2014 – 2015 CATALOG

Iola Campus
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Burlingame Campus
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Online Learning
www.allencc.edu

Accreditation
Allen Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The College’s statement of Affiliation status may be accessed and viewed at www.ncahlc.org.

Catalog Disclaimer Statement
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President’s Message

Since 1923, Allen Community College has provided exceptional educational services to the citizens of Kansas. Quality, access, and caring have been the focus of the College from its beginning.

Allen’s quality comes in large part from a competent faculty dedicated to the art of teaching. Both those who are employed full-time at Allen and those who teach on an adjunct basis are committed to their students and encourage excellence. Complementing the faculty are excellent student services and support staff who have committed themselves to the concepts of student success and service.

Access for all who can benefit from the many opportunities provided by higher education is facilitated by low student costs and flexible methods of delivery. The cost of classes at Allen is one of the best educational values in the State. In addition, the College maintains an excellent financial aid program that includes grants, loans, and scholarships for those who qualify. Access is also enhanced by classes offered throughout the service area and beyond in a wide variety of formats and times, helping to eliminate obstacles for the time-bound or place-bound student. The ability to obtain an associate’s degree completely on-line has greatly enhanced the college’s ability to provide access to students who work or have other responsibilities.

Emphasizing student success throughout the institution has developed a caring atmosphere at Allen. Every employee understands the importance of our students and is dedicated to facilitating the achievement of academic, social, and personal goals.

Outstanding physical facilities are available on the main campus and outreach sites. The Iola Campus provides one of the finest community college libraries in the state, and library services are extended through the use of the Internet to students in other areas. The growth of the campus at Burlingame has expanded facilities and services for students attending Allen in that area. Modern equipment and teaching aids are available to instructors and students at all of our sites. Online courses have expanded our delivery to an anytime, anywhere format.

I am proud to have been a part of Allen Community College for over thirty years and promise that as its President, I will continue to promote the principles of quality, access, and caring. These qualities have made Allen the exceptional educational institution it is today and will provide the basis for a successful future.

John Masterson

President
Fall 2014
Adjunct Faculty Convocation (Burlingame) August 9
Faculty and Instructional Staff Convocation (Iola) August 13
Fall Semester and 1st 8-Week Session Classes Begin August 18
Last Day to Add Semester and 1st 8-Week Session Classes August 24
Last Day to Drop 1st 8-Week Session Classes August 24
100% Refund Deadline for 1st 8-Week Session Classes August 24
Last Day to Drop Full Semester Classes August 31
100% Refund Deadline for Full Semester Classes August 31
Labor Day (College Closed) September 1
Kansas Core Outcomes Group Meeting (No classes) September 12
Last Day to Withdraw from 1st 8-Week Session Classes October 7
1st 8-Week Session Ends October 10
2nd 8-Week Session Begins October 13
Last Day to Add/Drop 2nd 8-Week Session Classes October 19
100% Refund Deadline for 2nd 8-Week Session Classes October 19
All College Convocation for Full-Time Employees (No Classes) October 27
Spring Semester Registration Begins for Returning Students November 3
Spring Semester Registration Begins for New Students November 10
Fall Break (College Closed Nov 26-28) November 24-28
Last Day to Withdraw from Full Semester and 2nd 8-Week Session Classes December 1
Final Exams (Finals start December 16 in Iola) December 19
Fall Semester and 2nd 8-Week Session End December 20
Offices Closed Dec 25, 26, Jan 1

Spring 2015
Adjunct Faculty Convocation (Burlingame) January 10
Faculty and Instructional Staff Convocation (Iola) January 14
Martin Luther King Day (College Closed) January 19
Spring Semester and 1st 8-Week Session Classes Begin January 20
Last Day to Add Semester and 1st 8-Week Session Classes January 26
Last Day to Drop 1st 8-Week Session Classes January 26
100% Refund Deadline for 1st 8-Week Session Classes January 26
Last Day to Drop Full Semester Classes February 2
100% Refund Deadline for Full Semester Classes February 2
Last Day to Withdraw from 1st 8-Week Session Classes March 9
1st 8-Week Session Ends March 13
Spring Break March 16-20
Spring Break Holiday (College Closed) March 20
2nd 8-Week Session Begins March 23
Last Day to Add/Drop 2nd 8-Week Session Classes March 29
100% Refund Deadline for 2nd 8-Week Session Classes March 29
All College Convocation for Full-Time Employees (No Classes) April 3
Spring and Fall Semester Registration Begins for Returning Students April 6
Spring and Fall Semester Registration Begins for New Students April 13
Last Day to Withdraw from Full Semester and 2nd 8-Week Session Classes May 5
Commencement May 16
GED Commencement May 18
Final Exams (Finals start May 18 in Iola) May 15-21
Spring Semester and 2nd 8-Week Session End May 21
Memorial Day (College Closed) May 25
Summer 2015

1st 4-Week and 8-Week Summer Sessions Begin: June 1
Last Day to Add/Drop 1st 4-Week Session Classes: June 1
100% Refund Deadline for 1st 4-Week Session Classes: June 1
Last Day to Add/Drop 8-Week Session Classes: June 7
100% Refund Deadline for 8-Week Session Classes: June 7
Last Day to Add/Drop 8-Week Session Classes: June 7
1st 4-Week Session Ends: June 26
2nd 4-Week Session Begins: June 29
Last Day to Add/Drop 2nd 4-Week Session Classes: June 29
100% Refund Deadline for 2nd 4-Week Session Classes: June 29
July 4th-Independence Day (College Closed July 3rd): July 3
Last Day to Withdraw from 8-Week and 2nd 4-Week Session Classes: July 20
2nd 4-Week and 8-Week Summer Session End: July 24

Approved 12/10/13
GENERAL INFORMATION

Vision Statement
The Vision of Allen Community College is to be recognized for excellence as a valuable, responsive resource to the communities we serve and as a caring institution that empowers and educates our students to embrace change, become lifelong learners, and take their place as productive citizens in the global community.

Mission Statement
As an institution of higher education, the purpose of Allen Community College is to provide quality educational and support services in an atmosphere that is caring, safe, and conducive to learning. Based on the belief that learning and self-improvement are continuous processes, the College is committed to a wide range of accessible, affordable educational programs to enable students to reach their academic, occupational, and personal potential.

Through this commitment, Allen Community College shall:

a. Provide access to education without the limits of time, place, and distance.

b. Enable learners to transfer college credit and successfully pursue education at other institutions.

c. Enable students to study career/technical education certificate and degree programs or upgrade work skills that prepare them for successful employment.

d. Enrich and encourage personal development through course offerings.

e. Prepare students for success in college level work in reading, writing, and computational skills through developmental courses.

f. Promote diversity within the student body, administration, faculty, and staff.

g. Enrich the environment of students and citizens by engaging them in social, intellectual, cultural, and recreational activities.

h. Support student success through effective advisement, counseling and other support services.

i. Enhance the student experience by incorporating intercollegiate activities in student life.

j. Promote economic development.

k. Ensure campus facilities are safe, comfortable, and enhance learning.

l. Promote a program of continuous institutional improvement that ensures quality, effectiveness, and relevance.

College Locations
Allen Community College provides quality higher education and workforce development through two distinct campuses and Online Learning to approximately 5,000 students each academic year. Allen is a public two-year college under the control of a locally elected, six-member Board of Trustees and coordinated in higher education by the Kansas Board of Regents. The Iola Campus, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring environment. The Burlingame Campus, located just 25 miles south of Topeka, offers a broad range of courses scheduled to accommodate busy commuter lifestyles. Online Learning serves students who wish to take an online class to compliment their face-to-face courses or who wish to earn their degree from a distance. Allen’s multi-county service area in the rolling Flint Hills of eastern Kansas comprises the counties of Allen, Coffey, Osage, Woodson, southern Anderson, and southern Wabaunsee, all home to approximately 49,000 people.
College History and NCA Affiliation

Established in 1923 as Iola Junior College under the jurisdiction of the local Board of Education, Allen enjoys a long history of serving its communities. A full history of the people and places of Allen County Community College can be found on the College’s website at www.allencc.edu. The College’s affiliation with the North Central Association of Colleges and Schools began with its Candidacy for Accreditation in 1972, leading to full Accreditation in 1974. Under an act of the State Legislature in 1999, Kansas community colleges moved from organization through the State Department of Education to coordination under the Kansas Board of Regents, linking public institutions of higher education. Allen applied for participation in the Higher Learning Commission’s Academic Quality Improvement Program in December of 2004 and was granted admission to AQIP in February of 2005. The year of the College’s next Reaffirmation of Accreditation is 2018-2019.

Memberships

Allen Community College is a member of the American Association of Community Colleges, the Association of Community College Trustees, the Higher Learning Commission, the Council for Higher Education, the Kansas Association of Community College Trustees, the Southeast Kansas Higher Education System, the Heartland Alliance, the National Council for Occupational Education, the Kansas Association of School Boards, the League for Innovation, the National Institute for Career and Institutional Development, the National Association for Community College Entrepreneurship, the National Junior College Athletic Association, the Kansas Jayhawk Community College Conference, and the Iola, Humboldt, Osage City and Topeka Chambers of Commerce.

ADMISSIONS

Admissions Requirements

Any applicant who is a high school graduate or has successfully passed the General Educational Development (GED) examination is eligible to enroll in Allen Community College. If neither of these requirements is met, the applicant should seek admission as a special student.

All Students applying for admission must:

- Complete an application for admission.
- Submit a current high-school transcript and a complete official transcript upon graduation.
- Submit official college transcripts from each college attended.
- Submit ACT/SAT scores, or
- Arrange to take the COMPASS/ASSET placement test.
- We recommend students take the American College Test (ACT). Our College ACT number is 1424.

Admission as a Special Student

An applicant who does not meet Allen’s admissions requirements but is interested in pursuing college work may enroll as a special student. A special student is expected to follow college regulations, pay all fees, regularly attend classes and maintain satisfactory progress. The student remains classified as a special student until he/she has completed thirty hours of college classes with a 2.0 GPA or better. At this time, admissions requirements must be met. In no case will anyone graduate from Allen until full admissions requirements are met.
**Admission as a High School/Concurrent Student**

A high school student who is classified as a sophomore, junior or senior at an accredited high school or who is classified as a gifted student, as defined in K.S.A. 72-962(g), 72-11a01, and 72-11a05, enrolled in any of the grades nine through twelve, may enroll in Allen Community College with the approval of the high school principal or his/her designee. A high school student who has completed ten units of credit from an accredited high school may enroll in a vocational program at Allen with the approval of the high school principal or representative.

**Admission as a Transfer Student**

A transfer student is eligible for admission if he/she meets entrance requirements. Any student on academic probation at another college will be admitted on probationary status. No transfer student is officially enrolled until all college transcripts have been received. Any student who falsifies admission information may be subject to dismissal.

**Admission as an International Student**

Allen Community College is authorized under Federal law to enroll nonimmigrant students. An international student interested in enrolling at Allen Community College must have the following papers on file to be considered for admission:

1. Application for Admission
2. Declaration of Financial Support
3. Verification of Financial Resources
4. Authenticated, translated transcripts of all academic records
5. Proof of English proficiency (School code for requesting TOEFL is 6305)
   a. Minimum TOEFL score: 520 (Paper test), 190 (Computer test), 68 (Web test) or
   b. Official transcript documenting at least 24 credit hours of English-As-A-Second-Language (ESL) course work with a 2.5 GPA or higher, or
   b. Official transcript documenting 24 credit hours of college level course work with a 2.5 GPA or higher and demonstrated English proficiency from an American university or college, or
   c. Be a citizen of an English-speaking country.
6. Payment of the $50.00 Application Fee (nonrefundable)

All required paperwork, documentation, and application fees must be submitted by June 1 for the fall (Aug-Dec.) semester, October 15 for the Spring (Jan-May) semester, and March 15 for the summer (June-July) session.

Once the documents have been received by Allen Community College, they will be evaluated for admission status. Upon admission approval, an I-20 form (Certificate of Eligibility for F-1 Status) will be issued to the student. When presented to an American Consulate, the I-20 may be used to secure the appropriate visa to enter the United States as an international student at Allen Community College.

Payment of all tuition, and fees, insurance, and room/board (if applicable) must be paid in full one week before the first day of class each term. To remain in compliance, international student must be enrolled full-time (12 credit hours each semester). Of the full-time hours, 9 credit hours must be taken on campus. Other hours beyond 9 credit hours may be taken online.

All Allen Community College international students are required to purchase a medical insurance plan through the college. This insurance must be paid in full with tuition and fees.

Upon arriving on campus, the student will need the following documents to register for classes:

1. I-20 (F-1 Status)
2. Passport/Visa

Allen Community College uses mandatory placement testing to place students in classes in which they can be most successful. New students will take placement tests on campus (COMPASS or ASSET) prior to enrollment. If a student scores below college level in reading, writing or math, the student will be required to enroll in developmental
courses the first semester. Successful completion of necessary developmental courses will be required before enrollment in college level courses will be allowed. The placement test is taken after the student arrives on campus.

**Residency Requirements**

Kansas State Law requires that a student must have been a Kansas resident at least six months prior to the enrollment date to be eligible for the in-state rate of tuition. Residency is not legally established by simply residing in a given location. Significant factors that may be considered in determining intent to become a resident are payment of property taxes, purchase of license tags, location of employment, voter registration, and any other established ties with the community college district.

Special exceptions are made for students who are in any armed service of the United States; are employees of a community college; have special domestic relation circumstances; have graduated from a high school accredited by the State Board of Education within 12 months of enrollment at a community college and are entitled to admission at a state university pursuant of K.S.A. 72-116; or are domiciled residents of the state, whose domiciliary residency was established in the state for the purpose of accepting, upon recruitment, retaining, or transfer by an employer, a position of full-time employment at a place of employment in Kansas.

For further information about residency requirements, students should contact the Registrar.

**REGISTRATION**

**Semester System**

Allen Community College’s academic year is divided into a sixteen-week fall semester beginning in August, a sixteen-week spring semester beginning in January, an eight-week summer session beginning in June. Eight-week courses are offered within the fall and spring semesters, and some four-week courses are offered within the summer session.

**College Credit Hour**

A college credit hour equals 15 clock hours of instruction per semester. A minimum of one-and-one-half hours spent working in a laboratory are counted as a credit hour.

**Standard Course Load and Full-Time Status**

Sixteen credit hours is the recommended average student academic load per semester. Students may take up to eighteen credit hours with the approval of the academic advisor. Students wishing to take more than 18 credit hours must obtain the approval of the academic advisor and the appropriate Dean. Students wishing to take more than 21 credit hours must also have the approval of the Vice President for Academic Affairs. Students must hold a 3.0 GPA or better to be granted permission to carry an overload.

Nine credit hours is the maximum load for 8 week sessions during each semester and summer with approval of an academic advisor. Students may take up to 5 credit hours during a 4 week summer session with the approval of an academic advisor. Students wishing to take more than 9 credit hours for an 8 week session or more than 5 credit hours for a 4 week session must obtain the permission of the appropriate Dean. Courses of shorter duration than 4 weeks will be considered part of the load for the session in which they are offered.

For financial aid, athletic and activity eligibility, etc., twelve credit hours per semester are considered full-time; nine credit hours are considered three-quarters time; and six credit hours, one-half time.

Students enrolled in the college with less than thirty completed credit hours for financial aid reasons are considered freshman status. Students enrolled in the college with thirty or more completed credit hours are considered sophomores. Students enrolled in courses who have completed sixty-four credit hours are considered special students.
Advisement Process
Each student is assigned an academic advisor upon being accepted for admission. Students should contact their advisor periodically to develop and monitor their academic plans.

Advisors help with questions students may have regarding the College or its programs. To change advisors students should contact the Admission Office in Iola or the Student Services Office in Burlingame.

Students who plan to continue their education at a four-year college or university should determine, as soon as possible, the undergraduate requirements of the College they expect to attend.

Academic Placement
All first-time students not having an ACT score less than 3 years old are required to take the COMPASS/ASSET assessment, which directs them into the appropriate entry-level courses. These scores provide proper placement into English, Mathematics, and Science classes as well as furnish information in reading skills. Students enrolled in pre-college level classes will be required to successfully demonstrate mastery of competencies at the pre-college level as a prerequisite for registration in general education courses. Successful completion of prerequisites is required for a student to move to the next level.

Placement Scores and Prerequisites
In accordance with Allen Community College’s commitment to student success, the placement scores are as follows:

<table>
<thead>
<tr>
<th>Placement Scores</th>
<th>ACT Score</th>
<th>COMPASS Score</th>
<th>ASSET Score</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mathematics Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Algebra (MAT015)</td>
<td>1-17</td>
<td>Pre-Algebra 1-100 Algebra 0-30</td>
<td>Numeric Skills 33 and above</td>
<td></td>
</tr>
<tr>
<td>Intermediate Algebra (MAT020)</td>
<td>18-19</td>
<td>Algebra 31-49</td>
<td>Elem. Algebra 39-44</td>
<td>A grade of “C” or above in MAT015 or qualifying COMPASS score</td>
</tr>
<tr>
<td>College Algebra</td>
<td>20 and above</td>
<td>Algebra 50-100</td>
<td>Intermediate Algebra 39 and above</td>
<td>A grade of “C” or above in MAT020</td>
</tr>
<tr>
<td><strong>Composition Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Composition (COL011)</td>
<td>12-15</td>
<td>23-54</td>
<td>35-40</td>
<td></td>
</tr>
<tr>
<td>Integrated Reading and Writing (COL040)</td>
<td>Writing 1-15 and Reading 1-15</td>
<td>Writing 1-54 and Reading 1-72</td>
<td>Writing 1-40 and Reading 1-38</td>
<td></td>
</tr>
<tr>
<td>Composition I (COL101)</td>
<td>English Score 16 and above Reading Score 16 and above</td>
<td>Writing Score 55 and above Reading Score 73 and above</td>
<td>Writing Score 41 and above Reading Score 39 and above</td>
<td>A grade of “C” or above in Pre-Composition and a qualifying reading score or a grade of “C” or above in Integrated Reading and Writing (COL040)</td>
</tr>
<tr>
<td><strong>Science Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Science Courses</td>
<td>English Score 16 and above Reading Score 16 and above</td>
<td>Writing Score 55 and above Reading Score 73 and above</td>
<td>Writing Score 41 and above Reading Score 39 and above</td>
<td></td>
</tr>
</tbody>
</table>
**Enrollment**

Allen Community College holds enrollment periods that are scheduled and published throughout the year. To enroll, students must take any required assessment tests, visit with an academic advisor, select courses, submit courses online, and pay, or make arrangements to pay, for tuition and fees. The enrollment process may vary in short or concurrent courses. Students must adhere to all these steps to complete the enrollment process.

The student may enroll early for a given semester by completing the assessment testing, advising, course submission and required forms during a designated period in the preceding semester. Early enrollment gives the student the advantage of greater course selection and more time to complete the enrollment process. Early enrollment is highly recommended.

Students who enroll after the first day of the term and until the deadline for adding classes will be expected to pay or have payment arrangements complete at the time of registration.

The student is officially enrolled in a course when he/she has:

1. Completed required assessment tests.
2. Visited with an advisor.
3. Selected and submitted courses online.
4. Paid or made arrangements to pay all tuition and fees. Payment arrangements means that the student has accepted a financial aid award, signed up for a payment plan, or has submitted all the documentation needed for direct payment from a third party such as VA or outside scholarship.
5. Attended at least one class session or completed online course work.

**Enrollment Options**

**Standard Enrollment**

Students enroll in credit- and grade-bearing courses. These courses count toward program and degree completion as specified by program of study and degree requirements. Developmental courses do not count toward program and degree requirements, but they are figured into a student’s GPA and total course load.

**Course by Arrangement**

Course by arrangement will be permitted with the written approval of the instructor, the appropriate Dean, and the Vice President for Academic Affairs. Students in their last term and needing a course to fulfill their program requirement to graduate are eligible. Students must hold a 2.5 GPA on a 4.0 GPA scale. Students will not be permitted a course by arrangement to replace a previous course.

**Auditing a Class**

To audit a course, attending a course for no credit or grade, a student must declare that desire at the time of enrollment. The option to audit cannot be changed once the class begins. A course originally completed under the audit option cannot later be converted to a graded or Pass/Fail option. A course taken for audit will not count toward any program or degree requirement. Regular tuition and fees are assessed for the course. Scholarship dollars cannot be used to pay for courses being audited. An audit student cannot displace a student taking a class for credit.

**FINANCIAL INFORMATION**

**Tuition and Fees**

Tuition and fees are in effect as of June 1, 2014 and are subject to change by the Allen Community College Board of Trustees without notice. Allen Community College utilizes a Textbook Rental Program to help reduce the cost to students. Some courses require the purchase of a book, workbook, or supplies. Payment arrangements should be made prior to the first day of the term.
Kansas Residents | Per Credit Hour
---|---
Tuition | $57.00
Student Fees | $18.00
Book Rent/Material Fees | $12.00*

Non-Kansas Residents | Per Credit Hour
---|---
Tuition | $57.00
Student Fees | $18.00
Book Rent/Material Fees | $12.00*

International Students | Per Credit Hour
---|---
Tuition | $144.00
Student Fees | $18.00
Book Rent/Material Fees | $12.00*

Online Courses | Applicable tuition/fees above, PLUS
---|---
1 Credit Hour Course | $25.00
2 Credit Hour Course | $50.00
3+ Credit Hour Course | $75.00

*Some courses require the purchase of a book or workbook.

Housing and Meal Costs (Iola Campus) | Per Year
---|---
Horton Hall with 17 Meal Plan | $4550.00
Winter Hall with 17 Meal Plan | $4550.00
Masterson Hall with 5 Meal Plan | $4500.00
Red Devil Duplexes with 5 Meal Plan | $4500.00
Herynk Hall with 5 Meal Plan | $4500.00
Zahn Farm House (no meals included) | $3750.00
17 Meal Plan (no housing) | $2074.00
5 Meal Plan (no housing) | $1029.00
Adding 12 meals to the 5 Meal Plan | $1045.00

**Textbook and Material Rental Fee**
Allen Community College operates a textbook rental system for students. The book rental cost is $12 per credit hour. Some classes may require the purchase of a book, workbook, or supplies.

Books are distributed through the Allen Bookstore and must be returned at the completion of the semester or upon withdrawal from the course. Any student who fails to return books in accordance with this policy will be assessed the current replacement cost of the books. All academic transcripts will be held until payment is received.

**Payment of Tuition and Fees**
All tuition and fees are to be paid in full by the first day of the semester or session in order to complete the enrollment process. Any outstanding balance must be paid in full before enrollment can begin.

Any student requiring financial aid or student loans to cover costs is responsible for contacting the Financial Aid Office before enrollment and completing all necessary forms and documentation to ensure that enrollment will not be cancelled.

Students who do not take care of financial obligations may be removed from classes. Generally students are removed on the first day of the term.

Students will not graduate or have transcripts issued until all outstanding balances have been paid in full.
Refund Policy

The date used to calculate a refund is the date the student officially withdraws online, in person, or upon receipt of correspondence from the student indicating his/her status as being withdrawn.

Students withdrawing from a class which is scheduled during a full semester will receive the following refund of tuition and fees:
- 0-14 calendar days 100%
- 15-28 calendar days 25%
- 29th day to end of semester 0%

Students withdrawing from a class which is scheduled during an eight week session will receive the following refund of tuition and fees:
- 0-7 calendar days 100%
- 8-14 calendar days 25%
- 15th day to end of session 0%

Students withdrawing from a class which lasts less than eight weeks will receive the following refund of tuition and fees:
- 0-1 calendar day 100%
- 2nd day to end of class 0%

FINANCIAL ASSISTANCE

The Financial Aid Office assists students with every aspect of the financial aid process. Types of aid include grants, loans, scholarships and student employment. See the Allen website at www.allencc.edu for more information about financial assistance.

Federal Financial Aid

Applying for Federal Financial Aid

The Free Application for Federal Student Aid (FAFSA) is the only form that a student is required to complete to be considered for student assistance from any of the federal Title IV programs. No additional application or other request for information can be required by an institution in support of the student’s request for Title IV funds. Based on the application, a student may need to submit verification documents.

The priority filing deadline is June 1st for the fall semester and November 1st for the spring semester. You should file by the priority deadline in order to make sure your financial aid is processed and awarded by the beginning of the term. If you have attended any other postsecondary institution, aid will not be awarded until Allen Community College has received an official transcript from each institution attended.

Those interested in employment at the college should complete the Student Employment Application each year employment is desired. The FAFSA will be used to determine if the student is eligible for Federal Work-Study funds.

Financial Aid Eligibility

In general, to be eligible for federal financial aid you must:
- Demonstrate financial need (for most programs)
- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security Number, if required
- Be registered for the Selective Service if you are a male between the ages of 18 and 25
- Be enrolled or accepted for enrollment as a regular student in a eligible degree or certificate program
- Have a high school diploma or its equivalent
- Maintain satisfactory academic progress
- Not be in default on a federal student loan or owe money on a federal student grant
Pell Grant
The Pell Grant program requires a student meet the general eligibility requirements. This is a grant program so any money received does not need to be repaid. The maximum Pell Grant award for 2014-15 is $5730. Grant award depends on the student's financial need, cost of attendance, enrollment status, and length of attendance.

Federal Direct Student Loans
The Federal Direct Student Loan program provides opportunities for students to obtain a loan to assist in educational costs. These are loans so any money received must be repaid. Direct Student Loans are either subsidized or unsubsidized:

- Subsidized Direct Student Loans are awarded based on financial need. A student receiving a subsidized loan will not be charged interest while in attendance with a minimum half time status.
- Unsubsidized Direct Student Loans are not awarded based on need. A student will be charged interest from the time the loan is disbursed until it is paid in full. The current interest rate is 6.4%.

A student must meet all general eligibility requirements. The amount the student may borrow depends on his or her grade level, college cost, expected family contribution, current loan indebtedness, and other financial aid received. A dependent student's creditworthy parents may apply for a Direct PLUS loan for the amount of the student's college cost minus other aid received. A student may be denied a loan based upon his or her current student loan indebtedness.

Federal Supplemental Education Opportunity Grant
The FSEOG program provides grant funds to exceptionally needy students and any money received does not need to be repaid. Students must be Pell eligible to receive this grant. Priority is given to students with the lowest EFCs (Expected Family Contribution). At Allen Community College awards generally are $200 per year.

Federal Work-Study
The Federal Work-Study program provides employment opportunities on campus to full-time students. Students are paid minimum wage and work an average of 10-20 hours per week. Students must meet the general financial aid eligibility requirements. The amount of the award is based on the student's need.

Verification
Verification is the process of checking the accuracy of information submitted by students when they have completed the FAFSA. Financial aid applications selected for verification are not awarded until the verification process has been completed, and corrections, if any, are processed with the Department of Education. Students selected for verification must complete verification documents and provide official tax return confirmation either by use of the Data Retrieval Tool or a tax transcript. Additional documentation may also be required.

Disbursement of Aid
Funds from grants, loans, and scholarships are posted to student accounts once the aid has been accepted and any required loan processes are complete. Allen disburses all funds to student accounts after the fifth week of classes. Refunds of any balance due will be sent to the student by check after funds are disbursed. Awards made after the fifth week of classes are disbursed each week on Friday.

Loans must be disbursed in two instalments to remain in compliance with federal regulations. If a student is attending fall and spring semesters, one disbursement will be in the fall and one in the spring. A student attending only one semester will receive the first disbursement after the fifth week and the second disbursement will occur after one half of the semester has been complete.

Satisfactory Academic Progress
Federal regulations require the Office of Financial Aid to monitor the academic progress of all students applying for federal financial aid. Allen Community College will monitor student Satisfactory Academic Progress for federal financial aid at the time of matriculation to the college and at the end of each semester. Satisfactory Academic
Progress for federal financial aid is based upon three measurements: (1) number of attempted credit hours completed; (2) cumulative grade point average; and (3) maximum time frame in which to complete a course of study. Failure to maintain Satisfactory Academic Progress guidelines for federal financial aid will result in the student being placed on financial aid suspension and the loss of federal aid eligibility.

**Return of Title IV Funds**

Students who cease attending, withdraw prior to the 60% point of a semester, or fail to successfully complete any hours will be responsible for the return of a portion of the federal funds received to the Department of Education. Students are encouraged to talk with financial aid staff before withdrawing from classes.

**Institutional Aid**

The priority filing deadline for institutional aid is April 1st for the fall semester and December 1st for the spring semester. Applicants who have earned less than 12 credit hours of college coursework must submit a high school transcript or GED score. Students who have earned at least 12 credit hours of college coursework must submit official transcripts for previous college courses.

**Scholarship Requirements**

Unless otherwise indicated, the following requirements apply to all institutional and endowment association scholarships and grants-in-aid:

- Must be enrolled in at least 12 hours that begin the first week of the semester
- Must complete at least 12 credit hours each semester
- Require a cumulative GPA of 2.0 or above
- Scholarships apply only for the fall and spring semesters – scholarships are not available for the summer term
- Only one scholarship will be awarded to an individual student
- Scholarships are reviewed and renewed each semester
- Scholarship application deadline is the first day of the fall and spring semester
- Scholarship recipients must be US citizens

**Academic and Endowment Scholarships**

Students applying for an academic or endowment scholarship must complete a Scholarship Application and submit transcripts or GED scores.

- **Presidential Academic Scholarship**
  - Must be a Kansas resident with a 3.75 and above cumulative GPA or GED score of 650+
  - Scholarship includes tuition, fees (not online fees), and book rent up to 18 hours per semester
  - Must complete 12 hours with a cumulative GPA of 3.75 or above to renew

- **Deans Academic Scholarship**
  - Must be a Kansas resident with a 3.50-3.74 cumulative GPA or GED score of 601-649
  - Scholarship includes tuition and book rent up to 18 hours per semester
  - Must complete 12 hours with a cumulative GPA of 3.5-3.74 to renew

- **Merit Academic Scholarship**
  - Must be a Kansas resident with a 3.00-3.49 cumulative GPA or GED score of 520-600
  - Scholarship includes $500 per semester
  - Must complete 12 hours with a cumulative GPA of 3.0-3.49 to renew

- **Endowment Academic Scholarships**
  - Students who apply for an academic scholarship will be notified if they meet the criteria for a named scholarship. Some endowment scholarships require an additional application.
  - Students receiving an endowment scholarship are not eligible for other institutional scholarships
**Athletic and Activity Grants-in-Aid**

Recipients of athletic and activity grants-in-aid are selected by the coach or sponsor. Athletic scholarships are offered for the following sports:

<table>
<thead>
<tr>
<th>Men’s</th>
<th>Women’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Baseball</td>
<td>Softball</td>
</tr>
<tr>
<td>Cross-Country</td>
<td>Cross-Country</td>
</tr>
<tr>
<td>Track</td>
<td>Track</td>
</tr>
<tr>
<td>Soccer</td>
<td>Soccer</td>
</tr>
<tr>
<td>Golf</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Cheer &amp; Dance</td>
<td>Cheer &amp; Dance</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>Athletic Training</td>
</tr>
</tbody>
</table>

Activity scholarships are offered for the following areas:

<table>
<thead>
<tr>
<th>Art</th>
<th>Newspaper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Challenge</td>
<td>Student Ambassador</td>
</tr>
<tr>
<td>Livestock Judging</td>
<td>Theatre</td>
</tr>
<tr>
<td>Music</td>
<td>Yearbook</td>
</tr>
</tbody>
</table>

- Signed letter of intent and 2.0 cumulative GPA is required for activity and athletic grants-in-aid
- 3 levels of scholarship are available:
  - Tuition and book rent up to 18 hours (full)
  - $500 per semester (partial)
  - $200 per semester (partial)
- A student may be awarded more than one grant-in-aid but the total award is limited to tuition and book rent up to 18 hours
- Must complete 12 hours with a cumulative GPA of 2.0 to retain the grant-in-aid
- Must live on campus or commute from home
- Athletic and Activity Academic Scholarship
  - Students receiving a full Athletic or Activity Grant-In-Aid with a high school cumulative GPA of 3.5 or above are eligible for an additional academic scholarship of up to $500 per semester
  - Grant-in-aid and academic scholarship cannot exceed direct educational costs
  - Must complete 12 hours with a cumulative GPA of 3.5 to renew

**Other Institutional Scholarships**

- Allen County Grant – Grants of $100 - $400 per semester are given to Allen County residents based on credit hours enrolled.
- Employee Grant – Faculty, staff and adjuncts are eligible for a grant covering tuition, fees, and book rental.
- Employee Spouse or Dependent Grant – Spouses or dependent children of full-time employees may be eligible for this tuition and book rental fee grant.
- Early Start Scholarship – First-time college students needing developmental education in at least two areas may apply for this summer session scholarship.

**Veterans Benefits**

Allen Community College has been designated as a Military friendly college. The Registrar, who is Allen’s veteran’s representative, can answer questions; approximately 60 days are required to process application and certification forms. For additional information on veteran’s financial assistance, students may contact the Registrars’ Office.
ACADEMIC POLICIES AND PROCEDURES

General Education Outcomes

Allen Community College has developed General Education Outcomes to reflect the broad intellectual experience that students should receive during their first two years of college, regardless of their major field of study. Upon completion of general education requirements at Allen, the student shall be able to:

- Communicate ideas orally and in written form.
- Think analytically and apply problem-solving techniques.
- Perform practical numerical calculations and reasoning.
- Demonstrate creativity and/or appreciation of aesthetic principles.
- Understand the benefits of physical and mental fitness.

No single course at Allen combines all of these purposes. Yet each general education course should include one or more of these basic outcomes. The general education requirements of each degree offered at the College are established so that any student completing the requirements will have taken a combination of courses resulting in each of these general education outcomes being attained.

Academic Assessment

In keeping with Allen Community College’s long-standing reputation as a teaching and learning centered institution, Allen has in place a comprehensive assessment program. This program ensures quality of instruction by monitoring student learning. In an attempt to ensure program effectiveness multiple measures are used to gauge the efficacy of academic processes.

All instructors provide their students with course syllabi which contain Kansas Core Outcomes Groups learning outcomes or institutional learning outcomes. The academic assessment process is fully implemented by the faculty and staff.

Academic Honesty

Students at Allen Community College practice academic honesty. Academic honesty is the concept that students conduct themselves with integrity. Integrity, or honesty, is the foundation upon which relationships are built. Allen students understand how important relationships are to success, and that a code like academic honesty extends beyond the classroom. After Allen, students will find that a solid understanding of integrity and adherence to a code of ethics is necessary for success at the university and in places of work.

Students at the College practice academic honesty in many ways. Some of the most common ways a student shows academic honesty are by citing the works or ideas of an author properly and by doing his or her own work. Allen students show their understanding of academic honesty and act with integrity when they:

- Use quotation marks to identify exact quotes;
- Give credit to the author when the content, ideas, or structure of another’s writing is borrowed;
- Create original work for every assignment in every course;
- Use notes, study aids, and technology appropriately;
- Collaborate appropriately with others;
- Encourage their peers to act with integrity on their coursework and in classroom conduct;
- Report data, information, and citations accurately;
- Avoid copying and pasting without citing the source;
- Avoid using unauthorized material during testing;
- Avoid sharing the ideas of others without giving proper credit through citations.

Students are responsible for reading and understanding the academic honesty policy, learning to use materials ethically, asking for assistance when needed, reporting instances of academic dishonesty, and refusing to aid others in academic dishonesty.
Instructors are responsible for establishing classroom policies regarding academic honesty and for adequately preparing their students for the challenges assignments provide. Instructors also provide support for students with questions concerning academic honesty and take steps to minimize the temptation of academic dishonesty in the classroom. Each instructor must inform students of the classroom policy regarding academic honesty in writing at the beginning of the semester through the course syllabus. Instructors should be consistent in applying the academic honesty policy, protect the identity of students accused of academic dishonesty, and use reason in making consequences match the offense.

The College will provide an academic honesty policy and disseminate the academic honesty policy to faculty, students, and staff. The College will discuss the topic of academic honesty in resources such as the student handbook, in orientations, and in the College Career Success Seminar. The College will endeavor to provide facilities, class enrollments, and/or support personnel which make it practical for faculty, staff, and students to make cheating, plagiarism and other dishonesty conduct less likely. The College will provide support services such as the Writing Center and counseling to help students be academically honest and to support stakeholders in their efforts to maintain academic honesty.

When an instance of academic dishonesty is suspected, the instructor should first meet with the student. If the student is not responsible for academic dishonesty, no action is taken. If the instructor believes sufficient evidence exists and the student has violated the academic honesty policy, consequences will be determined by the instructor. Consequences can include, but are not limited to the following: a verbal reprimand, a written reprimand, repetition of course work, 16 referral to counseling, a failing grade on an assignment, a lowered grade on an assignment, a failing grade for the course, or administrative withdrawal from the course.

A student accused of academic dishonesty has the right of appeal. Appeal follows the same process as the Academic Appeals Process. Students should first contact the instructor to resolve any issues. Should the instructor and student fail to resolve the issue, then the student should contact the appropriate Dean. Should the appropriate Dean fail to resolve the issue, the student should contact the Vice President for Academic Affairs.

**Concurrent Enrollment Program**

Allen Community College and area unified school districts have been educational partners for many years, with Concurrent Enrollment Program classes offered to high school students at most area high schools. Allen’s concurrent post-secondary educational opportunities are available to high school sophomores, juniors and seniors who are motivated and prepared for college-level courses. The concurrent enrollment program enables many high school students to earn both college and high school credit. This program follows Kansas legislative guidelines, which require an agreement between a high school and Allen. The high school principal’s approval is also required before the high school student can participate in the concurrent enrollment program. Allen actively partners with Burlingame, Burlington, Crest, Humboldt, Iola, Lebo, Lyndon, Marais Des Cygnes Valley, Marmaton Valley, Mission Valley, Osage City, Santa Fe Trail, Seaman, Shawnee Heights, Silver Lake, Southern Coffey County, Waverly, and Yates Center. For more information, instructors and students may contact the Dean of the Burlingame Campus at 785-654-2416 ext. 202.

**Short-Term Career Programs**

Allen Community College is approved to offer short-term courses, which can lead to careers in health-related fields. Upon successful completion of the following courses, a student will earn a certificate of completion from Allen:

- Rehabilitation Aide
- Social Services Designee/Activity Director

Students who complete the following courses and pass the state test with at least 70 percent accuracy will receive a certificate from the Kansas Department of Health and Environment:

- Certified Nurse Aide
- Home Health Aide
- Medication Aide
Students who complete the following courses and pass the state test with at least 70 percent accuracy will receive a certificate from the Kansas Board of Emergency Medical Services:

Emergency Medical Technician

**Workforce Development Courses**

Workforce development courses are designed for specific businesses, industries, or governmental agencies. Customized training courses or educational programs can be developed for on-campus or onsite presentation.

Educational/training opportunities are available in administrative assistant skills, supervisory principles, safety management, and employee/customer relations. Technology instructors offer classes in statistical process control and quality management. Physical fitness instructors design and implement strength, flexibility, and cardiovascular programs to meet the specific tasks and workplace demands of industries.

Representatives of business, industry, and government are invited to contact the Dean of the Iola Campus at 620-365-5116, ext. 306 or the Dean of the Burlingame Campus at 785-654-2416, ext. 202 to discuss training and education needs.

**Articulation Agreements**

Allen Community College has developed articulation and 2+2 agreements with 4-year colleges and universities in the region. Through these agreements, students may complete a two-year degree program at Allen and transfer seamlessly into a four-year degree program at the college or university. Institutions with whom Allen has developed articulation and 2+2 agreements include:

- Baker University
- Emporia State University
- Fort Hays State University
- Kansas State University
- Pittsburg State University
- Southwestern College
- University of Kansas
- Washburn University
- Wichita State University

Please visit the Allen Community College website at [www.allencc.edu](http://www.allencc.edu) for information on specific articulation and 2+2 agreements and links to college and university websites with more details.

**Credit for Prior Learning**

A maximum of 43 credits may be transferred to Allen and applied toward a degree. Sixteen of the last twenty-eight credits applied toward graduation must be taken at Allen.

External and transfer credit would include hours transferred from other institutions accredited by agencies recognized by the Council on Post Secondary Accreditation (COPA). Students may be eligible for college credit through standardized testing procedures such as CLEP, PEP, and AP. Military and industrial courses recommended by the American Council on Education may also be accepted for credit.

**Military Educational Experience Credit**

Advanced standing credit for military educational experience can be given based on recommendations of the American Council on Education, which has established equivalency credit guidelines for military work in the Army, Navy, Air Force, Marines, and Coast Guard. Individuals seeking advanced standing credit based on military service should contact the Registrar’s Office for additional information. No cost is assessed for determining advanced standing credit for military duties.

No letter grade is awarded when students receive advanced standing credit in a course; it is counted as transfer credit without a grade but is counted toward graduation and may be used to fulfill curriculum requirements.
CLEP Policy

Allen Community College accepts CLEP credits by examination. The College-Level Placement Examination Program (CLEP) permits students of any age or education level to gain college credit, following satisfactory completion of two types of tests. One measures general information considered the equivalent of the College freshman year, another tests specific subject areas. Allen serves as an open test center for the CLEP exams. After taking the tests, individuals should allow six weeks for results to reach the College.

Allen will accept CLEP credit for the following courses if the score being transferred meets the minimum score required for each course. Minimum scores are the credit-granting scores recommended by the American Council on Education. **No more than 12 hours of CLEP credit will be accepted.** A student’s transcript will denote all credits earned through CLEP.

<table>
<thead>
<tr>
<th>Course</th>
<th>Min. Score</th>
<th>Test name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I and II</td>
<td>50</td>
<td>College Composition</td>
<td>6 hours</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>College Algebra</td>
<td>3 hours</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>50</td>
<td>College Algebra-Trigonometry</td>
<td>3 hours</td>
</tr>
<tr>
<td>Plane Trigonometry</td>
<td>50</td>
<td>Trigonometry</td>
<td>3 hours</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>American Government</td>
<td>3 hours</td>
</tr>
<tr>
<td>Introduction to Literature</td>
<td>50</td>
<td>Analyzing and Interpreting Literature</td>
<td>3 hours</td>
</tr>
<tr>
<td>American History to 1876</td>
<td>50</td>
<td>History of the United States I</td>
<td>3 hours</td>
</tr>
<tr>
<td>American History from 1876</td>
<td>50</td>
<td>History of the United States II</td>
<td>3 hours</td>
</tr>
<tr>
<td>General Psychology</td>
<td>50</td>
<td>Introductory Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>Sociology</td>
<td>50</td>
<td>Introductory Sociology</td>
<td>3 hours</td>
</tr>
<tr>
<td>Computer Concepts and Applications</td>
<td>50</td>
<td>Information Systems and Computer Applications</td>
<td>3 hours</td>
</tr>
<tr>
<td>Accounting I and II</td>
<td>50</td>
<td>Principles of Accounting</td>
<td>6 hours</td>
</tr>
<tr>
<td>History of Western Civilization I</td>
<td>50</td>
<td>Western Civilization</td>
<td>3 hours</td>
</tr>
<tr>
<td>History of Western Civilization II</td>
<td>50</td>
<td>Western Civilization II</td>
<td>3 hours</td>
</tr>
<tr>
<td>Early and Modern American Literature</td>
<td>50</td>
<td>American Literature</td>
<td>6 hours</td>
</tr>
<tr>
<td>Early and Modern British Literature</td>
<td>50</td>
<td>English Literature</td>
<td>6 hours</td>
</tr>
<tr>
<td>Accounting I and II</td>
<td>50</td>
<td>Principles of Accounting</td>
<td>6 hours</td>
</tr>
<tr>
<td>Business Law I</td>
<td>50</td>
<td>Introductory Business Law</td>
<td>3 hours</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>Principles of Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>Calculus with Analytic Geometry I</td>
<td>50</td>
<td>Calculus with Elementary Functions</td>
<td>5 hours</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>50</td>
<td>Principles of Macroeconomics</td>
<td>3 hours</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>50</td>
<td>Principles of Microeconomics</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

Transfer of Credit from Vocational-Technical Schools

Statewide guidelines for articulation between Kansas community colleges and area vocational-technical schools are as follows:

- Students must meet the graduation requirements for the Associate in Applied Science at the degree-granting college.
- Kansas community colleges will accept for evaluation and possible transfer, approved post-secondary area vocational-technical school program credit as potential credit toward the Associate in Applied Science degree.
- Former students of Kansas-area vocational-technical schools must be enrolled in the community college and have successfully completed 12 college credit hours with the community college before the evaluated hours will be recorded on the College transcript.
• All Kansas-area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.

• Community colleges may request a course syllabus for each vocational course included in the program proposed for transfer. The syllabus shall include a listing of the objectives of the course and the competencies to be acquired.

No less than 25 percent of the Associate in Applied Science degree credit hours shall be in the general education area. At least 50 percent, but not more than 75 percent, of the total degree program hours shall be in the technical area.

**Updating Student Information**

Any change in a student’s name, address, contact information, etc., must be reported to the administrative office so that permanent records may be changed. Students may submit changes through their myAllen portal.

**Changes in Class Schedule**

**Drop/Add Period**

Students may add full semester and 8-week session classes during the first 7 calendar days of the term. Students may drop full semester classes during the first 14 calendar days of the semester. Courses in 8-week sessions may be dropped during the first 7 calendar days of the session. Students in classes which last less than 8 weeks must drop or add by the end of the first day of class. No record of courses dropped during this period will appear on the transcript.

Students should always discuss any class schedule changes with their advisor. During the drop/add period, schedule changes may be completed through the myAllen portal or by submitting a Change of Schedule form. No class may be added after the official add period without the consent of the instructor and the appropriate dean.

**Withdrawing from Class**

To withdraw from a course or the college after the drop period, a student must officially withdraw online, in person, or in writing. Phone or text messages do not meet the requirement to withdraw.

For a full semester or second 8-week course students may withdraw up to and including the 70th class day of the semester. For a first 8-week course students may withdraw up to and including the 35th class day of the semester. For courses lasting less than 8 weeks, students may withdraw up to and including 50% of the class meetings. A designation of "W" (withdraw) shall be entered on the student’s transcript for withdrawn classes.

An instructor may withdraw a student from his/her class if the student exceeds the limits of the class attendance or course work policy specified on the syllabus. The instructor shall submit a Change of Schedule form. The student shall be notified and may request reinstatement.

A student may be administratively withdrawn from the College for non-payment of financial obligations or student conduct violations. The staff member initiating the withdrawal must complete a Change of Schedule form. The student shall be notified and may request reinstatement.

After the designated withdrawal period, no withdrawals by the student or instructor shall be allowed. In cases of extenuating circumstances, permission to withdraw from all classes in which the student is enrolled may be granted by the Vice President for Academic Affairs. If a student simply stops attending class, he or she is not officially withdrawn. Such students shall receive “F” grades and these grades shall be counted in the grade point average.

**Reinstatement**

If a student is administratively withdrawn, the student has the right to request reinstatement in the class. Students removed for non-payment at the beginning of a term will usually be given until the end of the add period to make payment and request reinstatement. If the reinstatement is denied, the student may use the academic appeals process to appeal the withdrawal. Upon reinstatement a fee of twenty-five (25) dollars will be assessed unless waived by the appeals process. Pending the final action on the appeal, the student is to attend all class sessions.
**Attendance**

Attendance and engagement in college coursework is required. No student is entitled to absences. Absence from class is regulated on the principle that all students must do the full work of the class. Any absence represents an academic loss and will naturally jeopardize a student’s grades and the possibility of passing the course. The responsibility for class and laboratory attendance is entirely upon the student.

The student will be given the opportunity to make up the work and tests missed when the absence is due to a college activity, verified illness, personal or family crisis. Students should notify the instructor ahead of time if an absence is required. Excessive absence is defined by the instructor.

**Early Student Progress Report (ESP)**

Grades are issued at the close of each semester; however, a progress report may be issued any time to inform a student of his or her status in a class. The Early Student Progress Report (ESP) will be available through campus email, and follow-up will be provided through advisors, coaches and student services staff. Suggestions and resources may be recommended to help improve the student’s academic performance.

**Final Examinations**

Final examinations are considered a part of each course and are given at the close of each semester. All students are required to take the examinations. All final examinations are to be conducted at the time and place designated by college officials. Any deviation from the published exam schedule will require the approval of the instructor and the appropriate dean.

Allen has established Study Days during the week of final examinations each semester. During this period, there will be no college sponsored extra-curricular activities except as may be scheduled for state, regional, district and national competition.

**Grades and Grade Points**

A, B, C, D, and P are recorded as passing grades; F indicates failure. An incomplete “I” is given only when a student cannot complete the coursework because of illness or other conditions usually beyond the control of the student. An explanation of the work required to complete the course must be filed by the instructor with the Vice President for Academic Affairs at the time the incomplete grade is submitted. The incomplete work must be made up by the end of the following semester. A student who fails to meet the deadline for completion of the incomplete will have to repeat the entire course for credit.

At registration, a student may opt to take any course as “P,” pass, or “F,” fail. No grade point will be calculated in the GPA for a “P” grade. A student receiving a grade of “P” will receive credit towards total hours earned.

Grade points are employed for rating academic achievement for the student. For each semester hour of credit with an A grade, 4 points are awarded; for a B grade, 3 points; for a C grade, 2 points; for a D, 1 point; and for an F grade, no points will be awarded.

**Grade Point Average-Semester**

Grade point average (GPA) is determined by dividing the number of grade points earned in a semester by the number of credit hours attempted (excluding W’s, P’s and I’s).

**Grade Point Average-Cumulative**

Cumulative grade point average (GPA) is determined by dividing the number of grade points earned in all of the student’s college courses by the number of credit hours attempted (excluding W’s, P’s and I’s). If the student has repeated a course, only the most recent grade and grade points will be used in calculating GPA.

**Grade Reports**

Grades are available online through the myAllen portal as soon as they are posted by instructors. No grade reports are mailed.
**Repeating a Course**
Repeating a course for which credit has already been earned will cancel the grade and credit in the earlier enrollment even though a record of the work will continue to appear on the transcript. The last grade in the course repeated will be used in computing grade point averages. No course by arrangement or advanced placement tests are permitted for repeat of a credit course. Some activity/participation courses may be taken for credit more than one time.

**Transcripts**
A transcript is the record of a student’s academic work. It contains a list of the courses enrolled in and the grades earned.

**Official Transcripts**
An official transcript is the true record of the student’s academic progress at a college or university. An official transcript is signed by the Registrar and has a stamp of the College seal. Official electronic transcripts will be provided whenever possible.

**Previous College Transcripts**
A student is required to send Allen an official copy of previous college transcripts if the student attended other colleges or universities. The college accepts official electronic or hardcopy transcripts. The Registrar will evaluate all credit hours from other institutions. State law requires the College to keep previous college transcripts in the student’s file.

**Holds**
If a student owes the institution money for any reason, a hold will be placed on his/her transcript. The student will not be able to obtain a transcript until the debt is paid or books and/or equipment are replaced or returned. Transcripts will be released after all obligations are met.

**Transcript Requests**
To have an official copy of the student’s Allen transcript sent to an employer or another college or university, the student must provide the Registrar with permission to send the transcript. Official transcripts will be sent only upon request. Electronic transcripts will be sent whenever possible. Transcript request forms are available in the Administration Office, on the myAllen portal, and on Allen’s website. Students will be charged $5.00 for each transcript requested.

**Requesting Syllabi**
The College archives past course syllabi which can be requested through the Administrative Assistant to the Vice President for Academic Affairs at stahl@allencc.edu or 620-365-5116 extension 299.

**Accessing Common Course Outlines**
Common Course Outlines contain academic course information, including Course Descriptions, Learning Outcomes, and the types of Assignments and Evaluation Methods used. Common Course Outlines are listed on Allen’s website, http://www.allencc.edu, and can be viewed by clicking on the Academics tab, on Common Course Outlines, and on the blue underlined course prefix and number for each course listed.

**Honors Recognition**
Those who have done outstanding scholastic work are recognized at the end of each semester through publications of a President’s Honor Roll, listing the names of those who have earned a 4.0 grade point average. The Dean’s Honor Roll lists the names of those who have earned a 3.50 to 3.99 grade point average. Honorable Mention is given to those with 3.0 to 3.49 grade point averages. To be eligible for honors recognition, a student must be enrolled in and receive grades in 12 credit hours or more. Courses taken on a Pass/Fail basis will not count toward the 12 credit hours.
**Academic Probation**

Students should make at least minimum progress toward an associate’s degree while enrolled as a full-time student. Student progress is determined by the student’s cumulative grade point average (GPA). Minimum progress is determined as follows:

- **1.5 GPA** upon completion of 12 credit hours of work.
- **1.6 GPA** upon completion of 24 credit hours of work.
- **1.7 GPA** upon completion of 36 credit hours of work.
- **1.8 GPA** upon completion of 48 credit hours of work.
- **2.0 GPA** upon completion of 64 credit hours of work.

Any student whose grade point average falls below the minimum standard shall be placed on academic probation. While on probation, the student’s class load shall be reduced to a maximum of 13 hours to enable the student to more readily make up academic deficiencies.

**Graduation**

**Degree Check**

Student progress toward a degree should be checked prior to completion of 48 credit hours. For certificate programs, progress should be checked prior to the completion of each semester. However, students should contact their academic advisor to review their progress toward a degree each semester. A degree audit tool is available for students to use on the myAllen portal.

**Participation in Commencement**

Commencement exercises are held once a year in May at the Iola Campus. In order to participate, a student must apply for graduation. Application for Graduation forms are available on the myAllen portal. Students who meet all graduation requirements in the preceding December may participate in the May commencement exercises. Students who expect to meet all graduation requirements during the summer session may participate in the preceding May commencement exercises. There are no fees for applying for graduation or participating in commencement exercises.

**Reverse Transfer**

Former Allen students who have transferred to another college or university before completing a degree may transfer up to 12 credits back to Allen Community College to complete their associate’s degree. Sixteen of the last 28 credits applied toward graduation must be taken at Allen.

**Academic Renewal Policy**

The Academic Renewal Policy allows students returning to Allen Community College the opportunity to progress beyond their previous academic performance. A student may request up to two semesters for renewal. Although these semesters do not have to be consecutive, they must be chosen intact. A student cannot choose a variety of courses from various semesters for consideration. A term for which academic renewal is granted will remain on the Allen transcript as Not Earned, and will no longer be counted in the final GPA or total hours earned. These terms will be considered when determining satisfactory academic program for financial aid.

In order to be granted academic renewal, the following criteria must be met:

- Only terms occurring three or more years past may be petitioned for renewal.
- The student must show current academic progress by completing at least twelve credit hours with a GPA of 2.0 or above with all class grades being "C" or better before petitioning for academic renewal. No pass/fail course will be included in these 12 hours.

A student requesting academic renewal must send a formal letter of petition to the Vice President for Academic Affairs. These requirements concerning academic renewal must be followed:
• A student may only receive academic renewal one time.
• Only terms taken at Allen may be petitioned for academic renewal. Courses from another institution must be petitioned at that institution where the renewal policy may vary.
• Successive or transfer institutions reserve the right not to acknowledge Allen Community College’s decision for their respective requirements or purposes. Allen also reserves the right not to acknowledge academic renewal granted by other institutions.

**Academic Appeals**

Students are provided with a Student Handbook through the college website that outlines general academic policies. Students also receive a course syllabus that indicates expectations, grading system, and other pertinent data regarding a particular course. It is the student’s responsibility to become familiar with the information from these sources.

If a student receives a grade that he or she feels is unfair and not in compliance with guidelines in the above listed sources he or she may appeal the grade using the following process.

The student shall appeal in writing to the instructor who issued the grade with copies going to the Vice President for Student Affairs and Dean for the Iola Campus, Dean for the Burlingame Campus or Dean for Online Learning. This shall be done within seven (7) calendar days from the day the grade was issued for an assignment or test and within thirty (30) calendar days from the end of the semester for a final grade. Included in the appeal shall be the student’s name, the class in which the grade was received, and the basis for the appeal. The instructor shall respond to the student in writing within five (5) calendar days of receipt of the notice, regarding the disposition of the appeal. A copy of the appeal and the instructor’s response shall be filed with the Vice President for Academic Affairs, Vice President for Student Affairs and with the appropriate Dean.

If the student feels that the instructor’s decision is not fair, he or she may appeal the matter to the Vice President for Academic Affairs with a copy going to the Vice President for Student Affairs. This appeal shall be in writing and shall be submitted within five (5) calendar days of the date of the instructor’s written response. The Vice President for Academic Affairs shall confer with both the student and the instructor and may review any other information relevant to the situation. The Vice President for Academic Affairs shall respond to the student in writing within seven (7) calendar days of receipt of the appeal regarding its disposition with a copy going to the Vice President for Student Affairs.

If the student feels the Vice President for Academic Affairs decision is not fair, he or she may, within five (5) calendar days of receipt of the Vice President for Academic Affairs decision, appeal the matter to an Academic Appeals Task Force. This task force shall be composed of the Vice President for Student Affairs, the Dean for the Iola Campus, Dean for the Burlingame Campus or Dean for Online Learning, an instructor of the student’s choice, and an instructor appointed by the Vice President for Academic Affairs. The instructor whose grade is being appealed shall not serve on the task force. The Academic Appeals Task Force shall confer with the student and instructor and review all pertinent information. The task force shall come to a decision regarding the appeal and respond to the student, in writing, within seven (7) calendar days of receipt of the appeal.

If the student still feels that he or she is being treated unfairly, an appeal may be made to the Board of Trustees through the President. A written appeal shall be filed with the President within five (5) calendar days after the Academic Appeals Task Force notifies the student. All pertinent information shall be forwarded to the President for dissemination to the Board of Trustees. The Board shall place the appeal on the agenda for their next regularly scheduled meeting. The appeal may be heard in open or executive session depending on the wishes of the student. The President shall deliver the decision of the Board to the student in writing.

The Board’s decision is final. The student who finds it necessary to further pursue the matter must do so outside the realm of the College administrative structure.
STUDENT SERVICES

Academic Success Center (Burlingame Campus)
The Burlingame Campus Academic Success Center provides a variety of services for students. Testing is conducted in English, math, and writing skills for appropriate course placement, along with tutoring and make-up testing for classes. A bank of computers is provided for school-related work, exploration of career options, and access to instructional software aimed at student success. The center provides a quiet study area where Internet access is available for checking email or for research.

Adult Basic Education (ABE)
Allen Community College sponsors an Adult Basic Education Program in conjunction with the Kansas Board of Regents. Adult Basic Education is a program that provides instruction in basic skills, such as math, reading, writing, computer literacy, and English language proficiency to adult learners.

General Educational Development (GED)
Adult Basic Education offers GED instruction for those wishing assistance in preparing to take the GED tests. Instruction is provided in writing skills, reading, mathematics, social studies, and science. To participate in the GED program, students must have signed permission if under age 18, a resident of Kansas, and not attending high school. Those interested in the GED program should contact the ABE office for information. Those with successful test scores on the GED tests earn a Kansas State High School Diploma awarded by the Kansas Board of Regents.

Advising
Each student is assigned an academic advisor upon being accepted for admission. Students should contact their advisor periodically to develop and monitor their academic plans. Advisors help with questions students may have regarding the College and its programs. (See Registration section for more information.)

Athletes
Allen Community College maintains a comprehensive intercollegiate athletics program, including basketball, cross country, soccer, and track and field for both men and women; baseball and golf for men; and volleyball and softball for women. Allen is a member of Region VI of the National Junior College Athletic Association and competes in the Eastern Division of the Kansas Jayhawk Community College Conference. Excellent sports facilities are available, including an all-weather track, a baseball diamond, a cross-country course, a softball field, a soccer field, and a modern gymnasium, all located on the campus. Students are encouraged to contact the coach for a tryout. Many “walk-on” athletes have played large roles on past Red Devil teams.

Athletic Training
The Athletic Training program gives students who are interested in sports medicine hands on opportunities by working with a certified trainer and supporting the athletic teams.

Cheerleading and Dance Team
In addition to the intercollegiate teams, Allen has a cheerleading squad and dance team. Tryouts are usually in the spring. During the fall semester, qualified athletes are selected to compete at regional and national events.

Bookstore
Rental textbooks, workbooks, and supplies are obtained through the college bookstore. On the Iola Campus, the bookstore is located in the Student Center and is open each class day. A wide selection of merchandise, including Allen apparel is also available. On the Burlingame Campus, the book counter is located in Student Services and is open each class day. Students may also access bookstore services through the College website.

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**Business Office**
At the Business Office students can pay their account, submit timesheets, collect student employment checks, and purchase stamps. On the Iola campus, the business office is located in the administrative office area. On the Burlingame campus, the business office is located in the student services area. Please refer to the Financial Information section of the Catalog for additional information.

**Career Information and Assessment**
Information and assessments are available to help students make career decisions. Academic advisors can assist students with these information and assessment resources.

**College Career Success Seminar (CCSS) - SSC 103**
College Career Success Seminar is a one-credit-hour course designed to focus on the personal, social, educational, and vocational implications of students’ efforts in college. Theoretical and practical issues are considered in regard to the community college, learning in college, personal conflicts, social problems in a college setting, self-awareness of personal attributes, and the world of work. The class is designed specifically to help students be successful in college and to aid in setting future life goals. Allen’s orientation program is part of College Career Success Seminar, which is a required course for all first-time students.

**Community Services**
Since education is a lifelong activity, Allen Community College works closely with its communities to provide educational services. Allen Community College fulfills its mission as it seeks to satisfy the interests and needs identified within its designated service area.

**Physical Fitness Facilities (Iola Campus)**
Allen Community College has made a commitment to provide facilities to promote fitness and encourage healthful living among its students and community. Facilities available on the Iola Campus include: (1) an outdoor walking trail, (2) an up-to-date indoor fitness center, and (3) a large indoor activity building.

**Scarlet and Black Club (SBC)**
Allen provides a lifelong learning program for mature citizens, the Scarlet and Black Club. This program is for those 60 or older who have lived in the College service area six months prior to enrollment in an Allen course or program. The Scarlet and Black Club members pay no tuition to enroll in most college credit courses on a space-available basis. They pay only for materials, fees, and book rental. A minimum paid enrollment may be required for certain courses before SBC members enroll. SBC members will be admitted free of charge to all regular-season athletic contests and to all music and drama presentations. Contact the Admissions Office for more information: 620-365-5116 ext. 268.

**Computer Labs**
Computer labs are open to community members on both campuses. On the Iola Campus, the public may use the computers in the library and Student Success Center. The Burlingame Campus has computer stations available in the Academic Success Center. All computers have Internet access. Anyone using technology on campus must abide by the Internet Usage Policy.

**Counseling**
Students needing personal and social adjustment counseling are referred to local mental health centers for services. Academic and career counseling are provided by academic advisors and faculty.

**Disability Services**
Allen Community College is committed to assisting individuals with disabilities in achieving their educational goals with appropriate accommodations and services based on individual documented need.
The Student Success Center on the Iola campus and the Student Services Office on the Burlingame campus, coordinate accommodations for Allen students who have a documented disability. Accommodations are provided at no cost to enrolled students on an individual basis and with respect for confidentiality. The College encourages independence and self-advocacy for students with disabilities.

Disabilities qualifying for services may include, but are not limited to: physical disability, health or medical disability, hearing disability, visual disability, learning disability, acquired brain injury, attention deficit disorder, mental/emotional disability, and speech disability.

To access accommodations:

- Students with disabilities should contact the Student Success Center/Student Services Office to schedule an intake interview. The interview will focus on how the disability affects the student and what accommodations will be needed.
- Students will be required to furnish appropriate documentation of their disability. The documentation must follow Guidelines for Documentation of a Disability. Documentation must include justification for the requested academic accommodation.
- The advisor will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations.
- Students must request accommodations each semester, and requests should be made as far in advance as possible.
- Students must notify the advisor of any class schedule changes.

The advisor will serve as an advocate for students with disabilities, sharing information pertaining to accommodations with instructors.

Types of accommodations may include, but are not limited to: notification of instructors concerning needed accommodations, use of a note taker or scribe, use of tape recorders during class, course exam accommodations (e.g., extended time in a quiet location), use of a dictionary during tests, recorded textbooks/materials, sign language interpreters, large print materials, Braille materials, library accommodations, and assistive technology.

All requests for accommodations and services will be considered on a case-by-case basis. Factors affecting the program of accommodations and services will be dependent upon disability, documented need, and the compliance requirements of Americans with Disabilities Act and section 504 of the 1973 Rehabilitation Act.

Financial Aid Office

The Financial Aid provides assistance to students who need financial assistance to fund their college attendance. The office helps students with both federal financial aid and institutional scholarships. Please refer to the Financial Assistance section of the Catalog for additional information.

Fitness Facilities (Iola Campus)

In Iola, Allen Community College provides facilities for the promotion of physical fitness among the student body, staff, and community. A fitness trail is maintained on the campus and may be used by all citizens in the area. An activities building is also available for use by students and the community. It can be used for walking, jogging, weight lifting, and games as designated times daily. Tennis courts and an all-weather track are also available for physical activity. The College encourages healthful living for all students, employees, and area citizens.

Library

The Allen Community College Library provides a variety of books, periodicals, audiovisual materials, and electronic databases to support all course offerings of the College, including online courses. Utilizing resources, including the most complete full-text academic periodical database available, a large collection of electronic books, and full interlibrary loan services, the library can meet the research needs of anyone taking any class. Students on the Burlingame Campus, in Online Learning, and at outreach sites throughout the service area may access library resources through the College website.
Registrar
The Registrar’s Office provides services to students concerning student records, registration, transcripts, graduation, and transfer. Please refer to the Academic Policies and Procedures section of the Catalog for additional information.

Student Center (Iola Campus)
The Student Center houses the game room, the Office of Student Life, Allen bookstore and dining hall, providing a wide variety of services and opportunities to students. The game room offers recreational activities such as pool and a big screen TV. The Office of Student Life coordinates residence hall and student involvement. The bookstore offers students a selection of supplies and Allen Community College clothing. Students interested in eating meals in the dining hall may inquire about purchasing meals at the Business Office.

Student Life (Iola Campus)
Student activities and housing at Allen Community College complete the college experience. With a Director of Student Life on the Iola Campus staff, a well-rounded program is offered. All campus and housing activities are coordinated through this office, providing events such as monthly movie nights, group bowling and ice cream, intramural sports and a variety of educational programs.

Student Activities and Organizations

Academic Excellence Challenge Team
Academic Excellence Challenge is the college scholar bowl, open to all students who enjoy the thrill of competition with the chance to show off their knowledge. The team competes against other community colleges throughout the state.

Art
The Fine Arts Department is open to every student, regardless of major. The art program provides a foundation for careers in fine art as well as commercial art. Students are provided with creative visual thinking, art concepts, and technical skills that are essential for entry into art related fields. Art activity scholarships are available to interested students by interview and portfolio review.

Band
The Allen Concert Band is open to all students regardless of their major. The band presents concerts on campus each semester. This group performs concert band literature of considerable interest. Music activity scholarships are available to interested students by audition and interview.

Choir
The Allen Concert Choir is open to all students regardless of their major. The choir performs a variety of choral literature at concerts each semester. This group emphasizes classical vocal style and sometimes jazz. Music activity scholarships are available to interested students by audition and interview.

Collegiate Farm Bureau
The Collegiate Farm Bureau Club serves as a social organization for those students interested in the agricultural area. Flag football games, trips to agricultural exhibits and shows, pig roasts, roadside cleanups, and various community service projects, such as "A Day at the Farm" fill the calendar.

Creative Writing Club
The Creative Writing Club is open to Allen Community College students interested in writing poetry, prose, plays, song lyrics, graphic novels, and other genres. The purpose of the Creative Writing Club is to provide a positive and productive atmosphere for developing student writers to integrate, learn, and grow. During the course of the year the Creative Writing Club promotes writing through contests, publication opportunities, and multiple writing tips.

Drama Club
The Allen Drama Club is open to all students interested in theatre either as a performer, technician, or audience member. The club provides support for college productions and participates in community service activities such the annual Halloween carnival or presenting theatre workshops for local after-school programs. They also sponsor at least one theatre trip per semester to see productions at professional or university theatres in the area.
Inferno
The Inferno was established in the 2001-2002 academic year as a student showcase of literary talent. A student editorial board meets with the sponsor at the beginning of the fall semester of an academic year to establish submission guidelines, deadlines, and format of that year's volume. In the following spring semester, this same board reviews submissions of original poems, short stories, essays, and prose pieces from students, faculty, staff, administration, and community members at large for inclusion in Inferno.

Intramural Activities
Intramural activities are offered for recreational, social, and physiological wellbeing of all students. Both individual and team sports are offered in men’s, women’s and coed leagues. All students are encouraged to become involved in these activities.

Jazz/Pep Band
This ensemble plays two roles at Allen. The first purpose of this ensemble is to provide students with an understanding of jazz history, improvisation, and a repertoire of jazz standards. The jazz ensemble performs at all band and choir concerts. This same ensemble performs popular and classic rock tunes at many of the Allen volleyball and basketball games.

Lighten Up!
This improvisational comedy troupe performs popular short-form sketch comedy and games using audience suggestions. To be considered for the troupe, students need to take the Improvisation class THE161. The troupe performs regularly throughout the school year.

Livestock Judging
Livestock judging is a competitive activity that develops both decision-making and oral communication skills for students interested in breeding, raising, or showing livestock. Students on the Livestock Judging Team have the opportunity to travel around the country and compete at several national contests.

Madrigal/Jazz Singers
This is Allen's premiere vocal ensemble that features both madrigal and jazz style singing. The madrigal singers perform at band and choir concerts as well as many extra-curricular events. Interested students must audition to be a part of this ensemble.

Phi Theta Kappa Honor Society
Phi Theta Kappa Honor Society recognizes and encourages the academic achievement of two-year college students and provides opportunities for individual growth and development through honors, leadership, and service programming. Eligibility is based upon grade point average for college work completed. Allen Community College has two chapters, Tau Eta (Iola Campus) and Alpha Psi Theta (Burlingame Campus). Both chapters are active on the local, regional, and international levels.

Student Ambassadors
Student Ambassadors are an elite group of students that are the "face" of Allen at admissions visitation days, tours, move-in day, senior day, and welcome week activities. The Student Ambassador program enlists volunteer leadership support from students interested in developing prospective students' sense of belonging and connectedness to the Allen community by acting as liaisons between Allen and prospective and current students and the families, guest, alumni, and friends of Allen. They are selected for their demonstration of leadership, campus involvement, academic achievement, and Allen pride.

Student Senate
The Student Senate at Allen provides student representation and serves as a liaison between the student body and the administration. As leaders of the student body, the Senate aids in directing most of the social activities of the College and is responsible for funding decisions regarding all student clubs and organizations. The membership of the Student Senate consists of three administrative officers and freshmen and sophomore representatives, who are elected by the entire student body and a representative from each of the College campus organizations chartered by the Senate.
The Flame
The Allen Flame is an online newspaper publication with stories originated, written and produced by students. Everyone is welcome to participate in the News Practicum course, whose members make up the Flame’s staff. Newspaper activity scholarships are available to interested students by article review and interview.

The Torch
The Torch, Allen’s yearbook, provides journalistic opportunities for any student interested in photography, writing, graphics, and computer desktop publishing. Yearbook activity scholarships are available to interested students by portfolio and interview.

Theatre
Every student is welcome to participate in campus theatre activities, either as a performer or working backstage designing, building, or running a show. The theatre program produces four productions a year—typically a comedy, a drama, a musical, and an evening of one-act plays. Facilities include the 150-seat college theatre on the Iola Campus and the 750-seat Bowlus Fine Arts Center located in downtown Iola. Theatre activity scholarships are available to interested students by audition and interview.

Student Housing (Iola Campus)
Allen Community College considers residential living a part of the total educational plan. The College operates three residence halls, Horton Hall, Winter Hall, and Masterson Hall. Rooms in Horton and Winter Halls are designed for two students and each room shares a bath with an adjoining room. Masterson Hall is a four person apartment style residence hall that includes a living room, small kitchen, two bedrooms and a large bathroom. Students living in Horton and Winter Halls are required to be on a 17 meal per week meal plan, while students in Masterson Hall are required to be on a 5 meal per week meal plan.

The meal plan consists of breakfast, lunch, and dinner served Monday through Friday with a brunch served on Saturday and Sunday. Meals are served in the dining hall located in the Student Center.

Allen also offers individual apartment living for students. The Red Devil Duplexes are furnished with refrigerator, stove, bed, desk, and dresser. Each apartment houses 2-4 roommates. Students residing in the Duplexes are allowed to bring additional living room furniture. Students living the Duplexes are required to participate in a 5 meal per week meal plan.

The latest edition to residential housing is Herynk Hall. This apartment building houses 24 students on three floors. The rooms are furnished with a refrigerator, stove, bed, desk, couch, chair, and dresser. Students residing in Herynk Hall are required to participate in a 5 meal per week meal plan.

The Zahn Scholarship House, located on the College farm, provides housing for the four Zahn agriculture scholarship recipients and up to four additional students majoring in agriculture who wish to live and work on the College farm.

Student Services Office (Burlingame Campus)
The Student Services Office on the Burlingame campus provides a variety of services including admissions, advising, enrollment, financial aid, business office, and bookstore.

Student Success Center (Iola Campus)
The Yavorn Student Success Center (formerly the Yavorn Instructional Resource Center (IRC), has been serving Allen Community College and the community since 1990. The purpose of the Student Success Center is to provide free academic support for students who need assistance to attain their educational goals. This objective is accomplished by providing support to students and instructors through resources in the SSC. A team of professional educators, paraprofessionals, peer tutors, and volunteers staffs the SSC. The center provides a quiet study area where Internet access is available for research or checking e-mails.

The services provided through the Student Success Center cover all levels of instruction and utilize a wide variety of materials in order to meet individual needs and learning styles. Those levels are:
• Developmental— to help academically under-prepared students improve their academic skills through Adult Basic Education or General Educational Development, and developmental courses in English, reading, mathematics, or study skills.
• Supplemental— to support the traditional classroom curriculum by providing reinforcement through peer tutoring services and makeup testing.
• Enrichment— to provide academic challenges beyond the classroom requirements through interest inventories, career assessment, or additional materials related to college courses.

**Technology Services**

Computer skills are critical in today’s society. All students are encouraged to take computer courses to improve and expand their computer knowledge and skill level. Allen provides students exceptional access to computers on both the Iola and Burlingame Campuses. On the Iola Campus, there are two labs with twenty computer stations, a math/science computer lab, an agriculture computer lab, thirteen computers in the library, and twelve computers in the Student Success Center. The Burlingame Campus has two labs with twenty computer stations and computers in the Academic Success Center. All computer labs have Internet access. Students must abide by the Internet Usage Policy.

**Email**

Upon enrollment, each student is assigned an email account. The address of the email account will be the student ID number followed by @allencc.net. For example if the student ID number is 12345, then the email account is 12345@allencc.net. The assigned password for the account is the first four letters of the student’s last name (in all lowercase) followed by the last four digits of their social security number. Students may check their email by going through the myAllen portal, [http://my.allencc.edu/ics](http://my.allencc.edu/ics). Note: It is very important for students to check email regularly. Statements, financial aid, progress reports (ESP’s) and other institutional communication is sent to this account.

**myAllen Portal**

A web portal is provided by the college for internal use by students, faculty, and staff. Students can access enrollment, student account, financial aid, student life/housing, student newspaper and other college resources on the portal.

**Blackboard**

Allen Community College utilizes the Blackboard learning management system for all of its online courses. Students can access Blackboard from the Allen website.

**Writing Center**

The Writing Center serves students with any assignment that involves writing. It is located on the Iola Campus in the Student Success Center and on the Burlingame Campus in the Academic Success Center. The Writing Center’s Online Writing Lab is available for students who wish assistance with their writing via the internet. Visit the Writing Center link on the Allen website, [www.allencc.edu](http://www.allencc.edu) by clicking on “Current Students”, clicking on “Student Services”, and clicking on “Writing Center”. For information, contact the Writing Center Director at 620-365-5116 ext. 303 or symes@allencc.edu.

**INSTITUTIONAL POLICIES AND PROCEDURES**

**Access to Student Information (FERPA)**

Students’ rights concerning access to their educational records are detailed in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education and Welfare in the December 17, 1976, Federal Register. A student may sign a release of information form, making academic and financial aid information available to his/her parent, or other concerned party.
Students at Allen should be aware of legal rights under the Family Rights and Privacy Act of 1974, more commonly called the Buckley Amendment. By the knowledge and the exercise of these rights, students may be certain that the college is providing fair and accurate information from their records only to persons with a legitimate need and right to know and that students have free access to their own records.

Students have the right to inspect and review all their records that meet the definition of “educational records.” Students may request an interpretation of what this information means and a copy of these records at their expense. Under no condition shall a student be required to waive his or her rights under the act before receiving financial aid, services, or any benefits of the College.

Student records are maintained in several offices on the campus. Requests for review of records must be made through the Registrar’s Office. The only circumstance under which the College will deny such access to records is if in the judgment of the President, Chief Academic Officer, or Vice President of Student Affairs, access to the records would endanger the safety or well-being of a student.

A student may challenge any information contained in his or her educational records that he or she believes to be inaccurate, misleading, or inappropriate. This does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. A student may also insert a statement in his or her records to support a given point of view. Every effort should be made to resolve the problem through informal procedures with the person in the department responsible for such records. If the problem cannot be resolved to the satisfaction of both parties, the student may request in writing a hearing of the case from the Chief Academic Officer. Students may request assistance from the President of the College and the Department of Health, Education, and Welfare.

The College, in the interest of students’ rights of privacy and record maintenance, will encourage destruction of any records which no longer serve any useful purpose. No record will be destroyed until after the student has reviewed such information should he or she choose to exercise the right guaranteed under the Act.

Questions regarding the provisions of the Family Rights and Privacy Act of 1974 should be directed to the Registrar, the Vice President for Academic Affairs, or the Vice President for Student Affairs, or a complaint may be filed with the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 400 Maryland Avenue SW, Washington D.C., 20202-5920.

**Crime Statistics on Campus**

Statistics and policy information on campus crimes are posted in compliance with the Student Right to Know and the Crime Awareness and Campus Security Act of 1990. The law requires institutions of higher education to publish, in September of every year, statistics of the number of crimes and other violations of the law that are committed on campus property.

**Drug-Free Statement**

It is the intent of the Board of Trustees and Allen Community College that all students are in a drug and alcohol-free environment. This policy applies to all classes, campus facilities, residence halls, and college-sponsored functions, both on- and off-campus. The unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance or alcohol is prohibited. Violation of this policy is outlined in the Federal Drug-Free Schools and Communities Act of 1989, Public Law 101-226, CFR Part 86 subparts A and B.

Students are warned that the illicit use of drugs and alcohol in the aforementioned areas:

- May do severe and irreplaceable harm to their health.
- Violates college, local, state and federal policies.
- Will cause the College to respond to an incident by:
  - a. Counseling, treatment or rehabilitation program referral, or
  - b. Suspension, expulsion and/or dismissal, or
  - c. Referral to appropriate authorities for prosecution, or
  - d. Any combination of the above.
**Firearms/Weapons**

Firearms and/or weapons are defined as rifles, pistols, shotguns, air rifles/pistols, pellet guns, crossbows, bows, martial arts weapons, knives, machetes, etc. These items are expressly forbidden in or on any of Allen’s property.

**Grievance Procedures**

Allen Community College Board of Trustees recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices, or differences of interpretation of policy that might arise between the College and its employees or students.

Should a grievant feel, after discussion with the supervisor or College representative, that the grievant’s rights under Allen’s Policy have been violated, he/she may originate a grievance.

**Processing Grievance**

The grievant shall, within 14 days after the grievant is aware of or reasonably could have been made aware of the facts upon which the grievance is based, present the facts in writing to the proper supervisor, division head, or a designated representative of the College. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.

Should the grievant decide that the reply of the supervisor, division head, or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the College President. The decision of the President shall be made in writing to the grievant within ten (10) working days.

Should the grievant decide that the reply of the College President is unsatisfactory; the matter may be appealed within ten (10) working days to a Grievance Committee that shall be established as follows:

- The grievant may designate one (1) member.
- The College President shall appoint one (1) member.
- The two members appointed, as provided in 1 and 2 above, shall agree upon a third member.
- In the event the grievant’s representative and the College President’s representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the Chairman of the Board of Trustees shall designate a third member.
- The Grievance Committee shall meet within a period of ten (10) working days after the appointment of the third member of the committee, set the matter for hearing and render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) of the three members.
- The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the College President and shall be available to the grievant, the grievant representative, or the Board of Trustees’ representative.

In the event the decision of the Grievance Committee is unsatisfactory to either the grievant or the College President, either may file a written notice of appeal to the Board of Trustees within ten (10) days after receipt of the decision of the Grievance Committee.

Upon receipt of the notice of appeal, the Chairman of the Board shall cause the transcript of the hearing before the Grievance Committee to be filed with the Board of Trustees who shall review such record. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting. The decision of the Board of Trustees, upon such review, shall be final.

If the decision is deemed unsatisfactory by the grievant(s), a complaint of alleged discrimination may be filed with the:

- Kansas Commission of Civil Rights
- Dept. of Health, Education and Welfare
- 214 West Sixth
- Office for Civil Rights
- Topeka, KS 66603
- 10220 N. Executive Hills Blvd.
Injuries on College Property

If a student or guest should be injured on College property or while involved in a college-related activity, the following procedures are proper:

1. The welfare of the injured person should be the first priority.
2. Common sense should be the guide in dealing with the injury and/or injured person.
3. Proper medical attention should be obtained at the earliest possible time.
4. The administration should be notified as soon as proper medical attention has been given.
5. A written report describing the incident should be filed with the administration.

A student or guest injured on College property or while involved in a college related activity shall be responsible for his or her own medical expenses. No member of the College faculty or staff is authorized to assume liability for such expenses on the part of the College.

Insurance

The College does not assume responsibility for loss or damage to personal property belonging to a student, nor does the College carry insurance to cover the loss or damage to students' belongings. Further, the College does not maintain insurance to cover personal injury to students other than athletes and cheerleaders while involved in their sport. Students are highly encouraged to maintain insurance to cover injury, illness, prescriptions, personal injury, and property loss and/or damage.

Internet Usage Policy

Access to the Internet through the Allen Community College facilities is designed to serve a traditional educational goal; it is a privilege, not a right. Access at any given time is not guaranteed. The use of Allen's Internet to further a commercial enterprise or for personal financial gain is prohibited. Use of the Internet must be ethically and morally prudent, reasonable, and exercised with good judgment.

Examples of use considered ethically and morally objectionable are:

- Accessing sexually explicit literature, images, or graphics.
- Accessing images and/or instructions of a criminal nature.

Abuse of Allen’s facilities, equipment, or access privileges is considered a violation of this published policy. Those who are determined to have violated this policy will face a stiff penalty to include a fine, facilities restriction, expulsion, or any combination thereof.

Medical Procedures

Students with illnesses may wish to continue to engage in as many of the normal pursuits as their condition allows. As long as these students are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to themselves or others, College staff should be sensitive to their condition and ensure they are treated consistently with other students.

There are no facilities for treatment of injuries or illness at the College. There are also no medical personnel on duty. Students are encouraged to maintain proper health insurance and seek appropriate medical attention when necessary.
Non-Discrimination Policy

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, religion, age, color, national origin, and disability in admissions, educational programs or activities, and employment. The final responsibility for ensuring equal opportunity rests with the Board of Trustees and the President of the College. The responsibility for implementation of policy is assigned to the Affirmative Action Officer. It is the responsibility of the Affirmative Action Officer (Vice President for Student Affairs) to provide leadership that is necessary for attainment of the goals and objectives of the program.

Non-discrimination complaints by an employee should be addressed to the employee’s supervisor, the appropriate vice president, or the compliance coordinator. Non-discrimination complaints by a student should be addressed to the appropriate vice president or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the appropriate vice president or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
- A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the compliant is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the President, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the compliance coordinator. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.
- A written determination of the complaint’s validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.
- The complainant may appeal the resolution of the complaint to the President or to the Board of Trustees if the complaint was against the President. The request to appeal the resolution shall be made within 10 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator’s report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint’s validity and a description of its resolution within 10 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

Parking Policy

Cars can be driven and parked on Allen’s campuses without being registered with the college. All drivers are required to observe state laws, as well as local parking policies. City police will issue tickets for parking infractions. Speed limits on campus shall be 20 M.P.H. unless otherwise posted. Cars that block driveways or double park may be towed at the driver’s expense. Handicapped parking is reserved for those with state approved handicapped parking permits.

Severe Weather

Iola Campus

A tornado watch indicates that conditions are favorable for the development of severe thunderstorms, large hail, heavy rains, damaging winds, and tornadoes. A tornado warning indicates that a tornado is developing and people in the warning area should seek shelter immediately.
Main Academic Building: Students and personnel should take shelter in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Activities Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Technology Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Student Center: Students and personnel should go to one of the above locations in the main building of the Horton Hall.

Horton and Winter Residence Halls: Students in both residence halls should go to the ground floor hallways of Horton Hall.

Masterson Hall: Students should go to the Main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Red Devil Duplex: Students should go to the Main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Herynk Hall: Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A27).

Zahn House: Students should go to the underground tornado shelter located between the north barn and the Zahn House.

Outdoors in a car or truck: Those who do not have time to reach one of the above locations should leave their vehicles, lie flat in a ditch or low place, and protect their heads.

**Burlingame Campus**

Students at the Burlingame Campus shall go to the high school via the college’s southwest exit (south out of the commons area). Go through the hallway to the basement of the gymnasium.

In the event classes are canceled, the college will notify WIBW 580AM, WIBW 94.5FM, and KMAJ 107.7. Television notices will be posted on WIBW channel 13 and KSNT channel 27. An announcement will be placed on the campus phone system in the event of cancellation.

**Sexual Misconduct**

Allen County Community College is committed to maintaining a positive and safe learning and working environment. Allen Community College students and employees are responsible for assuring that the college maintains an environment for study and work free from Sexual Misconduct or related retaliation and all members of the Allen community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Allen Community College prohibits Sexual Misconduct, specifically including rape, acquaintance rape, sexual assault, dating violence, domestic violence, sexual harassment, and stalking, and related retaliation of any nature against or by any student or employee.

Sexual Misconduct violates the dignity of individuals, impedes the realization of educational goals, is unlawful and will not be tolerated. Specifically, Sexual Misconduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Act Against Discrimination and could lead to criminal prosecution.

Individuals with questions or concerns about Sexual Misconduct, or those wishing to file a complaint of Sexual Misconduct, should contact the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allencc.edu. In an emergency, please call 911 for immediate assistance.

Every reasonable effort will be made by the Title IX Coordinator to protect the confidentiality of the parties during an investigation and provide for the safety and welfare of the complainant. After an investigation, any person who is found to have violated this policy or retaliated against another will be subject to discipline, up to and including
expulsion from Allen and/or termination of employment, to help ensure that such actions are not repeated. Please refer to the Sexual Misconduct policy in the online student handbook for specific information on reporting and the disciplinary process.

**Student Athlete/Activity Policy**

The following policy relates to all students who represent Allen in activities either of an intercollegiate or public performance nature. This policy does not apply to activities that are of a classroom or intramural nature.

- A participating student must be making satisfactory progress within an approved course of study as listed in the official college catalog. The student’s program of study choice must be on file.
- Each semester the student must carry a minimum of twelve (12) hours and obtain a 2.0 grade point average.
- The student, prior to participation in the second season of any sport, or in his/her third semester of full-time attendance in college, must have earned twenty-four (24) semester hours with a 2.0 GPA or higher.
- Students receiving athletic/activity scholarships are required to reside in the residence halls, commute from home, or be officially released by the Director of Student Life.
- The Board of Trustees does not permit a student to represent the college in any athletic event or official activity if that student has been convicted of a felony or a class A or B misdemeanor, with the exception of 8-0262 (a) Driving while suspended, first conviction, and 40-3104 (g) (1) No proof of vehicle insurance, and is currently under legal probation.

**Student Conduct**

A student whose conduct is detrimental to Allen Community College may be suspended or dismissed from the College by the Vice President for Student Affairs. A student placed on suspension may not take part in any college activities or classes, nor may he/she have access to any college facilities. A student dismissed from the College may not re-enroll until one semester has elapsed. After one semester, the student may appeal in writing to the Academic Committee, stating the reasons for the dismissal and the conditions indicating promise for improvement. Students who are suspended or dismissed for misconduct have the right to appeal using the procedure outlined in the Student Handbook.

**Student Discipline Appeal Process**

The Student

The Student Handbook is provided on the College website. Student residents are also provided a Residence Hall Handbook. These handbooks set forth the guidelines, rules, and regulations of the College. If a violation of these rules, regulations, occurs that results in disciplinary action by a College official, the student may appeal the College official’s decision regarding the punishment to the Vice President of Student Affairs.

Upon receipt of the statement of disciplinary action from a College official, if the student does not concur he/she shall appeal in writing to the Vice President of Student Affairs within 24 hours. This appeal shall set forth the alleged violation and the student’s account of it. It shall include the student’s interpretation of the College official’s decision. And specifically state why the student feels the action taken by the College official was incorrect or inappropriate. This appeal shall be delivered to the Vice President of Student Affairs.

The Vice President of Student Affairs

Upon receipt of the appeal by the student, the Vice President of Student Affairs shall confer with the student, the College official, and others who may act as witnesses or provide pertinent information regarding the incident. The Vice President of Student Affairs shall assess the violation and make a decision regarding disciplinary action, if any. Since it is impossible to develop guidelines to fit all conceivable situations, the Vice President of Student Affairs is given broad authority to use subjective evaluation of disciplinary action necessary when no clearly defined guidelines are available or if the Vice President of Student Affairs feels minor deviations from written guidelines are in the best interest of the student, the College, and others who may be concerned. The Vice President of Student Affairs shall advise the student in writing of the student’s appellant rights and procedures.
If the student feels that he/she has been treated unfairly by the Vice President of Student Affairs, the student may appeal to the Student Appeals Committee. Upon receipt of the statement of disciplinary action from the Vice President of Student Affairs, the student shall appeal in writing to the Student Appeals Committee within 24 hours. This appeal shall set forth the alleged violation and the student’s account of it. It shall include the student’s interpretation of the College official’s decision, and specifically state why the student feels the action taken by the College official was incorrect or too harsh. This appeal shall be delivered to the Vice President of Student Affairs. Upon receipt of written appeal, the Vice President of Student Affairs shall immediately notify the Student Appeals Committee and the President of the college. The Vice President of Student Affairs shall provide sufficient copies of all statements, letters, and the appeal of the student to all members of the Student Appeals Committee.

**The Student Appeals Committee**

The committee is a standing committee and consists of three members of the faculty and the President of the Student Senate. This committee shall be appointed annually by the President and sit for hearings for the academic year. When the written appeal and accompanying papers are received from the Vice President of Student Affairs, the student shall be notified within 24 hours as to the time and place of the hearing.

The committee shall ask the Vice President of Student Affairs for a written account of the alleged offense and the action taken. The committee may call upon the student, the Vice President of Student Affairs, and others for information to assist the committee in its deliberations. The student shall be able to be present throughout the hearing and question any and all witnesses brought before the committee. The student shall not be present after the committee begins executive session to consider the evidence. The student may bring counsel or any advisor he/she wishes to the hearing, but at the student’s expense. Student’s counsel/advisor may only confer with the student and may not question the witness or the committee.

The committee’s function is to determine if:

(a) The allegation is correct.
(b) The student is guilty.
(c) The student had an adequate opportunity to present his/her position to the Vice President of Student Affairs.
(d) The Vice President of Student Affairs was fair, equitable, and just in his/her decision.
(e) The student’s rights were protected.

If the committee discovers new information during the course of the hearing that was not available to the Vice President of Student Affairs, the information shall be made available to the Vice President of Student Affairs to give an opportunity to re-evaluate his/her position.

If the committee does not agree with the findings or disciplinary action, and the Vice President of Student Affairs and the committee cannot mutually agree upon the action to be taken, then the matter shall be referred to the President of the College for review and assistance in a resolution.

A written response of the findings shall be delivered to the student from the chairperson of the committee within 24 hours after the deliberations have been completed by the committee. If the student genuinely feels that he/she has been unfairly treated by the committee, then the student may appeal in writing directly to the President within 24 hours upon receipt of the committee’s ruling.

**The President**

The President shall review all unresolved issues between the committee and the Vice President of Student Affairs and render a decision. The President shall also receive any written appeal by a student in response to committee action. Within a reasonable period of time, not greater than 72 hours, the President shall:

(a) Review all information relevant to the appeal;
(b) Interview any individuals necessary to assist in resolving the appeal; and
(c) Issue a written decision to the student, the committee chairperson and the Vice President of Student Affairs.

The student shall be advised that he/she may also appeal to the Board of Trustees.
The Board of Trustees
A student who genuinely feels he/she has received unfair treatment may appeal in writing to the Board of Trustees in the same manner as to the Student Appeals Committee. The Board shall respond within 72 hours if at all possible.

The Vice President of Student Affairs and committee shall make their findings and decisions available to the Board in writing upon the Board’s request. The Board may call upon the student, Vice President of Student Affairs, Committee Chairperson, or others when the Board feels they may provide insight to the matter.

The function of the Board in this capacity shall be to determine whether or not the committee’s decision and action was fair and just. The Board shall advise the student and his/her parent(s) or guardian(s) of its decision in writing within 24 hours if possible. A copy shall be sent to the Vice President of Student Affairs and committee. If a decision cannot be made within 24 hours the Board shall advise the student of a time when a decision will be given. In all cases it shall act quickly as is administratively efficient and effective.

When the Board’s decision is made it shall be final and the student who finds it necessary to pursue the matter must do so outside the realm of the college administrative structure.

Tobacco Policy
Tobacco may be used by persons of legal age outside College buildings. No smoking is allowed outside college-owned buildings within a minimum of a ten foot radius of any doorway, open window, or intake leading into such buildings. The possession of tobacco or tobacco products by a person of legal age is not a violation of this policy, only the use of tobacco inside College buildings, including student housing, or vehicles.

Tuberculosis Prevention Policy
Tuberculosis (TB) is a highly infectious disease that can be spread through the air from person to person. The bacteria can be transmitted through coughing, laughing, talking, or sneezing. More than 1/3 of the world’s population has TB infection. Allen Community College students are required by Kansas statute to complete a TB screening before beginning their first semester.

Students will answer a short screening survey when completing an admissions application. This screening is required for all new students prior to attending classes for their first semester.

For some students, the initial screening will indicate a need for additional testing. These students will be informed and must complete the additional required testing through the local Health Department. The cost of this testing is the responsibility of the student. Failure to complete this testing will result in an academic hold which will prevent the student from enrolling for the following semester. Allen Community College is required to keep records of students required to undergo additional testing.

DEGREES AND CERTIFICATES

Associate in Arts Degree (A.A.)
The student must complete 64 hours of credit with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an A.A. degree. Developmental course credits do not apply toward graduation requirements. Students may apply only two semester hours of HPE activity classes to meet graduation requirements.

General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>SSC103</td>
<td>College Career Success Seminar</td>
<td>1 hr</td>
</tr>
<tr>
<td></td>
<td>Computer Science (CIS or NET classes)</td>
<td>3 hrs</td>
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Communications - 9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL101</td>
<td>English Composition I</td>
<td>3 hrs</td>
</tr>
<tr>
<td>COL102</td>
<td>English Composition II</td>
<td>3 hrs</td>
</tr>
<tr>
<td>COM101</td>
<td>Public Speaking</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>
Natural Sciences with Lab and Mathematics - 8 hours
- MAT105 College Algebra or higher 3 hrs
- Principles of Biology, Introduction to Chemistry, Physical Science or higher 5 hrs

Social and Behavioral Sciences - 9 hours from at least three of the following disciplines:
- Psychology 3 hrs
- Sociology 3 hrs
- Political Science 3 hrs
- Geography 3 hrs
- Economics 3 hrs
- Anthropology 3 hrs

Fine Arts and Humanities – 9 hours
- History 3 hrs
- Literature 3 hrs
- Art, Music, Foreign Language, Theatre or Humanities (excluding performance courses) 3 hrs

Health or Physical Education – 1 hour

Major Field Studies
Eight (8) additional hours of instruction in the fields of Communications, Fine Arts, Humanities, Social or Behavioral Science, Natural Science, and Mathematics are required for the Associate in Arts degree.

General Education and Major Field Studies 48 hours
- Electives 16 hours
- Total hours for Associate in Arts 64 hours

Associate in Science Degree (A.S.)
The student must complete 64 hours of credit with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an A.S. degree. Developmental course credits do not apply toward graduation requirements. Students may apply only two semester hours of HPE activity classes to meet graduation requirements.

General Education
- SSC103 College Career Success Seminar 1 hr
- Computer Science (CIS or NET classes) 3 hrs

Communications - 9 hours
- COL101 English Composition I 3 hrs
- COL102 English Composition II 3 hrs
- COM101 Public Speaking 3 hrs

Natural Sciences with Lab and Mathematics - 8 hours
- MAT105 College Algebra or higher 3 hrs
- Principles of Biology, Introduction to Chemistry, Physical Science or higher 5 hrs

Social and Behavioral Sciences - 6 hours in two of the following disciplines:
- Psychology 3 hrs
- Sociology 3 hrs
- Political Science 3 hrs
- Geography 3 hrs
- Economics 3 hrs
- Anthropology 3 hrs

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Fine Arts and Humanities – 6 hours in two of the following disciplines:

- History 3 hrs
- Literature 3 hrs
- Art 3 hrs
- Music (excluding performance courses) 3 hrs
- Foreign Language 3 hrs
- Theatre (excluding performance courses) 3 hrs
- Humanities 3 hrs

Health or Physical Education – 1 hour

Major Field Studies
Twenty-four (24) additional credit hours related to the student’s major field must be completed. These hours should be selected with the recommendation and approval of the student’s faculty advisor.

General Education and Major Field Studies 58 hours
Electives 6 hours
Total hours for Associate in Science 64 hours

Associate in Applied Science Degree (A.A.S.)
The Associate in Applied Science degree is designed primarily to prepare students for entry into an occupation or a closely related cluster of occupations. Although the objective of the A.A.S. degree is to enhance employment opportunities, some baccalaureate-degree-granting institutions have developed upper-division programs to recognize this degree for transfer of credits.

The Associate in Applied Science degree will be awarded upon attainment of predetermined and specified performance requirements and satisfactory completion of a program of study or not less than sixty (60) hours with a minimum 2.0 GPA on a 4.0 scale, distributed as follows:

- A specified program of courses consisting of specialized and related contextual courses/competencies consisting of a minimum of 43 credit hours recommended by the College catalog and/or vocational-technical advisor.
- General education courses/competencies (minimum of 17 credit hours) from not less than three* of the following areas. Courses listed are for consideration. Requirements can also be met by other courses in the respective area.

General Education
Included in the 17 credit hours of general education course requirements are:

SSC103 College Career Success Seminar 1 hr
Computer Science (CIS or NET classes) 3 hrs
Health and Physical Education 1 hour

Communications - 3 hours in one of the following disciplines:

COL101 English Composition I 3 hrs
COL105 Technical Writing 3 hrs
BUS118 Business English 3 hrs
BUS261 Business Communications 3 hrs

Social and Behavioral Sciences - 3 hours in any of the following courses:

- Economics
- Political Science
- Sociology
- Psychology
- Geography
- Anthropology
Fine Arts and Humanities – 3 hours in any of the following courses:
- History
- Art
- Humanities
- Theatre
- Literature
- Spanish
- Music

Mathematics and Science - 3 hours in one of the following disciplines:
- MAT105 College Algebra 3 hrs
- BUS121 Business Math 3 hrs
- AGR215 Agriculture Computations 3 hrs

**Major Field Studies**
In addition to the 17 credit hours of general education requirements listed above, the student must complete 43 credit hours related to the student’s major field.

General Education and Major Field Studies 60 hours
Total hours for Associate in Applied Science 60 hours

**Associate in General Studies Degree (A.G.S.)**
The student must complete 60 hours of credit with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an A.G.S. degree. Developmental course credits do not apply toward graduation requirements. Students may apply only two semester hours of HPE activity classes to meet graduation requirements.

**General Education**
- SSC103 College Career Success Seminar 1 hr
- Computer Science (CIS or NET classes) 3 hrs

**Communications - 6 hours**
- COL101 English Composition I 3 hrs

And one of the following 3 credit hour Communications:
- COL102 English Composition II 3 hrs
- COL105 Technical Writing 3 hrs
- BUS261 Business Communications 3 hrs
- COM101 Public Speaking 3 hrs

**Natural Sciences with Lab and Mathematics - 8 hours**
- Principles of Biology, Introduction to Chemistry, Physical Science or higher 5 hrs
- MAT105 College Algebra or higher 3 hrs

**Social and Behavioral Sciences - 6 hours in two of the following disciplines:**
- Psychology 3 hrs
- Sociology 3 hrs
- Political Science 3 hrs
- Geography 3 hrs
- Economics 3 hrs
- Anthropology 3 hrs

**Fine Arts and Humanities – 6 hours in two of the following disciplines:**
- History 3 hrs
- Literature 3 hrs
- Art 3 hrs
- Music (excluding performance courses) 3 hrs
Foreign Language 3 hrs
Theatre (excluding performance courses) 3 hrs
Humanities 3 hrs

Health or Physical Education – 1 hour

General Education and Major Field Studies 31 hours
Electives 29 hours
Total hours for Associate in General Studies 60 hours

Occupational Certificates

Career and Technical Education certificates are awarded to provide evidence that a student has achieved theory and entry-level skills in occupational fields. These certificates are designed for the full-time student to complete within one college year or less.

Career and Technical Education certificates offered at Allen include:

- Addictions Counseling
- Adult Care Home Administration
- Business Management
- Certified Nurse Aide
- Computer and Network Support Technician
- Criminal Justice Studies Corrections
- Criminal Justice Studies Law Enforcement
- Early Childhood Education
- Emergency Medical Technician
- EMT: Intermediate
- Health Care Specialist
- Home Health Aide
- Livestock Marketing and Management
- Meat or Livestock Evaluation
- Medical Office Assistant
- Medication Aide
- Pharmacy Technician
- Production Media
- Rehabilitation Aide
- Web Design

Specific information regarding individual certificates may be found in Programs of Study.

Transfer Agreement and Articulation Guide

A student who completes an Associate in Arts or Associate in Science degree based on a baccalaureate-oriented sequence at a state and regionally-accredited Kansas public community college, and whose program of study has met the requirements of the Kansas Public Community College–Kansas Regents Transfer Agreement and Articulation Guide, will be accepted with junior standing and will have satisfied the general education requirements of all Regents
Universities. Students transferring to Regents institutions who have not completed an Associate in Arts or Associate in Science degree will be given general education credit for any articulated general education course completed at the community college.

**Points of Clarification**

This agreement applies only to Associate in Arts and Associate in Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from no accredited community colleges or any other colleges.

- Transfer students accepted for admission at Kansas Regents universities with the Associate in Arts or Associate in Science degree will automatically be given junior standing with the understanding that:
  
  a. Each receiving institution has the right to determine admission standards to the various majors in their institution.
  
  b. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.
- General education is defined as follows:

  General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It ensures that each graduate will have experienced some of the content, method, and system of values of the various disciplines which enable humanity to understand itself and its environment at a level of abstraction beyond that found in secondary-school studies.

Although the following distribution of courses does not correspond to general education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities.

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

**12 hours of Basic Skills courses, including:**

  6 hours of English Composition
  
  3 hours of Public Speaking Communication
  
  3 hours of college-level Mathematics

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

  Art*, Theater*, Philosophy, Music*, History, Literature

  *Performance courses are excluded.

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

  Sociology, Psychology, Political Science, Economics, Geography, Anthropology

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

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

- Other associate’s degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas Regents universities are to be considered outside of the terms of this agreement.
Students attempting to transfer into Technology, Engineering, and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study.

Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Credit for equivalent technical courses may be granted by departmental examination.

- Each institution will define its own graduation requirements.
- Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.
- A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.
- Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.
- The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

**ACADEMIC PROGRAMS**

**Addiction and Prevention Studies**

Associate in Science Degree

*Recommended Sequence of Courses*

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Hrs</th>
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</thead>
<tbody>
<tr>
<td>SSC103</td>
<td>1</td>
</tr>
<tr>
<td>COL101</td>
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<tr>
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Total Hours 16

Semester IV
HIS109 American History from 1865 3
BIO102 Principles of Biology w/Lab 5
MUS111 Music Appreciation 3
SOC102 Sociology 3
Total Hours 14

ASSOCIATE IN SCIENCE GRADUATION TOTAL 64

To meet eligibility requirements of the Kansas Association of Addiction Professionals certification, students will also complete APS110 Field Practicum I in Addiction and Prevention (3 credit hours).

Associate in Applied Science Degree

Recommended Sequence of Courses

Semester I

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Total Hours 16

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Total Hours 15

Semester III

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Total Hours 15

Semester IV

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<td>SOC205</td>
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Total Hours 14

ASSOCIATE IN APPLIED SCIENCE GRAD TOTAL 60
Addictions and Prevention Studies-Counseling Certificate

Recommended Sequence of Courses

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<td>Introduction to Counseling</td>
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<td>Introduction to Group Counseling</td>
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<td>Addiction Services</td>
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<td>APS106</td>
<td>Ethics/Confidentiality in Addiction and Prevention</td>
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<td>APS108</td>
<td>Medical High Risks Issues in Addiction and Prevention</td>
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<td>Pharmacology in Addiction and Prevention</td>
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<td>Family and Addictions</td>
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<td>APS211</td>
<td>Dual Diagnosis</td>
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<td>APS210</td>
<td>Field Practicum I in Addiction and Prevention</td>
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CERTIFICATE TOTAL: 33

To meet eligibility requirements of the Kansas Association of Addiction Professionals certification, students must complete the above 33 credit hours and have already completed a degree in a related field of study.

Agriculture

Associate in Science with an emphasis in Agriculture and Natural Resources

Recommended Sequence of Courses

Semester I

<table>
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<td>AGR101</td>
<td>Agriculture Orientation</td>
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<tr>
<td>AGR103</td>
<td>Principles of Animal Science</td>
<td>3</td>
</tr>
<tr>
<td>MAT105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIO102</td>
<td>Principles of Biology or</td>
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<tr>
<td>BIO150</td>
<td>Biology I (cellular)</td>
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<td>AGR203</td>
<td>Fundamentals of Animal Nutrition</td>
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</tr>
<tr>
<td>COL102</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>CHE105</td>
<td>Introduction to Chemistry or</td>
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<td>CHE125</td>
<td>College Chemistry I</td>
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<td>Social and Behavioral Sciences Elective</td>
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<td>Health and Physical Education Elective</td>
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Semester III

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<td>AGR214</td>
<td>Crop Science</td>
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<td>Computer Science Elective</td>
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<td></td>
<td>Fine Arts and Humanities Elective</td>
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</table>

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### Associate in Science Graduation

**Total Hours**: 16

**Semester IV**
- AGR224 Soil Science  
- COM101 Public Speaking  
- AGR104 Principles of Meat Evaluation or AGR216 Agriculture Technology Management  
  **Total Hours**: 16

### ASSOCIATE IN SCIENCE GRADUATION

**Total Hours**: 64

Electives should be selected depending on the student’s intended department of study with advice of Agriculture faculty advisors.

## Associate in Applied Science in Farm and Ranch Management

### Recommended Sequence of Courses

#### Semester I
- AGR101 Agriculture Orientation  
- AGR103 Principles of Animal Science  
- COL101 English Composition I  
- SSC103 College Career Success Seminar  
- AGR201 Animal Science and Industry  
- AGR223 Agricultural Entomology  
  **Total Hours**: 15

#### Semester II
- AGR206 Farm Management  
- AGR207 Marketing of Agriculture Products  
- AGR203 Fundamentals of Animal Nutrition  
- CIS100 Computer Concepts and Applications  
- AGR100 Field Studies  
  **Total Hours**: 15

#### Semester III
- AGR213 Agriculture Economics  
- AGR214 Crop Science  
- AGR216 Agriculture Technology Management  
  **Total Hours**: 15

#### Semester IV
- AGR224 Soil Science  
- AGR251 Agriculture Chemicals  
  **Total Hours**: 15

**ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL**: 60
Meat or Livestock Evaluation Certificate

Recommended Sequence of Courses

**Semester I**

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<tr>
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<th>Hrs</th>
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<tbody>
<tr>
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<td>AGR103</td>
<td>Principles of Animal Science</td>
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<td>AGR104</td>
<td>Principles of Meat Evaluation</td>
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<td>AGR106</td>
<td>Livestock Evaluation</td>
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<td>AGR215</td>
<td>Agricultural Computations</td>
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*Total Hours* 16

**Semester II**

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<td>AGR210</td>
<td>Oral Reasons</td>
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<td>AGR260</td>
<td>Beef Management</td>
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<td>AGR202</td>
<td>Advanced Livestock Science</td>
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<td>AGR203</td>
<td>Fundamentals of Animal Nutrition</td>
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<tr>
<td>AGR100</td>
<td>Field Studies</td>
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*Total Hours* 17

**Certificate Total** 33

Art

Associate in Arts Degree

Recommended Sequence of Courses

**Semester I**

<table>
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<tr>
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<th>Course Title</th>
<th>Hrs</th>
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<td>ART101</td>
<td>Art Appreciation</td>
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*Total Hours* 16

**Semester II**

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*Total Hours* 16

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*Total Hours* 17

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Social and Behavioral Sciences Elective 3
History Elective 3
Total Hours 15

ASSOCIATE IN ARTS GRADUATION TOTAL 64

Biology

Associate in Science Degree

Recommended Sequence of Courses

Semester I

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Total Hours 17

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Total Hours 17

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Total Hours 15

Semester IV

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Total Hours 15

ASSOCIATE IN SCIENCE GRADUATION TOTAL 64

* Elective-elective hours for the Associate in Science degree must be taken from one of the following areas: Sciences, Mathematics, Business, Allied Health, or Agriculture.

Business

Associate in Science with an emphasis in Business Administration

Recommended Sequence of Courses

Semester I

<table>
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<tr>
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<th>Course Title</th>
<th>Hrs</th>
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<td>Introduction to Business</td>
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<td>MAT115</td>
<td>Elementary Statistics</td>
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**Semester III**

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<tbody>
<tr>
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<td>ECO207</td>
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<td></td>
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<tr>
<td>BUS221</td>
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**Semester IV**

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<tr>
<td>COM101</td>
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<td>HUM105</td>
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<td></td>
<td>Health and Physical Education Elective***</td>
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**ASSOCIATE IN SCIENCE GRAD TOTAL**

**64**

*Business Elective options:

- BUS125 Personal Finance
- BUS129 Human Relations in Business
- BUS160 Introduction to Entrepreneurship
- BUS206 Human Resource Management
- BUS207 Computerized Accounting
- BUS222 Business Law II
- BUS261 Business Communication
- BUS275 Principles of Management
- BUS278 Marketing
- BUS279 Advertising

**Choose any course with a PSC prefix, or enroll in CHE105 Introduction to Chemistry and CHE105L Introduction to Chemistry Lab.**

***Select any course with an HPE prefix or NHA152

**Associate in Applied Science in Distributive Ed/Mid-Management**

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>SSC103</td>
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<td>COM101</td>
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<tr>
<td>CIS100</td>
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</tr>
<tr>
<td>CIS170</td>
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<td>BUS120</td>
<td>3</td>
</tr>
<tr>
<td>BUS121</td>
<td>3</td>
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**Semester II**

ECO207 Microeconomics 3  
BUS160 Introduction to Entrepreneurship 3  
BUS117 Introduction to Leadership 3  
BUS125 Personal Finance 3  
BUS275 Principles of Management 3  
Health and Physical Education Elective 1  
**Total Hours** 16  

**Semester III**

BUS129 Human Relations in Business 3  
BUS210 Financial Accounting 3  
BUS221 Business Law I 3  
BUS278 Marketing 3  
ECO208 Macroeconomics 3  
**Total Hours** 15  

**Semester IV**

BUS212 Managerial Accounting 3  
BUS261 Business Communications 3  
BUS206 Human Resource Management 3  
Business Elective 4  
**Total Hours** 13  

**ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL** 60

**Associate in Applied Science in Management Development**

**Recommended Sequence of Courses**

**Semester I**

<table>
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<th>Course Name</th>
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<td>COL101</td>
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<td>BUS160</td>
<td>Introduction to Entrepreneurship</td>
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<td>CIS170</td>
<td>Microsoft Office</td>
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<td>BUS120</td>
<td>Introduction to Business</td>
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<tr>
<td>BUS117</td>
<td>Introduction to Leadership</td>
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<td>BUS125</td>
<td>Personal Finance</td>
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<td>BUS275</td>
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**Semester III**

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<td>BUS278</td>
<td>Marketing</td>
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**Semester IV**

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<td>Supervisory Management</td>
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<td>BUS129</td>
<td>Human Relations in Business</td>
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<tr>
<td>BUS279</td>
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*Allen Community College Catalog 2014-15*
## Business Management Certificate

**Recommended Sequence of Courses**

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<td>BUS160 Introduction to Entrepreneurship</td>
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<td>BUS117 Introduction to Leadership</td>
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<td>BUS221 Business Law I</td>
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<table>
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<tbody>
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<tr>
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<td>BUS275 Principles of Management</td>
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**CERTIFICATE TOTAL**

## Chemistry

**Associate in Science Degree**

**Recommended Sequence of Courses**

<table>
<thead>
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<tbody>
<tr>
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<tr>
<td>MAT123 Calculus w/Analytic Geometry I</td>
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<tr>
<td>COL101 English Composition I</td>
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<td>Social and Behavioral Sciences Elective</td>
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<tbody>
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<td>MAT125 Calculus w/Analytic Geometry II</td>
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<td>COL102 English Composition II</td>
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<td>Fine Arts and Humanities Elective</td>
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<td>Health and Physical Education Elective</td>
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<td>PSC204 Engineering Physics I</td>
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<td>CHE295 Organic Chemistry II</td>
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<td>PSC205 Engineering Physics II</td>
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Social and Behavioral Sciences Elective 3
Total Hours 16

ASSOCIATE IN SCIENCE GRADUATION TOTAL 66

Communication

Associate in Arts Degree

Recommended Sequence of Courses

Semester I

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<td>COM201</td>
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<td>MAT105</td>
<td>3</td>
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Semester II

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<td>COM202</td>
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<tr>
<td>Social and Behavioral Science Elective</td>
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<td>Computer Science Elective</td>
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<td>History Elective</td>
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Semester III

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<tbody>
<tr>
<td>COM101</td>
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<td>COM164</td>
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<td>THE101</td>
<td>3</td>
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<tr>
<td>Natural Science Elective w/Lab</td>
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<td>Literature Elective</td>
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Semester IV

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<tbody>
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<td>COM164</td>
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<td>COM211</td>
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<td>BUS279</td>
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ASSOCIATE IN ARTS GRADUATION TOTAL 64

Suggested Communication Electives (depending on area of interest):

- BUS129 Human Relations in Business
- BUS278 Marketing
- COL115 Beginning Creative Writing
- COM165 Yearbook Practicum
- EDU201 Foundations of Education
- THE210 Voice and Diction
- THE231 Acting I
- THE283 Introduction to the Film Medium
- Any Computer or Production Media course
**Computer Science Technology**

Associate in Science with an emphasis in Information Networking Technology

**Recommended Sequence of Courses**

<table>
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<tr>
<th>Semester I</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>COL101 English Composition I</td>
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<tr>
<td>MAT105 College Algebra</td>
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<td>CIS100 Computer Concepts and Applications</td>
<td>3</td>
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<td>PSY101 General Psychology</td>
<td>3</td>
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<tr>
<td>SSC103 College Career Success Seminar</td>
<td>1</td>
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<tr>
<td>CIS109 Introduction to Computer Programming</td>
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<td><strong>Total Hours</strong></td>
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<table>
<thead>
<tr>
<th>Semester II</th>
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<tbody>
<tr>
<td>COL102 English Composition II</td>
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<td>Science Elective</td>
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<tr>
<td>MAT115 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CIS170 Microsoft Office</td>
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<td>HUM105 Ethics</td>
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<thead>
<tr>
<th>Semester III</th>
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<tbody>
<tr>
<td>CIS135 Computer Repair-Core Hardware</td>
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<tr>
<td>ECO207 Microeconomics</td>
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</tr>
<tr>
<td>CIS125 Cisco Networking for Home and Sm Businesses</td>
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<tr>
<td>History Elective</td>
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<table>
<thead>
<tr>
<th>Semester IV</th>
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<tbody>
<tr>
<td>CIS275 Computer Repair-Operating Systems</td>
<td>3</td>
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<td>CIS230 C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td>ECO208 Macroeconomics</td>
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<tr>
<td>COM101 Public Speaking</td>
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<td>CIS250 Cisco Working at a Small-to-Med Business</td>
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<td>Health and Physical Education Elective</td>
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</table>

**ASSOCIATE IN SCIENCE GRADUATION TOTAL** 64

*Suggested courses: Second Science course from a different discipline or MAT123 Calculus w/Analytic Geometry I.*

Associate in Applied Science in Information Networking Technology

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>CIS100 Computer Concepts and Applications</td>
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<tr>
<td>CIS170 Microsoft Office</td>
<td>3</td>
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<td>COL101 English Composition I</td>
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<td>SSC103 College Career Success Seminar</td>
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<td>BUS121 Business Mathematics</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CIS109 Introduction to Computer Programming</td>
<td>3</td>
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<tr>
<td>CIS115 Visual Basic I</td>
<td>3</td>
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<tr>
<td>CIS130 Microsoft Excel</td>
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Allen Community College Catalog 2014-15
PRO116  Introduction to Photoshop  3  
Social and Behavior Science Elective  3  
Total Hours  15  

**Semester III**  
CIS124  Web Page Development  1  
CIS125  Cisco Network Basics  3  
CIS126  Microsoft PowerPoint  3  
CIS135  Computer Repair-Core Hardware  3  
CIS230  C++ Programming I  3  
Health and Physical Education Elective  1  
Total Hours  14  

**Semester IV**  
CIS175  Microsoft Word  3  
CIS250  Cisco Routing and Switching Essentials  3  
CIS275  Computer Repair-Operating Systems  3  
PRO251  Fundamentals of Web Design  3  
Computer Science Elective  3  
Total Hours  15  

ASSOCIATE IN APPLIED SCIENCE GRADUAION TOTAL  60  

**Computer and Network Support Technician Certificate**  
**Recommended Sequence of Courses**  

**Semester I**  
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<td>CIS125</td>
<td>Cisco Network Basics</td>
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<td>CIS135</td>
<td>Computer Repair-Core Hardware</td>
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**Semester II**  
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<tr>
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<td>Cisco Routing and Switching Essentials</td>
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<tr>
<td>CIS275</td>
<td>Computer Repair-Operating Systems</td>
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**CERTIFICATE TOTAL**  

18  

**Criminal Justice Studies**  

**Associate in Arts Degree**  
**Recommended Sequence of Courses**  

**Semester I**  
<table>
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<tr>
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<tr>
<td>CIS100</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
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<td>MAT105</td>
<td>College Algebra</td>
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<tr>
<td>PSY101</td>
<td>General Psychology</td>
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**Semester II**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>CJS101</td>
<td>Law Enforcement Operations and Procedures</td>
<td>3</td>
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<tr>
<td>COL102</td>
<td>English Composition II</td>
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<tr>
<td>SOC102</td>
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<tr>
<td>CJS221</td>
<td>Criminal Law</td>
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</table>
Fine Arts and Humanities Elective 3  
HPE111 Basic First Aid-CPR 1  
**Total Hours** 16

**Semester III**
- COL130 Introduction to Literature 3  
- BIO102 Principles of Biology 5  
- CJS240 Criminal Investigation 3  
- CJS220 Agency Administration 3  
- POL111 American Government 3  
**Total Hours** 17

**Semester IV**
- COM101 Public Speaking 3  
- HIS108 American History to 1865 3  
- CJS251 Criminal Procedures 3  
- SOC110 Juvenile Delinquency and Justice 3  
- CJS202 Criminal Justice Interview and Report Writing 3  
**Total Hours** 15

**ASSOCIATE IN ARTS GRADUATION TOTAL** 64

**Recommended Sequence of Courses**

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<thead>
<tr>
<th>Semester I</th>
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<tbody>
<tr>
<td>CIS100 Computer Concepts and Applications</td>
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<td>CJ100 Introduction to Criminal Justice</td>
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<td>CJ101 Law Enforcement Operations and Procedures</td>
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<td>PSY101 General Psychology or SOC102 Sociology</td>
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<tbody>
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<td>CJS202 Criminal Justice Interview and Report Writing</td>
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<tr>
<td>CJS221 Criminal Law</td>
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<tr>
<td>CJS251 Criminal Procedures</td>
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<tr>
<td>SPA150 Spanish for the Workplace</td>
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<td>HPE111 Basic First Aid-CPR or NHA152 Fitness and Nutrition</td>
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<tr>
<td>CJS220 Agency Administration</td>
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<tr>
<td>CJS150 Professional Responsibility in Criminal Justice</td>
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<tr>
<td>CJS240 Criminal Investigation</td>
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<tr>
<td>BUS121 Business Math</td>
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<td>SOC110 Juvenile Delinquency and Justice</td>
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**ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL** 60
Criminal Justice Studies Corrections Certificate

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<td>CJS100 Computer Concepts and Applications 3</td>
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<tr>
<td>CJS100 Introduction to Criminal Justice 3</td>
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<tr>
<td>CJS152 Special Populations in Corrections 3</td>
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<tr>
<td>CJS240 Criminal Investigation 3</td>
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<td>CJS252 Ethical Decision Making in Corrections 3</td>
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<table>
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<th>Hrs</th>
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<tbody>
<tr>
<td>CJS102 Introduction to Corrections 3</td>
<td></td>
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<tr>
<td>CJS250 Corrections Report Writing 3</td>
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<tr>
<td>CJS221 Criminal Law 3</td>
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<tr>
<td>CJS253 Oral Communication in the Correctional Environment 3</td>
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<tr>
<td>SOC110 Juvenile Delinquency and Justice 3</td>
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<td>SPA150 Spanish for the Workplace 2</td>
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**CERTIFICATE TOTAL** 32

Criminal Justice Studies Law Enforcement Certificate

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<td>CJS100 Introduction to Criminal Justice 3</td>
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<tr>
<td>CJS150 Professional Responsibility in Criminal Justice 3</td>
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<tr>
<td>CJS220 Agency Administration 3</td>
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<tr>
<td>CJS240 Criminal Investigation 3</td>
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<th>Hrs</th>
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<tr>
<td>CJS202 Criminal Justice Interview and Report Writing 3</td>
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<tr>
<td>CJS221 Criminal Law 3</td>
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<tr>
<td>CJS251 Criminal Procedures 3</td>
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<tr>
<td>SOC110 Juvenile Delinquency and Justice 3</td>
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<td>SPA150 Spanish for the Workplace 2</td>
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<table>
<thead>
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<th>Hrs</th>
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<tr>
<td>CJS102 Introduction to Corrections 3</td>
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<tr>
<td>CJS242 Introduction to Criminology 3</td>
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**CERTIFICATE TOTAL** 46

*Criminal Justice Electives:

CJS271 Criminal Justice Practicum
CJS233 Crime Victims
CJS Homeland Security
CJS152 Special Populations in Corrections
CJS253 Oral Communications in the Correctional Environment
Early Childhood Education

Associate in Science Degree

Recommended Sequence of Courses

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<th>Hrs</th>
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<td>MAT105</td>
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<td>COM101</td>
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<td>Humanities or Fine Arts Elective</td>
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<tr>
<td>ECE102</td>
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<td>EDU202</td>
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<td>HPE111</td>
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<td>Social and Behavioral Science Elective</td>
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<td>ECE105</td>
<td>3</td>
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<tr>
<td>ECE205</td>
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<tr>
<td>MAT115</td>
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</tr>
<tr>
<td>COL130</td>
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ASSOCIATE IN SCIENCE GRADUATION TOTAL 64

Associate in Applied Science Degree

Recommended Sequence of Courses

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<thead>
<tr>
<th>Semester I</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>SSC103</td>
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<td>BUS261</td>
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<td>ECE101</td>
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<tr>
<td>ECE102</td>
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</tr>
<tr>
<td>ECE103</td>
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<tr>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>BUS121</td>
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<tr>
<td>ECE105</td>
<td>3</td>
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<tr>
<td>ECE205</td>
<td>6</td>
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NHA152  Fitness and Nutrition  
Total Hours  
Semester III
COL237  Children's Literature  
ECE201  Infant and Toddler Education and Care or  
ECE202  Preschool Education and Care  
ECE204  Developing Language and Literacy in Early Childhood  
ECE212  Educating Children in Exceptionalities  
ECE Elective  
Total Hours  
Semester IV
SOC102  Sociology  
Business Elective  
ECE209  Current topics in Early Childhood Education  
ECE210  Developing Math and Science in Young Children  
ECE215  Practicum in Early Childhood Education  
Total Hours  
ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL 60

Early Childhood Education Certificate
Semester I
ECE101  Early Childhood Growth and Development  
ECE102  Principles of Early Childhood Education  
ECE103  Child Health, Safety, and Nutrition  
Total Hours  
Semester II
ECE105  Observing and Interacting with Young Children  
ECE201  Infant and Toddler Education and Care or  
ECE202  Preschool Education and Care  
ECE150  Professional Portfolios in Early Childhood Ed  
Total Hours  
CERTIFICATE TOTAL 16

Education
Associate in Arts with an emphasis in Elementary Education
Recommended Sequence of Courses
Semester I
EDU201  Foundations of Education  
EDU202  Observation and Participation  
COL101  English Composition I  
MAT105  College Algebra  
SSC103  College Career Success Seminar  
CIS100  Computer Concepts and Applications  
Social and Behavioral Sciences Elective  
Total Hours  
Semester II
COL102  English Composition II  
COM101  Public Speaking  
HIS108  American History to 1865 or  
HIS109  American History from 1865  
Total Hours  

Allen Community College Catalog 2014-15
Social and Behavioral Sciences Elective  3
Health and Physical Ed Elective  3
Total Hours  15

**Semester III**

BIO102  Principles of Biology with Lab  5
GEO104  Principles of Geography  3
Literature Elective  3
6 hours of electives transferable to an education Program at a 4-year institution  6
Total Hours  17

**Semester IV**

COL237  Children’s Literature  3
PSC151/152  Physical Science/Lab  5
Fine Arts and Humanities Elective (excluding History and Literature)  3
4 hours of electives transferable to an education program at a 4-year institution  4
Total Hours  15

**ASSOCIATE IN ARTS GRADUATION TOTAL**  64

Associate in Arts with an emphasis in Secondary Education

**Recommended Sequence of Courses**

**Semester I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>EDU201 Foundations of Education</td>
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<tr>
<td>EDU202 Observation and Participation</td>
<td>1</td>
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<tr>
<td>COL101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT105 College Algebra</td>
<td>3</td>
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<tr>
<td>SSC103 College Career Success Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Social and Behavioral Sciences Elective</td>
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</tr>
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<td>Total Hours</td>
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**Semester II**

<table>
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<th>Course</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>COL102 English Composition II</td>
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<tr>
<td>COM101 Public Speaking</td>
<td>3</td>
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<td>HIS108 American History to 1865 or HIS109 American History from 1865</td>
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<tr>
<td>Social and Behavioral Sciences Elective</td>
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<tr>
<td>3 hours from the major field</td>
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**Semester III**

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<tr>
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<td>GEO104 Principles of Geography</td>
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**Semester IV**

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<th>Hrs</th>
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<td>Health and Physical Ed Elective</td>
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<tr>
<td>Fine Arts and Humanities Elective (excluding History and Literature)</td>
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<tr>
<td>4 hours from the major field and/or of additional electives</td>
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*Allen Community College Catalog 2014-15*
**English**

**Associate in Arts Degree**

**Recommended Sequence of Courses**

**Semester I**

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<thead>
<tr>
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<th>Course Title</th>
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<td>Public Speaking</td>
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<td>English Composition I</td>
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<tr>
<td>MAT105</td>
<td>College Algebra</td>
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<td>SSC103</td>
<td>College Career Success Seminar</td>
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<td>COL130</td>
<td>Introduction to Literature</td>
<td>3</td>
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<td></td>
<td>Computer Science Elective</td>
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**Semester II**

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<tr>
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<td>English Composition II</td>
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<tr>
<td>BIO102</td>
<td>Natural Science w/Lab</td>
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<td>Literature Elective</td>
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<td>History Elective</td>
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<td>Social and Behavioral Sciences Elective</td>
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**Semester III**

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<th>Course Title</th>
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<tbody>
<tr>
<td></td>
<td>Literature Elective</td>
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<td></td>
<td>Fine Arts and Humanities Elective</td>
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<td>Social and Behavioral Sciences Elective</td>
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<tr>
<td></td>
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<td>Any non-activity course elective</td>
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**Semester IV**

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<tbody>
<tr>
<td></td>
<td>Literature Elective</td>
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<tr>
<td></td>
<td>Social and Behavioral Sciences Elective</td>
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**ASSOCIATE IN ARTS GRADUATION TOTAL** 64

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**Health and Physical Education**

**Associate in Arts with an emphasis in Health and Physical Education, Sports Medicine/Athletic Training**

**Recommended Sequence of Courses**

**Semester I**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>COL101</td>
<td>English Composition I</td>
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<tr>
<td>BIO102</td>
<td>Principles of Biology</td>
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<td>HPE101</td>
<td>Introduction to Physical Education</td>
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<td>HPE121</td>
<td>First Aid and Safety</td>
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<td>HPE134</td>
<td>Care and Prevention of Athletic Injuries</td>
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<td>SSC103</td>
<td>College Career Success Seminar</td>
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<td><strong>Total Hours</strong></td>
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**Semester II**

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<tbody>
<tr>
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MAT105 College Algebra 3
HPE234 Introduction to Rehabilitation and Modalities 3
Computer Science Elective 3
Social and Behavioral Sciences Elective 3*
*Total Hours 15

Semester III

COM101 Public Speaking 3
History Elective 3
Literature Elective 3
Social and Behavioral Sciences Elective 3*
Health and Physical Education Elective 1
*Total Hours 16

Semester IV

HPE298 Athletic Training Practicum I 3
Fine Arts and Humanities Elective 3
Social and Behavioral Sciences or Fine Arts and Humanities Elective 3
Social and Behavioral Sciences or Fine Arts and Humanities Elective 3
Social and Behavioral Sciences or Fine Arts and Humanities Elective 3
*Total Hours 15

ASSOCIATE IN ARTS GRADUATION TOTAL 64

*Select 3 credit hours each from three different disciplines: Economics, Political Science, Sociology, Geography, or Psychology.

Associate in Arts with an emphasis in Health and Physical Education- Sports Coaching

Recommended Sequence of Courses

Semester I

<table>
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<tbody>
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Total Hours 16

Semester II

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<td>HPE134</td>
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Total Hours 18

Semester III

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<td>Literature Elective 3</td>
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66
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**Semester IV**

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<tr>
<td>EDU202 Observation and Participation</td>
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<td>Natural Science Elective with Lab</td>
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**ASSOCIATE IN ARTS GRADUATION TOTAL**

64

*Select 3 credit hours each from three different disciplines: Economics, Political Science, Sociology, Geography, or Psychology.

## History

**Associate in Arts Degree**

**Recommended Sequence of Courses**

### Semester I

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<tbody>
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<td>HIS108 American History to 1865</td>
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<td>COL101 English Composition I</td>
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<td>MAT105 College Algebra</td>
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<td>COL102 English Composition II</td>
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<td>PSY101 General Psychology</td>
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### Semester III

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<td>POL111 American Government</td>
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<tr>
<td>ECO207 Microeconomics or</td>
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<td>ECO208 Macroeconomics</td>
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<td>HIS122 Western Civilization II</td>
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<td>History or Political Science Elective</td>
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<td>CIS100 Computer Concepts and Applications</td>
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ASSOCIATE IN ARTS GRADUATION TOTAL 64

**Mathematics**

Associate in Science Degree

*Recommended Sequence of Courses*

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<td>Computer Science Elective</td>
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<td>Health and Physical Education Elective</td>
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**ASSOCIATE IN SCIENCE GRADUATION TOTAL** 64

Suggested electives with advisor approval:

- MAT120 Pre-Calculus 3
- MAT106 Plane Trigonometry 3
- MAT105 College Algebra 3
- CIS115 Visual Basic I or
- CIS109 Introduction to Computer Programming 3

**Medicine**

Associate in Science with an emphasis in Pre-Medicine

*Recommended Sequence of Courses*

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*Allen Community College Catalog 2014-15 68*
Social and Behavioral Sciences Elective 3
SSC103 College Career Success Seminar 1
Total Hours 17

**Semester II**
- BIO210 Biology II 5
- CHE136 College Chemistry II 5
- COL102 English Composition II 3
- Fine Arts and Humanities Elective 3
- Health and Physical Education Elective 1
Total Hours 17

**Semester III**
- CHE265 Organic Chemistry I 5
- MAT123 Calculus with Analytic Geometry I 5
- COM101 Public Speaking 3
- Computer Science Elective 3
Total Hours 16

**Semester IV**
- CHE295 Organic Chemistry II 5
- BIO271 Microbiology 5
- Fine Arts and Humanities Elective 3
- Social and Behavioral Sciences Elective 3
Total Hours 16

**ASSOCIATE IN SCIENCE GRADUATION TOTAL HOURS** 66

**Associate in Science with an emphasis in Pre-Nursing**

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
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<td>BIO271 Microbiology</td>
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<td>COM211 Interpersonal Communications</td>
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Associate in Science Degree with an emphasis in Pre-Veterinary Medicine

**Recommended Sequence of Courses**

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<td>MAT105</td>
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**ASSOCIATE IN SCIENCE GRADUATION TOTAL** 64

Adult Care Home Administration Certificate

**Recommended Sequence of Courses**

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<td>MED120</td>
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Semester II

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<tr>
<td>BUS261</td>
<td>Business Communications</td>
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<tr>
<td>NHA179</td>
<td>Introduction to Pharmacology</td>
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<tr>
<td>NHA236</td>
<td>Legal Concepts</td>
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<tr>
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<td>Medical Office Accounting</td>
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Semester III

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<td>NHA219</td>
<td>Gerontology</td>
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<td>NHA235</td>
<td>Long Term Care Medical Records</td>
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**CERTIFICATE TOTAL** 34

Health Care Specialist Certificate

The Health Care Specialist Certificate is designed to prepare students to enter the workforce by providing training that prepares them to become licensed as a Certified Nurse Aide, Medication Aide, and Home Health Aide. In addition to these licensure opportunities, a Rehabilitation Aide and Activities Director/Social Services Designee certificate may be pursued. This results in programming that provides a career ladder with ever increasing levels of knowledge, skills, and employment. An additional 13 credit hours of related studies culminate in a 32 credit hours Health Care Specialist Certificate.

Recommended Sequence of Courses

**Semester I**

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<td>Medical Terminology</td>
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<td>HPE111</td>
<td>Basic First Aid-CPR</td>
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<tr>
<td>NHA160</td>
<td>Social Services Designee/Activities Director</td>
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<td>NHA236</td>
<td>Legal Concepts</td>
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<td>MED107</td>
<td>Rehabilitation Aide</td>
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<td>MED108</td>
<td>Home Health Aide</td>
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<td>NHA235</td>
<td>Long Term Care Medical Records</td>
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<tr>
<td>NHA239</td>
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**CERTIFICATE TOTAL** 32

*Prerequisite: Licensed Certified Nurse Aide

Medical Office Assistant Certificate

Recommended Sequence of Courses

**Semester I**

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<td>NHA161</td>
<td>Medical Administrative Aspects</td>
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<td>NHA235</td>
<td>Long Term Medical Records</td>
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**Semester II**

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<td>NHA236</td>
<td>Legal Concepts</td>
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<tr>
<td>NHA239</td>
<td>Medical Office Accounting</td>
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*Prerequisite: Certified Nurse Aide, Medical Administrative Aspects
NHA129 Medical Insurance Coding and Billing 3
Total Hours 12

CERTIFICATE TOTAL 25

Music

Associate in Arts Degree

Recommended Sequence of Courses

Semester I

<table>
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<th>Course</th>
<th>Hrs</th>
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<tr>
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<tr>
<td>COL101 English Composition I</td>
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<tr>
<td>MAT105 College Algebra</td>
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<tr>
<td>MUS101 Fundamentals of Music</td>
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<td>MUS114 Applied Music I</td>
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Semester II

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<td>COM101 Public Speaking</td>
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<td>MUS116 Aural Skills I</td>
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<td>MUS117 Keyboard Harmony I</td>
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<td>MUS115 Applied Music II</td>
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<td>MUS106 Band or Choir</td>
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<td>MUS108 Health and Physical Ed Elective</td>
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Semester III

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<tr>
<td>MUS214 Applied Music III</td>
<td>1</td>
</tr>
<tr>
<td>MUS106 Band or Choir</td>
<td>1</td>
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<tr>
<td>MUS108 History Elective</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Elective with Lab</td>
<td>5</td>
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<tr>
<td>Social and Behavior Sciences Elective</td>
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Semester IV

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<td>MUS121 Aural Skills II</td>
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<td>MUS118 Keyboard Harmony II</td>
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<td>MUS215 Applied Music IV</td>
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<td>MUS106 Band or Choir</td>
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<td>MUS108 Literature Elective</td>
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ASSOCIATE IN ARTS GRADUATION TOTAL 64
## Pharmacy Technology

### Associate in Applied Science Degree

#### Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>BUS261 Business Communications</td>
<td>3</td>
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<tr>
<td>BUS121 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS100 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BIO102 Principles of Biology w/Lab</td>
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<tr>
<td>SSC103 College Career Success Seminar</td>
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<tbody>
<tr>
<td>NHA237 Introduction to Pharmacy Technician</td>
<td>3</td>
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<tr>
<td>MED120 Medical Terminology</td>
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<tr>
<td>BIO257 Human Anatomy and Physiology w/Lab</td>
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<tr>
<td>HPE118 Ind/Dual Lifetime Activities (Fitness)</td>
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<td>NHA141 Drug Awareness</td>
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<td>BUS109 Career Development</td>
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<td>NHA130 Natural Healing with Herbs</td>
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<tbody>
<tr>
<td>NHA238 Pharmacology for Pharmacy Technicians</td>
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<td>BIO115 Basic Nutrition</td>
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<tr>
<td>NHA239 Medical Office Accounting</td>
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<td>PSY101 General Psychology</td>
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<tr>
<td>NHA129 Medical Insurance Coding and Billing</td>
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<td>NHA240 Pharmacy Calculations</td>
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<td>NHA235 Long Term Care Medical Records</td>
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<td>NHA236 Legal Concepts</td>
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<tr>
<td>Humanities or Fine Arts Elective</td>
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<tr>
<td>NHA152 Fitness and Nutrition: The Healthy Journey To Weight Loss</td>
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<tr>
<td>NHA243 Pharmacy Technician Certification Exam Review</td>
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<td>HPE111 Basic First Aid-CPR</td>
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**ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL** 60

### Pharmacy Technician Certificate

#### Recommended Sequence of Courses

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>NHA237 Introduction to Pharmacy Technician</td>
<td>3</td>
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<tr>
<td>BUS121 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS100 Computer Concepts and Applications</td>
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<tr>
<td>BIO102 Principles of Biology w/Lab</td>
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<td>NHA236 Legal Concepts</td>
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<thead>
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<tbody>
<tr>
<td>NHA238 Pharmacology for Pharmacy Technicians</td>
<td>3</td>
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<tr>
<td>MED120 Medical Terminology</td>
<td>3</td>
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<tr>
<td>BUS261 Business Communications</td>
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</table>
BIO257  Human Anatomy and Physiology w/Lab 5
NHA240  Pharmacy Calculations 3
Total Hours 17

CERTIFICATE TOTAL 34

**Physics**

**Associate in Science Degree**

*Recommended Sequence of Courses*

**Semester I**

<table>
<thead>
<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>CHE125</td>
<td>College Chemistry I</td>
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<tr>
<td>MAT123</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>COL101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>SSC103</td>
<td>College Career Success Seminar</td>
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**Semester II**

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<tr>
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<th>Course Name</th>
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<tr>
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<tr>
<td>MAT125</td>
<td>Calculus with Analytic Geometry II</td>
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<td>COL102</td>
<td>English Composition II</td>
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**Semester III**

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<td>MAT225</td>
<td>Calculus with Analytic Geometry III</td>
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<td>COM101</td>
<td>Public Speaking</td>
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<td>ECO207</td>
<td>Microeconomics</td>
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**Semester IV**

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<td>Social and Behavioral Sciences Elective</td>
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<tr>
<td></td>
<td>Health and Physical Education Elective</td>
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**ASSOCIATE IN SCIENCE GRADUATION TOTAL** 64

**Associate in Science Degree with an emphasis in Pre-Engineering**

*Recommended Sequence of Courses*

**Semester I**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>CHE125</td>
<td>College Chemistry I</td>
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<td>MAT123</td>
<td>Calculus with Analytic Geometry I</td>
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<td>SSC103</td>
<td>College Career Success Seminar</td>
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**Semester II**

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<td>5</td>
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<tr>
<td>MAT125</td>
<td>Calculus with Analytic Geometry II</td>
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<tr>
<td>COL102</td>
<td>English Composition II</td>
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### Political Science

**Associate in Arts Degree**

**Recommended Sequence of Courses**

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<thead>
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<tbody>
<tr>
<td>SOC102 Sociology</td>
<td>3</td>
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<tr>
<td>HIS108 American History to 1865</td>
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<tr>
<td>COL101 English Composition I</td>
<td>3</td>
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<tr>
<td>COM101 Public Speaking</td>
<td>3</td>
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<tr>
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<tr>
<td>Humanities Elective</td>
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<tbody>
<tr>
<td>MAT105 College Algebra</td>
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<tr>
<td>HIS109 American History from 1865</td>
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<td>COL102 English Composition II</td>
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<tr>
<td>PSY101 General Psychology</td>
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<td>Literature Elective</td>
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<tbody>
<tr>
<td>HIS121 Western Civilization I</td>
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<tr>
<td>POL111 American Government</td>
<td>3</td>
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<tr>
<td>ECO207 Microeconomics or</td>
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<td>ECO208 Macroeconomics</td>
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<td>Natural Science Elective with Lab</td>
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<tbody>
<tr>
<td>GEO104 Principles of Geography</td>
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<tr>
<td>HIS122 Western Civilization II</td>
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<td>History or Political Science Elective</td>
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<tr>
<td>CIS100 Computer Concepts and Applications</td>
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Production Media

Associate in Science Degree

Recommended Sequence of Courses

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<th>Hrs</th>
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<tbody>
<tr>
<td>SSC103</td>
<td>College Career Success Seminar</td>
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<tr>
<td>COL101</td>
<td>English Composition I</td>
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<tr>
<td>ART101</td>
<td>Art Appreciation</td>
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<td>MAT105</td>
<td>College Algebra</td>
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<td>Computer Concepts and Applications</td>
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<tr>
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<td>Introduction to Photoshop</td>
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<tbody>
<tr>
<td>COL102</td>
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<td>Social and Behavioral Sciences Elective</td>
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<td>Health and Physical Education Elective</td>
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<tr>
<td>PRO195</td>
<td>Introduction to Computer Graphics</td>
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<tr>
<td>PRO131</td>
<td>Foundations of Graphic Design</td>
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<tr>
<td>PRO225</td>
<td>Adobe Photoshop: Advanced</td>
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<thead>
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<tbody>
<tr>
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<tr>
<td>PRO251</td>
<td>Fundamentals of Web Design</td>
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<tr>
<td>ART120</td>
<td>Design I</td>
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<td>PRO201</td>
<td>Dreamweaver</td>
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<td>PRO155</td>
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<tbody>
<tr>
<td>Science Elective</td>
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<tr>
<td>PRO200</td>
<td>Macromedia Flash</td>
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<td>CIS170</td>
<td>Microsoft Office</td>
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<tr>
<td>COM101</td>
<td>Public Speaking</td>
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ASSOCIATE IN SCIENCE GRADUATION TOTAL 64

Associate in Applied Science Degree

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>Communication (COL101, COL105, or BUS261)</td>
<td>3</td>
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<tr>
<td>PRO116</td>
<td>Introduction to Photoshop</td>
</tr>
<tr>
<td>PRO251</td>
<td>Fundamentals of Web Design</td>
</tr>
<tr>
<td>CIS100</td>
<td>Computer Concepts and Applications</td>
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<tr>
<td>SSC103</td>
<td>College Career Success Seminar</td>
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<tr>
<td>Mathematics (MAT105 or BUS121)</td>
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<thead>
<tr>
<th>Semester II</th>
<th>Hrs</th>
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<tbody>
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<td>Fine Arts and Humanities Elective</td>
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### Production Media Certificate

**Recommended Sequence of Courses**

**Semester I**

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<th>Course</th>
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<tbody>
<tr>
<td>PRO195</td>
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<td>PRO116</td>
<td>3</td>
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<tr>
<td>PRO129</td>
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**Semester II**

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<td>PRO180</td>
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<td>PRO131</td>
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<td>PRO200</td>
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**CERTIFICATE TOTAL**

24

### Web Design Certificate

**Recommended Sequence of Courses**

**Semester I**

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<th>Course</th>
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<tbody>
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<td>PRO201</td>
<td>3</td>
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<td>PRO116</td>
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**Semester II**

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### Psychology

**Associate in Arts Degree**

**Recommended Sequence of Courses**

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<tr>
<th>Semester</th>
<th>Courses</th>
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<tr>
<td><strong>I</strong></td>
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<tr>
<td></td>
<td>MAT105</td>
<td>3</td>
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<tr>
<td></td>
<td>COL101</td>
<td>3</td>
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<tr>
<td></td>
<td>SOC102</td>
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<td>CIS100</td>
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<tr>
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<td>SSC103</td>
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<tr>
<td><strong>II</strong></td>
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<tr>
<td></td>
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<td></td>
<td>Psychology Elective</td>
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<tr>
<td></td>
<td>Fine Arts and Humanities Elective</td>
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<td>Sociology Elective</td>
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<td>Health and Physical Education Elective</td>
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<td><strong>III</strong></td>
<td>COM101</td>
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<td>Social and Behavioral Sciences Elective</td>
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<td><strong>IV</strong></td>
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**ASSOCIATE IN ARTS GRADUATION TOTAL** 64

### Sociology/Anthropology

**Associate in Arts Degree**

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Hrs</th>
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<tr>
<td><strong>I</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
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</table>
**Semester I**

- SSC103 College Career Success Seminar 1
- COL101 English Composition I 3
- MAT105 College Algebra 3
- THE131 Acting I 3
- THE251 Theatre Practicum I 1
- THE101 Theatre Appreciation 3
- Social and Behavioral Sciences Elective 3
- Total Hours 17

**Semester II**

- THE161 Improvisation 3
- THE141 Stagecraft I 3
- THE252 Theatre Practicum II or 1
  - Natural Science Elective w/Lab 5
  - Computer Science Elective 3
  - Health and Physical Education Elective 1
- Total Hours 16

**Semester III**

- COL102 English Composition II 3
- COM101 Public Speaking 3
- THE235 Acting II 3
- THE253 Theatre Practicum III 1
- History Elective 3
- Total Hours 15

**ASSOCIATE IN ARTS GRADUATION TOTAL 64**

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**Theatre**

**Associate in Arts Degree**

**Recommended Sequence of Courses**

**Semester I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
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<tr>
<td>SSC103</td>
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<tr>
<td>THE131</td>
<td>3</td>
</tr>
<tr>
<td>THE251</td>
<td>1</td>
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<tr>
<td>THE101</td>
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<tr>
<td>Social and Behavioral Sciences Elective</td>
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<td>Total Hours</td>
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</table>

**Semester II**

- THE161 Improvisation 3
- THE141 Stagecraft I 3
- THE252 Theatre Practicum II or 1
  - Natural Science Elective w/Lab 5
  - Computer Science Elective 3
  - Health and Physical Education Elective 1
- Total Hours 16

**Semester III**

- COL102 English Composition II 3
- COM101 Public Speaking 3
- THE235 Acting II 3
- THE253 Theatre Practicum III 1
- History Elective 3

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Social and Behavioral Sciences Elective 3  
Total Hours 16  

**Semester IV**  
COL130 Introduction to Literature 3  
THE210 Voice and Diction 3  
Theatre or Communication Elective 3  
Social and Behavioral Sciences Elective 3  
Elective 3  
Total Hours 15  

**ASSOCIATE IN ARTS GRADUATION TOTAL** 64  

**Additional Theatre/Communication Electives:**  
THE121 Oral Interpretation 3  
THE254 Theatre Practicum IV 1  
THE283 Introduction to the Film Medium 3  
COM201 Mass Communication in Society 3  
COM202 Reporting 3  
COM211 Interpersonal Communication 3  

**PROGRAMS LEADING TO CERTIFICATION**  

**Certified Nurse Aide**  
The Certified Nurse Aide course includes classroom and clinical instruction on basic patient care. The skills learned include daily hygiene, bed baths, taking vital signs, positioning, transfer of patients, and others. Patient care will be conducted in a nursing home setting. The course prepares the student for the state licensing examination.  

**Semester Program Sequence of Courses**  
MED102 Certified Nurse Aide 5  

**CERTIFICATE TOTAL** 5  

**Emergency Medical Technician**  
This course is designed to provide medical care to patients in the pre-hospital setting. It will provide the participants with opportunities to gain information, skills and attitudes necessary for certification and practice as an emergency medical technician (EMT) in the state of Kansas. Classroom instruction includes anatomy, physiology, recognition and care of medical emergencies and trauma-related injuries. CPR, bandaging, splinting, childbirth techniques and airway management are among the skills taught. The emergency medical technician is an entry-level care provider. Basic life support ambulance services are primarily composed of EMTs. Emergency Medical Responders often act as second or third-position team members along with the EMT on an ambulance service. Fire personnel and other emergency teams may also be trained to this level. EMTs may also supplement paramedic or advanced life support staffing of ambulances. A national registry examination is required for certification.  

After successful completion of the class, students can register with [www.nremt.org](http://www.nremt.org) and sit for the National Certification.  

**Semester Program Sequence of Courses**  
EMT110 Emergency Medical Technician 10  

**CERTIFICATE TOTAL** 10
**EMT: Intermediate**

The Emergency Medical Technician – Intermediate course is approved by the Kansas Board of EMS for experienced EMT-B’s interested in providing advanced patient assessments, obtaining blood for laboratory analysis, initiating IV’s, providing nebulizer breathing treatments and endotracheal intubation. Students who successfully complete this course are eligible to sit for the Kansas EMT-I certification exam. Because Kansas does not recognize the national certification for this level of certification, only the Kansas EMT-I certification is possible at the conclusion of this course.

<table>
<thead>
<tr>
<th>Semester Program Sequence of Courses</th>
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**Home Health Aide**

The Home Health Aide course is designed to provide the student with basic care skills for families with unique health needs. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client’s medication, and special needs, as well as special procedures in emergency care. After successful completion of the class, students will be given the state test at the Iola or Burlingame Campus. Students who pass the state test with a minimum score of 70% will be issued a CNA License from the State of Kansas Department of Health and Environment.

The student must be a nurse aide with a Kansas certificate who can provide verification of certification.

<table>
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<tr>
<th>Semester Program Sequence of Courses</th>
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<tr>
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**Medication Aide**

The Medication Aide course is designed to include the development of medicine knowledge, use of medicines, effects of medicine, administering medications, including preparation and accurate distribution of medicine for safety of the patient. After successful completion of the class, students will be given the state test at the Iola or Burlingame Campus. Students who pass the state test with a minimum score of 70% will be issued a CMA License from the State of Kansas Department of Health and Environment.

The student must be a Certified Nurse Aide with a Kansas certificate who can provide verification of certification.

<table>
<thead>
<tr>
<th>Semester Program Sequence of Courses</th>
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</thead>
<tbody>
<tr>
<td>MED103  Medication Aide</td>
<td>5</td>
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<tr>
<td><strong>CERTIFICATE TOTAL</strong></td>
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</tbody>
</table>

**Rehabilitation Aide**

The Rehabilitation Aide course is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. There is a continuing need for this paraprofessional in the long-term care setting. This course will provide students with the opportunity to learn the rehabilitative philosophy, work with departmental organizations, understand the role of the physical therapist, and the proper techniques of body mechanics, transfers, and ambulation. Upon completion of this course students will receive a certificate of completion from Allen Community College.

The student must be a nurse aide with a Kansas certificate who can provide verification of certification.

<table>
<thead>
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<th>Semester Program Sequence of Courses</th>
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## CATEGORY INDEX

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<thead>
<tr>
<th>Addition and Prevention Studies (APS)</th>
<th>Health and Physical Education (HPE)</th>
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<tbody>
<tr>
<td>Agriculture (AGR)</td>
<td>History (HIS)</td>
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<td>Allied Health (EMT, MED, NHA)</td>
<td>Humanities (HUM)</td>
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<tr>
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<td>Mathematics (MAT)</td>
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<td>World Languages (COM, SPA)</td>
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COURSE DESCRIPTIONS

AGR 100   Field Studies
1 credit hour
This course provides on the job training in an approved Agriculture-related center. Supervision will be arranged and coordinated by agriculture faculty. A minimum of eight weeks of work experience is required. The student completes a required report of activities and skills learned. This course is for students in the Agriculture program only.

AGR 101   Agricultural Orientation
1 credit hour
This course covers the objectives, organizations, and procedures relative to Allen's Agriculture program. It includes the historical development and projected trends of modern agriculture in the United States and the relationship of basic sciences to professional agriculture.

AGR 103   Principles of Animal Science
3 credit hours
This course covers general principles relative to animal agriculture including types, purpose, and products of livestock; principles of selection, nutrition, and reproduction; management and marketing; and a survey of the livestock industry.

AGR 104   Principles of Meat Evaluation
3 credit hours
The course provides an in depth evaluation of carcasses and meat of beef, pork, and lamb. Emphasis is on beef carcass grading and appraisal of beef and pork primal cuts. The course includes techniques for critical evaluation and comparative analysis.

AGR 106   Livestock Evaluation
2 credit hours
This course is a study of the fundamentals involved in the use and selection of livestock. This course involves the study of animal structure, genetics, and breeding value as it relates to livestock selection. It also includes the use of livestock terminology. This course is required for all students that are on the livestock judging team.

AGR 201   Animal Science and Industry
1 credit hour
This course provides students with the opportunity to recognize breed, age, and sex classifications in livestock. Students will also develop an understanding of the interdependence of all segments of the industry.

AGR 202   Advanced Livestock Evaluation
2 credit hours
This course provides the advanced study of the basic fundamentals of evaluating livestock. Theory, practice, format, and the development of oral communications skills are included in this course. This course is designed primarily for agriculture majors, and for members of the livestock judging team.

AGR 203   Fundamentals of Animal Nutrition
3 credit hours
This course covers the study of animal digestive systems and metabolic processes; origin and food values of common feeds; nutritional requirements for development, maintenance, and growth.
AGR 206   Farm Management
3 credit hours
This course will cover the principles and practices involved in managing an agriculture production business. Emphasis is on decision making, financial analysis, business structures, risk management, and planning and managing resources.

AGR 207   Marketing of Agriculture Products
3 credit hours
This course offers students a look at the theory and framework of agriculture marketing, food markets and institutions, commodity marketing, and government marketing. This course is suggested for all students interested in the marketing system.

AGR209   Farm and Ranch Records
3 credit hours
This course is designed to provide the student interested in agriculture an understanding of farm financial accounting, including introductory accounting theory, concepts, principles and procedures, emphasizing the sole proprietorship form of business. This course will offer the student a variety of technologies that will assist in keeping accurate financial and inventory records.

AGR 210   Oral Reasons
3 credit hours
This course provides the opportunity to apply livestock terminology while discussing the strengths and weaknesses of the livestock. The course will give the student the opportunity to enhance verbal communication skills, interpersonal skills, and develop confidence for social functions. The student will demonstrate the ability to speak a set of oral reasons for a livestock class. Prerequisite: AGR 106 and AGR 202.

AGR 213   Agricultural Economics
3 credit hours
This course includes the role that agriculture plays in today’s modern economic world. It examines the principles of economics and defines how they can be used in agriculture.

AGR 214   Crop Science
4 credit hours
This course examines the principles of production, classification, structure, physiology, ecology, and reproduction as well as the usage, preservation, and storage of economic plants.

AGR 215   Agriculture Computations
3 credit hours
This course covers basic mathematics applications for business and agriculture.

AGR 216   Agriculture Technology Management
3 credit hours
This course focuses on the application of physical and engineering sciences to problems in agriculture. The course will cover simple machines, energy, electrical and mechanical systems, natural resource management, equipment calibration, animal waste systems, and land use and measurement.

AGR 220   Special Topics in Agriculture
1-3 credit hours
Topics of interest to the student will be developed. These topics will be established by the student’s needs or requirements. Area of specific need will be pursued and supplementary instructional material will be offered.
AGR 223  Agricultural Entomology
3 credit hours
This course introduces the study of insects and closely related anthropoids and their impact upon agriculture. The study includes: classification, behavior, and the relationship and importance of insects to plants and animals.

AGR 224  Soil Science
4 credit hours
This course includes the basic chemical, physical, and biological properties of soils as well as its information, fertility, and usage. Prerequisite: CHE 125.

AGR 251  Agricultural Chemicals
3 credit hours
This course studies pesticides and herbicides used in insect and weed control. The course emphasizes common weed and insect pests, characteristics of pesticides, their safe use, and calibration of equipment.

AGR 260  Beef Management
3 credit hours
This course covers all phases of the beef cattle industry: practical application of nutrition, breeding physiology and reproduction; carcass merchandising, and related areas. Special emphasis is on management systems of raising, growing, and finishing beef cattle.

AGR 290  Meat Science
3 credit hours
This course is a study of all phases of the red meat industry with major emphasis on the animal processing sequence, muscle composition and product quality. It includes promotion, merchandising, and marketing of meat products as well as basic evaluation techniques.

ANT 111  Cultural Anthropology
3 credit hours
This course focuses on the nature and processes of cultural change and the variation in the rates of change that have resulted in the development of humankind. [KRSN ANT 1010 Introduction to Cultural Anthropology].

APS 101  Substance Abuse Awareness in Addiction and Prevention
3 credit hours
This course presents in-depth, communities-based coverage with a holistic, bio-psycho-social-spiritual perspective of the effects of chemical dependence on health, families, and communities. The course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

APS 102  Introduction to Counseling
3 credit hours
This course presents basic communication and counseling skills for one on one interaction between the counselor and the client. The course allows experiential learning. The course is designed to assist the student in preparing for the minimum standards for SRS/Addiction and Prevention Services counselor credentials and the requirements for Registered and Other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

APS 103  Introduction to Group Counseling
3 credit hours
This course is designed to introduce the student to theories and concepts of group dynamics. An emphasis is placed on the groups and exercises most often utilized in the treatment of addictions. The student will have the
opportunity to participate in a group as a group member and to act as group leader in order to practice leadership skills. The course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and Other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

**APS 104  Addictions Services**  
3 credit hours  
This course will acquaint the student with the process of client management in the field of addiction counseling. The course will demonstrate how to provide case management services in a variety of settings. The intent is to provide instruction for the student seeking to be a professional addiction counselor. The course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and Other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.  
**Prerequisite:** APS 101 or consent of instructor.

**APS 105  Multicultural Aspects of Counseling**  
3 credit hours  
This course will explore using basic counseling strategies in multicultural situations. It will allow the student to have an understanding of client differences: cultural, ethnic, racial, gender, sexual orientation, disability, socioeconomic, and individual. Integrating multicultural and lifespan considerations is crucial to counseling effectiveness, and the course will look at ways to practice these issues. The intent is to provide instruction for the student seeking to be a professional addiction counselor. The course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and Other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

**APS 106  Ethics/Confidentiality in Addiction and Prevention**  
3 credit hours  
This course presents basic concepts about client ethics and confidentiality issues. The intent is to provide instruction for the student seeking to be a professional addiction counselor. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

**APS 10 Pharmacology in Addiction and Prevention**  
3 credit hours  
This course will acquaint the student with a working knowledge of pharmacology issues. The intent is to provide instruction for the student seeking to be a professional addictions counselor. This course is designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

**APS 108  Medical High Risk Issues in Addiction and Prevention**  
3 credit hours  
The course will acquaint the student with the knowledge of medical problems resulting from the use of chemical substances. Content will include areas involving: sexually transmitted diseases, Hepatitis, liver diseases, and other chronic and infectious diseases. The intent is to provide instruction for the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

**APS 109  Family and Addictions**  
3 credit hours  
The student will learn characteristics, cultural factors, support issues, confidentiality issues, and facilitation of discussions concerning family involvement in addictions counseling. The intent is to provide instruction for a student
seeking to be professional addictions counselor. This course is designed to assist the student in preparing to meet
minimum standards for AAPS licensed treatment facilities in the State of Kansas and the requirements for Registered
Alcohol and other Drug Abuse Counselors through the Behavioral Sciences Regulatory Board.

APS 110 Field Practicum I Addiction and Prevention
3 credit hours
This course is a supervised field experience consisting of 200 clock hours in an appropriate agency setting and
provides the student an opportunity to integrate the knowledge, skills, and attitudes learned in the classroom to
actual practice. It is expected that the student will have met prerequisite competencies in addictions studies and
supporting topics to the extent that the student can gradually be given responsibilities similar to those of paid entry-
level positions in the agency, thereby contributing to overall agency functioning. This course is designed to assist the
student in preparing to meet minimum standards for AAPS licensed treatment facilities in the State of Kansas and the
requirements for Registered Alcohol and other Drug Abuse Counselors through the Behavioral Sciences Regulatory
Board. Prerequisites: APS 101-109, APS 221 or consent of instructor.

APS 140 Peer to Peer Mentor-Level I
1 credit hour
This course is designed for students intending to pursue their goal of becoming a Peer to Peer Mentor. Participants
obtain the practical working knowledge involved in becoming a Peer to Peer mentor for members in addiction
recovery and in communities of recovery. Students, in Peer to Peer Mentor, will also learn the skills needed to
become employed as a Kansas Certified Peer Mentor (KCPM), in programs licensed as SRS/AAPS treatment facilities
in Kansas.

APS 221 Dual Diagnosis
3 credit hours
The student will learn concepts of Dual Diagnosis. This course will acquaint the student with the various problems
and needs in the treatment of chemical substance abuse and dependence and co-occurring mental health issues.
The intent is to provide instruction for a student seeking to be professional addictions counselor. This course is
designed to assist the student in preparing to meet minimum standards for AAPS licensed treatment facilities in the
State of Kansas and the requirements for Registered Alcohol and other Drug Abuse Counselors through the
Behavioral Sciences Regulatory Board. Prerequisites: APS 101 and PSY 101 or consent of instructor.

ART 101 Art Appreciation
3 credit hours
This course is a survey of major concepts in the visual arts and their relation to the societies that produced them. Art
Appreciation is an introduction to the history of art, contemporary art, art theory, artworks, media, and creative
processes. The student will develop an increased appreciation for the visual arts, the usage of media as a means of
communication, and the parallel relation to specific styles, periods, and cultures. [KRSN ART 1010 Art Appreciation].

ART 120 Design I
3 credit hours
This course focuses on the elements and principles of two-dimensional design. Students will work to extend practical
art skills and solve aesthetic composition problems of visual communication through lecture, critique, and supervised
studio practice with a variety of media.

ART 121 Design II
3 credit hours
In this course students will utilize the elements and principles of three-dimensional design. An increased range of
visual expression and technical art skills through the manipulation of form and materials to create three-dimensional
art are developed through lecture, critique, and supervised studio practice. Prerequisite: ART 120.
ART 126  Drawing I
3 credit hours
In this course students learn basic studio skills and techniques for drawing from direct observation using subjects such as still life, landscape and architecture. The depiction of form, light and spatial depth is emphasized along with accurate proportion and scale. A variety of basic drawing media will be utilized to expand aesthetic awareness, along with analysis of drawings, critiques and classroom discussions.

ART 127  Drawing II
3 credit hours
This studio course reinforces and further develops the skills of direct observation established in Drawing I. Spatial illusion and perspective will be stressed, and students will include the use of color media, and develop drawings that integrate content, concept and composition. Prerequisite: ART 126.

ART 133  Painting I
3 credit hours
Students in this studio course explore versatile processes for planning and developing a visual idea using oil-based media. The course examines color theory, under-painting, fat over lean paint application, glazing and impasto. Students construct and prepare sound painting supports for canvas and panel and are taught safe handling of solvents and mediums.

ART 134  Painting II
3 credit hours
This studio course introduces more advanced color issues and explorations of painting mediums. Students are expected to use color as a language in their painting further developing their aesthetic awareness and personal style. Students have relevant reading and writing assignments relating to composition. Prerequisite: ART 133.

ART 160  Fundamentals of Digital Photography
3 credit hours
This course is an introductory course in digital photography open to students of all disciplines and experience levels. This course provides instruction in basic camera techniques such as perspective, composition and lighting as well as a history of the medium and language of photography. Students will also learn to download, store, edit, critique and print digital photographic images.

ART 161  Digital Photography I
3 credit hours
This studio art course provides instruction in digital photography, emphasizing the relationship between new digital imaging processes and color photographic techniques. Examination of the functions of light, color and crucial elements in the context of image capture will be central to the course. The course includes instruction in camera operation, scanning processes, lighting, image editing software, digital workflow, and output for print. Adobe Photoshop, Adobe Lightroom software and computers will be the digital darkroom.

ART 162  Digital Photography II
3 credit hours
The emphasis of this course will be on content, craftsmanship and the development of a personal point of view as an image-maker. Projects are concept driven and students are expected to explore individual approaches to the medium based on personal interests, creative influences and individual experimentation. Each student will develop an individual project that will extend throughout the semester and be presented as a cohesive portfolio of work along with an artist’s statement.
ART 216 Life Drawing
3 credit hours
This studio course offers students experience in life drawing processes and techniques. Students will focus on gesture, proportion, foreshortening, diagramming, and anatomy to create structured figure drawings that demonstrate a general knowledge of the underlying muscle and skeletal systems. Prerequisite: Recommended ART 126 Drawing I.

ART 226 Drawing III
3 credit hours
This studio course explores a broad variety of approaches and genres used in the creation of drawn images. Students investigate how artists apply formal aspects and select media to convey meaning in drawing. Building on mark making and color usage introduced in Drawing I and II, this course explores both traditional and nontraditional materials, methods and surfaces. Prerequisites: ART 126 and ART 127.

ART 227 Drawing IV
3 credit hours
In this course students explore drawing within a contemporary art context. Using various techniques and media, students explore diverse and alternative facets of drawing. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. Prerequisites: ART 126, ART 127 and ART 226.

ART 233 Painting III
3 credit hours
This studio course explores using both traditional and non-traditional materials allowing advanced students to develop their strengths pertaining to their own interests and choices of materials as they work toward a cohesive body of work. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. Prerequisites: ART 133 and ART 134.

ART 234 Painting IV
3 credit hours
This studio course continues development of skills in painting with an emphasis on personal style and growth. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. Prerequisites: ART 133, ART 134 and ART 233.

BIO 102 Principles of Biology
5 credit hours
An integrated lecture and laboratory course designed for non-biology majors seeking to learn basic biological concepts. The course surveys many of life’s fundamental processes, including cell and tissue structures and their functions, metabolism and photosynthesis, genetics, animal and plant structures and their functions, evolution of animals, and ecology. Prerequisite: Eligible for COL101 English Composition I or completion of COL101. [KRSN BIO 1010/1011/1012 General Biology and Lab].

BIO 115 Basic Nutrition
3 credit hours
A lecture course designed for both biology and non-biology majors. This course covers the relationship of nutrition as related to food and the ability of the body to utilize it. Students will learn about the relationship of nutrition at various life stages including pregnancy, infancy, adulthood, and geriatric aging.
BIO 150  Biology I (Cellular)
5 credit hours
An integrated lecture and laboratory course for students planning to take additional courses in biology or biology majors. The course covers the fundamental concepts of biology as they apply to all living things. The major areas include basic biochemistry, cell structure and physiology, cellular metabolism, and Mendelian and molecular genetics. **Prerequisite:** Eligible for COL101 English Composition I or completion of COL101.

BIO 210  Biology II (Organismal)
5 credit hours
An integrated lecture and laboratory course for biology, pre-medicine, pre-physician’s assistant, and pre-veterinary students. The course covers the morphology, physiology, behavior, taxonomy, evolution, and ecology of the Domains Bacteria, Eukarya, and Archaea. **Prerequisite:** Completion of BIO150 with a C grade or above, or by permission of the instructor.

BIO 257  Human Anatomy and Physiology
5 credit hours
An integrated lecture and laboratory course for biology, pre-nursing, pre-medicine, and pre-physical therapy students. This course covers the macroscopic and microscopic structures and functions of the cells, tissues, organs, and organ systems of the human body. **Prerequisite:** Completion of BIO 102 or BIO 150 with a C grade or above. [KRSN BIO 2020 Anatomy and Physiology].

BIO 258  Advanced Human Anatomy and Physiology Laboratory
1 credit hour
This course is a laboratory course for biology, pre-nursing, pre-medicine and pre-physical therapy students. This course covers additional observations and experiments examining structure, function, and histology of the cells, tissues, organs, and systems of the human body. **Prerequisite:** Enrollment in or completion of BIO 257.

BIO 271  Microbiology
5 credit hours
An integrated lecture and laboratory course for biology, pre-medicine, pre-physician’s assistant, and pre-veterinary students. The course covers the morphology, anatomy, physiology, growth, cultivation, and classification of microorganisms with an emphasis on their relationship with humans. **Prerequisite:** Completion of BIO 102 or BIO 150 with a C grade or above.

BUS 117  Introduction to Leadership
3 credit hours
The purpose of this interdisciplinary course is to introduce the student to the tasks, strategies, and skills of effective leadership. Course activities move from theory-based activities to practical experience through classroom interaction and service learning projects.

BUS 120  Introduction to Business
3 credit hours
Introduction to Business is a general business course open to all students. It includes a brief history of business, social responsibilities of business, economic environment, organization, management, marketing, finance, unions, and government regulations. Emphasis is placed on the changing social/economic environment.
BUS 121  Business Mathematics  
3 credit hours  
This course provides students with a review of the fundamental mathematical problems involved in business. Special attention is given to interest, consumer credit, discounts, payroll procedures, depreciation, taxes, and related problems.

BUS 125  Personal Finance  
3 credit hours  
This course is designed for both business and non-business students concerned with the personal financial choices of the individual consumer. Areas to be studied include personal budgeting, life/health/income insurance, taxes, real estate, credit, savings, Social Security, investments, and property insurance.

BUS 129  Human Relations in Business  
3 credit hours  
This course covers the general principles of human relations underlying employee/employer activities, with realistic theory and practice in the basic problems in the work environment. The course is designed for the student who wishes to get ahead in his/her career and to get along with co-workers, subordinates, and supervisors. The course covers morale, personality traits, leadership, employee/employer relations, and the communication processes.

BUS 149  Leadership Behavior  
3 credit hours  
The purpose of this interdisciplinary course is to introduce the student to the practical application of leadership, teamwork, strategic plans and leadership behavior. Course activities will emphasize practical experience through class interaction and community interaction projects. Prerequisite: BUS 117 or consent of instructor.

BUS 160  Introduction to Entrepreneurship  
3 credit hours  
This course covers the fundamentals required to understand the management of a small business and the considerations that must be made in forming a new business. Topics covered in this course include startup options, capital acquisition, facilities planning, human resource management, financial management, and business plan development.

BUS 173  Management Seminar I  
1-3 credit hours  
This course provides students with an integration of professional and academic experience through internships with employers.

BUS 174  Management Seminar II  
1-3 credit hours  
This course provides students with an integration of professional and academic experience through internships with employers. Prerequisite: BUS 173.

BUS 200  Special Topics in Business  
3 credit hours  
This course covers specific areas of business necessary or desired to meet the particular needs not included in other courses. The course title will be amended to include the special topic covered when the course is offered. Course may be repeated if topic is different.
BUS 205  Supervisory Management  
3 credit hours  
This course will introduce and describe the first-line supervisor’s managerial functions in the organization. The thrust of this study will be first level management and the link that supervisors provide between workers and management.

BUS 206  Human Resource Management  
3 credit hours  
This course provides a survey of personnel policies, including selection, placement, training, and promotion of employees. Course activities will emphasize recent trends in employment practices of business enterprises with special emphasis placed on training, and retraining programs designed to adapt workers to technological change.

BUS 207  Computerized Accounting  
3 credit hours  
This course enables the student to apply accounting principles through the use of microcomputers. Topics include inputting and processing accounting information with general ledger and spreadsheet software.

BUS 210  Financial Accounting  
3 credit hours  
This course explores the process of constructing accrual basis financial statements according to Generally Accepted Accounting Principles for use by internal and external parties. Topics covered include the accounting cycle, asset and inventory valuation, accounting treatment for current liabilities, corporate equity financing, and financial statement analysis.

BUS 212  Managerial Accounting  
3 credit hours  
This course provides the student with the basic concepts of using accounting data to analyze management problems and to make the necessary interpretations for effective decision-making. **Prerequisite: BUS 210.**

BUS 221  Business Law I  
3 credit hours  
This course surveys the field of business law. Topics given special consideration are law of contracts in general, law of sales, negotiable instruments, and bailments. This course is based on the Universal Commercial Code and is designed to help the student avoid basic problems and to know when to ask for professional help.

BUS 222  Business Law II  
3 credit hours  
This course covers the topics of agency and employment, partnerships, corporations, risk-bearing devices, and property rights. This course is based on the Universal Commercial Code and is designed to help the student avoid basic problems and to know when to ask for professional help. **Prerequisite: BUS 221.**

BUS 261  Business Communications  
3 hours  
This course is designed to provide students with the understanding of communications in business and to develop the ability to communicate ideas and thoughts in oral and written communications. Major emphasis will be on the skills involved in letter writing, covering fundamental English grammar, and paragraph construction. Business letter styles, letter construction, and letter organization will be presented for various types of business letters.
BUS 275  Principles of Management  
3 credit hours  
This course is designed to give the student an introduction to the processes of planning, controlling, leading, staffing, and motivating employees in order to accomplish organizational goals. Emphasis will be placed on the principles of management, human relations, development, and how to make these principles work in business and industry.

BUS 278  Marketing  
3 credit hours  
This course is an integrated and analytical approach to the study of the marketing functions. It includes the means and methods of marketing policies, flow of goods, government influence, and trends in the marketing function.

BUS 279  Advertising  
3 credit hours  
This course covers the use and mediums for advertising on both the local and national levels. The course also includes training in writing copy and the layout of advertisements.

CHE 105  Introduction to Chemistry  
5 credit hours  
An integrated lecture and laboratory course designed for non-chemistry majors seeking basic chemistry concepts. This course includes the science of the composition and structure of matter, including the study of the changes that matter undergoes. Also, study of fundamental principles and theories of chemistry and an introduction to organic chemistry and biochemistry will be an integral component to this course. Prerequisite: Student must be eligible for COL101, English Composition I and MAT020, Intermediate Algebra or higher.

CHE 125  College Chemistry I  
5 credit hours  
College Chemistry I is an integrated lecture and laboratory course for students planning to take additional courses in chemistry or as a chemistry major. This course covers the fundamental concepts of chemistry as they apply to the science of the composition and structure of matter and the changes that matter undergoes. The major areas include the study of elements, compounds, the physical states, calculations, chemical reactions, and nomenclature. Prerequisites: MAT105 College Algebra and COL101 English Composition I. [KRSN CHM 1010/1011/1012 Chemistry I and Lab].

CHE 136  College Chemistry II  
5 credit hours  
College Chemistry II is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course continues the study begun in CHE125, with the areas of focus on Kinetics, Solution and reaction equilibria, Acids and Bases, Thermodynamics, Electrochemistry, Nuclear Chemistry, Organic Chemistry, and Biochemistry. Prerequisite: CHE 125 with a C grade or above. [KRSN CHM 1020/1021/1022 Chemistry II and Lab].

CHE 265  Organic Chemistry I  
5 credit hours  
Organic Chemistry I is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course covers the nomenclature, structures, and reactions of hydrocarbons, alcohols, and alkyl halides. Also, the stereochemistry and conformations of hydrocarbons, alcohols, and alkyl halides will be studied. Prerequisites: CHE 125 and CHE 136 or the equivalent.
CHE 295  Organic Chemistry II
5 credit hours
Organic Chemistry II is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course continues the study begun in CHE 265, with areas of focus on the nomenclature, structures, and reaction of the following: Aromatic hydrocarbons, Alcohols, Carbonyl compounds, Carboxyl compounds, Nitrogen-based organic compounds, and a study of Biochemistry. Prerequisite: CHE 265.

CIS 100  Computer Concepts and Applications
3 credit hours
This course covers the essentials of computer capabilities. The course will develop computer literacy and assist students in developing an awareness of various software programs and computer capabilities. [KRSN CSC 1010 Introduction to Computers and App.]

CIS 109  Introduction to Computer Programming
3 credit hours
This introductory level course covers programming principles, methodology, style, design, structures, data types, and logic.

CIS 113  Linux Essentials
3 credit hours
This introductory level course covers the fundamentals of the Linux operating system and command line, and basic open source concepts. The course is designed for students who want a comprehensive introduction to the Linux operating system. The Linux Essentials curriculum helps students prepare for the LPI Linux Essentials Professional Development Certificate.

CIS 115  Visual Basic I
3 credit hours
This course is the study of programming principles, methodology, style, and the Visual Basic programming language to include structures, flow charting, data types, and syntax. Emphasis is placed on software development, analysis, design, documentation, writing, and execution of computer programs using Visual Basic with application in mathematics, business, and sciences.

CIS 124  Webpage Development
1 credit hour
This course is the study of web page design and construction. Topics include design principles, document structure, and standard HTML to include syntax, document tags, linking, images, forms, frames, and some JAVA script.

CIS 125  Cisco Network Basics
3 credit hours
This introductory course describes the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the course. Students will learn to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CIS 126  Microsoft PowerPoint
3 credit hours
This course provides students with the opportunity to learn presentation software for employment purposes or home use and to turn ideas into professional, compelling presentations.
CIS 130 Microsoft Excel
3 credit hours
This course offers a comprehensive presentation of Microsoft Office Excel 2007 and will acquaint students with the proper procedures to create workbooks and worksheets suitable for coursework, professional purposes, and personal use. Students will discover the underlying functionality of Excel 2007 so they can become more productive. This course follows an exercise-oriented approach that allows learning by doing.

CIS 135 Computer Repair-Core Hardware
3 credit hours
This course is designed to provide hands on skills in the area of computer troubleshooting and repair in accordance with the Comp-TIA A+ certification operating systems objectives.

CIS 170 Microsoft Office
3 credit hours
This course is the study and practical application of word-processing, database management, spreadsheet, and presentation graphics software to solve problems common to home or business. Topics include the application of the latest versions of Word, Excel, Access, and PowerPoint software.

CIS 175 Microsoft Word
3 credit hours
This course is the study and practical application of Microsoft Word software as it applies to home or office word processing purposes.

CIS 230 C++ Programming I
3 credit hours
This course introduces students to the essential concepts of ANSI standard C++ programming including I/O streams, data types, functions, flow control, arrays, structures, and classes. Emphasis is placed on software development concepts with specific applications in mathematics, business, and sciences.

CIS 250 Cisco Routing and Switching Essentials
3 credit hours
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality, and troubleshoot common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Prerequisite: CIS 125.

CIS 275 Computer Repair-Operating Systems
3 credit hours
This course is designed to provide hands on skills in the area of computer troubleshooting and repair in accordance with the Comp-TIA A+ certification operating systems objectives.

CJS 100 Introduction to Criminal Justice
3 credit hours
This course provides an introduction to the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student will illustrate how these interrelated components result in the administration of justice today.
CJS 101  Law Enforcement Operations and Procedures
3 credit hours
This course examines the role of police in society and the application of key concepts to policing scenarios. Students identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

CJS 102  Introduction to Corrections
3 credit hours
This course 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.

CJS 150  Professional Responsibility in Criminal Justice
3 credit hours
This course explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

CJS 152  Special Populations in Corrections
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.

CJS 202  Criminal Justice Interview and Report Writing
3 credit hours
This course focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

CJS 220  Agency Administration
3 credit hours
This course conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problem of criminal justice organizations.

CJS 221  Criminal Law
3 credit hours
This course examines the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses. It will cover the elements of misdemeanor and felony crimes.

CJS 233  Crime Victims
3 credit hours
This course examines the field of victimology, and its role as a field of study within criminal justice. Special attention will be paid to various crimes’ impacts on victims and trends in the criminal justice system’s responses.
CJS 240  Criminal Investigation
3 credit hours
This course explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.

CJS 242  Introduction to Criminology
3 credit hours
This course provides a broad overview of the different theories related to the nature and extent of crime, including the causes and prevention of criminality. Students will gain an overview of the justice process, legal concepts, justice perspectives, and treatment programs for known criminals.

CJS 250  Corrections Report Writing
3 credit hours
This course is designed to include the basic concepts of written communications adapted to the specific tasks encountered in the corrections profession. There will be heavy concentration in dealing with conflict and cooperation, proper grammar and writing informative and proper corrections reports. The actual class time will be spent in group discussions, structured exercises to build vocabulary, written communication, oral communication and narrative report writing for the corrections field.

CJS 251  Criminal Procedures
3 credit hours
This course introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

CJS 252  Ethical Decision Making in Corrections
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.

CJS 253  Oral Communication in the Correction Environment
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.

COL 011  Pre-Composition
3 credit hours
Pre-Composition is a preparatory course, emphasizing the writing processes that will be utilized in COL 101 English Composition I. The course will progress from short pieces of writing to longer written essays emphasizing written focus, organization, clarity, and usage of Standard Edited English. COL 011 does not apply toward graduation requirements. Prerequisite: ACT Writing score 12-15; or COMPASS Writing score 23-54; or ASSET Writing score 35-40; or completion of COL 010 with a C grade or above and qualifying COMPASS score.
COL 013  Intermediate Reading  
3 credit hours  
Intermediate Reading is designed to prepare students for academic and vocational reading at college level. Those skills stressed include perception and comprehension, strategies for learning, and language development, and skills designed to help individual read and understand college course work better. COL013 does not apply toward graduation requirements. Prerequisite: ACT Reading score 12-15; or COMPASS Reading score 54-72; or ASSET Reading score 34-38; or completion of COL 012 with a C grade or above and qualifying COMPASS score.

COL 040  Integrated Reading and Writing  
3 credit hours  
This course is designed to prepare for academic and vocational reading at the college level. Those skills stressed include perception and comprehension skills, developing strategies for learning, language development, and skills designed to help individuals read and better understand college course work. This course also emphasizes the writing processes that will be utilized in Composition I. The course will progress from short pieces of writing to longer written essays, emphasizing written focus, organization, clarity, and usage of Standard Edited English. COL 040 does not apply toward graduation requirements. Prerequisite: ACT Reading score 12-15; or COMPASS Reading score 54-72; or ASSET Reading score 34-38; or completion of COL 012 with a C grade or above; and ACT English score 12-15; or COMPASS Writing score 23-54; or ASSET English Standard score 35-40; or completion of COL010 with a C grade or above.

COL 101  English Composition I  
3 credit hours  
English Composition I is designed to prepare students for the tasks facing them as college writers. The course provides study and practice in the essentials of the writing process, emphasizing the prewriting, planning, drafting, and revision techniques that are vital elements in the process approach. Prerequisite: ACT English and Reading score of 16 or above; or COMPASS Writing score 55 and above and Reading score 73 and above; or ASSET Writing score 41 and above and Reading score 39 and above; or completion of COL 011 with a C grade or above. [KRSN ENG 1 010 English Composition I].

COL 102  English Composition II  
3 credit hours  
English Composition II, like English Composition I, is designed to prepare students for the tasks facing them as college writers. It continues the study of writing as a process, focusing especially on expository writing, argumentation, logical processes, and critical essays. The course also includes a research component with an emphasis on library skills. Prerequisite: COL 101 with a grade C or above. [KRSN ENG 1020 English Composition II].

COL 105  Technical Writing  
3 credit hours  
Technical Writing introduces students to principles and skills vital to effective written communication in a professional environment. The course covers the following writing situations: mechanism description, set of instructions, letter of proposal, technical definition, set of standards and specifications, and technical report. Resume writing and professional correspondence are also addressed. This course does not satisfy the requirements for COL 101 or COL 102.

COL 115  Beginning Creative Writing  
3 credit hours  
Beginning Creative Writing familiarizes the student with the process of writing for publication. Emphasis is placed upon the writing of poetry, short story, and/or drama.
COL 130  Introduction to Literature
3 credit hours
Introduction to Literature reviews and studies the major genres of literature: fiction, poetry and drama. Representative selections are read, discussed, and analyzed. Literary criticism is introduced via theme, mood, characterization, style, tone, language, and other related elements. Prerequisite: Enrollment in or completion of COL 101 with a C grade or above. [KRSN ENG 1030 Introduction to Literature].

COL 132  Poetry
3 credit hours
This course provides an introduction to poetry and develops a basis for the interpretation, evaluation, and appreciation of poetry as a literary genre. Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.

COL 135  Fiction
3 credit hours
Fiction familiarizes the student with short works of fiction from classics to contemporary offerings. Fiction also discusses how to read a story, point of view, character, setting, and themes, as well as writing about literature, including the critical approaches to literature. Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.

COL 211  Early American Literature
3 credit hours
Early American Literature surveys the development of American literature from the Colonial period to the Civil War era. The course also introduces students to a variety of historical literary genres and reviews the principles of literary criticism as they apply to the major works covered. Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.

COL 222  Modern American Literature
3 credit hours
Modern American Literature surveys the development of American literature from the Civil War period through present day. The course also introduces students to a variety of literary genres and reviews the principles of literary criticism as they apply to the major works covered. Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.

COL 230  Early British Literature
3 credit hours
Early British Literature surveys English literature from the early Middle Ages to the late eighteenth century. The course introduces students to a variety of historical literary genres and reviews the principles of literary criticism as they apply to the major works covered. Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.

COL 237  Children’s Literature
3 credit hours
Children’s Literature is a preparation course for the elementary school teacher. The course focuses on the history, tradition and current trends of children’s literature, development of an appreciation and understanding of children’s literature in all genres, selection and evaluation of quality books for children, and development of creative techniques for teaching literature. Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.
COL 250  Introduction to Mythology
3 credit hours
Introduction to Mythology familiarizes students with key narratives from various world mythologies with an emphasis on myths from the Greco-Roman and Norse traditions. In addition to examining how these myths provide insight into the cultures that created them, the class will focus on how these stories inform the modern reader about the human condition and how they influenced successive cultural constructs from literature to contemporary popular culture. Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.

COM 100  Beginning Signing Exact English
3 credit hours
This course is an introduction to Deaf culture, the Deaf community and Signing Exact English (SEE). Students will learn manual and non-manual sign vocabulary with an emphasis on developing question and answer skills, conversation strategies and sharing information. As an integral part of learning sign, students will also develop an understanding of the Deaf culture.

COM 101  Public Speaking
3 credit hours
This course is an introduction to the basic principles of effective public communication. Students learn to research, organize, prepare and deliver speeches in a variety of contexts and situations including individual and group presentations. Effective listening and analytical skills are developed through the critical analysis of student speeches. [KRSN COM 1010 Public Speaking].

COM 102  Intermediate Signing Exact English
3 credit hours
This course expands upon the fundamentals of Beginning Signing Exact English (SEE). Students will learn manual and non-manual sign vocabulary with an emphasis on developing question and answer skills, conversation strategies and sharing information. As an integral part of learning sign, students will also develop an understanding of the Deaf culture.

COM 103  Beginning American Sign Language
3 credit hours
This course is an introduction to Deaf culture, the Deaf community and American Sign Language (ASL). Students will learn manual and non-manual sign vocabulary with an emphasis on developing question and answer skills, conversation strategies and sharing information. As an integral part of learning sign, students will also develop an understanding of the Deaf culture. All classes are conducted in ASL.

COM 104  Intermediate American Sign Language
3 credit hours
This course expands upon the fundamentals of Beginning American Sign Language (ASL). Students will learn the structure of this language and develop proficiency in producing and interpreting manual and non-manual sign vocabulary and fingerspelling. As an integral part of learning sign, students will develop an understanding of the Deaf culture.

COM 105  Understanding Deafness
3 credit hours
This course covers an overview of the physiological, emotional, and social implications of hearing impairment.
COM 106  Sign Language Practicum I
1 credit hour
Students gain practical experience and feedback working with a skilled interpreter in an approved program for hearing impaired children. Students are required to complete a minimum of 45 hours in the program. Prerequisites: COM 100 and COM 102, or COM 103 and COM 104.

COM 107  Advanced Sign Language and Techniques of Interpreting
3 credit hours
This course emphasizes on interpreting for hearing impaired students in a classroom setting. Prerequisites: COM 103, COM 104 and COM 106.

COM 164  News Practicum
1 credit hour
This course provides students interested in journalism and online publishing practical experience working on the staff of the college's online newspaper. Students will gain experience in reporting, interviewing, writing and editing news stories as well as photography.

COM 165  Yearbook Practicum
1 credit hour
This course provides students interested in photojournalism and online publishing practical experience working on the staff of the college's online yearbook. Students will gain experience in digital photography, digital design and layout, writing and web design.

COM 200  Sign Language Practicum II
1 credit hour
Students gain practical experience and feedback working with a skilled interpreter in an approved program for hearing impaired children. Students are required to complete a minimum of 45 hours in the program. Prerequisites: COM 100 and COM 102, or COM 103 and COM 104, and COM 106.

COM 201  Mass Communication in Society
3 credit hours
This course is an introductory course designed to acquaint students with past, present and future trends of mass communication and its impact on society. Students examine the historical and strategic developments of newspaper, radio, television, cinema, Internet, public relations, advertising and other forms of mass communication. Students also research career paths available in mass media industries and, through critical evaluation, become more informed consumers and producers of media.

COM 202  Reporting
3 credit hours
This course focuses on the study and practice of gathering information and writing for various media. Students will gain interviewing and writing skills for print, broadcast and web reporting with an emphasis on professional and ethical conduct. Prerequisites: COL 101, COM 201, or consent of instructor.

COM 203  Introduction to Communicative Disorders
2 credit hours
This course describes the characteristics and remediation of communicative disorders found in the public school population.
COM 211    Interpersonal Communication
3 credit hours
This course is the study of interpersonal communication theories and application of effective communication
techniques. By observing and analyzing communication behaviors in others, students develop an understanding of
the interpersonal communication process and the role it plays in developing personal and professional relationships.
Self-analysis helps students apply the necessary skills for effective interpersonal communication.

ECE 101    Early Childhood Growth and Development
3 credit hours
The student will study the physical, mental, social and emotional development of the child from birth to eight years.
The student will gain understanding in the interrelationship of growth and behavior and the influence of a child’s
cultural environment on the child’s development. [KRSN PSY 2030 Childhood Growth and Development].

ECE 102    Principles of Early Childhood Education
3 credit hours
The student will study the history, principles, philosophy and best practices in early education and child care. The
student will be exposed to a variety of early childhood program models as well. The student will be able to apply
developmentally appropriate practices in working with young children and their families as well as in related early
childhood education courses.

ECE 103    Child Health, Safety, and Nutrition
3 credit hours
The student will study the basic health, nutrition, and safety management practices for all young children. Students
will also learn the state regulations for health and nutrition in child care and preschool programs.

ECE 104    Creative Experiences for Young Children
3 credit hours
The student will learn how to construct and maintain an environment that fosters aesthetic sensitivity and creativity.
The student will learn how to select and construct materials, activities and experiences to 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. Students will learn to use the Kansas Early Learning Standards
when selecting and implementing activities for the young child. Prerequisites: ECE 101 and 102 or consent of ECE
coordinator. Concurrent enrollment with ECE 205 is recommended.

ECE 105    Observing and Interacting with Young Children
3 credit hours
The student will learn how to assess the young child by learning how to observe the young child in a variety of
settings. The student will apply observation techniques to set goals based on the child’s needs and then how to
interact with the child to achieve those goals. Prerequisite: ECE 101 or consent of ECE coordinator.

ECE 106    Multicultural Education of Young Children
3 credit hours
The student will confirm and celebrate the young child’s cultural heritage. The student will understand the
importance of understanding, sharing and validating cultural roots. The student will explore the student’s own
cultural heritage and analyze the impact that heritage may have on the approach to the early childhood education
curriculum.
ECE 107  Child Play and Games  
3 credit hours  
The student will understand the importance of play attitudes and environments in the young child’s development. The student will learn how to incorporate movement with an emphasis on encouraging children to explore, imagine, invent and express feelings.  Prerequisites: ECE 101 and 102 or consent of ECE coordinator.

ECE 150  Professional Portfolios in Early Childhood Education  
1 credit hour  
The student will compile resources and write competency statements based on the NAECY standards and the Child Development Associate National Credentials. The student’s portfolio will meet the minimum expectations of the CDA Professional Portfolio and acts as a capstone to the Certificate program in Early Childhood Education.

ECE 201  Infant and Toddler Education and Care  
3 credit hours  
The student will study infant and toddler development in-depth. The student will demonstrate application of development knowledge by planning developmentally appropriate activities for infants and toddlers.  Prerequisites: ECE 101 and 102 or consent of ECE coordinator.

ECE 202  Preschool Education and Care  
3 credit hours  
The student will apply the development of preschoolers in building and implementing a preschool program that supports social and emotional development. The student will learn to establish positive and productive relationships with families.  Prerequisites: ECE 101 and 102 or consent of ECE coordinator.

ECE 203  Building Family and Community Relationships  
3 credit hours  
The student will explore characteristics of effective parenting and how to best support and inform families in regards to the young child’s needs. Problem prevention and resolution, nurturing self-esteem, and building a collaborative relationship between professionals and families will be examined.  Prerequisites: ECE 101 and 102 or consent of ECE coordinator.

ECE 204  Developing Language and Literacy in Early Childhood  
3 credit hours  
The student will understand the foundation of early language and literacy as well as examine techniques for facilitating early language and literacy development in children from birth to age eight.  Prerequisites: ECE 101 and 102 or consent of ECE coordinator.

ECE 205  Early Childhood Curriculum  
3 credit hours  
The student will explore methods of curriculum planning based on activity areas and appropriate themes. Students will become proficient in using the Kansas Early Learning Standards to guide program planning in a variety of child care settings. The student will integrate early childhood principles such as Piaget’s cognitive concepts and developmentally appropriate practices.  Prerequisites: ECE 101 and 102 or consent of ECE coordinator.

ECE 206  Profession Development/Leadership  
3 credit hours  
The student will develop leadership and collaboration skills. The student will practice conflict resolution strategies and other human resource management strategies. The student will also develop skills related to parent and community involvement.
ECE 207  Early Childhood Program Administration  
3 credit hours  
The student will focus on administrative skills including policy development, needs assessment, and fiscal planning and management. The student will become proficient in licensing and accreditation standards and processes.  
Prerequisites: ECE 101 and 102 or consent of ECE coordinator.  

ECE 209  Current Topics in Early Childhood Education  
1 credit hour  
The student will explore current trends, research, and policies in early childhood education. The specific description and outcomes will be revised as each section is offered. Topics will be based on national standards, research, policy, and interest as identified by the Early Childhood Education Advisory Board, ECE students, and collaborating agencies.  

ECE 210  Developing Math and Science in Early Childhood  
3 credit hours  
The student will explore how to facilitate early math and science skills in young children. Both formal and informal instructional strategies will be learned. The student will become familiar with current research regarding foundational math and science skill development in the young child.  
Prerequisites: ECE 101 and 102 or consent of ECE coordinator.  

ECE 212  Educating Children with Exceptionalities  
3 credit hours  
The student will become familiar with IDEA and the different disability categories. The student will become knowledgeable of the spectrum of services and early interventions to qualifying children.  
Prerequisites: ECE 101 and 102 or consent of ECE coordinator.  

ECE 215  Practicum in Early Childhood Education  
3 credit hours  
The student will be responsible for preparing, implementing, and evaluation activities for children in either a child care, preschool, or early elementary setting. A minimum of 135 onsite hours is required for the semester.  
Prerequisite: Consent of ECE coordinator.  

ECO 207  Microeconomics  
3 credit hours  
This course introduces the student to the principles of economics and then examines the major concepts of microeconomics from an analytical standpoint. The course begins with an examination of basic economic principles, including supply and demand and a look at the major economic systems. Additional topics covered in this class include the economic theory of households and firms, the determination of equilibrium prices in various product markets, efficient allocation of resources, and distribution of income. The effects of microeconomic decisions on public policy will also be discussed.  
[KRSN ECO 1010 Microeconomics].  

ECO 208  Macroeconomics  
3 credit hours  
This course introduces the student to the major concepts of macroeconomics from an analytical standpoint. Topics covered include determination of national income, employment issues, stabilization policies, monetary policy, fiscal policy, and the problems of economic growth and development. The economics of international trade and related issues will also be discussed.  
[KRSN ECO 1020 Macroeconomics].  

EDU 201  Foundations of Education  
3 credit hours  
The course will provide a survey of the historical, philosophical, and cultural foundations of education and an overview of the process of establishment of educational policy.
EDU 202 Observation and Participation
1 credit hour
This program places students as aides with competent teachers in areas where these students have special interests. Credit is earned on observing 45 hours of class time and working with a supervising teacher. Faculty supervises and coordinates. Prerequisite: Enrollment in or completion of EDU 201 Foundations of Education or ECE 102 Principles of Early Childhood Education.

EMT 110 Emergency Medical Technician
10 credit hours
This course is designed to provide medical care to patients in the pre-hospital setting. It will provide the participants with opportunities to gain information, skills and attitudes necessary for certification and practice as an emergency medical technician (EMT) in the state of Kansas. Classroom instruction includes anatomy, physiology, recognition and care of medical emergencies and trauma-related injuries. CPR, bandaging, splinting, childbirth techniques and airway management are among the skills taught. The emergency medical technician is an entry-level care provider. Basic life support ambulance services are primarily composed of EMTs. Emergency Medical Responders often act as second or third-position team members along with the EMT on an ambulance service. Fire personnel and other emergency teams may also be trained to this level. EMTs may also supplement paramedic or advanced life support staffing of ambulances. A national registry examination is required for certification. Prerequisite: Enrollment in or completion of HPE 111 and COL 101 with a C grade or above, or qualifying competency test scores from ACT English score 16 and above and Reading score 16 and above; or COMPASS Writing score 55 and above and Reading score 73 and above; or ASSET Writing score 41 and above and Reading score 39 and above.

GEO 104 Principles of Geography
3 credit hours
This course examines the earth from a regional geographic point of view. Emphasis is placed on an understanding of the major issues facing the world today, and the geographic relationships and patterns pertaining to those issues. The world regions dealt with include: Anglo-America, Latin American, Europe, Russia, Middle East, Asia, Africa, and the Pacific World. [KRSN GEO 1010 World Regional Geography].

HIS 105 Genealogy
1 credit hour
This course will bring together family information known and help to find the unknown facts as they may be found in civil, vital and personal records where available. The necessity of communication with other family members or others that may be working on the family lines will be stressed and implemented. Working in various programs will give the opportunity to search many different kinds of records.

HIS 108 American History to 1865
3 credit hours
This course provides a survey of American History from the colonial period through the Civil War. [KRSN HIS 1010 US History to 1877].

HIS 109 American History from 1865
3 credit hours
This course provides a survey of American History from the end of the Civil War up to the present. [KRSN HIS 1020 US History since 1877].

HIS 121 Western Civilization I
3 credit hours
This course provides a survey of Western Civilization from the prehistoric era through the Renaissance. [KRSN HIS 1030 History of World Civilization to 1500].
HIS 122  Western Civilization II  
3 credit hours  
This course provides a survey of Western Civilization from the Renaissance to the present.

HIS 210  The American Civil War  
3 credit hours  
This course surveys the many reasons, the events and the repercussions of the catastrophic event that would serve as the centerpiece to American History. The American Civil War will further emphasize the countless individuals who played roles in the immense conflict as well as concentrating on camp life lived by those who fought it.

HIS 225  The American West  
3 credit hours  
This course is a regional study of the American West with emphasis on the Great Plains. An overview of the American frontier from the age of discovery to 1890 is provided and the study of the Plains Indians and the range cattle industry is included.

HIS 226  Kansas History  
3 credit hours  
This course is a study of Kansas historical development from the prehistoric age to the present. The course includes agricultural developments as well as political studies.

HIS 231  World Since 1914  
3 credit hours  
This course provides a study of world history that begins with World War I and ends with the 1970’s. Particular emphasis is given to World War I and World War II as they affected world developments.

HIS 250  Latin American History  
3 credit hours  
This course is an examination of the economic, social, political and cultural history of Latin American since independence. Regional identities, such as Central America, and independent national states, such as Cuba and Mexico, are explored. Literary and intellectual trends together with contemporary popular culture are featured in the course.

HPE 101  Introduction to Physical Education  
3 credit hours  
This course introduces concepts of physical education including principles, objectives, methods, subject matter, and materials. The history and development of physical education is emphasized.

HPE 105  Personal Hygiene and Community Health  
3 credit hours  
This course develops from a study of the causes of death, disability, and illness. The preventable causes are studied first in order to develop within the student health and safety consciousness. The communicable diseases are then studied to show the ways society and the individual can combine forces to reduce health-crippling effects of many of those diseases. The course makes use of periodicals to keep abreast of new developments in the field of health.

HPE110  Stress Management  
1 credit hour  
Stress Management is a course designed to teach students stress management and mental training techniques. Theoretical and practical applications of stress management, biofeedback, and achievement mental training are included.
HPE 111  Basic First Aid-CPR
1 credit hour
This course is designed to provide information on the prevention of accidents, functional first aid knowledge, and the skills to care for basic emergencies, obstructed airways, rescue breathing, and CPR. An American Heart Association card may be earned for Health Care Provider Fundamentals and basic First Aid.

HPE 115  Basic Nutrition
3 credit hours
This course provides a study of the relationship of nutrition to health of the individual as related to food and the ability of the body to utilize it. Emphasis is on healthful nutrition for fitness and sport.

HPE 116  Lifetime Group Activities (Team)
1 credit hour
This course will help students acquire skills in selected lifetime activities, which will enable them to continue those healthful activities throughout their lives.

HPE 117  Individual/Dual Lifetime Activities (Games)
1 credit hour
This course will expose the student to several programs for aiding the individual in becoming physically fit through lifetime activities.

HPE 118  Individual/Dual Lifetime Activities (Fitness)
1 credit hour
This course is designed to offer the student instruction and performance opportunities in exercise and physical activities. A mandatory pre-assessment will be utilized to determine the entrance levels of the student. Goals and objectives for this class will be discussed during the initial assessment. Students should use this class to achieve their physical fitness goals. A mandatory post-assessment is given the last week of the semester.

HPE 119  Lifetime Group Activities (Dance)
1 credit hour
This course will provide exposure to several lifetime dance activities.

HPE 120  Lifetime Activities (Outdoor Recreation)
1 credit hour
Various forms of outdoor recreational activities will be offered to enhance the student’s ability to participate in alternative lifetime fitness activities.

HPE 121  First Aid and Safety
3 credit hours
This course is designed to provide information on the prevention of accidents, functional first-aid knowledge, and the skills to care for basic emergencies, obstructed airways, rescue breathing, and CPR. An American Heart Association card may be earned. In addition, a more in depth exposure to first aid knowledge and skills is included. Lecture and lab time combined.

HPE 127  Fundamentals of Softball
3 credit hours
This course is designed to develop coaching techniques from individual to team fundamentals. Emphasis is on offensive and defensive situations.
HPE 131  Weights and Conditioning
1 credit hour
This course is designed to offer the student instruction and performance opportunities in exercise activities, specifically resistance and cardiovascular training. Techniques and safety will be addressed for all exercises performed. Each student should use this class to achieve specific physical fitness goals.

HPE 132  Physical Fitness Education for Life
3 credit hours
Special topics courses offered will acquaint the student with a basic knowledge, understanding, and value of physical activity as related to optimal healthful living throughout life.

HPE 134  Care and Prevention of Athletic Injuries
3 credit hours
This course stresses fundamentals of athletic training. Topics include: the sports-medicine team and athletic training as a profession, injury prevention, emergency procedures, common sports-related injuries, taping and wrapping, and basic rehabilitation. A review of anatomy, common injuries, evaluation, and management will be covered for each major body area. This course is aimed at both competitive and recreational athletes, as well as pre-athletic training and pre-physical therapy students.

HPE 141  Introduction to Coaching
3 credit hours
This course is designed to introduce the student to the art and science of coaching. Attention is focused on all levels from preschool to college.

HPE 143  Introduction to Team Sports
3 credit hours
The course is designed to introduce the student to the concepts and logics of team sports. Students learn to classify, define and analyze all aspects of team sports and games.

HPE 151  Theory of Muscular Conditioning Training
3 credit hours
This course is designed to offer the student instruction and performance opportunities in exercise activities, specifically muscular resistance training. Technique and safety will be addressed for all exercises performed. Each student should use this class to achieve a fundamental understanding of muscular resistance training and obtain specific physical fitness goals.

HPE 201  Rules and Officiating I
3 credit hours
This course teaches the skills necessary to supervise football, basketball, and volleyball activities through classroom instruction, schedules and organization, laboratory work, and officiating.

HPE 202  Rules and Officiating II
2 credit hours
This course teaches the skills necessary to supervise baseball, and track and field activities through classroom instruction, schedules and organization, laboratory work, and officiating.
HPE 211  Fundamentals of Baseball
3 credit hours
This course is designed to develop coaching techniques from the basic fundamentals of individual/team offense and
defense. In addition, the course is designed primarily for those interested in coaching baseball and may enrich the
knowledge of future spectators. A brief history of the sport will be provided as well as a clear and concise
explanation of the major rules that comprise the game of baseball.

HPE 221  Introduction to Soccer
3 credit hours
This course familiarizes the student with basic skills, theory, and philosophy of soccer. Both individual skills and team
play are emphasized.

HPE 231  Fundamentals of Basketball
3 credit hours
This course familiarizes the student with the fundamentals and philosophy of basketball and tries to bring into focus
all aspects of offense, defense, and special situations of the game.

HPE 234  Introduction to Rehabilitation and Modalities
3 credit hours
This course introduces the student to the principles of physical rehabilitation following sport-related activities. The
class will emphasize the healing process, rehabilitation principles, use of therapeutic modalities, and functional
activities. This is recommended for students interested in athletic training, physical therapy, or chiropractic
medicine.  Prerequisite: HPE 134.

HPE 241  Theory and Practice of Coaching Basketball
3 credit hours
This course is designed to meet departmental standards for certification requirements. The course provides insight
on the scientific approach to coaching basketball to all students.

HPE 251  Fundamentals of Track and Field
2 credit hours
This course develops basic techniques and coaching procedures for track and field events. Attention is given to the
organization and promotion of track meets. Physical fitness and the international aspects of track are stressed.

HPE 261  Fundamentals of Volleyball
2 credit hours
This course develops the coaching techniques of volleyball from individual to fundamentals of team offense and
defense. It is designed primarily for those interested in coaching, but may enrich the curriculum of future spectators.
A brief history of the sport, with major rules, is included.

HPE 298  Athletic Training Practicum I
3 credit hours
This course is designed for students intending to continue their education in athletic training or physical therapy or
those interested in chiropractic medicine. This class is designed to provide the foundation of orthopedic assessment
and injury evaluation, and covers special topics in the areas of athletic training. The student will have an opportunity
to complete a project. Requirements include supervised work in the athletic training room, research on special
topics, and the completion of a project. Prerequisites: HPE 134, BIO 102, enrollment in or completion of BIO 257 and
HPE 234, and consent of instructor.
HPE 299  Personal Fitness Trainer Education
5 credit hours
This course covers basic knowledge, skill training, and practical experiences for the student in the area of fitness training for either personal, professional, or employment opportunities.

HUM 105  Ethics
3 credit hours
This course investigates humanity’s quest to integrate one’s own values, morals, norms, and ethics into culture and society, and to pass these standards to each generation. Further, this course will discuss the nature of ethics, good, and evil.  [KRSN PHL 1020 Ethics].

HUM 111  Humanities for Life
3 credit hours
This is an interdisciplinary course emphasizing the relationship between history and culture. Learning methods include historical analysis and the study of related arts, such as literature, music, and visual arts.

HUM 125  Philosophy
3 credit hours
This course investigates humanity’s quest for understanding of life and the universe using the philosophical method of relating the thinking of classic, traditional, and modern Western philosophers to one’s own understanding of reality. It will consider problems of human knowledge and its relationship with the world in which we live.  [KRSN PHL 1010 Introduction to Philosophy].

HUM 130  New Testament
3 credit hours
This course studies the historical, literary and cultural background of the New Testament. The makeup of the Bible, the content of the New Testament and the interpretation of Biblical texts will be discussed.

HUM 131  Old Testament
3 credit hours
This course provides a survey of the Old Testament and studies the makeup of the Hebrew Bible, the content of the Old Testament writings, and the rules governing the interpretation of Biblical texts.

HUM 135  World Religions
3 credit hours
The purpose of this course is to familiarize the student with the major religious traditions and belief systems of both Eastern and Western cultures. Primary doctrines, beliefs and practices will be covered in order to understand how each tradition has contributed to world culture and to the lives of the followers of the major traditions. Brief attention will be given to the various minor religious traditions of the world community.

HUM 211  Current World Affairs
3 credit hours
This course provides a background to the fascinating and ever-changing world of current events on both the national and international stage. Students will see how events impact their daily lives and will be introduced to the impact media has on public opinion.
MAT 015  Elementary Algebra  
3 credit hours  
This course provides the student with an understanding of elementary algebra, and will cover topics such as operations with signed numbers, factoring, and solving linear and quadratic equations. This course prepares the student for MAT 020 Intermediate Algebra. MAT 015 does not apply toward Mathematics graduation requirements.  
Prerequisite: ACT score 14-17; or COMPASS Pre-Algebra score 22-100 or Algebra score 0-30; or ASSET Numeric Skills score 33 and above.

MAT 020  Intermediate Algebra  
3 credit hours  
This course covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers and functions. MAT 020 will not apply toward Mathematics graduation requirements.  
Prerequisite: ACT score 18-19; or COMPASS Algebra score 31-49; or ASSET Elementary Algebra score 39-44; or completion of MAT 015 with a C grade or above and qualifying COMPASS score.

MAT 105  College Algebra  
3 credit hours  
This course covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers, functions, plus logarithms, sequences, series, determinants and matrices. Prerequisite: ACT score 20 and above; or COMPASS Algebra score 50-100 or College Algebra score 0-43; or ASSET Intermediate Algebra score 39 and above; or completion of MAT 020 with a C grade or above. [KRSN MAT 1010 College Algebra].

MAT 106  Plane Trigonometry  
3 credit hours  
This course introduces the study of trigonometric functions. The course includes graphs of the trigonometric functions, radian measure, solution of triangles, and many other applications. The course is designed primarily for those who have not had a course of trigonometry in high school. Prerequisite: Two years of high school Algebra. The course may be accompanied by MAT 105.

MAT 115  Elementary Statistics  
3 credit hours  
This course includes basic concepts of probability and statistics. The course covers permutations and combinations, measure of central tendency and variation, discrete and continuous distributions, sampling, regression and correlation. Prerequisite: MAT 105 or higher. [KRSN MAT 1020 Elementary Statistics].

MAT 120  Pre-Calculus  
3 credit hours  
This course includes the study of algebraic, transcendental, and trigonometric functions. The course also includes a general background in analytic geometry and linear algebra. Prerequisite: MAT 105 with a C grade or above or consent of instructor.

MAT 123  Calculus with Analytic Geometry I  
5 credit hours  
This course introduces analytic geometry, functions, limits and continuity, derivatives, and applications. Prerequisite: MAT105 and MAT106, or MAT120, or high school equivalents with grade of C or above, or ACT Math score 24 or above, or with Instructor’s Consent. [KRSN MAT 2010 Calculus I].
MAT 125  Calculus with Analytic Geometry II
5 credit hours
This course studies integration of algebraic, exponential, and trigonometric functions. The course includes application of differentiation and integration. Also includes indeterminate forms and improper integrals. Prerequisite: MAT 123 with a C grade or above.

MAT 225  Calculus with Analytic Geometry III
3 credit hours
This course amplifies the study of multivariable calculus with infinite series and vectors. The course includes partial differentiation and multiple integration with applications. Prerequisite: MAT 125 with a C grade or above.

MED 102  Certified Nurse Aide
5 credit hours
The Certified Nurse Aide course includes classroom and clinical instruction on basic patient care. The skills learned include daily hygiene, bed baths, taking vital signs, positioning, transfer of patients, and others. Patient care will be conducted in a nursing home setting. The course prepares the student for the state licensing examination.

MED 103  Medication Aide
5 credit hours
The Medication Aide course is designed to include the development of medicine knowledge, use of medicines, effects of medicine, administering medications, including preparation and accurate distribution of medicine for safety of the patient. Prerequisites: MED 102 and completion of COL 101 or qualifying competency test scores from ACT Reading score 12 or above; or COMPASS Reading score 54 or above; or ASSET Reading score 34 or above. Requirements: 18 years of age or older; active State of Kansas CAN certification.

MED 106  Medication Aide Update
1 credit hour
The Medication Aide Update course is offered as an update on medication administration. Course topics include the identification of commonly used drugs and their interaction with foods and other drugs, identification and description of biological effects of medications on the elderly, restatement of the basic principles and skills required for safe practice in administering medications and identifying the legal implication or regulations applying to administering medications and record keeping.

MED 107  Rehabilitation Aide
2 credit hours
The Rehabilitation Aide course is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. This course will provide participants with the opportunity to learn the rehabilitative philosophy, work with departmental organizations, and understand the role of the physical therapist and the proper techniques of body mechanics, transfers, and ambulation. Prerequisite: MED 102.

MED 108  Home Health Aide
2 credit hours
The Home Health Aide course is designed to provide the student with basic care skills for families with unique health needs. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client’s medication, and special needs, as well as special procedures in emergency care.

MED 120  Medical Terminology
3 credit hours
This course is designed to provide the basics needed for building vocabulary. This course emphasizes the building of medical words from prefixes, suffixes, word roots, and combining forms. The course also includes an overview of the body systems.
MUS 101  Fundamentals of Music
3 credit hours
This course includes basic skills in music reading: clefs, meters, rhythm patterns, scales, keys, intervals, chords, basic transposition, and keyboard harmony. This is an introductory course in music designed for the elementary classroom teacher, for the music major as a prerequisite of Music Theory 102, and the non-music major who desires to have knowledge of music fundamentals.

MUS 102  Music Theory I
3 credit hours
This course introduces the skills necessary for reading, analyzing, and understanding music. Specific topics include music fundamentals, simple and compound meters, intervals and chords, scales and key signatures, music analysis using roman numerals and figured bass, and common-practice diatonic harmonic and voice-leading principles. **Prerequisite:** MUS 101 Fundamentals of Music. **Co-requisites:** MUS 116 and MUS 117. [KRSN MUS 1020 Music Theory].

MUS 103  Music Theory II
3 credit hours
This course is a continuation of Music Theory I, extending into the study of seventh chords, leading tone chords, modulations to closely related keys, and small formal structures. The course focuses on mastering the concepts of harmonic progression and writing in eighteenth century chorale style. **Prerequisite:** MUS 102. **Co-requisites:** MUS 118 and MUS 121.

MUS 104  Madrigal Singers
1 credit hour
The purpose of this course is to prepare and perform representative works of choral excellence. The works will be primarily music of Renaissance madrigals and 20th Century jazz compositions. **Prerequisite:** Consent of instructor.

MUS 105  Pep Band
1 credit hour
This course offers preparation of band literature for performance at athletic and college events. Reading of musical notation is required.

MUS 106  Concert Band
1 credit hour
The purpose of this course is to prepare and perform representative works of instrumental excellence. This course is a requirement for all instrumental music majors.

MUS 108  Choir
1 credit hour
This course requires preparation and performance of representative works of choral excellence. The course is required of all vocal music majors.

MUS 110  Jazz Band
1 credit hour
The purpose of this course is to prepare and perform representative works of Jazz and Contemporary instrumental literature. The works will primarily focus on 20th Century jazz compositions. The study of jazz history and improvisation would be essential to the preparation of the music. **Prerequisite:** Consent of instructor.
MUS 111  Music Appreciation  
3 credit hours  
This course introduces the history and development of music in western civilization. The class includes an understanding of the fundamental elements of music and a survey of important composers and their works, representing each of the major stylistic periods in music history. Knowledge of musical notation is not necessary.  
[KRSN MUS 1010 Music Appreciation].

MUS 112  Music Practicum I  
1 credit hour  
This course provides practical and creative projects in various areas of Musical Theatre, including singing, playing in the pit orchestra, accompanying rehearsals and assisting with the preparation of the musical performance. Course is repeatable for a maximum of four credit hours.

MUS 114  Applied Music I  
1 credit hour  
This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student’s ability and previous music training.

MUS 115  Applied Music II  
1 credit hour  
This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student’s ability and previous music training.

MUS 116  Aural Skills I  
1 credit hour  
The purpose of this course is to develop aural perception of music and skill in sight singing. Basic activities include dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sight singing.  
Co-requisites: MUS 102 Music Theory I and MUS 117 Keyboard Harmony I.

MUS 117  Keyboard Harmony I  
1 credit hour  
This course introduces the study of fundamental keyboard playing and develops skills in traditional fingering patterns, major scales, elementary level literature, and a variety of patterned accompaniment styles.  
Co-requisites: MUS 102 and MUS 116.

MUS 118  Keyboard Harmony II  
1 credit hour  
This course continues the study of fundamental keyboard playing and reinforces all skills developed in Keyboard Harmony I. Further study is placed on all forms of minor scales, the principles of harmonic progression, and eighteenth century chorale style.  
Co-requisites: MUS 103 and MUS 121.

MUS 121  Aural Skills II  
1 credit hour  
This course offers sight singing and ear training to include identifying, singing, and dictating all seventh chord types and modulations to closely related keys. Emphasis is placed on aurally mastering the principles of harmonic progression and eighteenth century chorale style.  
Co-requisites: MUS 103 and MUS 118.
MUS 140  Group Guitar for Beginners
1 credit hour
This course is a beginning guitar instruction to cover the fundamentals of guitar playing to include basic chords, basic finger picking and strumming styles, and basic music reading, both traditional and tablature.

MUS 214  Applied Music III
1 credit hour
This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student’s ability and previous music training.

MUS 215  Applied Music IV
1 credit hour
This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A jury-type examination at the close of each semester is required. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student’s ability and previous music training.

MUS 224  Music Practicum II
1 credit hour
This course provides practical and creative projects in various areas of Musical Theatre, including singing, playing in the pit orchestra, accompanying rehearsals and assisting with the preparation of the musical performance. Course is repeatable for a maximum of four credit hours.

MUS 230  Special Projects in Music
1-3 credit hours
Specialized workshops or classes designed to help students, teachers, and the community with musical needs.

NHA 129  Medical Insurance Coding and Billing
3 credit hours
This program is designed to serve those students who are interested in gaining access to entry-level positions in the medical field related to reimbursement procedures. Students will focus on the fundamentals of reimbursement utilizing Current Procedural Terminology (CPT), International Classification of Disease (ICD), and Health Care Financing Administration Common Coding System (HCPCS). Data Collection and indexing are explained. Emphasis is placed on the need for adequate coding policies and procedures.

NHA 130  Natural Healing with Herbs
1 credit hour
This course is designed to introduce the use of herbs in today’s society. The course will provide current safety use of herbal medication and remedies.

NHA 141  Drug Awareness
1 credit hour
Designed to provide the expanded knowledge of drugs and how they affect the human body. The course is designed to help people realize the effects that drugs have on one’s body and what long term side effects they will cause. The course also includes ways of identifying those who are under the influence of drugs.
NHA 145  Hot Topics in Women’s Health
1 credit hour
This course identifies eight major health concerns of women and offers an in depth exploration and discussion of each topic.

NHA 152  Fitness and Nutrition: The Healthy Journey to Weight Loss
1 credit hour
This course is designed to provide the expanded knowledge of healthy weight loss and weight maintenance. The course will discuss methods of losing weight and how to establish the best method for you. The course will discuss briefly diseases and conditions affected by weight and eating habits.

NHA 160  Social Services Designee/Activities Director
5 credit hours
This course is an introduction to the long-term care setting and the various methods of provision of recreation and social services in this setting. It includes information to give understanding of the regulatory process and the Quality Assurance System in this setting. It will include an overview of social work practice, an introduction to recreation service provision, and the federal and state regulations. At the end of the course the learner will be qualified to hold a position as an Activity Director or Social Services director in the long term care setting.

NHA 161  Medical Administrative Aspects
4 credit hours
This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

NHA 179  Introduction to Pharmacology
3 credit hours
This course is an introduction to pharmacology, including terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined. A general understanding of the actions and reasons for use of various groups of pharmacologic agents is introduced. Medications are discussed according to major drug classifications and body systems.

NHA 205  Long Term Care Management
3 credit hours
This course provides an overview of the long term health care industry including a survey of the history and philosophy of nursing facility administration. Students are provided an introduction to and application of regulatory standards. Specializations within the long-term health care industry are discussed.

NHA 219  Gerontology
3 credit hours
This course is designed as an introduction to the aging process and the relationship of the elderly to society. The biological, psychological, social and economic aspects of aging are examined. Students will explore societal factors affecting resources available to the elderly and possible roles they might fill as family members or professionals caring for the elderly.
NHA 235  Long Term Care Medical Records
3 credit hours
This course provides the student with the knowledge and skills needed to organize a Health Information
Management document under the supervision of a Credentialed Health Information Management professional in a
long term care setting. Topics include Health Information Management professional practice standards, documentation requirements, confidentiality, legal aspects, Medicare benefits and rules and regulations of Kansas licensed nursing facilities.

NHA 236  Legal Concepts
3 credit hours
This course will provide a foundation in medical law and ethics to assist the medical office professional. Key points of
law, interpretation of statues, and ethical dilemmas will be covered. In addition, the medical office professional will
recognize the need for legal advice, know how to protect the office and employees from malpractice and understand
the rights of employers, employees, and patients.

NHA 237  Introduction to Pharmacy Technician
3 credit hours
This course provides a comprehensive introduction to the pharmacy technician field. The course introduces general
pharmacy topics such as history, law, and ethics; body systems, drug classifications, basic sciences for pharmacy, and
career information.

NHA 238  Pharmacology for Pharmacy Technicians
3 credit hours
This course will provide students with a basic understanding of drug classes and the mechanisms of action for many
drugs. This course will prepare students for work in community, institutional and other pharmacy settings.

NHA 239  Medical Office Accounting
3 credit hours
This course is a comprehensive overview of basic online accounting. The curriculum is based on the concepts of
accounting along with practical application utilizing the Medisoft system.

NHA 240  Pharmacy Calculations
3 credit hours
Pharmacy Calculations offer a clear and concise method for calculating drug dosage. This course is directed for the
student or professional who feels uncomfortable with medication mathematics. This course also responds to the
changes in the health care field and includes the introduction of new drugs, replacement of outdated drugs, and new
and refined methods of administering medications. The importance of avoiding medication errors is highlighted by
the incorporation of applied critical thinking skills based on patient care situations.

NHA 243  Pharmacy Technician Certification Exam Review
1 credit hour
This course is designed to help prepare the Pharmacy Technician student for certification examinations. The course
will include test-taking tips for standardized tests, certification FAQs, and a review of major course content areas.
Prerequisite: Successful completion of all Pharmacy Technician courses: MED 120, NHA 236, NHA 237, NHA 238, and
NHA 240.

NHA 247  Medical Document Transcription
3 credit hours
This course is a beginning medical transcription course designed to provide students with a working knowledge of
the transcription of medical reports. Related medical terminology and appropriate formats for transcribing the
reports will be covered. In addition, specialized rules of grammar and punctuation peculiar to dictated medical
reports will be highlighted.
POL 111  American Government  
3 credit hours  
This introductory course in American Government is intended to familiarize students with the structure, organization, powers, and functions of the three branches of the national government. The course will also deal with individual participation in government through public opinion, elections, and political organizations. [KRSN POL 1020 American Government].

POL 130  State and Local Government  
3 credit hours  
This course reviews state, county, municipal, and special district governments, surveying the various systems used in the United States.

POL 225  Introduction to Political Science  
3 credit hours  
This course is intended to provide students with a basic understanding of political science and to serve as an introduction to the theory of politics, government, and administration. It will compare governmental systems, institutions, ideologies and participation among nations and states.

POL 250  Introduction to International Relations  
3 credit hours  
This course acquaints students with basic terms, events, and theories in the study of international relations, and applies these to international problems such as economics, conflict/war, foreign policies, international law, and ecological issues.

PRO 116  Introduction to Photoshop  
3 credit hours  
This course is designed to introduce the essential tools and techniques necessary to help students develop a proficiency in creating and manipulating digital images utilizing Adobe Photoshop CS.

PRO 129  Digital Photography  
3 credit hours  
Graphic Design Photography is a study of current electronic imaging processes related to photography. Digital cameras will be used to capture images. Adobe Photoshop software and computers will be the digital darkroom.

PRO 131  Foundations of Graphic Design  
3 credit hours  
This course is designed to acquaint the student with the various aspects of the graphic design field. Topics include the ways in which visual messages are used in society, the skills needed by a graphic designer and the potential areas of specialization and employment.

PRO 155  HTML and JavaScript  
3 credit hours  
This course introduces students to web page construction using HTML and JavaScript. Topics include the use of HTML code to create web pages of various formats and appearance. Also covered is the creation and editing of computer graphics plus the application of JavaScript in web pages to control page behavior and create active events.
PRO 180  Adobe InDesign
3 credit hours
The course is designed to introduce the most important topics of Adobe InDesign CS3 to create polished, professional-looking layouts. Students will learn how to get started with InDesign; work with text; set up a document; work with frames and colors; place and link graphics; create graphics; work with transparency, tools, and tables; create books, tables of contents and indexes; and work with advanced techniques, as well as prepare, package, and export documents.

PRO 195  Introduction to Computer Graphics
3 credit hours
The course provides a broad overview of the basic concepts of computer graphics. Both 2nd raster graphics and 3rd graphics will be covered. Topics from raster graphics include color theory, tone reproduction, quantization, dithering and half toning, basic signal processing and sampling, aliasing and antialiasing, algorithms, and scan conversion of lines and polygons. Topics from 3rd graphics include projective geometry, representations of curves and surfaces, modeling and viewing transformations, hidden surface removal algorithms, reflection models and illumination algorithms. In addition, the general features of graphics hardware and system architectures will be covered.

PRO 200  Macromedia Flash
3 credit hours
This course focuses on the production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Flash CS3 Professional users will learn to import bitmaps, sounds, and video to make Flash projects more engaging. Features in Flash CS3, including the more advanced drawing tools, ActionScript debugger, QuickTime exports, and the stand-alone video encoder will be covered. **Prerequisite: PRO 116.**

PRO 201  Dreamweaver
3 credit hours
In this course students will develop the skills needed to create a website for personal or professional use. Students will use html and Dreamweaver. Design considerations will include navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current scripting/programming languages and web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a website; creating and manipulating graphics; and incorporating style sheets, JavaScript, or Java Applets. Each student will create, publish, and manage a website dealing with a topic of global/international interest.

PRO 225  Adobe Photoshop: Advanced
3 credit hours
This course delves further into the power of Photoshop. Students will learn to create textures and patterns, and use layer blend modes, channels and paths. Students will learn to leverage the power of Photoshop with presets and automation, and slicing to turn a web mock-up into HTML and images. Exercises are realistic, web-specific applications of Photoshop. **Prerequisite: PRO 116.**

PRO 251  Fundamentals of Web Design
3 credit hours
This course focuses on the overall website production process. Particular emphasis is placed on design elements involving layout, navigation and interactivity.
PSC 151  Physical Science  
3 credit hours  
Physical Science is a study of the physical process of Earth as it exists in the solar system. Topics investigated include, but are not limited to; physics topics of energy and motion described by the Newtonian System; Chemistry concepts from the perspective of physics; and the composite sciences such as geology, astronomy, oceanography, atmosphere and climate, and environmental science. May be taken with or without PSC 152. Prerequisite: ACT Reading score of 16 and above; or COMPASS Reading score of 73 and above; or ASSET Reading score of 39 and above; or completion of COL 013 with a C grade or above and qualifying COMPASS score; or completion of COL 101. [KRSN PSI 1010/1011 Physical Science I].

PSC 152  Physical Science Lab  
2 credit hours  
This course is designed to supplement PSC 151 Physical Science. Co-requisite: PSC 151. [KRSN PSI 1012 Physical Science I and Lab].

PSC 154  Physical Geology  
5 credit hours  
This course provides a basic introduction to the earth science area, and more particularly to physical geology. It is intended to meet the general education requirement for a laboratory science or to provide a first course for those interested in majors in the earth sciences or some areas of engineering. Prerequisite: ACT Reading score of 16 and above; or COMPASS Reading score of 73 and above; or ASSET Reading score of 39 and above; or completion of COL 013 with a C grade or above and qualifying COMPASS score; or completion of COL 101.

PSC 180  Descriptive Astronomy  
3 credit hours  
This course introduces the student to the science of astronomy. It will touch on physical laws and properties of the universe, but no extensive math background is required beyond a basic understanding of algebra and trigonometry. The student will learn to observe the universe around us and understand what those observations imply. Prerequisite: Enrollment in or completion of MAT 105 with a C grade or above and ACT Reading score of 16 and above; or COMPASS Reading score of 73 and above; or ASSET Reading score of 39 and above; or completion of COL 013 with a C grade or above and qualifying COMPASS score; or completion of COL 101.

PSC 181  Descriptive Astronomy Lab  
2 credit hours  
This course supplements PSC180, Descriptive Astronomy. This course introduces the student to real-world applications and principles of astronomy and will provide the experience in writing both formal lab reports and informal observing logs. Prerequisite: Enrollment in or completion of PSC 180.

PSC 204  Engineering Physics I  
5 credit hours  
This course explores mechanics and heat. The course is commonly required of engineers and health science majors. Prerequisite: MAT 123, completion of at least one class in both Algebra and Trigonometry. Concurrent enrollment in Math 123 can be done with permission of the instructor.

PSC 205  Engineering Physics II  
5 credit hours  
This course emphasizes light, sound and electricity. The course is commonly required of engineers, science and health science majors. Prerequisite: PSC 204.
PSY 101  General Psychology
3 credit hours
This course is designed to introduce the student to the study of human behavior. Upon completion of this course, the student will have attained a better understanding of psychology as a science and how it relates to affects and cognitive processes.  [KRSN PSY 1010 Introduction to Psychology].

PSY 160  Psychology of Adjustment
3 credit hours
This course is designed to introduce the student to the study of human behavior. Upon completion of this course, the student will have attained a better understanding of psychology as a science and how it relates to affects and cognitive processes.

PSY 162  Death and Dying
1 credit hour
This course is designed to acquaint the student with the stages of grief involved with death and dying.

PSY 230  Abnormal Psychology
3 credit hours
This course is designed to provide the learner with the tools required to intellectually and subjectively define the characteristics, classifications, and qualifications associated with atypical behavior patterns. Prerequisite: PSY 101.

PSY 263  Developmental Psychology
3 credit hours
This course aims to study human development from birth through adulthood across the four domains of physical, social, cognitive, and emotional growth. The course is designed to provide an understanding of growth patterns and behavior consistent with age. This information can be used to deal more effectively with people in our environments and across a variety of settings. Prerequisite: PSY 101 with a C grade or above. [KRSN PSY 2020 Human Lifespan/Developmental Psychology].

PSY 264  Psychology of Human Sexuality
3 credit hours
This course is designed to study the various aspects of human sexuality. The course provides practical information needed for everyday living and dealing with psychological problems. In addition, the course strives for helping the student feel more comfortable with thinking and talking about sexuality and to familiarize the student with methods used in research on sexual behavior. Prerequisite: PSY 101.

PSY 275  Social Psychology
3 credit hours
This course studies issues of human relations, group dynamics, and the social psychological development of an individual. Prerequisite: PSY 101 or SOC 102.

SOC 102  Sociology
3 credit hours
This course provides students a general background for understanding the nature and development of social institutions. In addition, the course covers the various aspects of culture and society. [KRSN SOC 1010 Introduction to Sociology].
SOC 110  Juvenile Delinquency and Justice
3 credit hours
This course examines the historical precedents and philosophical reasons for treating juveniles differently from adults. The course reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

SOC 121  Marriage and Family Relations
3 credit hours
This course considers the effects of family interaction upon individual development. Additional topics include the consideration of premarital, marital, and parent-child relationships.

SOC 205  Contemporary Social Problems
3 credit hours
This course provides an extensive study of major current social problems and a sociological analysis of deviant individual and deviant social groups. Such forms of deviant conduct as criminal behavior, mental disorders, suicide, alcohol abuse, and drug addiction are studied. The course will emphasize the development of a general sociological orientation to various kinds of deviant behavior. [KRSN SOC 2010 Social Problems].

SPA 101  Elementary Spanish I
5 credit hours
This course will teach basic vocabulary and phrases, pronunciation, reading and writing in Spanish. The student will be introduced to Spanish-speaking cultures. Note: Students who have recently completed two (2) years of high school Spanish with a grade of B or above or three (3) years of high school Spanish with a grade of C or above may request to waive SPA 101 Elementary Spanish I and enter directly into SPA 102 Elementary Spanish II. The request may be addressed to the appropriate Dean for approval. [KRSN SPA 1010 Spanish I].

SPA 102  Elementary Spanish II
5 credit hours
This course is a continuation of Elementary Spanish I. The course will continue developing student reading, writing, listening, and speaking skills in Spanish. The student will continue to learn about Spanish-speaking cultures. Prerequisite: SPA 101. [KRSN SPA 1020 Spanish II].

SPA 150  Spanish for the Workplace
2 credit hours
This course provides a study of workplace Spanish for non-Spanish-speaking employers and employees who need to enhance communication in the workplace, with both colleagues and customers. The curriculum utilizes phonetic encoding to address Spanish commands, questions, and phrases critical in the workplace.

SSC 103  College Career Success Seminar
1 credit hour
This course is designed to point out the personal, social, educational, and vocational implications of a student’s efforts in college. The course is designed to enhance success in college and help set future life goals.

SSC 104  Speed Reading
1 credit hour
Speed Reading is a one (1) credit hour, eight-week course designed to provide the student with concepts and skills to help improve the speed and comprehension of his or her reading. This course is offered in a contracted study format.
SSC 105  Mastering College Study Skills  
1 credit hour  
Mastering College Study Skills is a one (1) credit hour, eight-week course designed to provide the student with concepts and skills to help improve the effectiveness of study habits. This course is offered in a contracted study format.

THE 101  Theatre Appreciation  
3 credit hours  
This course introduces the student to a greater appreciation of theatre as an evolving art form through the study of theatre elements and history. Students will explore elements such as acting, directing, playwriting, reviewing, theatre design and architecture and evaluate such elements through creation and analysis. Students will also distinguish cultural and historical developments in the progression of theatre throughout the ages.  [KRSN THT 1010 Theatre Appreciation].

THE 121  Oral Interpretation  
3 credit hours  
This course is an introductory course in the analysis and performance of literature. Writings covered include poetry, prose, fiction, children's literature, drama, and ensemble material. Emphasis will be given to both performance theory and practical application, including work on voice and diction.

THE 131  Acting I  
3 credit hours  
This course introduces the student to Stanislavski-based acting technique. Students will begin with exercises designed to free the body, voice and imagination. Course work will then focus on tools and terminology used in playing a duet scenes and solo monologues. Instruction will also be given in how to analyze scripted material.  [KRSN THT 1020 Acting I].

THE 141  Stagecraft I  
3 credit hours  
This course covers theories and techniques of scene design, set construction, lighting and sound for the theatre. Students will apply their skills in class projects as well as department productions.  [KRSN THT 1030 Stagecraft].

THE 161  Improvisation  
3 credit hours  
This course is an introductory course in the fundamentals of improvisational acting for the theatre.

THE 181  Technical Theatre Practicum I  
1 credit hour  
This course provides students practical hands-on experience in areas of technical theatre including stage crew, stage management, costumes, sets, lights, sound and scenic design. Students are required to work a minimum of 45 hours to complete the practicum.  Prerequisite: Consent of instructor.

THE 182  Technical Theatre Practicum II  
1 credit hour  
This course provides students practical hands-on experience in areas of technical theatre including stage crew, stage management, costumes, sets, lights, sound and scenic design. Students are required to work a minimum of 45 hours to complete the practicum.  Prerequisite: Consent of instructor.
THE 183  Technical Theatre Practicum III  
1 credit hour  
This course provides students practical hands-on experience in areas of technical theatre including stage crew, stage management, costumes, sets, lights, sound and scenic design. Students are required to work a minimum of 45 hours to complete the practicum. Prerequisite: Consent of instructor.

THE 184  Technical Theatre Practicum IV  
1 credit hour  
This course provides students practical hands-on experience in areas of technical theatre including stage crew, stage management, costumes, sets, lights, sound and scenic design. Students are required to work a minimum of 45 hours to complete the practicum. Prerequisite: Consent of instructor.

THE 210  Voice and Diction  
3 credit hours  
This course covers the fundamentals of voice development including production of sound and vocal control, acquiring correct articulation and pronunciation skills, enhancing vocal expressiveness, and learning and applying the American Phonetic Alphabet.

THE 235  Acting II  
3 credit hours  
This course continues the work begun in Acting I. Students will focus on playing actions and objectives while developing an internal life fed by the actor’s imagination and sense memory. Attention will be paid to more detailed character study and scene analysis. Prerequisite: THE 131. [KRSN THT 2010 Acting II].

THE 242  Stagecraft II  
3 credit hours  
Stagecraft II is a continuation of applying Stagecraft I concepts and technique to more detailed projects. The student will assume responsibility for a major design and production facet of a college theatre production as well as creating a complete design scheme for a full-length play of the student’s choosing.

THE 251  Theatre Practicum I  
1 credit hour  
This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. Prerequisite: Consent of instructor. [KRSN THT 1040 Theatre Practicum].

THE 252  Theatre Practicum II  
1 credit hour  
This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. Prerequisite: Consent of instructor. [KRSN THT 1040 Theatre Practicum].

THE 253  Theatre Practicum III  
1 credit hour  
This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. Prerequisite: Consent of instructor. [KRSN THT 1040 Theatre Practicum].
THE 254  Theatre Practicum IV
1 credit hour
This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. Prerequisite: Consent of instructor.

THE 283  Introduction to the Film Medium
3 credit hours
This course introduces students to the elements of film-making and important genres throughout film history. Students gain an understanding of the evolution of movie-making technique by film analyses and practical exercises.
PERSONNEL

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  MA  Emporia State University
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Christy Cutshaw, Computer Science Instructor
B.A. and M.A., Ottawa University

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B.A., Central College - Iowa; M.S., University of Nebraska-Lincoln

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B.S. and M.A., Emporia State University

Michael Hayes, Business/Computer Science Instructor/Head Golf Coach
B.S. and M.S., University of Missouri-St. Louis

Betty Herring, Biological Sciences Instructor
B.S. and M.S., Emporia State University

Michael Higgins, Computer Science Instructor
B.S. and M.S., Pittsburg State University

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   A.A., Allen County Community College; B.S. and M.S., Kansas State University

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   A.A., Allen County Community College; B.A., Wichita State University; M.M.S., Troy State University- Alabama

Phil Reilly, Agriculture Instructor/Meats Judging Coach  
   A.A., Coffeyville Community College; B.S. and M.S., Kansas State University

Travis Robb, Biological Sciences Instructor/Division Chair  
   B.A. and M.S., Pittsburg State University

Andy Shaw, Psychology Instructor/Head Men’s Basketball Coach  
   B.S. and M.S., Oklahoma State University

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   B.S. and M.S., Emporia State University

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   B.A. and M.A., University of Tulsa
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Matt Abbott, Assistant Soccer Coach/Assistant Residence Hall Director/Assistant Director of Fitness Center
B. S., Exercise Science, Ottawa University

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Rebecca Bilderback, Director of Admissions/Marketing
B.S., Emporia State University; M.S., Kansas State University

Ryan Bilderback, Director of Student Life
B.S., Emporia State University

Jerry Block, Custodial/Evening Maintenance

Connie Bonczkowski, Custodian
A.A.S., Allen County Community College

Junior Cadet, Assistant Track and Cross Country Coach/Student Services
A.A., Palm Beach State University; B.S., Middle Tennessee State University

Julia Carter, Custodian

Donna Cason, Supervisor of Bookstore Operations

Frankie Chapman, Administrative Assistant to the Vice President for Student Affairs and Administrative Assistant to the Athletic Director
A.A.S., Allen County Community College

Mindy Covey, Head Cheer Dance Coach/Admissions Counselor
A.A., Allen County Community College; B.S., Pittsburg State University; M.A., American Public University

Jeff Cox, Developmental Specialist
B.A. and M.A., University of North Dakota

James Creason, Custodian and Maintenance

Sherry Culler, Custodian

Jo Cuppy, Instructional Staff
A.A., Allen County Community College; B.A., University of Kansas

Vicki Curry, Director of Financial Aid
A.A., Allen County Community College; B.S., Friends University

Mike Decker, Maintenance Technician I

Vince DeGrado, Head Men’s and Women’s Cross Country/Track and Field Coach/Fitness Center Director
A.A., Coffeyville Community College; B.S., Southwestern; M.S., Emporia State University
Sara Dreisbach, Online Learning Coordinator  
B.S., Emporia State University; M.S., Fort Hays State University

Doug Dunlap, Director of Information Technology  
B.S., Wichita State University

Sara Ellis, Administrative Assistant to the Director of Development/Administrative Assistant to the Director of Student Life

Whitney Falkenstein, Assistant Volleyball Coach/Assistant Hall Director/Admissions Counselor  
A.S., Allen County Community College

Nancy Ford, Coordinator of Public Relations  
B.S., Emporia State University

Regina Fosberg, Administrative Assistant/Bookkeeper

Christine Freelove, Administrative Assistant to the Dean for the Iola Campus  
A.A.S., Colby Community College

Jennifer Gould, Allied Health Coordinator  
B.A., Mid-American Nazarene University

Erin Harrison, Bookstore Assistant  
A.A., Allen County Community College

Bobbie Haviland, Registrar  
A.A., Allen County Community College; B.G.S. and M.S., Pittsburg State University

Janelle Herder, Administrative Assistant/Secretary for Financial Aid  
A.S., Allen County Community College; B.B.A., Pittsburg State University

Lynn Heskett, Accounts Receivable Officer

Jill Hoffman, Library Technician  
A.A., Allen County Community College

Mary Jackson, Campus Services Technician

Rachel Janzen, Assistant Women’s Basketball Coach/Assistant Winter Hall Director/Assistant Student Life Director  
B.S., Southern Nazarene University; M.S., Eastern New Mexico University

Jamie Jensen, Head Softball Coach/Assistant Athletic Director  
A.A., Cowley County Community College; B.S., University of South Carolina: M.S., Fort Hays State University

Jeffery Joynt, Adjunct Faculty Coordinator  
M.S.A., Central Michigan University

Jeff King, Online Learning Coordinator  
B.A., Central Bible College; M.S., Friends University; M.A., Global University

Jacob Kraft, Assistant Baseball Coach/Assistant Director of Red Devil Duplexes and Herynk Hall/Assistant Student Life  
A.S., Allen County Community College; B.S., Pittsburg State University
Patty Latta, Accounts Payable Officer  
A.A.S., Allen County Community College

Dorothy Lawrence, Custodian/Maintenance-Evening

Chelsea Layman, Assistant Cheer/Dance Coach/Assistant Student Life/Assistant Winter Hall Director  
A.S., Allen County Community College

Becky Leis, Administrative Receptionist/Secretary

Joyce Lickteig, Custodial and Maintenance-Evening

Katie Mahoney, Head Women’s Basketball Coach/Admissions Counselor  
B.S., Southern Nazarene University

Ryan Mahoney, Assistant Men’s Basketball Coach/Residence Hall Director  
B.A Sports Management, Wichita State University

Peggy Manning, Evening Office Assistant/Custodian  
Insurance of America Associates; B-Street Academy-Kansas Cosmetologist License

Jeremy McGinnis, Head Women’s Soccer Coach/Admissions Counselor  
A.A., Allen County Community College; B.G.S., Fort Hayes State University

Sandy Moore, Director of Library  
B.A., Rutgers University; M.A., University of Kansas; M.L.S., Emporia State University

Kimberly Murry, Assistant Director of Financial Aid  
A.A., Allen County Community College; B.A., Friends University

Laura Neeley, Administrative Assistant to the Dean for the Burlingame Campus

Jeff Nemecek, Livestock Judging Coach/Farm Manager  
A.S., Connors State College; B.A., Kansas State University

Nichole Nicholas, Assistant Softball Coach/Residence Hall Director  
A.A., Mississippi Delta Community College; B.S., Southern Arkansas University

Roberta Nickell, Comptroller  
A.A.S., Allen County Community College

Jessica Peters, Athletic Director/Head Volleyball Coach  
A.S., Allen County Community College; B.S., Business Administration Avila University-Kansas City

Nicole Peters, Academic Advisor  
A.S., Allen County Community College; B.S., Friends University

Hiram Raby, Assistant Women’s Soccer Coach/Assistant Hall Director/Assistant Director of Student Life  
A.G.S., Allen County Community College

Teresa Rice, Financial Aid Specialist  
A.S., Allen County Community College

Russell Ryman, Maintenance Technician II  
HVAC Climate Control Institute Certified
Nichole Schlesener, Administrative Assistant to the Dean for Online Learning  
  A.S., Allen County Community College

Melissa Sellman, Administrative Assistant to Admissions

April Sherry, Administrative Assistant for Student Services

Denice Stahl, Administrative Assistant to the Vice President for Academic Affairs

Kisha Stevenson, Academic Advisor-Burlingame  
  B.S., Friends University

Clint Stoy, Head Baseball Coach/Academic Advisor  
  B.S., University of Southern Mississippi; M.S., Southwest Missouri State University

Bruce Symes, Director of Writing Center/Newspaper Advisor  
  B.S., Kansas State University

Elizabeth Toland, Early Childhood Education Specialist  
  B.S., and M.S., University of Kansas

Kent Tomson, Director of Physical Plant Operations

Tammy Wallace, Adult Education Instructor and Director  
  B.S., Ottawa University; M.A., Pittsburg State University

Ed Wilkerson, Athletic Trainer  
  B.A., University of Northern Colorado; M.S., Central Missouri State

Danny Williams, Groundskeeper/Maintenance  
  A.S., Allen County Community College

Alice Williamson, Student Support Technician  
  A.A., Allen County Community College; B.S., Friends University

Ashley Wright, Receptionist/Bookstore Clerk