hours**

Time, patience, and expert nursing skills are required to care for a patient with neurologic deficits. Not only are many neurologic disorders irreversible, but the patient's physical condition may vary from minute to minute. In addition to assessing, monitoring, and providing nursing care, we must be ready to give emotional support to the patient and his family.

## **NRCE 1288 - Care Sharing 1 Credit Hours**

In this program, needs will be discussed that are common to all of us: to be heard and understood, to be recognized and appreciated, and to know that we belong and are important to others. The speaker will show specific skills that you as a caretaker can use in demonstrating warmth, sensitivity and humanness in relating to others, whether they are patients, peer, coworkers, or supervisors.

## **NRCE 1289 - High Risk Mother & Baby 1 Credit Hours**

Nurses working in obstetrical units often find that they are responsible for managing labor as well as for notifying the physician when delivery is eminent. In 90 percent of cases, labors progress normally and healthy infants are born. However, in ten percent of cases, problems occur ranging from mildly worrisome to life threatening.

## **NRCE 1290 - Work W/Families of the Aged 1 Credit Hours**

This course focuses on family dynamics as a family member ages. It discusses the nurse's role in facilitating healthy family processes. It describes variables that affect the elderly family unit and includes relationships that may develop within that unit. Emphasis is on understanding and dealing with behaviors associated with role reversal and unresolved conflicts.

## **NRCE 1291 - Adolescence, Age of Adversity 1 Credit Hours**

Adolescence is a time of ambivalence and brings stresses that frequently produce family discord and conflict in value systems between old and new generations. The purpose of this workshop is to indent strategies and techniques that health professionals may use to help adolescents and their parents cope.

## **NRCE 1292 - Chg Choices:Life in Transition 1 Credit Hours**

An examination of biomedical ethics as it relates to life and the culmination of the life process. This workshop will help the nurse develop an awareness of his/her own attitudes toward death and familiarize them with the components of hospice care services.

## **NRCE 1293 - Womens Health Care Issues 1 Credit Hours**

This seminar will provide insight into the current and future health care issues of women. The focus will be on wellness versus illness; exploring the sources of distress to conflicting role expectations of employer, family, profession and individual; developing assertive skills; discussing changes that occur in middle life and identifying your own personal feelings, attitudes and judgments concerning human sexuality.

## **NRCE 1294 - Coping W/Difficult Patient 1 Credit Hours**

This program will provide awareness of and strategies for coping with problem behaviors. The focus will be on patients within general hospital and nursing home settings who are demonstrating behavior commonly associated with mental illness, substance abuse, and aging.

## **NRCE 1295 - Diabetes Update 0.5 to 1 Credit Hours**

This program will offer an update of the most recent advances in diabetes management. The focus will be management and research advances related to both Type I (insulin dependent) and Type II (non-insulin dependent) diabetes. Insulin pumps, glucose monitoring, pregnancy, and the Biostator are some special topics to be covered.

## **NRCE 1296 - Infant Feeding 1 Credit Hours**

Successful breast feeding enhances bonding between mother and infant and helps the mother gain confidence in her ability to care for her baby. This conference is designed so that professional nurses from hospital, public health, clinic, and office settings may better assist families to achieve an optimum breast feeding experience.

## **NRCE 1297 - Nrsq:Ethical/Legal Perspective 1 Credit Hours**

Nurses and health care professionals need to be familiar with the many legal aspects of health care delivery. This seminar will provide you with an opportunity to discuss the ethical and legal responsibilities of the nurse for patient education; the rights and responsibilities of nurses who function as patients; rights advocates; the conflicting loyalties of nursing accountability.

## **NRCE 1298 - Herpes/Aides:Imp for Nsg Pract 0.5 to 1 Credit Hours**

This seminar will provide the health profession with an overview of the current status of sexually transmitted diseases, implications for nursing practice will be discussed. Incidence, research, treatment and attitudes will be explored.

## **NRCE 1299 - Alzheimers Disease & Other Dem 1 Credit Hours**

This course is to provide information relevant for nurses and other health professionals on aging issues dementing illness, Alzheimers disease and related disorders. To relate this information as to the impact of aging and the dementing illnesses upon the affected person, family members and health care professionals.

## **NRCE 1300 - Care-Adult Orthopedic Patient 1 Credit Hours**

This program will address the nursing care of the adult patient with common orthopedic conditions. Nursing implications of medicare and surgical treatment regimens such as traction, hip pinnings, and total joint replacement will also be presented.

## **NRCE 1302 - Complimentary Healing Methods 0.5 to 1 Credit Hours**

This course is designed to teach students different methods used in the healing process in addition to normal medical treatment. The effects of harp therapy and touching and its influence and balance on the physical, mental, emotional, and spiritual well-being will be demonstrated.

**NRCE 1303 - Vector Borne Illnesses 0.5 to 1 Credit Hours**

This course will provide information on the basic transmission cycle of different types of vector borne diseases. Topics of discussion will include methods of preventing vector borne illnesses, treatment of the illnesses, and limiting human exposure to the insects carrying the diseases.

**NRCE 1305 - Gastric Bypass Patient's Persp 0.5 Credit Hours**

This course is designed to teach students methods used when undergoing Gastric Bypass Surgery. The pre-operative and post-operative procedures will be discussed.

**NRCE 1307 - Pain Management Geriatric Pat 0.5 Credit Hours**

This course is designed to teach students different methods used in managing pain in the geriatric patient. The different types of pain and different types of medications, and their effects on the geriatric patient will be discussed.

**NRCE 1310 - Mental Disorders Acr Lifespan 0.5 to 1 Credit Hours**

This course focuses on mental health issues from adolescence to adulthood. Topics that will be addressed are current findings and therapies in mental health. It is intended for those working in mental health, as well as professionals in other areas of health care.

**NRCE 1311 - Medical Errors 0.5 to 1 Credit Hours**

This course focuses on medical errors. Topics that will be addressed are common causes of medical errors and how to prevent the errors from happening in the future.

**NRCE 1312 - Working with Families 0.5 to 1 Credit Hours****NRCE 1313 - Nursing & the Aging Population 0.5 to 1 Credit Hours****NRCE 1314 - Effects Humor Healthcare Set 0.5 Credit Hours**

This course is designed to provide an understanding of the importance of humor in the workplace. Students will be exposed to the effects that humor has on health care professionals, residents and patients. Psychological and healing impacts of humor will be discussed.

**NRCE 1315 - Meditation & Yoga 0.5 to 1 Credit Hours**

This course provides an introduction to the ancient practice of meditation and yoga. Students will learn various meditation practices and various yoga postures. The class is directed to students in the healthcare industry, specifically nurses. Nurses will gain valuable knowledge and experience that will assist them in applying restorative and practical skills in the workplace.

**Fulfills:** Physical Education Requirement

**NRCE 1320 - Breast Cancer PositiveApproach 0.5 to 1 Credit Hours**

This course focuses on all aspects of breast cancer from diagnosis through life after treatment. Topics that will be addressed include current treatment, risk factors, lifestyle changes, and therapies for breast cancer. This course will also focus on the mental aspects of having breast cancer. This class is intended for those working as professionals in areas of health care.

**NRCE 1324 - Palliative Care 0.5 Credit Hours**

This course is designed to create an understanding of palliative care for the patient who no longer has any chance of recovering from a terminal illness. Students will be exposed to the psychological aspects affecting family members as well as the individual patient. Pain management for the patient will be discussed.

**NRCE 1325 - Pediatric Update 0.5 Credit Hours**

This course provides health care professionals with an update on pediatric care methods. Students will be exposed to discussions on assessment skills, respiratory problems, and pharmacological options for pain management in the pediatric population.

**NRCE 1326 - Wound Care 0.5 Credit Hours**

This course is designed to provide an understanding of the importance of proper wound care treatment. Assessment of wound stages and prevention of wounds will be discussed.

**NRCE 1327 - Natural Weight Loss 0.5 Credit Hours**

This course is designed to provide an understanding of the importance of natural, healthy weight loss. Students will be exposed to the effects of natural herbs and diet supplements. The obesity epidemic and metabolic syndrome will be discussed.

**NRCE 1328 - Power of a Healthy Attitude 0.5 Credit Hours**

This course is designed to provide an understanding of the importance of a healthy attitude. Students will be exposed to the power of a healthy attitude as well as what can happen when someone's attitude isn't so good.

**NRCE 1329 - Working with Dementia Patients 0.5 Credit Hours**

This course is designed to provide students with an understanding of the importance of creative arts in the daily routine of the dementia patient. Students will be exposed to the differences in creative arts and activities and how they relate to the client center care model in the long term care facility.

**NRCE 1330 - RhythmBasedWellness Strategies 0.5 Credit Hours**

The use of musical instruments and rhythmic patterns, combined with movement and relaxation techniques will be used to demonstrate how rhythm can be used to improve one's social and communication skills, concentration and self- image. Students will use a hands-on approach to learn basic group facilitation principles in developing an understanding of the theoretical constructs of the Rhythm-Based Group Percussion Model.

**NRCE 1331 - Selected Topics in OB Nursing 0.5 to 1 Credit Hours**

Through the sharing of knowledge, experience, and lessons learned, this educational event provides the participant the latest recommendations to guide practice decisions involved in the care of childbearing women.

**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

# Course Descriptions

## **OFTC 1604 - Intermediate Keyboarding 1 to 3 Credit Hours**

Emphasis is on touch keyboarding techniques utilizing group and individualized instruction, formatting of person and business correspondence, reports, tabulations and tables, and vertical and horizontal centering. Emphasis is also placed on attainment of reasonable keyboarding speed.

**Prerequisite:** OFTC 1603 Keyboarding II

## **OFTC 1607 - Document Formatting 1 to 3 Credit Hours**

Document Formatting offers students, no matter what field of study, an opportunity to develop skills in proper layout of reports, term papers, memos, letters, letters of application, resumes and other business documents which require uniformity in style. This course is not a writing course but a formatting course.

## **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.

## **OFTC 1630 - Coord Office Train & Conf I 1 to 5 Credit Hours**

This course is for students enrolled in the Cooperative Vocational Office Training Programs. A minimum of 225 clock hours of related work is required each semester in an approved, coordinated training station under the guidance of qualified business personnel and supervision of the office training coordinator. Students keep accurate records of hours worked and duties performed. Conferences for discussion of individual on-the-job situations and Office Education Association Club activities are held.

## **OFTC 1632 - Coord Office Train & Conf II 1 to 5 Credit Hours**

Continuation of Coordinated Office Training and Conference I for second semester students. A minimum of 225 clock hours of related work is required each semester in an approved, coordinated training station under the guidance of qualified business personnel and supervision of the office training coordinator. Students keep accurate records of hours worked and duties performed. Conferences for discussion of individual on-the-job situations and Office Education Association club activities are held.

**Prerequisite:** OFTC 1630 Coord Office Train & Conf I or BSTC 1630

## **OFTC 1644 - Transcribing Machines 2 to 3 Credit Hours**

Transcribing Machines is designed especially for students to acquire the proficiency in language skills to become a successful communicator in the modern business office. This course integrates the use of cassette transcribing equipment with the computer and the various language-arts skills to provide basic entry-level proficiency in machine transcription. The instructional materials are job-oriented experiences, designed to develop knowledge, skills, and attitudes that will enable the student to become familiar with a variety of various career fields.

**Prerequisite:** OFTC 1603 Keyboarding II AND OFTC 1696 Word Processing Applications

## **OFTC 1648 - Refresher Keyboarding 1 Credit Hours**

Refresher Keyboarding is designed and offered to those who have previous knowledge of keyboarding but who need practice and a review of the various aspects of the course, e.g. letters, envelopes, tabulations, legal papers, and practice on straight copy skill.

**Prerequisite:** OFTC 1601 Keyboarding I

## **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 WP Applications & Proced 3 Credit Hours**

A course providing reinforcement and refining of automated electronic text-editing word processing equipment manipulation skills. Included will be problem solving applications involving major revision, merging text for multiple-page repetitive documents, tables, math functions, communications systems, related advanced functions, and specialized projects for students in specialized programs.

**Prerequisite:** OFTC 1696 Word Processing Applications or BSTC 1696

## **OFTC 2696 - Word Processing Applications 1 to 3 Credit Hours**

### **PETROLEUM**

## **PETR 1412 - Basic Electricity 1 to 3 Credit Hours**

The course will enable the individuals to advance skills and abilities in working with electrical circuits and handling simple electrical problems.

## **PETR 1432 - Tank & Lease Operations 1 to 3 Credit Hours**

A study of transportation and storage systems for the petroleum industry and the understanding of pumping.

## **PETR 1460 - Basic Corrosion/Field Tech 1 to 6 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.

## **PETR 1461 - Intermed Corrosion/Field Technl 6 Credit Hours**

This course is second in a series of courses designed to teach corrosion and field technician skills to students/technicians in pipeline and other related industries. This course builds upon the skills and competencies demonstrated in Basic Corrosion/Field Technician Level I.

## **PETR 1500 - Intro to Natural Gas Dist/Tran 1 to 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.

## **PETR 1501 - Int Natural Gas Dist & Trans 1 to 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.



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**PETR 1505 - Fundamentals of Natural Gas**                      **3 Credit Hours**  
The Fundamentals Course provides the students with a basic understanding of natural gas, basic 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.

**PETR 1508 - Gas Regulators O & M**                      **2 Credit Hours**  
The Gas Regulator Operation and Maintenance 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.

**PETR 1510 - Trenching & Excavation Practices**                      **2 Credit Hours**  
This course will train students to operate excavation equipment (hydraulic excavator) in the field.

**PETR 1515 - 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 on the natural gas industry.

## 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.

**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 contraindications, 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.

**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 - Certification Review**                      **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 and a review which 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.

## 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 1607 - Systematic Ethics - Honors**                      **3 Credit Hours**

**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.

# Course Descriptions

## PHYSICAL EDUCATION

### PHED 1200 - Archery

1 Credit Hours

An activity course designed to introduce the terminology, techniques, and fundamentals necessary to enjoy the sport of archery.

**Fulfills:** Physical Education Requirement

### PHED 1201 - Seminar in Sports Medicine

0.5 to 2 Credit Hours

This course is designed for students actively engaged in athletics or other sports related activities. The purpose of this course is to look at the most prevalent injuries encountered in athletic participation. The prevention, management, and rehabilitation of such injuries will be covered.

### 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

### 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

### PHED 1205 - Athletic Training Practicum

1 Credit Hours

This course is designed to familiarize the student with the skills required of a certified athletic trainer. Emphasis will be placed on the skills necessary for the daily operation of an athletic training facility. Students taking this course will receive hands-on experience in a supervised setting. This includes working in the training room and with the college's intercollegiate athletic teams. RESTRICTION: Must be an active Barton County student athletic trainer, or have successfully completed Introduction to Athletic Training.

**Fulfills:** Physical Education Requirement

### PHED 1206 - Golf

1 Credit Hours

This course will enhance the novice with an opportunity to learn the language and strategy of golf and to develop the skill necessary so that it can be enjoyed in leisure time.

**Fulfills:** Physical Education Requirement

### PHED 1207 - Dir Ind Study/HPER

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:** Physical Education Requirement

### PHED 1208 - Advanced Golf

1 Credit Hours

The advanced golf class is a continuation of the study of golf, with emphasis on theories, techniques, and stroke analysis.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1206 Golf

### 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 - Tennis

1 Credit Hours

This course is designed to teach a person the skill, techniques, and knowledge necessary to enjoy tennis.

**Fulfills:** Physical Education Requirement

### PHED 1212 - Advanced Tennis

1 Credit Hours

This course is designed to give those who know the basic fundamentals and rules of tennis a working knowledge of the advanced strokes and strategy used in tennis.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1210 Tennis

### 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 - Karate 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 - Karate II

1 Credit Hours

Continued development of skills and techniques as learned in Karate I. Beginning development of sparring and application of techniques.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1214 Karate I

### PHED 1216 - Individual & Dual Sports

1 Credit Hours

An activity course with participation in badminton, handball, paddle tennis, croquet, horse shoes, and table tennis. The study of rules, nature of the game, techniques and fundamentals as well as participating in each of the areas. Emphasis stressing physical fitness, sportsmanship, emotional control and cooperation are aims for this course.

**Fulfills:** Physical Education Requirement

### 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

### PHED 1218 - Riflery

1 Credit Hours

This course provides the fundamentals of firearm safety and rifle marksmanship. Twenty-two caliber rifles will be used on the six point indoor range.

**Fulfills:** Physical Education Requirement

### 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

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**PHED 1220 - Team Sports** **1 Credit Hours**

An activity course stressing team sports with participation in flag football, slow pitch softball, volleyball, and basketball. Emphasis is placed on physical fitness, sportsmanship, emotional control, cooperation, individual and team skills, and rules of each activity.

**PHED 1221 - Advanced Karate** **1 Credit Hours**

Continued development of skills and techniques learned in Karate II. Continued development of sparring and application techniques. Students will work at their own pace toward advanced belt promotions.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1215 Karate II

**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 1223 - 50's Plus Swim** **1 Credit Hours**

For the elderly person who is a non-swimmer or novice. The class stresses water orientation, breath control, prone float, back float, human stroke, American crawl, back stroke, elementary back, side stroke, breast stroke.

**Fulfills:** Physical Education Requirement

**PHED 1224 - Intermediate Swimming** **1 Credit Hours**

Incorporated in intermediate swimming are the following strokes: elementary back stroke, side stroke, back crawl, and breast stroke. RESTRICTION: PHED 1220 Beginning Swimming or Proficiency in basic skills.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1222 Beginning Swimming

**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:** 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:** Physical Education Requirement

**PHED 1228 - Water Safety Instructor** **3 Credit Hours**

Methods and techniques used to teach progression swimming skills for all levels of swimming. The course provides the opportunity to receive water safety instructor's certificate. RESTRICTION: Be at least 17 years old at the start of the instructor course and successfully pass the pre-course written test and skills 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. RESTRICTION: Ability to swim.

**Fulfills:** Physical Education Requirement

**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

**PHED 1233 - Trap Shooting I** **1 Credit Hours**

An introductory course to introduce students to trap shooting as a lifetime sport, gun, and ammunition selection, the ten commandments of gun safety and trap shooting etiquette are also covered.

**Fulfills:** Physical Education Requirement

**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 1235 - Trap Shooting II** **1 Credit Hours**

An advanced course in the principles of trap shooting, gun and ammunition selection, shooting technique, shooting psychology, gun care and safety.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1233 Trap Shooting I

**PHED 1236 - Advanced Weight Training** **1 Credit Hours**

Advanced weight training is designed to allow the student who has taken beginning weight training to continue the program to a more advanced degree.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1234 Weight Training

**PHED 1237 - Racquetball** **1 Credit Hours**

This course is designed to teach the fundamental skills and techniques of racquetball.

**Fulfills:** Physical Education Requirement

**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**

A dance class offering the basic concepts of modern dance. Very basic movement, steps, and combinations will be covered. Class participation is necessary. Through practical study the student should be able to learn basic rhythm and jazz movement for enjoyment and exercise. Modern dance will enable the students to express themselves through the medium of dance.

**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.

# Course Descriptions

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## **PHED 1242 - Intro to Health, PE, Recreation 3 Credit Hours**

This course is a description and interpretation of the field 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 in American Red Cross Community First Aid; and Adult, Child, and Infant CPR.

## **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 1255 - Advanced Basketball Practicum 1 to 3 Credit Hours**

Organization and actual practice in administration of non-varsity basketball activity.

**Fulfills:** Physical Education Requirement

## **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 football, volleyball, 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.

**Fulfills:** Physical Education Requirement

## **PHED 1262 - Recreational Leadership 3 Credit Hours**

An application of leadership principles to the unique problems encountered by physical education and recreational personnel. The course includes the methods and materials in recreation leadership.

## **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.

## **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:** 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:** Physical Education Requirement

**Prerequisite:** PHED 1271 Figure Improvement I

## **PHED 1273 - Aerobic Dance I 1 Credit Hours**

This course is designed to offer a complete and effective conditioning program of physical fitness. It conditions figure muscles by trimming, firming, and shaping. It conditions heart, lungs, and blood vessels by demanding that this internal life-supporting system be strengthened through healthy use.

**Fulfills:** Physical Education Requirement

## **PHED 1274 - Aerobic Dance II 1 Credit Hours**

The course will consist of exercises such as dancing, brisk walking, jogging, running, swimming, and rope-skipping. These exercises cause the body to demand more oxygen over an extended period of time. Such activities, carried on at a controlled pace for each individual, will enable that person to train the cardiovascular system, so that it becomes more efficient by strengthening the heart, lungs, and blood vessels.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1273 Aerobic Dance I

## **PHED 1275 - Aerobic Fitness Thru Running 1 Credit Hours**

The primary focus of this course is to acquaint students with basic knowledge, understanding, and values of running as it relates to optimal aerobic fitness. Opportunity will be given for each student to develop an individual running program.

**Fulfills:** Physical Education Requirement

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**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 health 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. **RESTRICTION:** Concurrent participation in that sport.

**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. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1282 - Varsity Athletics-Baseball** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1283 - Varsity Athletics-Softball** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1284 - Varsity Ath-Cross Country** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1286 - Varsity Golf** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1287 - Varsity Tennis (Men)** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1288 - Varsity Tennis (Women)** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1290 - Varsity Athletics-Track (Men)** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1292 - Varsity Athletic Track (Women)** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1293 - Varsity Athletics-Volleyball** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**Fulfills:** Physical Education Requirement

**PHED 1294 - Varsity Athletics-Cheerleading** **1 Credit Hours**

The purpose of this course is to provide student athletes the opportunity to participate in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**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. **RESTRICTION:** Concurrent participation in that sport.

**PHED 1297 - Varsity Athletic Soccer(Women)** **1 Credit Hours**

Credit is received for participation in intercollegiate athletics. **RESTRICTION:** Concurrent participation in that sport.

**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

**PHED 1305 - Advanced Trapshooting** **1 Credit Hours**

This course follows Trapshooting I and II. The students are expected to progress to an advanced level of trapshooting.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1235 Trap Shooting II

**PHED 1308 - Intro to Athletic Training** **1 to 3 Credit Hours**

This course is designed to introduce the student to the profession of athletic training. Upon the completion of this course, the student will have basic understanding of the principles, practices, and techniques used in the prevention, management, and rehabilitation of athletic injuries.

**RESTRICTION:** Must be a student athletic trainer or consent of instructor.

**Fulfills:** Physical Education Requirement

**PHED 1309 - Observation in Physical Educ** **2 Credit Hours**

This course is designed to provide the student with an opportunity to observe experienced physical educators/ health educators in action at the elementary and secondary levels.



# Course Descriptions

## **PHED 1313 - Rhythm I**

**1 Credit Hours**

The course 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. **RESTRICTION:** Must be a member of Dance Line.

**Fulfills:** Physical Education Requirement

## **PHED 1314 - Rhythm II**

**1 Credit Hours**

The course is open to students that are selected by audition at the beginning of the year, or recruited. The course is a continuation of the previous course. 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:** PHED 1313 Rhythm I

## **PHED 1315 - Rhythm III**

**1 Credit Hours**

The course is a continuation of the previous course. Credit is received for participation in dance line.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1314 Rhythm II

## **PHED 1316 - Rhythm IV**

**1 Credit Hours**

The course is a continuation of the previous course. Credit is received for participation in dance line.

**Fulfills:** Physical Education Requirement

**Prerequisite:** PHED 1315 Rhythm III

## **PHED 1321 - Physical Fitness I**

**1 Credit Hours**

In this course students will evaluate and develop their muscle tone, cardiovascular endurance, flexibility, and body composition through supervised circuit training and other exercise activities. Through this course, 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**

This course is a continuation of Physical Fitness I. In this course students will evaluate and further develop their muscle tone, cardiovascular endurance, flexibility, and body composition through supervised circuit training and other exercise activities. Through this course, students will learn additional values 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.

## **PHED 2246 - 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 in American Red Cross Community First Aid; and Adult, Child, and Infant CPR.

## **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:** Lab Science Requirement

**Prerequisite:** MATH 1821 Basic Algebra with a grade of C or better or MATH 1823 Fundamentals of Mathematics with a grade of C or better or MATH 1824 Intermediate Algebra with a grade of C or better or MATH 1828 College 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 or Accuplacer College Level Math score of at least 1

### **PHSC 1401 - Dir Ind Study/Physical Science**

**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, non-vocational 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:** Natural Science Requirement

### **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 information, 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:** Natural Science Requirement

### **PHSC 1403 - Intro to Geology Laboratory**

**2 Credit Hours**

This course is designed for students requiring a laboratory course in geology. It is concerned with the practical application of the principles of geology.

**Fulfills:** Lab Science Requirement

**Prerequisite:** PHSC 1402 Introduction to Geology or concurrent enrollment in PHSC 1402 Introduction to Geology

### **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

### **PHSC 1406 - Meteorology**

**3 Credit Hours**

A study of the principles of weather, stressing the structure and composition of the atmosphere, methods of precipitation, analysis of the atmosphere, and the use of meteorological instruments to forecast weather.

**Fulfills:** Natural Science Requirement

**PHSC 1407 - Introduction To Science** **1 Credit Hours**

This course will prepare students for college level science courses in three ways. (a) overcoming attitudes toward the study of science which discourages the students from learning about scientific concepts; (b) helping students recognize how a basic understanding of scientific concepts can affect their daily lives; and (c) building the student's foundation of scientific knowledge and strategies for attaining and developing this knowledge so that they can successfully master subsequent science courses.

**Fulfills:** Developmental 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

**PHSC 1410 - Conservation-Natural Resources** **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.

**Fulfills:** Natural Science Requirement

**PHSC 2408 - Astronomy** **1 to 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.

**PHSC 2410 - Conservation-Natural Resources** **1 to 3 Credit Hours**

A general survey of the board 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:** Lab Science Requirement

**Prerequisite:** MATH 1830 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:** Lab Science Requirement

**Prerequisite:** PHYS 1600 Physics I

**PHYS 1603 - Dir Ind Study/Physics** **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, non-vocational 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:** Natural Science Requirement

**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:** Lab Science Requirement

**Prerequisite:** MATH 1832 Analytic Geometry-Calculus I or concurrent enrollment in MATH 1832 Analytic Geometry-Calculus I

**PHYS 1606 - Engineering Physics II** **0 or 5 Credit Hours**

This course is a continuation of Engineering Physics I. It includes the study of electricity, magnetism, wave motion optics, and modern physics with calculus applications. Students must also enroll in Engineering Physics II Lab.

**Fulfills:** Lab Science Requirement

**Prerequisite:** PHYS 1604 Engineering Physics I

**PHYS 1608 - Statics** **3 Credit Hours**

A study of the composition and resolution of forces and equilibrium of force systems. Emphasis is on the engineering applications of statistics including analysis of simple structures, centers of gravity, and moments of inertia.

**Fulfills:** Natural Science Requirement

**Prerequisite:** MATH 1836 Analytic Geometry-Calculus III

**PHYS 1610 - Technical Physics and Lab** **1 to 4 Credit Hours**

A class in practical technical physics designed to supplement the classroom instruction in gas laws, force and motion, center of gravity and electrical laws pertaining to the four areas covered in a high technology curriculum.

**PHYS 1612 - Intermediate Physics** **2 Credit Hours**

This course is designed to give the student a working knowledge and understanding of the applications involving calculus to the solution of the various problems in physics concepts and principles.

**Fulfills:** Natural Science Requirement

**Prerequisite:** PHYS 1600 Physics I AND MATH 1832 Analytic Geometry-Calculus I

**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

# Course Descriptions

## **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.

**Fulfills:** Social Science Requirement

## **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 1829 - Topics in Municipal Government**

**1 to 3 Credit Hours**

Consideration of topics specifically regarding municipal organizations.

**Fulfills:** Social Science Requirement

## **POLS 1846 - Family and the Law**

**1 to 3 Credit Hours**

The course will cover wills, worker's compensation and law, and its relationship to youth.

**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.

## **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 1001 - General Psychology-Honors**

**3 Credit Hours**

This survey course focuses on the science of behavior. Topics covered include (but are not limited to) human development, theories of learning, theories of personality, motivation, symptoms, etiology, and treatment of psychopathology, and the function and organization of the nervous system of man.

**Fulfills:** Social Science Requirement

### **PSYC 1002 - Human Relations**

**3 Credit Hours**

Investigations in the dynamics of human interaction.

**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 disorders, mood disorders, sexual dysfunctions and deviations, organic brain syndromes, and schizophrenia.

**Fulfills:** Social Science Requirement

**Prerequisite:** PSYC 1000 General Psychology with a grade of C or better

### **PSYC 1007 - Abnormal Psychology - Honors**

**3 Credit Hours**

### **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.

**Fulfills:** Social Science Requirement

### **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 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

### **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 aggression and altruism, social cognition and perception and interpersonal attraction.

**Fulfills:** Social Science Requirement

**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 1029 - Psychiatric Aide****5 Credit Hours**

A study of the psychological perspectives of patient care in therapeutic setting.

**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**PSYC 1057 - Sports Psychology****3 Credit Hours**

This course examines psychology in the context of sports and athletics. Topics include leadership, motivational theories, goal-setting, stress, social facilitation, and personality. An understanding of sport and psychology will also draw from other endeavors and information provided that will be relevant for many areas and context.

**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**PSYC 2018 - Group Dynamics I****1 to 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.

**PSYC 2027 - Coping with Stress****1 to 3 Credit Hours**

Coping with stress is designed to give students a basic knowledge of different stress management techniques and to learn how to apply different stress management techniques to one's own life.

**READING****READ 1105 - Fundamental Reading Skills****3 Credit Hours**

This course provides a means for students to master reading skills for college work.

**Fulfills:** Developmental Course**Prerequisite:** concurrent enrollment in ENGL 1201**READ 1108 - Basic Reading****1 to 3 Credit Hours**

This course provides a means for students to master reading skills for college work.

**Fulfills:** Developmental Course**READ 1109 - Intermediate Reading****3 Credit Hours**

This course is necessary to the freshman students who often lack the basic study and reading skills to survive college courses. The course is designed to promote the development of reading speed and comprehension through controlled group activity. It aids in the development of vocabulary, spelling, and study skills.

**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**READ 1111 - College Reading Skills****3 Credit Hours**

A brief course consisting of success strategies designed to improve the proficiency of any college student. The elective focuses on reading, interpreting, writing, and listening techniques.

**Prerequisite:** 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**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

# Course Descriptions

## **RELI 1302 - Dir Ind Study/Religion**

**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, non-vocational 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

## **RELI 1303 - New Test Lit:Acts & Epistles**

**3 Credit Hours**

A course designed to introduce the student to the English translations of the Acts of the Apostles and some of the epistles of the New Testament literature. The texts of these New Testament books will be studied almost exclusively rather than emphasizing a textbook about them. The early history of the New Testament church will be studied along with principles and procedures of ethical conduct taught therein.

**Fulfills:** Humanities Requirement

## **RELI 1304 - New Test Lit:Gospels - Honors**

**3 Credit Hours**

## **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 1307 - Old Test Lit:Wisdom Books**

**3 Credit Hours**

A course designed to introduce the student to the English translations of the so-called wisdom books of the Old Testament Canon: Proverbs, Job, Ecclesiastes. Other books that may be studied in this course are Psalms, Esther, Lamentations and Song of Solomon, depending on the needs and interests of the instructor and students. The text of these books will be studied almost exclusively rather than emphasizing a textbook about them.

**Fulfills:** Humanities Requirement

## **RELI 1309 - Old Test Lit:Prophets**

**3 Credit Hours**

A course designed to introduce the student to the English translations of the Old Testament major and minor prophets. These books will be studied almost exclusively rather than studying a textbook about them.

**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.

## **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

### **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 1103 - Marriage & Family - Honors**

**3 Credit Hours**

### **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.

**Fulfills:** Social Science Requirement

**Prerequisite:** SOCI 1100 Introduction to Sociology

### **SOCI 1107 - Practicum in Community Service**

**3 Credit Hours**

This course is designed to give the student practical, on-site experience in the helping profession. Emphasis is placed on the student application of knowledge and awareness of the professional role.

**Fulfills:** Social Science Requirement

### **SOCI 1108 - Individ Projects in Sociology**

**1 to 3 Credit Hours**

This course consists of individual projects in community service, library or empirical research projects in the community, research under faculty guidance and supervision. Individual work might include significant research projects in the community, research into the historical development of social problems, and operating or participating in a community service project. In each instance a quality paper would be expected, and instructor's prior approval of the project would be necessary. RESTRICTION: SOCI 1100 Introduction to Sociology or Consent of Instructor.

**Fulfills:** Social Science Requirement

**Prerequisite:** SOCI 1100 Introduction to Sociology



**SOCI 1110 - Juvenile Delinquency** **1 to 3 Credit Hours**

A survey of approaches, both theoretical and applied. Emphasis on the nature, extent and causes of delinquency; characteristics of delinquency and related factors; modern measures of treatment and prevention; laws pertaining to juveniles; detention and processing of juveniles by law enforcement, other criminal justice agencies, and social service agencies.

**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

**SOCI 1112 - Practicum in Juvenile Problems** **1 to 3 Credit Hours**

This course provides supervised work experience in the roles of corrections, probations, parole office assistants, aides and the study of a specialized area of the criminal justice system.

**Fulfills:** Social Science Requirement

**SOCI 1113 - Practicum in Shelter Care** **1 to 3 Credit Hours**

This course is designed for those students interested in the human services area of shelter care. The course provides supervised work experience in a shelter care unit and specialized study in an area of shelter care. This course is not intended to transfer.

**Fulfills:** Social Science Requirement

**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 1116 - Social Welfare Institution** **3 Credit Hours**

Social Welfare Institutions is designed as an introductory course to the field of social welfare and to the relationship of social welfare to the rest of society. As such, the course aims to give the student a broad understanding of the social welfare institution and the dynamics of our society that produced it and that support and constrain it. As part of the course, a specific, social welfare institution, such as child welfare, will be selected and studied in depth.

**Fulfills:** Social Science Requirement

**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.

**Fulfills:** Social Science Requirement

**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.

**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 elementary descriptive statistics, probability, various distributions, confidence intervals, sampling methods, hypothesis testing, and correlation and regression.

**Prerequisite:** MATH 1828 College Algebra with a grade of C or better

**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.

**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

**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.

**Prerequisite:** STAT 1840 Business & Economics Stats I or MATH 1829 Elements of Statistics

**THEATRE****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, non-vocational 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

# Course Descriptions

## **THEA 1302 - Acting I**

**3 Credit Hours**

This course provides varied experiences for the student to apply the fundamental techniques to acting. This course is designed for the actor in the school or community who has begun to "act" in the sense that they have already been in several parts, but who has no real training and wish practical assistance in preparing a role of some proportions. This course is meant for the beginner before he has read widely in more advanced works or at least before he has developed from wide reading and experienced a workable system of his own.

**Fulfills:** Humanities Requirement

## **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:** Humanities Requirement

## **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 scene study, directing, make-up, and technical theater.

**Fulfills:** Humanities Requirement

## **THEA 1308 - Musical Theatre**

**1 to 3 Credit Hours**

This course is designed for students participating in the annual musical. Emphasis is placed on the musical and dramatic growth of each student, acquiring an understanding of the many facets of musical theater and an appreciation of the discipline and effort demanded in coordinating these facets together for an artistic performance.

**Fulfills:** Humanities Requirement

## **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

## **THEA 1315 - Introduction to Film**

**3 Credit Hours**

This course is an introduction and overview of the art of motion pictures including its social and cultural power for entertainment and communication purposes. Students will examine how films are produced and how directors employ various techniques for effect. They will learn of its development of those who made major contributions to the industry, of its impact in today's culture and especially how they can learn to watch 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. theatre. contemporary plays and theatrical similes that the world has now.

**Fulfills:** Humanities Requirement

## **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.

**Fulfills:** Humanities Requirement

## **THEA 1327 - Creative Dramatics: Children**

**3 Credit Hours**

Designed to provide an opportunity for students working with young children to participate in creating dramatics. Children's theater will discuss instructional and therapeutic purposes for the theater as well as interest and stimulate the imagination of the child.

**Fulfills:** Humanities Requirement

## **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

## **TRADE AND INDUSTRY**

### **TRAD 1750 - 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 chosen career field.

### **TRAD 1751 - Occupational Internship II**

**1 to 6 Credit Hours**

**Prerequisite:** TRAD 1750 Occupational Internship I with a grade of D or better

### **TRAD 1752 - Occupational Internship III**

**1 to 6 Credit Hours**

**Prerequisite:** TRAD 1751 Occupational Internship II with a grade of D or better

### **TRAD 1753 - Occupational Internship IV**

**1 to 6 Credit Hours**

### **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.

## **TRAVEL**

### **TRAV 1000 - Intro to Travel & Tourism**

**3 Credit Hours**

This survey course is an overview of one of the largest and fastest growing industries in the world - travel and tourism. Products include leisure, recreational, and business travel, and employment comes from within a wide range of travel and service sectors. As an introduction to industry, this course covers details on hospitality, land, air and water travel, considerations for international travel, cruises, tours, travel marketing and sales, and career-building.

### **TRAV 1010 - Destination Geography**

**3 Credit Hours**

This course provides a detailed overview of geography from a traveler's perspective. It focuses principally on physical and cultural geography and tourist attractions in those regions that are most important to travelers. Regions/countries covered include: The United States, Canada, The Caribbean, Mexico and Central America, South America, Antarctica, Europe, Africa, The Middle East, Asia, and Pacific island countries.

## WATER

### **WATR 1000 - Disinfect through Chlorination** 1 Credit Hours

This course is designed to provide students with basic knowledge in the design standards, government regulations, equipment, operation and maintenance of public water supply systems. Practical and classroom training will be included. Upon successful completion of the course, students will be prepared to demonstrate identified skills to their employer for qualification purposes.

### **WATR 1001 - Waste Stabilization Ponds** 1 Credit Hours

This course is designed to provide students with basic knowledge in the design standards, government regulations, equipment, operation and maintenance of waste water systems. Practical and classroom training is included. Upon successful completion of the course, participants will be prepared to demonstrate identified skills to their employer for qualification purposes.

## WELDING

### **WELD 1330 - Welding I** 1 to 3 Credit Hours

This is a basic course covering the principles of arc and acetylene welding including lecture and demonstration of welding procedure, equipment, cutting nomenclature, safety, and practice in basic welding. Welding joints and defects of welds are covered.

### **WELD 1331 - Welding II** 1 to 3 Credit Hours

Emphasis is on technical information and continued practice of welding skills. Fundamentals of metallurgy and heat treating of steels is covered.

**Prerequisite:** WELD 1330 Welding I

### **WELD 1335 - Production Welding** 1 to 3 Credit Hours

This class is designed for the person who is interested in obtaining employment in a local factory or similar enterprise as a production welder. Topics covered include general welding theory and safety, understanding blueprints, gas welding, stick welding, MIG welding, TIG welding, and specialty welding and cutting found in the work place.

**Prerequisite:** WELD 1330 Welding I AND WELD 1331 Welding II

### **WELD 1340 - Mig & Tig Welding** 1 to 3 Credit Hours

This course provides lecture and demonstration of welding procedure, equipment, safety, identification, and welding of different metals. Welding joints and defects of welds are covered. Ample lab time is allowed for individual demonstrations of student's specific area of emphasis.

**Prerequisite:** WELD 1330 Welding I

### **WELD 1345 - Oxy-Acetylene Welding** 1 to 5 Credit Hours

### **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 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 - Safety** 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).

### **WELD 1355 - Metallic Inert Gas Welding** 1 to 5 Credit Hours

This is a basic course covering the principles of metal inert gas welding including lecture and demonstration of welding procedure, setting up equipment, nomenclature, safety, and practice in welding of basic joints in various positions. Defects and testing of welds are also covered.

# Course Descriptions

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## **WELD 1360 - Tungsten Inert Gas Welding 1 to 5 Credit Hours**

This is a course covering the principles of Tungsten Inert Gas Welding (TIG) including lecture and demonstration of welding procedure, equipment and torches, polarity, types of ferrous and nonferrous metals, nomenclature, safety, and practice in basic welding. Various joints, defects and testing of welds are covered using mild steel, stainless steel, and aluminum.

## **WELD 1425 - Oilfield Pipe Weldin & Fitting 1 to 3 Credit Hours**

A study of pipewelding, layout making and welding of tees, laterals, reducers, orange peels, bull plugs. Practical experience on downhill and horizontal welding in a fixed position is also included.

**Prerequisite:** WELD 1330 Welding I

## **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.

### **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 1903 - Dir Ind Study/Woodworking 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.

### **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



# ***BARTON***

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