Dodge City

Community College

2019-2020 Catalog

Table of Contents

OVERVIEW

Disclaimers

1. This document is provided for the information of students. It is accurate at the time of printing but is subject to change as deemed appropriate by Dodge City Community College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.
2. The calendar represents the College's best estimation of the course of conduct of DC3 during the periods addressed therein. It is subject to change as deemed necessary by the College in order to fulfill its role and mission or to accommodate circumstances beyond its control.
3. Advisors are provided to assist students planning their academic program. They are not authorized to change the established policies of DC3. Students are ultimately responsible for assuring that their academic program complies with the policies of the College and/or to meet requirements set by another degree granting institution.
4. The tuition, fees, and other charges described herein are good faith projections. They are, however, subject to change from one academic term to the next as deemed necessary by DC3 in order to fulfill its role and mission, to accommodate circumstances beyond its control, and to meet its financial commitments.
5. Other fees and charges may accrue upon attendance at DC3. These fees or charges may be determined by contacting the college offices which administer the programs or activities in question.
6. The course descriptions herein are based upon reasonable projections of faculty, availability of instructors, and appropriate curriculum considerations. The courses described are subject to change as deemed necessary by the College to fulfill its role and mission or to accommodate circumstances beyond its control.
7. DC3 reserves the right to terminate or modify program requirements, course content, and the sequence of program offerings from semester to semester for educational reasons which it deems sufficient to warrant such actions.
8. The College reserves the right to cancel any class due to low enrollment.
9. The accreditations, approvals and certifications of DC3 are based upon the College's status at the time of printing of this catalog. Accreditations, approvals, and certifications are subject to review and modification from time to time.

Accreditation

Dodge City Community College is accredited through the AQIP process by the Higher Learning Commission and North Central Association of Colleges and Schools:

Higher Learning Commission and North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
info@hlcommission.org
www.hlcommission.org/
800.621.7440
316.263.0456

DC3 is a member of the American Association of Community Colleges, the Council of North Central Colleges, the National Commission on Accrediting, the American Council on Education, and the Kansas Association of Community Colleges.

Welcome from the Board of Trustees

The philosophy of a community college is clear and unique in American higher education today. In addition to providing quality two-year transfer programs, a community college must also provide quality programs in career education and bring new opportunities for lifelong learning to everyone in the community, regardless of age or background.

This catalog contains a comprehensive guide to the breadth of programs, services and courses we offer. What it cannot convey, however, is the level of satisfaction you will derive from attending a college where faculty, counselors, and staff have an uncommonly deep concern for the welfare and future of its students. If our students are better prepared to contribute to the rapidly changing world of tomorrow because of our efforts, then our educational venture will have been successful.

On behalf of Dodge City Community College, we invite you to visit the campus and find out why Dodge City Community College has established a reputation for excellence. You are most welcome to meet our faculty and staff, and tour the facilities.

We are proud of Dodge City Community College and pleased that you are considering us to fulfill your personal and educational objectives. Learning can be both exciting and challenging; we hope that you will join us at Dodge City Community College in that discovery.

History of DC3

Founded in 1935, Dodge City Community College is the eleventh oldest institution among the nineteen community colleges in Kansas. It developed partly because of the Great Depression of the 1930s to give students a chance to extend their high school education or learn vocational skills at an affordable cost in a convenient location. It also developed because community leaders could foresee the long-range value of a two-year college as an educational, vocational, and cultural resource.

Originally, the college was a public junior college. In its first statement of "Purpose," the college declared that its basic functions were "To serve the interests of students destined for specialization in the institutions of higher education…and to meet the needs of students interested in the terminal type of work or the semi-professional fields." From the first, the college identified strongly with its community, describing itself as "the 'peoples' college...and available to all."

Initially, the college was accredited by the Kansas State Board of Education and the University of Kansas. It was also a member of the American Association of Junior Colleges. The curriculum was restricted by today's standards but inclusive for the times. The college offered a range of general education courses and more specialized training in "Vocations and Professions." In 1936, the college graduated its first class, thirteen students.

The college maintained its identity as a junior college for many years, adding courses, programs, services, and certificates as local needs demanded. By 1957, however, the college had outgrown its location on the third floor of the high school. As a result, the college moved to Dodge City's old junior high building, currently the main offices of Unified School District #443 at 1000 Second Avenue.

In 1965, the State of Kansas passed enabling legislation to make its junior colleges true community colleges. This meant that the college could have its own governing board, responsible for hiring a chief executive officer, approving a budget, and establishing college policies. It also meant that the college could create programs and services in even more direct response to local needs. Ford County voted overwhelmingly to accept fiscal responsibility for the college and elected a Board of Trustees in 1965. A year later, in 1966, the college was fully accredited by the North Central Association.

The first Board of Trustees began planning for a new campus almost immediately. Enrollment had increased again, this time enough to require an entirely new facility. Ford County endorsed a $2.5-million bond issue in 1966, and in March 1970 the college moved to its current location. This change allowed the college to become more effective in its operations and gave the community a focal site for activities.

Since this move, the college has experienced relatively steady growth in nearly all aspects of its operations. In 1988, several post-secondary education components of the Area Vocational Technical School transferred to the college, and in 1994 the college assumed responsibility as the Area Technical Center. This shift and increased enrollment have required expansion of facilities and programs overall. The college has recently remodeled or built structures across campus.

The college has expanded its programs and services as well. It has created a system of outreach sites and centers, and it supplements the local outreach efforts of area four-year institutions. It has extended its offerings directly into local industry, making available work-related training and life skill courses. It has greatly enlarged its adult education services and programs for non-English speaking students. It is also expanding to include current electronic technologies through the creation of a campus computer network and a fiber optic classroom to augment distance learning.

The history of Dodge City Community College demonstrates a real ability to change and grow. Whatever new challenges the college will face, it looks forward to the future role it will inevitably play in the lives of all of its constituents.

Philosophy

Dodge City Community College is a comprehensive community college, operating with an open-door admissions policy within Ford County, Kansas and an eight-county service region. The college is governed by a locally elected Board of Trustees and is responsible to the community it serves and to the State of Kansas.

Dodge City Community College recognizes the existence of individual learning styles and is committed to providing quality instructional programs, student support services, and affordable lifelong learning opportunities. The college challenges students to initiate and maintain academic, technical, physical, spiritual, social, and personal growth.

The provision of higher education is a public responsibility. Therefore, Dodge City Community College recognizes the need to maintain a viable relationship with the community it serves. Furthermore, Dodge City Community College recognizes that all persons have a fundamental right to seek self-fulfillment through responsible participation in the learning environment.

Mission Statement

DC3 will provide opportunities for high quality learning and will enhance community and personal development in a student centered environment.

Vision
DC3 will be the model among peer institutions for delivering the highest quality education and career development.

Core Values
The quality learning environment of Dodge City Community College will be fostered by the following core values:

Collaboration
The College will meet the needs of industry and our community and work with all organizations interested in supporting educational opportunities and will promote teamwork in decision-making processes.

Compassion
The College will strive to demonstrate sensitivity and understanding.

Diversity
The College will be sensitive to diversity and continue to improve processes that embrace diversity and foster understanding.

Excellence
The College will improve through continuous monitoring and assessment of practices.

Inclusiveness
The College will welcome full participation of all stakeholders.

Integrity
The College will exemplify honesty, fairness, reliability, and respect with regard to persons, practices, and policies.

Involvement
The College will recognize and support community activity.

Learning
The College will embrace lifelong learning at all levels of the organization, promote learning throughout the area, incorporate technologies, and engage in practices that enhance learning for all.

Loyalty
The College will create an environment that promotes espirit de corps, open communication, and commitment to the vision of the College and needs of the region.

Within this Mission Statement are seven defining statements which serve to focus attention on the learning processes and activities of Dodge City Community College:

Challenging Opportunities
A range of offerings that meet student academic needs and expand educational horizons considering various levels of student preparedness, aptitudes, and areas of interest.

Diverse Opportunities
Develop a variety of offerings aimed at under-served populations, including academic transfer programs, technical programs, non-credit courses, developmental courses, adult basic education, and special interest topics.

Personal Development
Provide an environment that allows learners to discover more about themselves and to develop an appreciation for culture and diversity of people in a secure, friendly campus environment.

Community Development
Promote a socially responsible and responsive organization that works with a variety of stakeholders to meet the needs of the broader community to strengthen the economic health and quality of life of area residents.

Responsibility
Manage human and other resources in an ethical manner to ensure institutional development.

Accessibility
Provide affordable, convenient, quality education through open admission to constituents.

Learner-Centered
Place the learner at the center of all decisions and actions taken by the college.

Institutional Responsibilities

To fulfill its mission, Dodge City Community College is committed to offering a range of services conducive to learning, personal growth, and community development. The Board of Trustees, Administration, Faculty and Staff accept this commitment as imperative. Based on this belief, the college recognizes the following institutional responsibilities:

To offer educational experiences through which a diverse population of students can acquire skills necessary for quality education and lifelong learning.

To provide technical courses and programs.

To provide transitional education which enables a diverse population of students to meet the requirements of college level courses.

To provide effective academic advising and counseling services.

To provide a residential living environment which fosters individual development.

To provide seminars and workshops which respond to the educational training needs of business and industry throughout the service region.

To provide resources and activities which enhance the quality of life of the college community.

To operate the college effectively through the employment of qualified administration, faculty, and support personnel.

To manage the fiscal and physical resources of the college in an effective manner, supportive of the college mission.

To develop external/internal financial resources which support the mission and needs of the college.

To represent the nine-county service region within the state systems of post-secondary higher education.

To plan, implement, and assess strategies for achieving the goals and objectives of the college.

Acceptance of Accountability

The responsibility of achieving the goals and purposes of Dodge City Community College is jointly accepted by the Board of Trustees, Administrative staff, Faculty members, and Support personnel. Students-acting with guidance from parents, guardians, and educational staff-are accountable for taking advantage of the educational opportunities established on their behalf. The community, school patrons, and governmental agencies must support the mission of the college if these goals are to be achieved.

Admissions Policies

1. A person can be admitted to Dodge City Community College in one of the following ways:
2. A graduate of an accredited high school.
3. A successful completer of the General Education Development (GED) examination.
4. A person 18 years of age or older.
5. A graduate of an approved home-school program or a non-accredited private school. Students must submit evidence of their academic status in the form of a diploma, transcript or assessment exams.
6. A high school sophomore, junior or senior student with written permission from the high school principal.
7. A student enrolled in grades 9 through 12 in a recognized gifted program with written permission from the high school principal.
8. A transfer student, in good standing, from a regionally accredited university/college.

The college reserves the right to deny admission or re-admission to any individual determined by the Dean of Students to be a threat to the community college.

Selective Admissions Programs

The Dodge City Community College Nursing staff selects the students entering the nursing program each fall. Students must fill out a general application to Dodge City Community College and also, an application for admission to the Nursing Program. Please contact the Nursing Department for an Application to the Nursing Program and a list of the selection criteria to be fulfilled.

Admissions Procedures

New Students

1. Application for Admission.
2. Have your high school send your final official transcript showing the date of your graduation to the Office of Admissions or have your GED scores sent directly from the State Board of Education.
3. Request an official college transcript to be sent to the Admissions Office from any previous college you have attended.
4. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and file your taxes as soon after January 1st as possible. DC3's school code for the FAFSA is #001913.
5. Take the ACT and request that your test scores be sent to Dodge City Community College. (ACT code for DC3 is #014020) We use the ACT scores for placement in classes for English, Mathematics, and Reading. If you have not taken the ACT or your test results are not high enough, we require you to take the Accuplacer test here in our testing center.
6. Official transcripts must be mailed by the issuing institution directly to the DC3 Admissions Office. Hand-carried copies are not acceptable.
7. A physical examination signed by a physician is required for all nursing students and students participating in varsity athletics. (Varsity athletes are required to have a physical each year). Students should contact the specific department to obtain necessary forms. The college does reserve the right to require a physical examination by a physician when a communicable disease is suspected and/or to restrict attendance in classes until a medical release is received. Students with (or carriers of) an infectious contagious communicable disease such as AIDS or ARC may wish to continue to engage in as many pursuits as the conditions allows. As long as students are able to meet performance standards and medical evidence indicates that the condition is not a threat to themselves or others, college staff will be sensitive to this condition and will ensure that the students will be treated in a manner as consistent as possible with other students. In each case involving students with a communicable disease, the Board of Trustees reserves the right to make a final decision regarding placement and education after reviewing the recommendations of a "health assessment" team and after considering the risks and benefits to the students and to others in the educational setting.
8. A complete medical form is required for all students in nursing and residential hall residents and athletic program participants.

Gifted Program Students

In 2007 Kansas Legislature (SB421) established eligibility of a gifted child who is enrolled in any of the grades 9 through 12 maintained by a district, has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, has been authorized by the principal of the school attended to apply for enrollment at an eligible postsecondary education institution may enroll in college courses. A copy of the Individual Education Plan (IEP) must be on file in the college Registrar's Office for college credit to be granted.

Non-Accredited Private School Students

Students who have graduated from a non-accredited school will be admitted under the same provisions and regulations that apply to any other regularly admitted student. Such students must submit evidence of their academic status in the form of a diploma, transcripts or assessment exams.

Transfer Students

Students transferring to DC3 from another post-secondary institution are required to follow the same admission procedures stated for admission of first-time students. Students on academic probation from another institution may be accepted on probation at DC3. The probationary students will have one semester to bring their academic standing to the required level. Students on disciplinary dismissal will not be admitted until meeting with the counselor. To qualify for any degree, transfer students must follow the Graduation Requirements outlined in the current catalog. Students must complete 12 credit hours at DC3 before any transfer credit hours will be placed on their DC3 transcript.

Transfer credits will only be accepted from regionally accredited institutions. Courses accepted in transfer MUST match the content and meet or exceed the rigor of the equivalent course at DC3 by the professional judgment of the Registrar or Department Chair. The college may examine credits to insure that the content is not outdated or obsolete. The official transcript will include courses taken at the transferring institution and those transfer credits requested by the student. Courses will be transcripted with the course number, title, prefix and the number of credits awarded by the transferring institution. Pre-requisite courses below the 100 level will not be accepted in transfer, but will be noted on the student's transcript. A grade of "D", "P", "S" or better is required for transfer. Transfer credit will not be awarded for courses with "F" or "U" grades, but will be transcripted. Students may file an appeal if they feel that coursework was not properly evaluated. The appeal must be submitted to the Registrar in writing. If not satisfied by the decision made from the Registrar, the student can appeal to the Instructional Council. The decision made by the Instructional Council is final.

Non-Degree Seeking Students

Students who are "non-degree seeking" are not required to submit transcripts. Should the classification of the student change to "degree-seeking" status, all transcripts must be received prior to any DC3 degree being granted.

International Students

DC3 encourages enrollment of qualified international students as a means of enriching the campus environment. International students who wish to attend must follow procedures outlined in this section in order to meet admission requirements. DC3 has been approved by the U.S. Department of Justice as a school for non-immigrant students.

International students must also obtain a TOEFL (Test of English as a Foreign Language) score of at least 500 for admission to DC3. A minimum score of 61 on the iBT and a minimum score of 173 on the CB. The regular student application for admission is required. International students must be prepared to supply the following information and meet the following requirements:

1. Completed DC3 Application for Admission.
2. Payment of $100 U.S. by international money order with initial Application for Admission, payable to "Dodge City Community College" for processing papers and forms for the prospective student. This payment is not refundable whether or not the student actually enters the college.
3. Proof of graduation from an accredited secondary school or the equivalent. Transcripts of credit from the secondary school and any colleges/universities attended are to be sent, by the student's school(s), directly to the Admissions Office. (Non-English Language transcripts must include certified English translations, see Foreign Credential Evaluation Process below:)

   Foreign Credential Evaluation Process

   All potential DC3 students with foreign academic documentation will need to have that documentation evaluated by World Education Services (WES). Students with foreign academic documents need to order course-by-course evaluations by WES. WES will verify institutional accreditation status and complete a course-by-course evaluation containing the following: a description of credentials, including name, year awarded, name of institution attended, and major of field of study. It also provides the US equivalent for each credential and lists all post-secondary subjects with their corresponding value expressed in the terms of US semester credit and grade equivalents.

   Those interested can order a WES evaluation/transcript at www.wes.org. The WES website explains exactly what the student must provide and how much the student will be charged.
4. Certificate that the "Test of English as a Foreign Language" (TOEFL) has been completed within the 18 months immediately preceding the application to DC3 with a minimum score of 500. A minimum score of 61 on the iBT and a minimum score of 173 on the CB.

   Note: Students may be required to enroll in appropriate English as a Second Language (ESL) class(es) upon their arrival.
5. Completed Contract for Student Housing.
6. Payment of $150 U.S. by international money order with Application for Housing, payable to "Dodge City Community College" for processing to hold a space in the dormitories for the prospective student. This payment is not refundable whether or not the student actually enters the college.
7. Specific evidence (bank statement or validated deposit slip) that the student has direct access to at least $12,000 U.S. to cover expenses for the academic year.
8. Applicant must have on account with DC3 funds for the upcoming semester. A payment of $6,000 needs to be received on your DC3 account before the I-20 will be issued to be applied to fall term. Any remaining charges each semester not covered by this will need to be paid at registration.

A properly executed I-20 form will be issued by the college and mailed to the international student in his/her home country upon completion of items 1 through 7 above. The I-20, signed by a college official, is required by the U.S. Immigration and Naturalization Service (INS) for the student to enter the United States. Students who leave the U.S. for holidays must have their I-20 forms properly endorsed by a college official before they leave the U.S. in order to assure their re-entry into the country to attend DC3.

Students must obtain Tuberculin Skin Test (PPD) after entering the U.S., not earlier than one month prior to enrollment at DC3. TB skin tests are available from the Ford County Health Department at a minimal cost (approximately $20.00 U.S.).

International students must provide for their own health insurance coverage.

International students will be classified as non-residents and will be required to pay international tuition rates.

Application deadlines are:

For Fall Semester (August) - July 1
For Spring Semester (January) - November 1
For Summer Semester (June) - April 1

Resident Aliens

Resident Aliens are international students who have been granted permanent resident status by the U.S. Department of Immigration and Naturalization Services (INS). To qualify for in-state tuition rates, a student must present his/her resident alien card, or another official document issued by the INS, showing the student's Resident Alien Registration Number to the Registrar prior to the first day of the semester (or the summer session). If a student cannot provide this documentation, he/she will be classified as a non-resident and will be required to pay out-of-state tuition. The student has the right to appeal residency classification.

Undocumented Immigrants

Effective July 1, 2004, the Kansas legislature (HB2145) established eligibility regulations for certain undocumented immigrants and others to qualify for paying resident tuition and fees rates, for any enrolled class beginning after that date, under the following conditions:

1. The student has attended an accredited Kansas high school for three or more years and
2. Has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas and
3. (a.) In the case of a person without lawful immigration status: has signed and filed an affidavit with the institution stating that the person or person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so or
   (b.) In the case of a person with legal, non-permanent immigration status: has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so.

Assessment Information

Student Success Policy

Assessment Information Student Success Policy Dodge City Community College is committed to helping students succeed. To this end, placement in English and math courses will be determined by ACT or Accuplacer scores. In the absence of ACT scores, or if ACT scores are such that the student does not wish to use them for placement, the Accuplacer test is given to all first-time, full-time students prior to enrollment. Assessment testing is also required for part-time students prior to enrolling in their first English or math class. Scores are used for initial placement in English, reading and mathematics courses. DC3 reserves the right to change assessment tools and/or levels of placement.

Placement will be determined by the highest scores achieved on any of the tests listed (see table below). For example, to enroll in ENG 102 (English Composition I), a student must have a minimum score of 17 in English on the ACT test, a 255 on the Accuplacer NG test, or a 69 on the Accuplacer Classic test. In MATH 106 (College Algebra), the minimum scores are 22 in mathematics on the ACT, 263 on the Accuplacer NG test, or 81 on the Accuplacer Classic test. If a student's ACT score does not place them into English Comp I, they must take the Accuplacer to determine appropriate level of preparatory English.

If a student does not place in English Composition I and/or College Algebra after taking the recommended test sequence listed above, he or she may request a retake of the Accuplacer test. After waiting at least 24 hours after taking the first Accuplacer test, the student may then take the Accuplacer a second time. It is the responsibility of the student to schedule the retake test, which will be given at the DC3 campus.

College students whose placement scores qualify them for Basic English Composition (ENG 095), Preparatory English Composition (ENG 099), ESL I (ESL 111), ESL II (ESL 112), ESL III (ESL 113), College Prep Math I (MATH 092), or Intermediate Algebra (MATH 102) will take the designated course or courses and earn a C or better before enrolling in more advanced courses in either area.

SAT	ACT English	ACCUPLACER NG	ACCUPLACER Classic	English Placement
350 & below	1 - 12	200 - 236	1 - 39	Please visit with advisor for successful course placement.
351 - 469	13 - 16	237 - 254	40 - 68	ENG 099 (Preparatory English)*
470 +	17+	255 +	69 - 120	ENG 102 (English Composition I)
590 +	26+	WritePlacer 8	WritePlacer 8	Contact Humanities Division Chair to request an opportunity to test out of ENG 102.
SAT	**ACT Reading**	**Accuplacer NG**	**Accuplacer Classic**	**Reading Placement**
380 & below	14 & below	254 & below	68 & below	HMDV 105 (College Reading)** & DVST 090 (Reading Improvement I)†
ACCUPLACER ESL Reading				**Placement ESL Course and Number**
1 - 56				Please visit with the Adult Learning Center for successful course placement.
57 - 81				ESL 111 (ESL I)
82 - 102				ESL 112 (ESL II)
102 & Higher				ESL 113 (ESL III)
SAT	**ACT Math**	**ACCUPLACER NG**	**ACCUPLACER Classic**	**Math Placement**
529 & Below	19 & below	249 & below	59 or below	MATH 092 (College Prep Math I)‡
530 — 560	20 — 21	250 — 262	60 — 80	MATH 102 (Intermediate Algebra)
561 +	22+	263+	81 & Higher	MATH 106 (College Algebra)
650 +	26+	N/A	N/A	MATH 110 (Trigonometry)
				Math 120 (Calculus)

*Preparatory English Composition does not count toward the 62 hours for graduation.
**Students do not need to take the College Orientation (HMDV100) when placed in College Reading.
†Reading Improvement I does not count toward 62 hours for graduation.
‡College Prep Math I does not count toward the 62 hours for graduation.

High school students cannot enroll in developmental classes. If a high school student places into a developmental course (under 100 course number) he/she cannot enroll in the developmental course. The college faculty recommends that these high school students take additional high school courses to prepare for college level courses at DC3. Upon graduating from high school, if the student still does not place into college level English or mathematics courses, the student can take the college developmental courses.

If the instructor in English Composition I and/or College Algebra gives a pretest at the beginning of the semester and determines that a student may be improperly placed, the instructor should first contact the Director of Admissions, Testing and Placement. If the instructor still has concerns about the student's placement, he/she should contact the appropriate instructional dean.

Students presenting a 26+ ACT verbal score or a WritePlacer score of 8 on Accuplacer, are eligible to earn three hours of credit by written examination for ENG102/English Composition 1. To do so,

1. The student must be a full-time freshman student at DC3.
2. The student must submit a written request to the Humanities Division Chair within the first semester of the student's fulltime enrollment at Dodge City Community College and before enrolling for any section of English Composition 1.
3. The written request should include the student's qualifications which will be verified by Student Services. Submission of a written request may or may not insure qualification for the written examination.
4. The written examination will require the student to complete one writing assignment during a 90-minute period in an examination room under the auspices of the Humanities Division. The topic for the examination will be given at the time of the examination. The student will be provided use of writing technologies and materials.
5. The written examination will be read and evaluated by a committee comprised of a minimum of two English faculty, the Humanities Division chair, and additional faculty members at the discretion of the committee. The examination will be graded in accordance with departmental guidelines (6 Trait Analytic Assessment). To earn credit, the essay must receive an average of 85% or higher. The decision of the committee is final.
6. Upon successful completion, the Humanities Division chair will notify Student Records who will note the award of credit for English Composition 1 on the student's transcript.

Graded assessment credit is available for students who begin their math career in the College Prep Math Modules series. The student may apply to receive assessment credit for Intermediate Algebra if the student successfully completes the 12 modules with a C or better within the College Prep Math course. Request the Math Assessment Credit application from your College Prep Math instructor who will verify grades and allow or disallow assessment credit.

Guidelines for Language Placement

LANG103: Elementary Spanish 1 (5 credit hours)
This is the appropriate level for students beginning their study of the Spanish language. Students who have been reared in a Spanish-speaking country or understand Spanish as a result of having lived in a home or community where Spanish is spoken should start with LANG203.

LANG104: Elementary Spanish II (5 credit hours)
Prerequisite: Completion of LANG103 with a C or higher or one year of high school Spanish. Students who have been reared in a Spanish-speaking country or understand Spanish as a result of having lived in a home or community where Spanish is spoken should start with LANG203.

LANG203: Intermediate Spanish (5 credit hours)
Prerequisite: Completion of LANG104 with a C or higher or two years of high school Spanish.

Students who have been reared in a Spanish-speaking country or understand Spanish as a result of having lived in a home or community where Spanish is spoken should start with LANG203.

LANG204: Intermediate Spanish II (3 credit hours)
Completion of LANG203 with a C or higher or three years of high school Spanish or permission of instructor.

Students who start at a course level other than LANG103 should consult with their instructor about earning retroactive credit and/or see the academic policy "Retroactive Credit, DC3 Language Department" in the College Catalog.

Students who have earned a high school diploma from a Spanish-speaking country are discouraged from talking LANG 103 and LANG 104. For proper placement into LANG 203 or LANG 204 students should consult with the Language instructor.

Assessment of Non-Native Speakers of English
The purpose of the English as a Second Language program is to provide students with the language skills necessary to achieve educational and/or vocational goals.

To ensure placement in courses where they can be successful at DC3, all non-native speakers of English must be assessed for English language development before enrolling in classes. Students work with personnel from Student Services and the SARC to schedule assessment testing for proper placement.

Student Charges

Tuition and fees must be paid in full, or arrangements to pay tuition and fees must be made by the day prior to the start of the academic semester. Failure to pay or make arrangements will result in the student being dropped from all classes. For more information about alternative payment arrangements, contact the Business Office at (620) 227-9216.

Tuition (full-time or part-time, per credit hour)

Ford County resident	$29
Kansas (or Ariz., Colo., Mo., N.M., Neb., Okla., Texas, Utah) resident	$47
Non-Kansas resident	$57
International	$60
EduKan Online (tuition and fees)	$150
DC3 Online (tuition and fees)	$135

Incidental Fees (per credit hour)

Ford County resident	$44
Out of County-Kansas (or Ariz., Colo., Mo., N.M., Neb., Okla., Texas, Utah) resident	$64
Non-Kansas resident	$66
International	$71
Outreach	$24

Parking Fee (per semester)

Seven or more credit hours (refundable prior to the first day of the semester)..... $25

Registration Fee (per semester)

Six hours or less (non-refundable)..... $30
Seven hours or more (non-refundable)..... $55

Other Fees

Independent Studies (per credit hour, for Independent Studies courses only) $10
Laboratory Fee (per credit hour, for applicable courses)..... $15
Technology Fee (per credit hour, refundable prior to the first day of the semester) $12

Special Fees

Aviation Program Operations Fee (per certification: PVT, INST, COM, CFI, AND CFII)..... $1,500
Cosmetology I Kit..... varies
Diesel Equipment Technology..... varies
Nursing material fee..... varies
Physical Education..... varies

Flight Instructor Pilot Training Fees*

FAA Certification	*Total*
Private Pilot	
R22	$30,772
R44	$49,619
Instrument Pilot	
R22	$14,348
R44	$24,089
Commercial Pilot	
R22	$37,420
R44	$66,533
Certified Flight Instructor	
R22	$11,796
R44	$18,176
Certified Flight Instructor Instrument	
R22	$7,198
R44	$11,264

*Flight students do not choose the aircraft in which to train. Aircraft determination is based on the height and weight of each flight student and course content. Safety is of utmost importance, always! Flight students must be able to safely operate the aircraft controls and not have operational control hindered by weight, girth, or height. Students weighing 230 pounds and less receive training in the Robinson R22 (subject to weather). Students weighing 231 pounds or more will receive training in the Robinson R44.

Tuition and fees listed above are for 2019-2020 but are subject to change.

R22 Course	Required Flight Times	Fees Fixed	Included Materials	
FIP – 210 Private Pilot Flight Lab	85 hours (80 dual VFR, 5 solo) Individual Ground – 52 hours	$30,772*	- Private Pilot Manual - Helicopter Flying Handbook - Test Prep Private - Professional Pilot logbook - Practical Test Standards - Oral Test Guide - CX-2 Pathfinder Flight Computer - FAR/AIM - R22 Pilot Operations Handbook - Rotating Plotter - Headset –David Clark - Initial Check Ride	
FIP – 225 Instrument Pilot Flight Lab	35 hours (35 dual IFR) Individual Ground – 30 hours	$14,348*	- IFR Pilot Manual - Part 141 Instrument Rating Syllabus - Practical Test - Standards –IFR - Test Prep - Oral Test Guide – IFR - PV-5 IFR Plotter - GNS 430 Simulator CD - Initial Check Ride	*Costs shown do not include tuition, incidental fees, technology fees, aviation program operation fees, and registration fees. Not included: Costs associated with any re-testing necessary in the event of a failed FAA written, oral, or flight test. Medical exam, aviation kneeboard, and optional flight bag. Revisions to books and materials. Costs are calculated according to the following hourly rates: Dual VFR R22 .....$310.00/hour Dual IFR R22 .....$325.00/hour Solo R22..... $260.00/hour plus tax** Ground Instruction .....$50.00/hour Pre/Post Flight Instruction .....$50.00/hour Check ride Rental VFR..... $260.00/hour plus tax** Check ride Rental IFR..... $295.00/hour plus tax** **The tax rate is subject to change without notice. The tax rate as of the date of this publication is 7.8%
FIP – 215 Commercial Pilot Flight Lab	115 hours (30 dual VFR, 85 solo,) Individual Ground – 30 hours 30.5 pre/post	$37,420*	- Test Prep – Commercial - Practical Test Standards-Commercial/CFI - Commercial Syllabus - Oral Test Guide- Commercial - Initial Check Ride	
FIP – 235 Certified Flight Instructor Lab	25 hours (25 dual VFR) Individual Ground – 40 hours 11.5 pre/post	$11,796*	- Aviation Instructors Handbook - Part 141 CFI Syllabus - Test Prep – CFI - Prep Test Guide – CFI - Initial Check Ride	
FIP – 240 Certified Flight Instructor Instrument Lab	15 hours (15 dual IFR) Individual Ground – 15 hours 7.5 pre/post	$7,198*	- Part 141 CFII Syllabus - Practical Test Standard-CFII - Initial Check Ride	

R44 Course	Required Flight Times	Fees Fixed	Included Materials	
FIP – 210 Private Pilot Flight Lab	85 hours (80 dual VFR, 5 solo Individual Ground – 52 hours	$49,619*	- Private Pilot Manual - Helicopter Flying Handbook - Test Prep Private - Professional Pilot logbook - Practical Test Standards - Oral Test Guide - CX-2 Pathfinder Flight Computer - FAR/AIM - R44 Pilot Operations Handbook - Rotating Plotter - Headset –David Clark - Initial Check Ride	
FIP – 225 Instrument Pilot Flight Lab	35 hours (35 dual IFR) Individual Ground – 30 hours	$24,089*	- IFR Pilot Manual - Part 141 Instrument Rating Syllabus - Practical Test - Standards –IFR - Test Prep - Oral Test Guide – IFR - PV-5 IFR Plotter - GNS 430 Simulator CD - Initial Check Ride	*Costs shown do not include tuition, incidental fees, technology fees, aviation program operation fees, and registration fees. Not included: Costs associated with any re-testing necessary in the event of a failed FAA written, oral, or flight test. Medical exam, aviation kneeboard, and optional flight bag. Revisions to books and materials. Costs are calculated according to the following hourly rates: Dual VFR R44.....$550.00/hour Dual IFR R44.....$590.00/hour Solo R44..... $495.00/hour plus tax** Ground Instruction .....$50.00/hour Pre/Post Flight Instruction.....$50.00/hour Check ride Rental VFR..... $495.00/hour plus tax** Check ride Rental IFR..... $535.00/hour plus tax** **The tax rate is subject to change without notice. The tax rate as of the date of this publication is 7.8%
FIP – 215 Commercial Pilot Flight Lab	115 hours (30 dual VFR, 85 solo) Individual Ground – 30 hours 30.5 pre/post	$66,533*	- Test Prep – Commercial - Practical Test Standards-Commercial/CFI - Commercial Syllabus - Oral Test Guide- Commercial - Initial Check Ride	
FIP – 235 Certified Flight Instructor Lab	25 hours (25 dual VFR) Individual Ground –40 hours 11.5 pre/post	$18,176*	- Aviation Instructors Handbook - Part 141 CFI Syllabus - Test Prep – CFI - Prep Test Guide – CFI - Initial Check Ride	
FIP – 240 Certified Flight Instructor Instrument Lab	15 hours (15 dual IFR) Individual Ground – 15 hours 7.5 pre/post	$11,264*	- Part 141 CFII Syllabus - Practical Test Standard-CFII - Initial Check Ride	

Enrollment

Academic Advising

The purpose of Academic Advisors is to serve as mediators between academic expectations and experiences. Advisors help to ease the transition to college in general and to Dodge City Community College in particular. They help students to understand faculty expectations and to negotiate the road to achieving their educational goals. Academic advisors are equipped to assist students with transfer options, define and develop realistic goals, and access available resources. The academic advisor will work with the student to plan a program of study consistent with the student's abilities and interest, as well as monitor the student's progress toward their educational/career goals. Students are encouraged to seek advice and counsel from their academic advisor.

Advisor Assignment

Students are encouraged to declare a major at the time of enrollment. Doing so assists staff in assigning the student a faculty advisor in their area of interest. Initial assignment of advisors will be made at the time of registration. Upon final assignment prior to the beginning of the term, the student is notified who their advisor is and the advisor's name will appear on the student's class schedule. All class changes must be made through the faculty advisor. The drop-add and withdrawal forms must be signed by the advisor and must include the student's DC3 Student ID number before they will be processed.

Students enrolled in ESL should be advised by the ESL professor until they have declared a major in order to custom-tailor a program to fit each student's individual needs and goals.

To change Advisors

If a student wants to change advisors, the student should notify the Registrar's office. The change will be made, and the instructors involved will be notified.

Refund Policy

Fall and Spring semesters Full term classes

A 100% refund of tuition and fees will be made during the first eight business days of the fall and spring semesters; no refund thereafter for official withdrawals. Full refunds will be made to all students enrolled in canceled classes. Students withdrawing from a class MUST complete a drop slip and submit it to the college Records Office during the refund period to be eligible for a refund.

Summer School

A 100% refund of tuition and fees will be made during the first and second days of classes; no refund thereafter for official withdrawals. Full refunds will be made to all students enrolled in canceled classes. Students withdrawing from a class MUST complete a Add/Drop Form and submit it to the college Records Office during the refund period to be eligible for a refund.

Non-term classes

Non-term classes are those that have a beginning and ending date different from the regular semester. These courses may be nine weeks long or two days long. A 100% refund of tuition and fees will be made on a prorated basis of a full-term course; no refund thereafter for official withdrawals. Full refunds will be made to all students enrolled in canceled classes. Students withdrawing from

a class MUST complete a drop slip and submit it to the college Records Office during the refund period to be eligible for a refund. Please allow 3 to 4 weeks for processing all refunds.

Books
Students who have not obtained their books and required materials for one or more classes by the fourth (4th) business day of the academic calendar MAY be dropped from that class or classes.

Residency Requirements
Kansas law requires individuals to live in the state of Kansas six months prior to the first day of the semester or session to be eligible for resident tuition rates. Address changes that result in a change in Kansas residency may require validation through a residency verification form. Contact the Registrar for details.

Academic Course Load
Between 15 and 16 credit hours of coursework per semester is considered an average student load for any semester. Students taking 12 or more credit hours per semester are considered full-time, students taking 9 to 11 credit hours per semesters are considered three-quarter time, and students taking 6-8 credit hours per semester are considered half-time. The maximum credit hour load for a full-time student in one semester is 19 credit hours. Any student wishing to enroll in more than 19 credit hours in a semester must receive permission from his/her advisor and a Vice President.

Student Classification
Dodge City Community College classifies students based on the following number of credit hours:

Freshman .....0-29 hours
Sophomore .....30-62 hours
Special .....63 hours and above

Enrollment Processes

Class Enrollment
Students may initiate course enrollment through the Student Services offices. Students must enroll with the assistance of an academic advisor, complete and sign an enrollment form, and submit the form to the Records office for processing. Students enrolling in six credit hours or less may elect to use the telephone enrollment option by calling 620-227-9293.

Students may enroll in fall and spring term classes up to the end of the eighth business day of the semester. Summer and non-term enrollments may be completed according to the timelines for each class. Students may not enroll in any class after 20% of the scheduled class meetings have been held.

Addition of Courses
Students have until the end of the eighth business day of the term to add a class that meets on a traditional full-semester basis. No traditionally scheduled class can be added after this time. No substitution of classes can be made after this time. Deviations from this policy require the written approval of the instructor.

Students have until the end of the first 20% of the course to add a class that meets on a basis other than a traditional, full-semester. This 20% may be determined by clock minutes, clock hours, or number of class sessions as necessary. No non-traditionally scheduled class can be added after this time. No substitution of classes can be made after this time. Deviations from this policy require the written approval of the instructor.

Scholarships and grant-in-aid will not pay for classes that have been added after funds have been disbursed.

Class Withdrawal
Students who wish to withdraw from a class or classes must complete an official Add/Drop/Withdrawal Form. The individual student, the instructor, the advisor, the Bookstore, Business Office, and Financial Aid Office must sign this form before it is returned to the Records Office. In addition, the following signatures, if applicable, will be required on the official Add/Drop Form; Athletic Director, and Coach or Scholarship Sponsor. The date of withdrawal will be the date the signed form is received in the Records Office.

Students may initiate a request to withdraw from any class any time prior to the end of the 13th week of the semester. Withdrawals will not be allowed after the end of the 13th week of the semester. This policy shall not preclude students from withdrawing and auditing the class to the end of the semester (with the consent of the instructor). After the 8th business day of the academic semester for traditionally scheduled courses, transcripts will be marked with a "W."

Complete Withdrawal from College
Students must contact the Records Office in person if they intend to withdraw entirely from their courses. They must then contact their academic advisor and complete a Add/Drop Form. If students are unable to appear in person, they must contact the Registrar in writing. Notification by telephone is unacceptable. After the 8th business day of the academic semester for traditionally scheduled courses, transcripts will be marked with a "W." The withdrawal date will be the date the completed form is received in the Records Office.

Under normal circumstances, students may not withdraw from a semester retroactively. Additional information may be found in this catalog in the section titled "Grade Changes."

Scholarships and grants-in-aid will be paid after the 10th business day of the academic semester. Once scholarships and grant-in-aid have been paid and a recipient withdraws from all classes prior to the 60% point in the semester, a return to the institution of scholarship or grant-in-aid funds will be calculated on a pro rata basis. The recipient will be responsible for the charges incurred as a result of the return of scholarship or grant-in-aid funds pro rata calculation.

Auditing Classes
Students who choose to audit a course attend regular class sessions but do not receive college credit for the course. They are subject to all of the policies described in the section of this catalog titled "Admissions Procedures." Students may elect to audit a course only during the normal registration period. No change may be made thereafter. Students who choose to audit will still pay the customary tuition and fees for the course. Audited courses are marked "AU" on college transcripts. A "Request to Audit a Course" form must be completed before a student will be enrolled in an audited course. The Audit form can be picked up in the Records office.

Closed Class with Waiting List Procedure
When a class is closed and the Records Office has placed students on a waiting list, the following procedure will be followed when adding students to the waiting list:

- Students who do not attend class by the first class session will be dropped from the roster unless they have made previous arrangements with the instructor.

- Students on the waiting list will be admitted according to their order (by date of placement) on the list. The waiting list will be held in the Records Office.
- It is the student's responsibility to remain in contact with the Records Office and to provide a phone number where he/she can be reached.
- Faculty members are to complete the appropriate Add/Drop Form and forward that information to the Records Office.
- Students who have been dropped after the first class session will have to re-enroll and be placed on the waiting list for closed classes.

Student Identification and Activity Card
Any student enrolled at Dodge City Community College, regardless of how many hours he or she is enrolled in, will receive an activity ID card from the Student Services Office. This card provides admittance to all regular, college-sponsored events. It must be validated each semester in the Business Office. The ID card must be presented when receiving any form of student financial assistance, or when checking out any materials from the Learning Resource Center. An ID card may be revoked if used by any person other than the original recipient.

Release of Information and Access to Records
The Family Education Rights and Privacy Act (FERPA) requires the written consent of the student for the release to anyone (including parents) of other than "directory information." The following statement is Dodge City Community College's Annual Notification to students of their rights under FERPA.

Definitions:
For the purposes of this policy, Dodge City Community College has used the following definitions of terms:

Student - any person who attends or has attended Dodge City Community College.

Education Records - any record (in handwriting, print, tapes, film, or other medium) maintained by Dodge City Community College or an agent of the college which is directly related to a student, except:

- A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records maintained by the college unit if the record is maintained solely for law enforcement purposes.
- Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

Directory Information
Dodge City Community College designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status such as full-time or half-time, degrees and awards received, most recent previous school attended, and photograph. Dodge City Community College may disclose any of these items without prior written consent, unless notified in writing to the contrary.

A student has the right to:

- Inspect and review the student's education records.
- Seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and paragraph 99.31 authorize disclosure without consent.
- File with the Department of Education a complaint under paragraphs 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.

Students may exercise the right to inspect and review education records by submitting a written request to the Registrar or his/her designee.

Students may request amendment of records under paragraph 99.20 by submitting a written request to the Registrar or his/her designee. If the education records are more than one year old, students may request amendment of records under paragraph 99.20 by submitting a written request to the Instructional Council.

Education records may be disclosed under paragraph 99.31(a)(1) to school officials who have a legitimate educational interest in the records. Other disclosures under paragraph 99.31 will be considered on a case by case basis.

Academic Policies

Dodge City Community College has established policies and procedures that are intended to ensure quality student learning and an appropriate academic environment. It is the responsibility of each student to become familiar with the following academic policies of the college. These policies serve as an academic and behavioral framework designed to promote student learning and academic progress. Dodge City Community College reserves the right to change its academic policies.

Academic Integrity at Dodge City Community College
The mission of Dodge City Community College is to provide opportunities for high quality learning and enhance community and personal development in a student-centered environment. Driving our mission is our goal to be the model among our peer institutions for delivering quality education and career development. Integral to our identity as an educational institution is our commitment to our core values: collaboration, compassion, diversity, excellence, inclusiveness, integrity, involvement, learning, and loyalty.

At Dodge City Community College, each student, faculty, administrator, staff, and board member is expected to aspire to the highest standards of moral conduct in all matters, especially those pertaining to teaching and learning, or academic integrity. Academic integrity refers to matters pertaining to teaching and learning in all instructional areas of Dodge City Community College.

Breaches in academic integrity are of serious concern. Examples of breaches, or of academic dishonesty, include, but are not limited to

- Bad Faith Allegations – verbalizing, writing, or posting accusatory statements regarding the academically dishonest behavior and/or actions of others without intent to substantiate the behavior and/or actions
- Cheating – the intentional and/or attempted use of materials, resources, devices, information, and/or collaboration without prior approval of relevant instructional faculty. Tampering with grades, graded work, or otherwise altering instructional materials without authorization of relevant instructional faculty are also examples of cheating.
- Fabrication – the use of invented information, falsifying research, creating false citations and/or listing sources (real or false) not used in the research project/assignment.
- Facilitating Academic Dishonesty – the intentional and/or attempted efforts to help others cheat, fabricate, plagiarize or otherwise give others unfair advantage in matters of teaching and learning. Examples include sharing homework and/or exams without the authorization of relevant instructional faculty; obstructing, modifying or otherwise interfering with another's assignments, work, or exams.
- Failure to cooperate or otherwise interfere with an investigation of academic dishonesty.
- Plagiarism – the use of another's words or ideas without acknowledgment, attribution, or citation. Plagiarism is also known as "copying," "borrowing," and "stealing." To prevent plagiarism, the use of others' words and ideas must be documented (that is, acknowledged, attributed, and cited) appropriately; instructional faculty are obligated to provide guidelines for documenting source materials in course resources and through class time demonstration. Instructional faculty must submit these course resource(s) and verify class demonstration(s) when requested as part of an investigation of academic dishonesty.

Penalties for Academic Dishonesty

The penalty for violation of the Dodge City Community College Academic Integrity Policy may range from a failing grade for the assignment or course to suspension or expulsion from the College. The penalty will be determined based upon the particular facts of each incident. Consideration may also be given to the student's record of prior violations(s).

Any DC3 employee who facilitates a violation of academic integrity could face consequences up to and including termination of employment.

Processes of Academic Dishonesty

The vanguard of academic integrity is the instructional faculty. To that end, all instructional faculty

- will include the following statement in their course syllabi: *"To maintain and assure academic integrity are the responsibilities primarily of faculty and students. Therefore, faculty and students should be familiar with the Dodge City Community College Academic Integrity Policy (found in the current college catalog and student handbook) and the consequences for academic dishonesty."*
- may in their syllabi elaborate or detail examples of academic dishonesty as appropriate for specific courses
- should work with their departmental/divisional chair to assure departmental/divisional consistency of procedures and definitions
- should provide adequate guidelines and resource materials and sufficient instruction to students in how to maintain academic integrity as appropriate for specific courses
- should note all instances of academic dishonesty and should take appropriate action by following this process:
  - <u>if the allegation of academic dishonesty concerns an employee or representative of Dodge City Community College</u>, the Vice President of Academic Affairs should be contacted immediately to review the documentation that demonstrates the allegation of academic dishonesty,
  - <u>if the allegation of academic dishonesty concerns a student</u>, the departmental/ divisional chair should be contacted to review the documentation that demonstrates the allegation of academic dishonesty and to assure that adequate guidelines, sufficient instruction, and resource materials were provided to the student (if the departmental/divisional chair alleges academic dishonesty, he/she should review the documentation with another senior faculty member), and then determine whether the student should be offered remediation or penalty;
  - if remediation, meet with the student, within five (5) academic calendar days of the instructional faculty's receipt of the assignment, to give the student an option to revise the dishonest assignment or to submit an alternate assignment or to otherwise demonstrate understanding of academic integrity specific to the course.
  - if penalty, notify the student that the Vice President of Academic Affairs, or designee, will be informed of this incident of academic dishonesty; then
  - document the situation by noting relevant dates, identifying the student by name and course number/section, and including evidence for the academic dishonesty, and recommending the penalty, which may range from a failing grade for the assignment or course to suspension or expulsion from the college;
  - send said documentation to the Vice President of Academic Affairs, or designee, within ten (10) academic calendar days of the instructional faculty's receipt of the assignment;
  - provide guidelines, resources, course materials, and evidence of sufficient instruction to the student in how to maintain academic integrity when requested by the Vice President of Academic Affairs, or designee, or by the Judicial Hearing Board Administrator.

Students may appeal the faculty member's report of academic dishonesty to the Vice President of Academic Affairs, or designee. Unless there is evidence of behavioral misconduct, students shall be allowed to continue to attend classes and participate in assignments through appeal processes (see below) and until a final determination is made.

<u>To Appeal a Report of Academic Dishonesty</u>

- All appeals must be submitted in writing to the Vice President of Academic Affairs, or designee.
- The appeal must be submitted within five (5) academic calendar days from the time the student is notified of the violation.
- The Vice President of Academic Affairs, or designee, will interview the student and the faculty member and anyone else deemed appropriate to gather information necessary to make an informed decision.

- The Vice President of Academic Affairs, or designee, will notify the student and the reporting faculty member in writing of the decision within five (5) academic calendar days of receiving the appeal from the student, unless the Vice President, or designee, determines that additional time is necessary in order to resolve the appeal. If additional time is necessary the Vice President or designee shall notify both the student and faculty member of how much additional time will be necessary.
- If the Vice President of Academic Affairs, or designee, upholds the appeal, no offense will be recorded. The instructional faculty will be directed to give the student an option to revise the dishonest assignment or to submit an alternate assignment or to otherwise demonstrate understanding of academic integrity specific to the course.
- If the Vice President of Academic Affairs, or designee, denies the appeal, or if the student does not make an appeal, the offense will be recorded, per the following procedure.

  a. The Vice President of Academic Affairs, or designee, will compose a letter summarizing the event as documented by faculty, noting the penalty recommended by the faculty member. At the bottom of this letter, a signature line and the following statement will be included: *"I have read and understand the contents of this letter, the consequences of my actions, and the consequences of any further academic integrity incidents."* Students will be asked to sign a copy of the letter; a refusal to do so will be noted. The letter will be delivered to the student by the faculty member. The faculty member will return the signed letter to the Vice President of Academic Affairs, or designee, within five (5) academic calendar days of notifying the Vice President of Academic Affairs, or designee, of the student's academic dishonesty, or within five (5) academic calendar days of the denial of the student's appeal.

  b. If, in the judgment of the Vice President of Academic Affairs, or designee, an infraction is a particularly severe one, the Vice President of Academic Affairs, or designee, will have the authority to determine whatever level of discipline he or she deems appropriate given the seriousness of the infraction. Likewise, if, in the judgment of the Vice President of Academic Affairs, or designee, the faculty member did not provide adequate guidelines, sufficient instruction, and/or resource materials to instruct students in how to maintain academic integrity, the Vice President of Academic Affairs, or designee, may require an alternative course of action, such as remediation or a withdrawal from the course.

  c. Records concerning each student's academic dishonesty will be maintained by the Office of Academic Affairs

To Appeal a Decision Regarding an Academic Integrity Violation
If a student or a faculty member disagrees with the decision of the Vice President of Academic Affairs, or designee, concerning instances of academic dishonesty, he/she may appeal the decision to the Judicial Hearing Board Administrator who is the Vice President of Student Affairs, or designee. The Judicial Hearing Board Administrator will convene a special Judicial Hearing Board in accord with the college's procedures for conduct review hearings (provide link or citation).

The Judicial Hearing Board Administrator or designee will notify the student, the reporting faculty member, and the Vice President of Academic Affairs, or designee, in writing of the decision made.

Standard Attendance Policy (Approved July 2006)
Regular attendance and prompt completion of class work are necessary for maximum success in college. Each student is expected to be present at all classes in which he/she is enrolled. In the event of an absence, the student is responsible for making up the course work.

Absences for college-sponsored activities will be recorded as excused if the following steps are completed: 1) The activity sponsor notifies each instructor at least three school days prior to the day(s) the student will be absent (or as soon as possible if the event is rescheduled). 2) The student contacts the instructor and makes definite arrangements for all work at least three school days prior to the absence. 3) The instructor designates assignments as required by the instructor. (College-sponsored activities include academic competition, music and drama events, official athletic events, field trips, convocations and other college-sponsored events as approved by the Dean of Instruction.)

For all absences other than those for college sponsored activities, each instructor shall establish the attendance requirements for his/her class. Commonly, a student is allowed the same number of absences as the credit value of the course. For example, a student would be allowed three absences during the semester for a one-hour day class which meets three times a week. For a three-hour night course, the number of allowable absences would be one class session during the semester. The individual instructor may allow additional absences at his/her discretion. It is recommended that if a student misses more than the credit hour value of the class, the instructor would also inform the Registrar's office by submitting an Early Alert and Referral form. The student will be contacted for resolution of their issues. Following a meeting with the student, recommendation and comments will be sent to the instructor and advisor.

No statement in this policy shall preclude attendance policies that would meet the requirements of an accrediting or governmental agency.

Course Syllabus
Generally, students will receive a course syllabus during the first session of each class. The planned assignments and scheduled progression through the course are outlined on the syllabus. Also included is contact information for the instructor, textbooks to be used, the instructor attendance policy, and grading scale. Students are encouraged to familiarize themselves with this document.

Credit
An hour of credit usually equates to meeting one hour per week for the semester. A three credit hour course will meet for three hours per week. In subjects where over three credit hours are given, students can expect to meet between five and nine hours per week due to the combination of classroom (lecture) and laboratory experiences required of these courses.

Other Credit Options
Advanced Placement Credit
Dodge City Community College will accept credit for Advanced Placement exams, provided that the student has successfully completed the exam(s) and has requested that credit be placed on the transcript.

The student has the right to ask that the results of the Advanced Placement exam not be included on the transcript, in which case the exam cannot be used to satisfy graduation requirements. Credits received for Advanced Placement exams may not be used for financial assistance eligibility.

If a student does choose to include an Advanced Placement exam, the transcript will indicate the exam used to earn the credit. The student must earn a score of three (3) or above for the equivalent course at DC3. Students must earn a score of four (4) or above to receive credit for Art History, Physics 1 and Physics 2. Students must earn a score of five (5) to receive credit for Physics C: Electricity& Magnetism and Physics C: Mechanics. Credit hours will be placed on the transcript with a 'P' for "Pass" grade and will be counted toward graduation requirements.

A student will receive credit comparable to the courses offered by Dodge City Community College as indicated by a current catalog.

The student must complete 12 credit hours at DC3 before any Advanced Placement credits will be placed on the transcript.

A student may place no more than 15 credit hours on the transcript for credit earned by taking Advanced Placement exams.

The college will not require additional testing to verify the results of an Advanced Placement exam.

The student will pay all costs related to administering of the Advanced Placement exams.

Credit by Examination (CLEP)

Dodge City Community College will accept credit for CLEP subject exams provided the student has successfully completed the exam(s) and has requested that credit be placed on the transcript. A list of approved CLEP subject exams is available in the Registrar's office.

The student has the right to ask that the results of a CLEP exam not be included on the transcript, in which case the exam cannot be used to satisfy graduation requirements. Credits received for CLEP exams may not be used for financial assistance eligibility.

If the student does choose to include a CLEP exam, the transcript will indicate the exam used to earn the credit. The student must earn a score at or above the American Council of Education's recommended score for the equivalent course at DC3. Credit hours will be placed on the transcript with a 'P' for "Pass" grade and will be counted toward graduation requirements.

A student will receive credit comparable to the courses offered by DC3 as indicated by a current catalog.

The student must complete 12 credit hours at DC3 before any CLEP credits will be placed on the transcript.

A student may place no more than 15 credit hours on the transcript for credit earned by taking CLEP exams.

The college will not require additional testing to verify the results of a CLEP exam.

The student will pay all costs related to administering CLEP exams.

Life Experience Credit

Life Experience Credit is learning that has not been transcripted by a regularly accredited higher education institution. To encourage and assist students to complete degrees, DC3 may award college credit for life experience. The procedure requires the following:

- All students must be enrolled in at least six hours at DC3 and have declared a degree objective.
- Life Experience credit will not be awarded for general education classes.
- Life Experience education credits will not be awarded unless the learning was fostered in a recognized national or state organization, such as The National Program on Non-collegiate Sponsored Instruction.
- Students must provide validated documentation stating the courses, knowledge, skills, and credit/clock hours completed. Failure to supply such will result in non-approval.
- The Registrar will review, and as is applicable, seek advice from the responsible division chair and/or from full-time faculty and approve or disapprove the application for life experience credit.
- Work experience will not be considered for life experience credit.
- Students must complete at least 12 credit hours at DC3 with at least a "C" before life experience credit will be awarded.

Military Service Credit

Dodge City Community College awards credit for military training and experience. Evaluation is based on recommendations given in "A Guide to the Evaluation of Educational Experiences in the Armed Services" published by the American Council on Education insofar as these recommendations apply to students' degree programs. Credit hours will be placed on the transcript with a 'P' for "Pass" and will be counted toward graduation requirements. Students must provide documentation of completion of training and of assignment to military duties. Please ensure all prior educational transcripts; DD-295, DD-214, Army/American Council on Education Registry Transcript System (AARTS), Coast Guard Institute Transcripts, and Sailor/Marine/American Council on Education Registry (SMART) are submitted for evaluation in a timely manner. It is the student's responsibility to ensure that all transcripts are submitted to the college. Academic credit earned for courses appearing on an official transcript from a regionally accredited or candidate for accreditation college will be evaluated according to college policies and accepted subject to the approval of the college Registrar. Transfer credits that are based on a different unit of credit than the one prescribed by DC3 are subject to conversion before being transferred. Only the official transcript and course evaluations performed by the DC3 Registrar are final. Any preliminary reviews by the campus personnel are unofficial and not binding, and subject to change.

- All students must be enrolled in at least six hours at DC3 and have declared a degree objective.
- The Registrar will review, and as is applicable, seek advice from the responsible division chair and/or from full-time faculty and approve or disapprove the military credit.
- Students must complete at least 12 credit hours at DC3 with at least a "C" before military credit will be awarded.

Retroactive Credit

DC3 Language Department

Free, non-graded retroactive credit is available for students who begin their language studies in courses beyond the Elementary I level. For each course successfully completed, students may apply to receive retroactive credit for one lower-level course. A successfully completed course is one in which students receive a C or better while enrolled at DC3. For example, students who successfully complete Elementary II of the language they are studying (with a C or better) may apply for retroactive credit for Elementary I. Students who complete Intermediate I and II may apply for retroactive credit for Elementary I and II. In order to receive retroactive credit, the application must be received within one year of completing language course(s) at DC3.

To apply for retroactive credit, please follow these steps:

- Enroll in Language class beyond Elementary I.
- Successfully complete class with a grade of C or better.
- Request retroactive credit application form from Language instructor.
- Complete application and return to Language instructor.

Upon receipt of the retroactive credit application, the language instructor will verify grade and allow or disallow retroactive credit. The form will then be submitted to the DC3 Records Office and processed. Non-graded credit for the requested class(es) will appear on the student's transcript.

Language Placement Tests

A language placement test is available for students who have previous language training in high school, at home or abroad. This test is designed to help students who are unsure of their correct placement in a class. Completion of this exam will allow the Language Department to place students according to individual levels. This is a placement only; it does not ensure that students will successfully complete the level at which they are placed, nor does it grant retroactive credit. All inquiries should be directed to the language department.

Grading Policies

All grades shall be reported as: A, B, C, D, F, I, P, W, or AU. These symbols are interpreted as follows:

Grade			Points
A	=	excellent	4
B	=	above average	3
C	=	average	2
D	=	below average	1
F	=	failure	0
I	=	incomplete	0
P	=	pass	0
W	=	withdrawal	0
AU	=	audit	0

The grade point average for any term is calculated by dividing the number of grade points earned by the number of credit hours earned including any F. The cumulative grade point average is calculated by dividing the total number of grade points earned at the college by the total number of credit hours earned including all Fs. EXCEPTION: When a course is repeated for credit, the last enrollment and grade will be used in computing the cumulative grade point average. A minimum of 2.00 grade point average is required for graduation from DC3.

An instructor may choose to provide additional time for a student to complete coursework by recording a grade of incomplete ("I"). An incomplete grade contract will be used to indicate the coursework to be completed. After one year, a recorded "I" grade will be automatically changed to "F".

Only courses in which "D", "F", or "W" has been earned may be repeated for the purpose of raising the grade. The grade received in the repeated course supersedes the previous grade.

P/F grades cannot, under any circumstance, be applied toward a degree or certificate, except for those credits earned through Advanced Placement, CLEP, military experience or life experience. Because an instructor may need to offer a letter grade to a particular student, the final grades in some courses may be a combination of regular grades and P/Fs.

Minimum Grade Requirements

A student must earn a minimum GPA of 2.0 overall in order to receive a degree or certificate from DC3.

A student must receive a grade of "C" or better in the following courses before enrolling in the next higher course in the sequence:

ENG 095..... Basic English Composition
ENG 098..... Sentences: Style and Structure
ENG 099..... Preparatory English Composition
ENG 102..... English Composition I
ENG 103..... English Composition II
ESL 111 ..... ESL I
ESL 112 ..... ESL II
ESL 120 ..... Beginning Academic ESL Listening & Speaking
ESL 125 ..... Beginning Academic ESL Reading & Writing
ESL 132 ..... Intermediate Academic ESL Listening & Speaking
ESL 133 ..... Intermediate Academic ESL Reading & Writing
ESL 150 ..... Advanced Academic ESL Writing
ESL 155 ..... Advanced Academic ESL Grammar
MATH 092 ..... College Prep Math I
MATH 093 ..... College Prep Math II
MATH 094 ..... College Prep Math III
MATH 095 ..... College Prep Math IV
MATH 102 ..... Intermediate Algebra
SP 106 ..... Public Speaking

Grade Change

An instructor may make grade changes at any time during one calendar year following the assignment of the original grade. Normally, grade changes will result from errors in grading, reporting, omission, or from course completion in the case of an "I". The appropriate Vice President or Dean may also change a grade when there is clear evidence of error and when the instructor is not in residence. All grade changes must be documented by a "Change of Grade Form."The grade change form shall be included in the student's permanent file.

An instructor who wishes to request a change in a grade assigned more than one year earlier must petition the Instructional Council. If the Council approves a grade change, the instructor and the appropriate Vice President or Dean must be informed before the Council's recommendation is transmitted to the Records Office and the grade change entered on the student's transcript.

The student retains the right to appeal a final grade. To appeal a final grade, a student should first contact the instructor who assigned the grade. If the matter remains unresolved, the student should then contact the appropriate Vice President or Dean. If still unresolved, the matter will be determined by a committee composed of the V.P., an instructor chosen by the student, and an instructor chosen by the instructor who assigned the grade. If the instructor who assigned the grade is no longer on campus, the appropriate Vice President or Dean will choose an instructor. The decision of this committee shall be considered final.

If a student requests a change more than a year after the original grade was posted, the Instructional Council must also approve the petition. The policy applies to all courses in a semester and can be invoked only for DC3 courses. It may not be applied after graduation to courses attempted prior to graduation.

The student also retains the right to appeal to the Instructional Council for a retroactive withdrawal from all courses for a given semester. However, the student may only make such an appeal on the grounds that he or she was unable to withdraw from classes under customary procedures during the semester in question.

A student may not make such an appeal to enhance his or her transcript. The student must provide verifiable evidence of the causes for failing to withdraw properly. Normally, the student must make the appeal within one calendar year of the semester in question. If the petition is granted, the grades are changed to "W" through the usual procedures.

Final Examination
Final examinations are considered as a part of each course and are scheduled during the last week of each semester. Students are required to take examinations. Only in the case of an extreme emergency will students be permitted to deviate from the schedule.

Physical Education Requirement
If students are not physically able to participate in physical education activity courses, a signed statement by a physician is required. This statement must be submitted prior/or at the time of enrollment. A First Aid class must be taken instead.

Release of Grades
Semester grades are posted via the DC3 web page (www.dc3.edu). If you do not have Internet access, please contact the DC3 Records Office to receive a copy of your grades. Students can access their grades (mid-term and final) by logging on to MyDC3Web. Student grades are posted under the Student tab.

To log in, click on MyDC3Web. Enter your six digit Student ID# and your password. If it is your first time logging in, enter your six digit Student ID# and click on "I forgot my password." Then click the "Send New Password" button, a new password is automatically generated and sent to the e-mail address you provided the college. After using your new password to log into the system, click on the "Personal Info" hyperlink next to your name at the top. On the "My Info – Password" tab you can change your password to something more meaningful to you. To provide DC3 with your current e-mail address, call the Records office at 620-227-9293.

Parents of dependent students may obtain grades by writing to the college Registrar. Proof of dependency is required. The grades of other students will be sent to their parents only with the written permission of the student. Refer to the Family Education Rights and Privacy Act on file in the Registrar's office.

Withholding Grades
In cases where students are delinquent in an account to the college and where action has been taken previously without regress, an appropriate college official may request that the students' records not be released. This policy includes, but is not limited to, unpaid traffic or parking violations, non-return of scholarship books, unpaid tuition and/or fees, unpaid housing contracts, and non-return of library materials. Student's records may also be placed on hold as the result of disciplinary action taken against the student. In order for the records to be released, the Registrar's Office must receive written authorization from the official who originally requested the action.

Requirements for Successful Completion of a Flight Course
A student must be at least 17 years old to successfully complete the Private and Instrument Pilot courses, and at least 18 years of age to successfully complete the Commercial, and Certified Flight Instructor Courses. A Flight Student must be able to read, speak, write, and understand the English language, meet the requirements and the completion standards listed in each Flight Course, and satisfactorily complete the training outlined in the Course Syllabi. Upon receiving the appropriate FAA Certificate, for a specific Flight Course, a student may be considered to have successfully completed that Flight Course.

Scholastic Deficiency

Probation and Dismissal
Students are required to earn at least a 1.5 GPA each semester. Failure to do so will automatically result in probation. Students who earn a GPA of 1.5 or better in the subsequent semester, will be automatically removed from probation. Students who fail to meet this condition will automatically be on academic dismissal. They will be eligible to enroll the following semester only with special permission from the counselor.

Students who are on academic probation or dismissal from another post-secondary institution will be admitted under the provisions described for transfer students in this catalog.

Honors Policy

President's Honor Roll
Students carrying at least twelve hours and making a grade point average of at least 3.8 with no grade below a "C" will be named to the President's Honor Roll. The Honor Roll is published at the close of each semester.

Vice President's Honor Roll
Students carrying at least twelve hours and making a grade point average of at least 3.50-3.79 with no grade below a "C" will be named to the Vice President's Honor Roll. The Honor Roll is published at the close of each semester.

Satisfactory Academic Progress (Veterans)

Student Classification
Twelve (12) or more credit hours per term constitute full-time enrollment. Nine (9) to eleven (11) credit hours per term constitute three-quarter time enrollment. Six (6) to eight (8) credit hours per term constitute half time enrollment. Fewer than six (6) credit hours per term constitutes less than half time enrollment.

Satisfactory Academic Progress
The pilot certification courses: Private, Instrument, Commercial, Flight Instructor, and Flight Instructor Instrument, may be attempted no more than twice each. Failure to successfully complete each of the certification courses listed above in the second attempt will result in termination for not demonstrating adequate progress toward becoming a professional pilot.

At the discretion of the college, the chief flight instructor, or the Provost, an aviation student may be suspended at any time during any course for failure to demonstrate adequate progress toward becoming a professional pilot, pending the DCCC formal hearing process.

Academic Probation (AP)
Students are required to earn at least a 1.5 GPA each semester. Students who fail to meet the requirements of Satisfactory Academic Progress will be placed on AP for the following semester. AP is a formal warning that the student's academic progress is not meeting the standards of Dodge City Community College. Students on AP will be eligible for US Department of Veterans Affairs education and training funds and US Department of Education Title IV funds for one additional semester.

Academic Suspension (AS)
Students who fail to meet the requirements shown above each semester, while on AP, will be placed on AS. Students on AS are not eligible for US Department of Veterans Affairs education and training funds or US Department of Education Title IV funds.

Right to Appeal
Students who have been placed on AS may appeal matters in mitigation and extenuation in writing to the Dean of Students. Students who appeal must include (1) why they failed to make Satisfactory Academic Progress; and (2) what has changed that will allow them to make Satisfactory Academic Progress at the next evaluation. Appeals of the Dodge City Community College Satisfactory Academic Progress policy will be considered on a case by case basis. In the event that students placed on AS present a successful appeal, they will have their US Department of Veterans Affairs funds and their US Department of Education Title IV funds reinstated and they will be placed on AP for the following semester.

Repeat Courses
Classes that are successfully completed may not be certified again for VA purposes if the course is repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to VA again.

Graduation Requirements

Students must earn a minimum 2.00 grade point average and complete at least 12 credit hours of their last 24 credit hours in residence in order to graduate from Dodge City Community College. A minimum grade of "C" is required in English Composition I (ENG 102), English Composition II (ENG 103), and Public Speaking (SP 106) to be counted toward graduation. Please refer to the Degree Requirements section of this catalog for specific degree, certificate, or program requirements. Students will follow the guidelines of the catalog in effect when they first enrolled, provided they remain continuously enrolled from the semester of entry to the semester of graduation. Students who are not continuously enrolled at Dodge City Community College from the date of entry to the date of graduation will follow the guidelines of the current catalog in effect when they returned. Degrees will be conferred in August, December and May.

Application for Graduation
In order to graduate with a degree or certificate students must apply for a graduation requirement evaluation to be made in Student Services by the Registrar. Students who plan to graduate must request the evaluation prior to enrolling for their last semester of classes. A degree check schedule is printed in the Student Calendar/Handbook.

Graduation with High Honors
To graduate with High Honors, students must complete all requirements for a degree, complete the last fifteen hours prior to graduation at Dodge City Community College and have a cumulative grade point average of 3.80-4.00. The transcripts of students who meet these criteria will be marked "High Honors."

Graduation with Honors
To graduate with Honors, students must complete all requirements for a degree, complete the last fifteen hours prior to graduation at Dodge City Community College and have a cumulative grade point average of 3.50-3.79. The transcripts of students who meet these criteria will be marked "Honors."

Post Assessment
Any student who plans to earn a degree or technical certificate from Dodge City Community College may be required to complete a post-assessment as determined by the institution. The results of this assessment may not be used to prevent a student from graduating. Individual assessment results will be reported to each student. The purpose of this assessment is to assist the college in evaluating its curricular and instructional effectiveness.

Services for Students

Policies and Procedures for Granting Accommodations for Students with Disabilities
Academic Adjustment Policy

General
Dodge City Community College is dedicated to the belief that students with disabilities should have equal opportunity to develop and extend their skills and knowledge. We strive to maintain a least-restrictive environment and provide appropriate support services necessary to ensure access to our educational programs. We encourage you to communicate your needs and utilize available resources.

Services and Accommodations Provided by DC3
Documentation of the disability must be submitted to provide evidence of the need for accommodations. Documentation will be reviewed to determine what accommodations will be approved. Reasonable services and accommodations are provided to enrolled students on an individual basis and with respect to confidentiality.

How to Receive Accommodations

1. Prior to enrolling in classes at DC3, contact the Counselor. *The Counselor is the person designated by the college to review requests for services and accommodations related to disabilities and to engage in an interactive dialog with students to determine eligibility.* You will need to request accommodations in writing before the beginning of each semester. You may call 620-227-9232 or stop by the Student Union main level floor and ask for the Counselor.
2. Provide documentation (psychological, educational, or medical evaluations). You may submit the documentation in person or mail to:
   Dodge City Community College
   Attn: Counselor
   2501 N 14th Ave
   Dodge City, KS 67801
3. Once your written request for accommodations plus your documentation is received, the Counselor will review your request and documents to determine eligibility. If it is determined you are eligible for accommodations you will be provided a letter of notification regarding accommodations that have been granted. If it is determined that based on the written request and documentation you are not eligible for accommodations, the Counselor will engage in an interactive dialog with you to communicate why your request or documentation is insufficient for eligibility in order to determine if you can submit additional information that may meet eligibility requirements. If, after engaging in this interactive process, the final review indicates you are not eligible for accommodations, the Counselor will explain the reason(s) you are not eligible for accommodations.

4. If you are granted accommodations, after you have arranged your schedule for the semester and prior to the first day of classes, provide a copy of your granted accommodations letter given to you by the Counselor to each of your instructors.
5. Arrange a meeting with each of your instructors to give him/her your accommodations letter and to discuss your accommodations specific to their class. We recommend that you meet with instructors during office hours or after class as before and during class are not typically times when a teacher can give full attention to the matter.

Adult Learning Center

The objective of the Adult Learning Center is to provide an opportunity for individuals to acquire lifelong learning skills that empower them to achieve education goals, community integration and employment objectives.

The Adult Learning Center is grant funded through Title II, the federal Adult Education and Family Literacy Act, the state of Kansas, and Dodge City Community College.

The Adult Learning Center provides English Language Acquisition (ELA), English as a Second Language (ESL), General Educational Development (GED) preparatory classes, the High School Equivalency Program (HEP) and Accelerating Opportunity Kansas (AO-K.) Each class provides students with higher education transition opportunities and greater career objectives.

Individuals who are 16 or 17 years old may study at the ALC if they obtain an "exemption from compulsory education" form from the high school in the district where they reside. It is the student's responsibility to obtain the necessary forms. Parent/guardian signatures are required on all paperwork for students who are not 18 years old before testing can begin.

Allied Health

The coordinator of Allied Health arranges for continuing education workshops for Nursing and other Allied Health personnel that may apply toward professional re-licensure or certification.

Special approvals for continuing education can be obtained for nursing home administrators, dietitians and other related fields. Many of the offerings are accepted for continuing education credit for social workers.

Dodge City Community College in serving the needs of the community must provide a variety of topics, based upon what is found to meet the needs of the largest number of participants. This requires our being sensitive to needs and requests from a variety of sources and providing programs that are feasible and allowable within our capabilities and budgetary constraints. It is our responsibility to develop and offer quality programs, seek and obtain faculty best qualified to present current updated knowledge on that topic, provide an environment conducive to learning, and to offer this at a cost to the participant that is reasonable and affordable.

Area Technical Center

Dodge City Community College functions as the Area Technical Center for its service region, a designation which includes all of its vocational programs. The college has a long-standing commitment to excellence in occupational training, as evident in the extent and variety of its technical programs. Working in cooperation with area high schools and businesses, the college offers course work to assure quality in the training and retraining of entry-level and experienced employees.

Career Counseling Services

The career counseling and guidance program of the college is a cooperative effort of the staff under the direction of the Vice President for Academic Affairs.

A faculty advisor will be assigned to aid students with curricular or college problems. Career counselors are available to assist students in making plans and choices dealing with career decisions. Even before enrolling, a prospective student is encouraged to visit the career counselor to get help in deciding on a curriculum. When the student enrolls, consideration is given to that student's vocational aptitude and interests.

The scores on the ACT and Accuplacer tests are used for counseling and advising purposes. Students interested in exploring their abilities, interests, and securing vocational, educational or professional guidance, will be given suitable tests and interpretations of the results by one of the counselors.

Center for Business, Technology and Continuing Education

The Center for Business, Technology and Continuing Education provides education, training and consulting to help business and industry reach their goals and objectives. The Center offers a wide variety of courses and workshops for professional development and college credit.

Community Enrichment courses are also offered by the Center for Business, Technology and Continuing Education. These non-credit courses have no entrance requirements and give community members an opportunity to upgrade their present skills, seek new ones or discover a hobby in these special courses.

Child and Adult Care Food Program

The Child and Adult Care Food Program is a federal program available to family child care providers through which they receive reimbursement money for meals and snacks served to children in their care. The program is designed to aid the provider and the parents financially while assuring good nutrition for the children in day care.

The service delivery area includes the following counties: Ford, Hodgeman, Gray, Edwards, Clark, Kiowa, Ness, Meade, Comanche and Seward. For more information, call 620-225-2817.

Child Care Resource and Referral Agency

The Dodge City Community College Child Care Resource and Referral Agency assists families searching for child care by maintaining a database of providers in a service area that includes Clark, Comanche, Edwards, Ford, Gray, Hodgeman, Kiowa, Meade and Ness counties. There is no fee for the service. For more information, call 620-227-8344 or 1-800-951-3837.

Child Development Center

Conveniently located on campus in the Cosmetology/Child Care building, the DC3 Child Development Center provides full time child care with preschool activities for children from 2 1/2 through 5 years old. The Center is staffed by a full-time center director and professional caregivers who plan activities for the children that enhance their social, emotional, intellectual, and physical development. The Child Development Center is licensed by the Kansas Department of Health and Environment. The Child Development Center operates year-round, including times when DC3 classes are not in session. Enrollment in this program is open to the general public as well as DC3 students and staff.

The primary purpose of the CDC is to serve as a laboratory facility for practicum courses for Early Childhood Education majors, as well as for students from related fields such as nursing and behavioral sciences.

Citizenship
The Adult Learning Center offers an additional Citizenship class for those attending ELA. Instructors will develop students' citizenship knowledge and skills and provide resources for completing citizenship forms.

Computer Labs/Technical Center Computer Lab
Dodge City Community College operates a large computer lab in the Technical Center Computer Lab building for the use of the entire student body. The lab functions as a classroom as well as a lab, offering a full range of current computer applications, programming, networking, web design and computer maintenance. The lab houses computers with high-speed Internet access. Lab monitors are available for your assistance. Lab hours are determined each year by the Technical Center Computer Lab faculty.

Connection Center for Success: Career Development and Transfer Services
The mission of the Career Development and Transfer Services Office in the Connection Center is to assist DC3 students to achieve their academic, career, and life goals through comprehensive career development and transfer resources. Career services can assist students in identifying their individual abilities, skills, values and interests, and relate them to the world of work. Up-to-date online resources and individualized assistance is offered in career assessment, career planning, resume development, interview preparation, job search resources, and internships.

Transferring from one college to another involves researching four-year schools, planning courses, and making decisions about one's future. To help you navigate this process, the Connection Center, along with your faculty advisor, will provide resources, guidance, and information about various transfer events, connecting you to your next success. Please visit us at 105 Learning Resource Center (LRC) or contact us by email at connectioncenter@dc3.edu or reach us by phone at (620) 227-9400.

Cosmetology Salon
Designed as a laboratory experience for students in the cosmetology program, the salon is open to the public on a limited basis. The salon is located conveniently in the Cosmetology/Child Care Building. The services are very moderately priced. Information and appointments are available by calling the Department of Cosmetology.

Distance Education
Dodge City Community College serves a nine county region which includes: all of Ford, Gray, Hodgeman, Clark, and Ness counties and parts of Meade, Comanche, Kiowa, and Edwards counties.

Within this area, DC3 offers academic and vocational college credit courses in 14 different communities. The college also maintains an Outreach Center in Kinsley. All of these locations provide access to courses and appropriate programming when students are looking for alternatives to on-campus classes.

English as a Second Language (ESL)
ESL courses at the DC3 main campus
The purpose of the English as a Second Language (ESL) program is to provide students with the language skills necessary to achieve educational and/or vocational goals. Students work with personnel from Student Services and the Student Achievement and Resources Center (SARC) to schedule assessment testing for proper placement.

ESL courses at the Adult Learning Center
Beginning ESL courses are offered at the Adult learning Center (ALC) for adults who wish to improve their English language skills. Placement into these levels is according to the CASAS exam, offered every semester at the ALC.

English Language Acquisition (ELA)
The Adult Learning Center offers ELA incorporated with career pathways training, technology skills and citizenship, offered in conjunction with English classes. ELA classes are offered in multiple levels. Placement is determined based on a Test for Adult Basic Education (TABE) exam administered at the beginning of each session.

Food Service
Meals for on-campus housing residents will be served in the Student Union and will be part of the residence hall contract. Meal plans are also available to students living off-campus.

General Educational Development (GED)
GED preparation classes involve studying for a series of tests that are designed to reflect the major and lasting academic outcomes of a four-year high school program of study with an increased emphasis on workplace skills and higher education. The four tests include language arts, social studies, science, and mathematics.

The GED 2014 Series Tests provide an opportunity for adults who have not graduated from high school to earn a Kansas State High School diploma by taking and passing the GED tests.

All testers are required to have a valid Kansas government ID and pay the necessary fee before testing.

GED testing is available at the Dodge City Community College Testing Center located on the DC3 campus.

Persons interested in classes should call the Adult Learning Center for specific class times and enrollment periods.

Learning Resource Center/Library (LRC)
The college library, located in the Learning Resource Center, provides access to multiple resources in print, AV and electronic formats. These many collections support the academic and leisure needs of the 21st century students at DC3. Serving as the only Federal Depository in Southwest Kansas, the library is a member of the FLDP and provides additional access to the varied resources published and produced by the Federal Government. The library's collection is available via the web through multiple access points.

Library services are available to students, faculty, members of the DC3 community, and citizens of the Dodge City Community College service area.

On-Campus Housing
The college maintains four residence halls with a total capacity of 356 students. Since housing is limited, it is assigned on a first come, first served basis in the order of the reservations received. Students living in the residence halls have a food service agreement included with their residence hall contract.

Students desiring more information about student housing should contact the Residence Life Office.

Student Achievement and Resources Center (SARC)
The mission of the Student Achievement and Resources Center (SARC), located in the Science/Math Building Room 210, is to provide a welcoming and supportive environment for current

and prospective students and empower them to achieve their full potential. The SARC staff provides students with academic advising, academic coaching, mentoring, Student Success Workshops, and free academic tutoring, both face-to-face and online. The following resources are available to students: comfortable places to study with access to computers, free printing, conference/study rooms, anatomy & physiology manipulatives, loan program (calculators and textbooks), academic coaching (note taking, test-taking tips, time management, among others), learning style assessment, assistance in completing FAFSA and other scholarship applications, English as a Second Language (ESL) classes and advising for first generation college students and English Language Learners (ELL).

Student Success Center
The Student Success Center (SSC), located in rooms 203 and 204 at the Learning Resource Center is a multipurpose, multimedia facility providing Dodge City Community College students and personnel with state-of-the-art information delivery systems to facilitate student support, instruction, and training. The Center is equipped with 36 Dell multimedia computers, two multimedia projection systems, DVD/VCR players, and two printers. The SSC maintains a staff of trained supervisors to assist users with computer projects.

Computers in the SSC are loaded with the Windows XP operating system to provide student access to current application software, with Microsoft Office 2007 (Word, Excel, Access, PowerPoint, and Outlook) available at all workstations.

Choices CT, the career exploration and assessment program is provided to students wishing to build career portfolios. Students can make use of online periodical indexes from the desktop to access up-to-date research information through the Internet. Also available from all computer workstations is the DC3 electronic card catalog system, which allows students to locate publications at the LRC and the Dodge City Public Library.

DC3 faculty can schedule the SSC for classroom instruction and multimedia presentations. With multimedia capabilities, the Student Success Center serves as a staff development and customized training facility as well as a vehicle to pilot new campus communication and support systems such as assessment, electronic advising, student course management and enrollment.

SSC hours are determined each year by the Peer Tutor Coordinator.

Student Support Services
Student Support Services (SSS) is a federal Trio program 100% funded by the U.S. Department of Education. SSS is designed to target first generation, low-income or disabled college students who have the potential to succeed with their college endeavors and successfully transfer to a four-year institution. Required services provided by SSS include academic tutoring, academic advising, financial aid information, FAFSA assistance, financial literacy, and transfer information. Services are tailored to meet the need of each individual student.

Student Support Services is a nonprofit educational opportunity program. SSS is hosted by Dodge City Community College. For application materials or for further information go to www.dc3.edu/trio or call: (620) 227-9325.

Testing Center Information
Our Testing Center is available from 8-5 Monday-Friday, with late night testing until 8 pm on Wednesdays. The center has a disability accessible testing station available. If you have been granted testing accommodations (i.e. a reader, extended time), contact the Testing Center at 620-227-9357 at least 24 hours prior to test administration.

Community Service Programs

Retired and Senior Volunteer Program (RSVP)
RSVP is a national network of projects that place older volunteers in volunteer assignments in their communities. The Ford County RSVP Program has been in Dodge City over 25 years with a rich history of engaging citizens 55 or better in community-based service roles, matching skills and personal interests to help meet significant community needs. RSVP offers maximum flexibility and choice to its volunteers. RSVP volunteers choose how and where they want to serve - from a few to over 40 hours a week.

RSVP volunteers provide hundreds of community services. They tutor children in reading and math, help to build houses, help get children immunized, model parenting skills to teen parents, participate in neighborhood watch programs, plan community gardens, deliver meals, offer disaster relief to victims of natural disasters, and help community organizations operate more efficiently. You may contact RSVP at 620-227-7077.

The Ford County Volunteer Center
The Ford County Volunteer Center will serve as a clearing house for Ford County residents under the age of 55 who have the desire to make a difference through volunteering.

Local agencies have needs that are going unmet because of funding cuts and lack of employees. Through the efforts of the Ford County Volunteer Center, those needs can be fulfilled by qualified volunteers. The center strives to match volunteers to project based opportunities keeping in mind the volunteer's skills and interests.

Community college students will have the opportunity to expand their horizons by volunteering in certain settings, developing community minded activities and supporting local agencies.
The center is located with the RSVP office in Village Square Mall.

Institutional Resources

Administration Building
The Administration Building houses the primary administrative offices for the campus. It includes a number of different services: the Personnel Office, the Business Office, the Management Information System, and the office of the Vice President for Academic Affairs.

Central Stores
The Central Stores office is located in the lower level of the Computer Science Building adjacent to the Maintenance Office. Central Stores acts as the primary purchasing and receiving agent for the college. Information about procedures and supplies is available upon request.

Maintenance
The Maintenance Office is located in the lower level of the Computer Science Building. The Office is responsible for supervising custodial care of the buildings and grounds as well as the mechanical and electrical services, and the college's vehicle pool.

Marketing & Public Information
The Marketing & Public Information Office is located in the Library (LRC) and serves as an official voice for the college in public matters. It supervises the development and distribution of college advertisements and promotions and helps place news articles in area newspapers and broadcast stations.

Campus and Facilities

Dodge City Community College is located on an attractive campus of 143 acres in the northwest section of Dodge City. The campus contains 24 structures for administration, instruction, housing, research, and recreation. There are three large parking lots for 863 vehicles plus smaller lots for additional parking. The college is conducting an ongoing program to provide better access to physically challenged students. Opinions and suggestions are welcome. The campus provides a variety of specialized outdoor facilities, used by college and community groups alike. For general recreation, the college maintains a 1.5-acre fishing lake surrounded by a 1.25-mile game and jogging course. For athletics, it supplies practice football fields, a soccer field, a rodeo practice arena, and handball courts. For instruction, the college also provides a field for demonstrating center pivot irrigation.

DC3 functions in a number of off-campus locations as well. The South Technical Education Center, located at 1508 W. Besson, houses DC3's Building Construction Technology program as well as Commercial Driver's License (CDL) class offerings. To serve its adult and non-traditional students, the college offers various Adult Education classes and programs at its Adult Learning Center (ALC), located at 700 Avenue G. Offerings at the ALC include English Language Acquisition (ELA) classes, English as a Second Language (ESL) classes, General Educational Development (GED) preparatory classes, as well as High School Equivalency (HEP) and Accelerating Opportunity Kansas (AO-K) programs.

The college has a location in Chandler AZ that focuses on both a Helicopter Flight Instructor program and general education programs. The Flight Instructor students complete the flight portion of their training and the Chandler Airport and all other courses are completed either face to face or online.

DC3 believes that students should have flexible and easy access to learning. The college contracts with medical facilities in the area to serve as clinical training sites for students in allied health classes. In several cases, it offers course work at the job site in cooperation with area industries. It has also an established Outreach Center in Kinsley. In addition, it has developed Outreach sites in Ashland, Bucklin, Cimarron, Coldwater, Fowler, Ingalls, Jetmore, Minneola, Montezuma, Ness City, Ransom, and Spearville.

Ballroom
The main ballroom is located on the up floor. It serves primarily as the cafeteria area for campus residents. However, it is also available for large groups, with a dining capacity of 260 persons. The area can be easily arranged for banquet, buffet, breakfast meetings, or cafeteria luncheons. It can also be arranged in theater style for groups with a capacity of 400 persons. The area has sound amplification for easy communication with large groups.

Board Room
The Board Room is generally reserved for meetings of the Board of Trustees. This room also provides a formal dining and meeting area with rectangular tables. The room has a total seating capacity of 50 persons.

Bookstore
Located on the upper floor of the Student Union, the Dodge City Community College Bookstore is owned and operated by the college. It carries the required and recommended books and materials needed for all classes. The Bookstore also offers a variety of merchandise to customers, including school supplies, greeting cards, and Conquistador clothing. The Bookstore is a member of the National Association of College Stores.

Conq Corral
The Conq Corral is a snack bar located on the main floor which serves sandwiches, soft drinks, candy, and other food items. It also provides pool tables and cable TVs. The Conq Corral is a popular gathering spot for students between classes.

Ford County Room
The Ford County Room is generally reserved for meetings involving faculty, staff, and administrators of the college. It is available for other meetings on a reserved basis. Requests for this room should be directed through the Facilities Coordinator.

Radio Stations
Dodge City Community College operates radio stations that broadcast on the AM and FM band. KDCC-1550 AM airs Conq sports broadcasts, community public service information and programming from the Fox Sports Network, along with the annual SPIAA League Basketball Tournament, in supporting many of our area high schools. KONQ-91.9 FM, is a variety formatted station that includes Community Spanish programming and programming from High Plains Public Radio.

Student Services
Student Services offices are located throughout the Student Center. They offer a full range of support services, including: student financial assistance, community enhancement programming, admissions, records, counseling and advising, testing, job placement, and food service.

Student Union
The Student Union is the center for college and community activities. It is located in the middle of campus and houses a wide range of services.

Television Station
The college broadcasts on the local cable system and offers a wide range of programming.

Theatre
The college theatre is a popular facility with campus and community groups alike. This facility can house 315 spectators in a continental seating arrangement. It has a proscenium stage of 500 square feet, with adjoining makeup rooms and a scene shop. The theatre is the site of campus dramatic performances, special cultural events, lectures, student musical performances, and large community meetings.

Wellness Center
Located on the lower level of the Physical Education Building, the Wellness Center is a popular facility with students, staff and community members. The Center offers a wide range of weight plated, stretching and cardiovascular equipment. The Wellness Center staff offers fitness evaluations as well as individually designed exercise prescriptions.

An outdoor fitness trail and racquetball courts are also available to Wellness Center participants. A schedule is posted monthly detailing available times.

The Physical Education Building also houses two racquetball/handball courts and a mirrored dance/aerobic exercise room which is used for scheduled classes. All DC3 students with a current student ID can utilize the Wellness Center free of charge. Only students taking the Lifetime Fitness course for a letter grade will receive a physical education credit toward graduation.

Procedures for using college facilities

Dodge City Community College welcomes campus and outside groups to use its facilities. The college can provide not only meeting spaces but performance areas, equipment, and food service as well. No charge will be made for facilities and equipment when they are being used by recognized student or college organizations having direct affiliation with the college. A rental charge will be made for facilities and equipment when they are being used by outside groups or groups not having a direct affiliation with the college. Specific information about procedures and the terms and conditions of use is available by contacting the Facilities Coordinator.

DC3 makes every effort to accommodate persons with disabilities. Please contact the Facilities Coordinator to make special requests.

The college provides its facilities and equipment as a service to the public and reserves the right to deny access as it deems necessary.

Degree Requirements

Catalog Guidelines

All students need to become familiar with the language of the college catalog and the necessity of planning a sequence that will provide either a one-year certificate or a two-year degree.

Every course is not offered each year. Some courses are taught only when there is a demand for specific instruction to complete a major curriculum. For a list of courses available each semester, summer or winter term, students should consult the current class schedule.

A course listing consists of the following elements:

Course Prefix

Each course has either a two, three, or four letter code designating the instructional department or division.

Addiction Counseling ..... AD
Agriculture ..... AG,AGL
Allied Health ..... AH
Anthropology ..... ANTH
Art ..... ART
Automobile Mechanics Technology ..... AUTO
Biology ..... BIO, BIOL
Building Construction Technology ..... BCT
Building Trades ..... BT
Business ..... BUS
Business Technology ..... BST
Chemistry ..... CHEM, CHML
Computer Science ..... CS
Cosmetology ..... COS, COS1, COS2, COS3, COS4
Criminal Justice/Police Science ..... CJC
Cyber Security ..... CYBS
Developmental Studies ..... DVST
Diesel Technology ..... DIE
Early Childhood Education ..... ECE
Economics ..... ECON
Education ..... ED
Electrical Power Technician ..... EPT
Emergency Medical Training ..... EMT
Engineering ..... ENGR
English ..... ENG
English as a Second Language ..... ESL
Fire Science Protection Technology ..... FS
Flight Instructor Pilot ..... FIP
Geography ..... GEO
Geology ..... GEL/GELL
Government ..... GOV
Graphic Design ..... GRD
Health ..... HLTH
History ..... HIST
Human Development ..... HMDV
Information Technology ..... CIS
Language ..... LANG
Leadership ..... LEAD
Manufacturing Technology/Welding ..... MT
Mass Communication ..... MC
Mathematics ..... MATH
Meteorology ..... MET/METL
Music ..... MUSC/MUSE
Nursing ..... NR
Occupational Safety and Health Administration ..... OSHA
Philosophy ..... PHIL
Physical Education ..... PE
Physics ..... PHYS/PHYY
Psychology ..... PSY
Religious Studies ..... RS
Social Work ..... SW
Sociology ..... SOC
Speech/Communication ..... SP
Sports Administration ..... SPAD
Theater ..... THR
Zoology ..... ZOO/ZOOL

Course Number

A three-digit number is assigned to all college courses. Courses listed in 100's are designed for freshmen level; 200's are intended for sophomores.

Course Title

This is the official course title. Class schedules and transcripts will often abbreviate this course title.

Credit Hours

Each course has state approval for a specific number of "semester credit hours" that translates into a number of clock hours. Practicums, clinicals, laboratory, and vocational skill training classes have specific clock hours requirements. Student tuition charges are based on credit hours, not clock hours. Some vocational programs have set costs because of equipment requirements.

Prerequisites

Some courses require another course or special admission before enrolling. For an example, students could not enroll in MATH 229 Differential Equations until MATH 222 Analytic Geometry and Calculus III is successfully completed. Prerequisites are listed in the course description.

Major

This is the student's area of concentration that will lead to a degree, and further necessary skills for a career.

Degree

At DC3 students can obtain an Associate of Arts, Associate of General Studies, Associate of Science or Associate of Applied Science degree. Each degree has specific course requirements of major courses and general education courses.

Recommended Electives

College curriculums have courses that are not required but would be helpful to the student's future. Students should consult their advisor before selecting electives.

Associate of Arts

Definition

This is a transfer degree in the traditional liberal arts and social sciences. It is designed to satisfy the primary general education requirements at the Regents' universities in Kansas, while allowing for a block of elective/major hours.

Requirements

Minimum of 62 hours with 2.0 GPA.

Basic Skills..... **15 Hours**
- English Composition I and II (ENG 102 & 103)*
- Public Speaking (SP 106)*
- Mathematics (MATH 106 or above)
- Computer Course (CS 101, 103, 111, 117, or CIS 146)

Humanities..... **12 Hours**
(Three fields required)
- Art (ART 101, 150)
- History (Any HIST)
- Language (Any five hour foreign language)
- Literature (ENG 115, 202, 204, 206, 209, 210, 231, 245, 255)
- Music (MUSC 105)
- Philosophy (PHIL 201)
- Speech (SP 206)

Social Sciences ..... **12 Hours**
(Three fields required)
- Anthropology (Any)
- Economics (ECON 101, 102)
- Geography (GEO 101)
- Government (GOV 101, 102, 205)
- Psychology (PSY 101, 102, 201, or BUS 149)
- Sociology (SOC 101, 201, 203, 204, or CJC 220)

Natural and Life Sciences ..... **9 Hours**
(Both areas required)

Natural Sciences w/ Lab
- Chemistry (CHEM 100 or above)
- Physical Science (PHYS 105)
- Astronomy (PHYS 110 & PHYS 112 together)
- Physics (PHYS 201 or above)
- Meteorology (MET 105)
- Geology (GEL 101 & 102 together)

Life Sciences w/Lab
- Biology (BIO 101,102, 111, 203, 210, 211)
- Anatomy and Physiology (ZOO 201, 202)

Physical Education-Activity..... **2 Hours**

Must include one non-varsity class; physically challenged may substitute First Aid (HLTH 101) for activity.

Electives or Major ..... **12 Hours**

Other Requirement

Post Assessment Examination (As determined by the college)

*Minimum Grade of C

Basic English Composition, Preparatory Composition, Sentences: Structure and Style, Reading Improvement I & II, Basic Applied Math, Fundamentals of Math, Elementary Algebra and College Prep Math will not be counted as part of the 62 hours for graduation. The courses listed above will satisfy DC3 graduation requirements for this degree. The transferability of individual courses is ultimately the decision of the receiving institution. Students bear the responsibility for becoming familiar with the requirements of the institution to which they plan to transfer.

The courses listed above will satisfy DC3 graduation requirements for this degree. The transferability of individual courses is ultimately the decision of the receiving institution. Students bear the responsibility for becoming familiar with the requirements of the institutions to which they plan to transfer.

Associate of Science

Definition

This is a transfer degree in the empirical sciences. It is designed to address the primary general education requirements at the Regents' universities in Kansas, while allowing for a block of elective/major hours.

Requirements

Minimum of 62 hours with 2.0 GPA.

Basic Skills..... **15 Hours**
- English Composition I and II (ENG 102 & 103)*
- Public Speaking (SP 106)*
- Mathematics (MATH 106 or above)
- Computer Course (CS 101, 103, 111, 117, or CIS 146)

Humanities..... **6 hours**
- Art (ART 101,110,114, 150, 216)
- History (Any HIST)
- Language (Any five hour foreign language)
- Literature (ENG 115, 202, 204, 206, 209, 210, 231, 245, 255)
- Music (MUSC 105)
- Philosophy (PHIL 201)
- Speech (SP 206)

Social Science..... **6 Hours**
- Anthropology (Any)
- Economics (ECON 101, 102)
- Geography (GEO 101)
- Government (GOV 101, 102, 205)
- Psychology (PSY 101, 102, 201, or BUS 149)
- Sociology (SOC 101,201, 203, 204, or CJC 220)

Natural/Life Sciences, Math ..... **20 Hours**
(Minimum of two areas required)

Natural Sciences w/ Lab
- Chemistry with Lab (CHEM 111 or above)
- Physics with Lab (PHYS 201, 203, 231, or 233)
- Geology with Lab (101 & 102)
- Meteorology w/ Lab (MET 105)
- Astronomy w/ Lab (PHYS 110&112)

Life Sciences w/Lab
- Biology with Lab (BIO 111, 203, 210, 211)*
- Anatomy and Physiology (ZOO 201, 202)

Math
- Mathematics (MATH 110, 120, 130, 221, 222, 229 or 230)

Physical Education - Activity..... **2 Hours**

Must include one non-varsity class; physically challenged may substitute First Aid (HLTH 101) for activity

Electives ..... **13 Hours**

Other Requirement

Post Assessment Examination (As determined by the College)

*Minimum Grade of C

Basic English Composition, Preparatory Composition, Sentences: Structure and Style, Reading Improvement I & II, Basic Applied Math, Fundamentals of Math, Elementary Algebra and College Prep Math will not be counted as part of the 62 hours for graduation. The courses listed above will satisfy DC3 graduation

requirements for this degree. The transferability of individual courses is ultimately the decision of the receiving institution. Students bear the responsibility for becoming familiar with the requirements of the institution to which they plan to transfer.

The courses listed above will satisfy DC3 graduation requirements for this degree. The transferability of individual courses is ultimately the decision of the receiving institution. Students bear the responsibility for becoming familiar with the requirements of the institutions to which they plan to transfer.

Associate of Applied Science

Definition

This is a degree designed to provide students with occupational skills in a variety of areas. These include:

- Ag Production/Farm & Ranch Management*
- Agribusiness*
- Agriculture Food Chain Security*
- Agronomy
- Building Construction Technology*
- Business Technology*
- Computer Science*
- Cosmetology*
- Diesel Technology*
- Early Childhood Education*
- Flight Instructor
- Registered Nurse
- Welding Technology*

*Indicates where certificates are also available.

Requirements

Minimum requirements for each major varies. Student must earn a 2.0 GPA to graduate. Please check each individual major to see specific degree requirements.

Basic English Composition, Preparatory Composition, Sentence: Structure & Style, Reading Improvement I, II, & III and Fundamentals of Math will not be counted as part of the hours required for graduation.

The transferability of individual courses is ultimately the decision of the receiving institution. Students bear the responsibility for becoming familiar with the requirements of the institutions to which they plan to transfer.

Associate of General Studies

Definition

This is a transfer degree which can be applied toward the general education requirements for a baccalaureate degree at the Regents' universities in Kansas. Although it is not designed to satisfy the requirements entirely, it is appropriate for students who are having difficulty selecting a specific program of study or who are primarily concerned with a broad survey of interests. In some limited cases, this is also the preferred degree for students transferring in Agriculture.

Requirements

Minimum of 62 semester hours with 2.0 GPA.

Basic Skills..... **12 Hours**
- English Composition I (ENG 102)*
- Public Speaking (SP 106)*
- Mathematics (MATH 101 or above)
- Computer Course (CS 101, 103, 111, 117, or CIS 146)

Humanities..... **6 Hours**
- Art (ART 101, 150)
- History (Any HIST)
- Language (Any five hour foreign language)
- Literature (ENG 115, 202, 204, 206, 209, 210, 231, 245, 255)
- Music (MUSC 105)
- Philosophy (PHIL 201)
- Speech (SP 206)

Social Sciences ..... **6 Hours**
- Anthropology (Any)
- Economics (ECON 101, 102)
- Geography (GEO 101)
- Government (GOV 101, 102, 205)
- Psychology (PSY 101, 102, 201, or BUS 149)
- Sociology (SOC 101, 201, 203, 204, or CJC 220)

Natural & Life Sciences..... **4 Hours**
- Chemistry (CHEM 100 or above)
- Physical Science (PHYS 105)
- Astronomy (PHYS 110 & PHYS 112 together)
- Physics (PHYS 201 or above)
- Meteorology (MET 105)
- Geology (GEL 101 & 102 together)
- Biology (BIO 101, 102, 111, 203, 210, 211)
- Anatomy and Physiology (ZOO 201, 202)

Physical Education - Activity..... **2 Hours**

Must include one non-varsity class; physically challenged may substitute First Aid (HLTH 101) for activity.

Electives ..... **32 Hours**

Other Requirement

Post Assessment Examination (As determined by the College)

*Minimum Grade of C

Basic English Composition, Preparatory Composition, Sentences: Structure and Style, Reading Improvement I & II, Basic Applied Math, Fundamentals of Math, Elementary Algebra and College Prep Math will not be counted as part of the 62 hours for graduation. The courses listed above will satisfy DC3 graduation requirements for this degree. The transferability of individual courses is ultimately the decision of the receiving institution. Students bear the responsibility for becoming familiar with the requirements of the institution to which they plan to transfer.

The courses listed above will satisfy DC3 graduation requirements for this degree. The transferability of individual courses is ultimately the decision of the receiving institution. Students bear the responsibility for becoming familiar with the requirements of the institutions to which they plan to transfer.

Transfer Credit from DC3 to Kansas Regents Universities

Kansas Board of Regents' Transfer and Articulation Policy

Dodge City Community College follows the Kansas Board of Regents' Transfer and Articulation Policy. The purpose of this policy is to promote seamlessness.

The Kansas Board of Regents' Transfer and Articulation Policy indicates that the general requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:

A. Transfer coursework must be transcripted in credit hours.

B. Students transferring to Kansas public universities with a completed AA or AS degree shall be given junior standing.

C. Transfer of general education to and among Kansas public universities, including state universities and Washburn University, shall follow the requirements below.

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

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

1. 12 hours of Basic Skills courses, including:
   6 hours of English Composition
   3 hours of Public Speaking or Speech Communication
   3 hours of college level Mathematics; college Algebra and/or Statistics will be required of transfer students where the curriculum of the receiving institution requires it
2. 12 hours of Humanities courses from at least three of the following disciplines:

Art*	History**
Theater*	Literature
Philosophy	Modern Languages
Music*	

3. 12 hours of Social and Behavioral Science courses from at least three of the following disciplines:

Sociology	Geography
Psychology	Anthropology
Political Science	History**
Economics	

4. 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab)

*Performance courses are excluded.

**The receiving institution will determine whether history courses are accepted as humanities or as social sciences.

D. The Board of Regents approves specific courses to be accepted in transfer for general education credit at any public postsecondary educational institution in Kansas. These courses may be found on the Board's website.

E. Each course approved and accepted in transfer for general education credit by the Board is identified by a shared course number that supports a student-first philosophy, and is designed to enhance educational planning and effortless course transfer. A Kansas Regents Shared Number (KRSN) uses a 3-letter prefix and a 4-digit course number to differentiate the KRSN number from individual institution course prefixes and numbers. Each institution retains its own unique course prefix and course number.

The complete Kansas Board of Regents' Transfer and Articulation Policy can be found at http://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii_coordination_of_institutions_2/chapter_iii_full_text#transfer

The Kansas Board of Regents approves new courses each year, guaranteed to transfer among all Kansas public postsecondary institutions. A student who completes a System Wide Transfer course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution offering an equivalent course.

Dodge City Community College courses qualifying for guaranteed transfer are noted throughout the catalog with the following symbol.

This course is approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. Additional courses may also be eligible for transfer. Please visit the DC3 Registrar to learn more.

Visit http://www.kansasregents.org/transfer_articulation for more information.

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Visit http://www.kansasregents.org/transfer_articulation for more information.

EDUCATIONAL PROGRAMS

Agriculture

Agriculture is our business at Dodge City Community College's Agriculture Science department. You can be a part of this broad-based, diverse and dynamic industry. From agribusiness to industrial and production agriculture, there are a wide range of programs available at DC3.

Agriculture at Dodge City Community College is not only taught in an indoor setting, but also outdoors with our Live Animal Science Lab. Each program offers you plenty of hands-on learning activities. A partnership with Koch Industries enables students to utilize a crop science lab to grow both alternative and traditional crops. Students have firsthand experience at soil testing, fertilizing, plaiting, spraying, evaluating, and harvesting at the crop science lab, located a few miles east of Dodge City.

Our faculty members are closely associated with the industry and have strong agricultural backgrounds. Graduates from DC3 go on to pursue careers in fields like commodity brokerage, crop consulting, banking, teaching, farm and ranch management, feedlot herdsman, meat inspecting, extension agents, livestock and grain producers.

Ag Production/Farm and Ranch Management

This program combines Animal and Crop Production courses with those of Agribusiness to provide training for students to go directly into the dynamic field of modern production agriculture, agribusiness, or the many agricultural service provider industries. Take your new knowledge gained in the classroom directly to work on our crop science/soils laboratory and our irrigated circle located right on campus. Live Animal Laboratory facilities give students a chance to work directly with livestock. Local producer cooperators also give student the opportunity to apply new skills on actual farms and ranches in the area.

Our Meat Science courses allow you to enhance your Animal Science curriculum by focusing on the meat product resulting from successful animal agriculture. Whether you intend to enter the field of Animal Production, or are interested in a career in the food industry, Meat Science courses can increase your success. Gain a clear understanding of meat production, and how to produce animals that meet the requirements of today's consumers for maximum profitability.

Associate of Applied Science

First Semester - Freshman			**Hours**
AG	100	Orientation to Agribusiness & Industry	1
AG	181	Livestock and Meat Evaluation	3
AG	150	Principles of Animal Science	3
AG	145	Farm and Ranch Records	3
AG	243	Crop Science	3
AGL	243	Crop Science Lab	1
AG	250	Range Management	3
		Total	**17**
Second Semester – Freshman			**Hours**
AG	252	Principles of Feeding	3
AG	200	Agriculture Economics	3
AG	255	Beef Management	3
AG	270	Soils and Lab	4
AG	251	Animal Health	3
AG	276	Commodity Investing Seminar	1
		Total	**17**

First Semester - Sophomore			**Hours**
SP	106	Public Speaking or	
SP	206	Interpersonal Communication	3
CS		Computer Science Basic Skills Elective	3
AG	272	Agribusiness Marketing	3
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
		Hum/Soc Sci/Natural & Life Science Elective	3
		Total	**15**
Second Semester - Sophomore			**Hours**
AG	258	Artificial Insemination	3
AGL	258	Artificial Insemination Lab	1
AG	247	Agricultural Chemicals	3
AGL	247	Agricultural Chemicals Lab	1
		Hum/Soc Sci/Natural & Life Science Elective	3
MATH		Math 089 or above	3
		Total	**14**

Ag Production/Farm and Ranch Management One Year Certificate

First Semester - Freshman			**Hours**
AG	100	Orientation to Agribusiness & Industry	1
AG	181	Livestock and Meat Evaluation	3
AG	150	Principles of Animal Science	3
AG	145	Farm and Ranch Records	3
AG	243	Crop Science	3
AGL	243	Crop Science Lab	1
AG	247	Agriculture Chemicals	3
AGL	247	Ag Chemicals Lab	1
		Total	**18**
Second Semester - Freshman			**Hours**
AG	252	Principles of Feeding	3
AG	200	Agriculture Economics	3
AG	250	Range Management	3
AG	251	Animal Health	3
AG	276	Commodity Investing Seminar	1
		Total	**13**

Agribusiness

Associate of Applied Science

First Semester - Freshman			**Hours**
AG	100	Orientation to Agribusiness & Industry	1
		Hum/Soc Sci/Natural & Life Science Elective	3
AG	150	Principles of Animal Science	3
AG	145	Farm and Ranch Records	3
BUS	122	Introduction to Accounting I	3
BUS	143	Introduction to Business	3
		Total	**16**
Second Semester - Freshman			**Hours**
AG	252	Principles of Feeding	3
AG	276	Commodity Investing Seminar	1
CJC	165	Introduction to Homeland Security	3
MATH		Math 089 or above	3
AG	200	Agriculture Economics	3
AG	251	Animal Health	3
		Total	**16**
First Semester-Sophomore			**Hours**
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
SP	106	Public Speaking or	
SP	206	Interpersonal Communication	3
AG	250	Range Management	3
AG	272	Agribusiness Marketing	3
CS		Computer Science Basic Skills Elective	3
		Total	**15**

Second Semester-Sophomore			Hours
		Hum/Soc Sci/Natural & Life Science Elective	3
BUS	149	Human Relations	3
AG	255	Beef Management	3
AG	258	Artificial Insemination and Lab	4
BUS	123	Introduction to Accounting II	3
		Total	**16**

Agriculture Food Chain Security

Prepare for an exciting career protecting our nation's and the world's food supply. The Agriculture Food Chain Security Program at Dodge City Community College is a two-year broad-based program that includes both Agriculture and Criminal Justice course work. Combine your interest in agriculture with crime prevention to develop skills for protecting our food chain from production at the farm, throughout processing and transportation, to the grocery store, and home with the consumer.

After program completion, students can enter the workforce, or transfer on to a four-year university. If the Agriculture Industry is your interest, earn an Associate of Applied Science Degree in Ag Food Chain Security and transfer to K-State and earn a Bachelor's in the program of your choice: Animal Science, Ag Economics, or Food Science; take your pick.

If the Criminal Justice Field is where you want to go, transfer to Washburn University and earn your Bachelor's in Criminal Justice. With our 2+2 programs, you can earn your bachelor's degree in just four short years. The need for professionals trained in food supply protection is strong in today's world. Choose to enter any of the following fields: criminal investigation, government service, including USDA, APHIS, FSIS, or AMS, veterinary service, and food/agriculture defense.

Associate of Applied Science

First Semester - Freshman			Hours
AG	150	Principles of Animal Science	3
MATH		Math 089 or above	3
AG	100	Orientation to Agribusiness & Industry	1
CJC	101	Introduction to Criminal Justice T▸	3
AG	243	Crop Science	3
AGL	243	Crop Science Lab	1
CS		Computer Science Basic Skills Elective	3
		Total	**17**
Second Semester – Freshman			**Hours**
AG	252	Principles of Feeding	3
AG	200	Agriculture Economics	3
AG	251	Animal Health	3
CJC	165	Introduction to Homeland Security	3
FS	205	Emergency Management	3
		Total	**15**
First Semester-Sophomore			**Hours**
AG	247	Agricultural Chemicals	3
AGL	247	Agricultural Chemicals Lab	1
CJC	264	Terrorism	3
CJC	220	Criminology and Deviance	3
ENG	102	English Composition I T▸ or	
ENG	101	Technical Communications	3
SP	106	Public Speaking T▸ or	
SP	206	Interpersonal Communication T▸	3
		Total	**16**
Second Semester-Sophomore			**Hours**
AG	272	Agribusiness Marketing	3
		Hum/Soc Sci/Natural & Life Science Elective	11
		Total	**14**

Agriculture Food Chain Security Certificate

First Semester - Freshman			Hours
AG	100	Orientation to Agribusiness & Industry	1
AG	150	Principles of Animal Science	3
CJC	101	Introduction to Criminal Justice T▸	3
AG	243	Crop Science	3
AGL	243	Crop Science Lab	1
AG	272	Agribusiness Marketing	3
		Total	**14**
Second Semester - Freshman			**Hours**
AG	252	Principles of Feeding	3
AG	200	Agriculture Economics	3
AG	251	Animal Health	3
AG	247	Agricultural Chemicals	3
AGL	247	Agricultural Chemicals Lab	1
		Total	**13**
Third Semester-Sophomore			**Hours**
FS	205	Emergency Management	3
CJC	220	Criminology and Deviance	3
CJC	264	Terrorism	3
CJC	165	Introduction to Homeland Security	3
		Total	**12**

Agriculture Transfer

Associate of Arts

First Semester - Freshman			Hours
AG	150	Principles of Animal Science	3
MATH	106	College Algebra T▸ (or above)	3
AG	100	Orientation to Agribusiness & Industry	1
AG	252	Principles of Feeding	3
ENG	102	English Composition I T▸	3
		Physical Education Elective	1
		Social Science Elective	3
		Total	**17**
Second Semester - Freshman			**Hours**
AG	243	Crop Science	3
AGL	243	Crop Science Lab	1
		Natural & Life Science Elective	5
ENG	103	English Composition II T▸	3
		Physical Education Elective	1
		Humanities Elective	3
		Total	**16**
First Semester-Sophomore			**Hours**
		Natural & Life Science Elective	4
CS		Computer Science Basic Skills Elective	3
		Social Science Elective	6
AG	270	Soils with Lab	4
		Total	**17**
Second Semester-Sophomore			**Hours**
SP	106	Public Speaking T▸	3
		Social Science Elective	3
		Humanities Elective	9
		Total	**15**

Agronomy

Associate of Applied Science

First Semester - Freshman			Hours
AG	100	Orientation to Agribusiness & Industry	1
AG	145	Farm and Ranch Records	3
AG	150	Principles of Animal Science	3

AG	243	Crop Science	3
AGL	243	Crop Science Lab	1
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
		Total	**14**

Second Semester – Freshman			**Hours**
AG	270	Soils and Lab	4
CS		Computer Science Basic Skills Elective	3
CJC	165	Intro to Homeland Security	3
SP	106	Public Speaking or	
SP	206	Interpersonal Communication	3
AG	200	Agriculture Economics	3
		Total	**16**

First Semester-Sophomore			**Hours**
		Hum/Soc Sci/Natural & Life Science Elective	5
AG	272	Agribusiness Marketing	3
MATH		Math 089 or above	3
AG	250	Range Management	3
		Total	**14**

Second Semester-Sophomore			**Hours**
		Hum/Soc Sci/Natural & Life Science Elective	6
AG	247	Agricultural Chemicals	3
AGL	247	Agricultural Chemicals Lab	1
AG	252	Principles of Feeding	3
AG	274	Irrigation Technology	3
AG	276	Commodity Investing Seminar	1
		Total	**17**

Allied Health

The Division of Allied Health includes Para Professional course certifications, Basic and Continuing Education courses and the Department of Nurse Education, an Associate Degree nursing program which provides an option for practical nurse certification midway through the Associate Degree curriculum. The program and various courses are offered in traditional and hybrid learning formats. The Associate of Applied Science in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN can be reached at: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; Phone: (404) 975-5000; Fax: (404) 975-5020; Web: www.acenursing.org.

Para-professional health care certificate courses include: Certified Nurse Aide (CNA); Certified Medication Aide (CMA); Home Health Aide (HHA); Social Service Designee (SSD); Activity Director (AD); Rehabilitative Aide and Medication Aide Update; Certified Nurse Aide Refresher.

Articulation health care program offerings are Health Information Technology Associate of Applied Science degree, Medical Coding certificate, Medical Transcription, Pharmacy Technician, and Newman College BSN program. Information regarding admission application policies and procedures may be obtained through the college nursing website.

Nursing Transfer

Students declaring nursing as a major will be enrolled in the Associate of Science Nursing Transfer degree plan with the Nursing Success Coordinator as an advisor. Students planning to apply to DC3 Nursing Program will only be required to take the prerequisites designated in the AAS to be considered for admission.

*Prerequisite requirements for DC3 Nursing Program admission

Associate of Science

First Semester – Freshman			**Hours**
ENG	102	English Composition I*	3
PSY	101	General Psychology*	3
MATH	106	College Algebra** (or above)	3
AH	103	Nurse Aide*	6
		Elective	3
		Total	**18**

Second Semester – Freshman			**Hours**
SP	106	Public Speaking*	3
PSY	102	Human Growth and Development*	3
ZOO	201	Human Anatomy & Physiology I & Lab*	4
		Humanities Elective	3
		Physical Education Elective	1
		Total	**14**

First Semester – Sophomore			**Hours**
ENG	103	English Composition II	3
ZOO	202	Human Anatomy & Physiology II & Lab*	4
		Natural & Life Science Elective	3
		Humanities Elective	3
		Physical Education Elective	1
		Total	**14**

Second Semester – Sophomore			**Hours**
BIO	210	Microbiology & Lab*	5
CS		Computer Science Basic Skills Elective	3
		Natural & Life Science Elective	5
		Elective	3
		Total	**16**

**Students planning to apply to DC3's Nursing Program need only complete MATH 102 Intermediate Algebra or higher.

Registered Nurse

Completion of a Certified Nurse Aide (CNA) Certification is required for admission to the Associate degree nursing program.

Associate of Applied Science

Prerequisite courses			**Hours**
ENG	102	English Composition I	3
MATH	102	Intermediate Algebra or Above	3
SP	106	Public Speaking	3
PSY	101	General Psychology	3
PSY	102	Human Growth & Development	3
ZOO	201	Human Anatomy & Physiology I & Lab	4
ZOO	202	Human Anatomy & Physiology II & Lab	4
BIO	210	Microbiology & Lab	5
		Total General Education	**28**

Fall Semester			**Hours**
NR	101	Fundamentals of Nursing	6
NR	107	Nursing Pharmacology	3

Spring Semester			**Hours**
NR	103	Medical Surgical Nursing I	5
NR	106	Medical Surgical Nursing II	6
		Total Nursing	**20**

Summer Semester (OPT OUT)			**Hours**
NR	102	Maternal Child Nursing I	3
		Total First Year	**48(3)/51**

Fall Semester			**Hours**
NR	210	Maternal Child Nursing	6
NR	208	Nursing Care of the Adult I	4

Spring Semester			Hours
NR	203	Mental Health Nursing	4
NR	204	The Nursing Environment	2
NR	209	Nursing Care of the Adult II	4
		Total Second Year	**20**
		Total for program	**68**

Upon successful completion of the AAS curriculum, the student is eligible to apply for the NCLEX-RN licensure examination for registered nurses.

Para-Professional Nursing Courses

An individual convicted of a crime listed in KSA 39-970 and 65-5117: Prohibited Offenses, may be ineligible to be certified as a CNA. Send questions to: mreynard-lindsay@kdhe.state.ks.us.

AH	103	Nurse Aide	6
AH	109	Medication Aide	5
AH	113	CNA Refresher	1
AH	114	Medication Aid Update	1

Art

Associate of Arts

First Semester – Freshman			Hours
ART	105	Design I	3
ART	110	Drawing I▶	3
ENG	102	English Composition I▶	3
		Physical Education Elective	1
		Humanities Elective	3
		Social Science Elective	3
		Total	**16**
Second Semester – Freshman			**Hours**
ART	106	Design II	3
CS		Computer Science Basic Skills Elective	3
ENG	103	English Composition II▶	3
		Physical Education Elective	1
		Natural & Life Science Elective	4
		Humanities Elective	3
		Total	**17**
First Semester – Sophomore			**Hours**
ART		Art Elective	3
		Natural & Life Science Elective	5
SP	106	Public Speaking▶	3
		Humanities Elective	3
		Social Science Elective	3
		Total	**17**
Second Semester – Sophomore			**Hours**
ART		Art Elective (optional)	3
MATH	106	College Algebra▶ (or above)	3
		Humanities Elective	3
		Social Science Elective	6
		Total	**15**

Athletic Training

The profession of athletic training involves the care, prevention, management, and rehabilitation of injuries in individuals with active/competitive lifestyles. The A.S. degree in Athletic Training at DC3 is designed to provide the student with essential skill development and practical experience necessary for 1) setting a good foundation in professional development, and 2) develop a knowledge base necessary for smooth transition to a four year college athletic training education program.

Associate of Science

First Semester - Freshman			Hours
CS		Computer Science Basic Skills Elective	3
PE	170	Athletic Training Practicum I	1
PE	253	Athletic Training Taping & Bracing Lab	1
ENG	102	English Composition I▶	3
		Natural & Life Science Elective	4
HLTH	101	First Aid▶	3
		Total	**15**
Second Semester - Freshman			**Hours**
PE	150	Introduction to Athletic Training	3
ENG	103	English Composition II▶	3
MATH	106	College Algebra▶ (or above)	3
		Social Science Elective	3
		Physical Education Elective	1
		Natural & Life Science Elective	5
		Total	**18**
First Semester - Sophomore			**Hours**
		Natural & Life Science Elective	5
		Humanities Elective	3
PE	251	Basic Care & Prevention	3
SP	106	Public Speaking▶	3
		Total	**14**
Second Semester - Sophomore			**Hours**
		Natural & Life Science Elective	5
		Humanities Electives	3
		Social Science Elective	3
		Physical Education Elective	1
AH	130	Medical Terminology▶	3
		Total	**15**

Biology

Associate of Science

First Semester - Freshman			Hours
BIO	111	Cellular Biology & Genetics & Lab▶	5
CHEM	111	College Chemistry I & Lab▶	5
CS		Computer Science Basic Skills Elective	3
ENG	102	English Composition I▶	3
		Physical Education Elective	1
MATH	106	College Algebra▶ (or above)	3
		Total	**20**
Second Semester - Freshman			**Hours**
BIO	211	Animal & Plant Biology & Lab▶	5
CHEM	112	College Chemistry II & Lab▶	5
ENG	103	English Composition II▶	3
MATH	110	Trigonometry▶	3
		Humanities Elective	3
		Total	**19**
First Semester - Sophomore			**Hours**
CHEM	241	Organic Chemistry I	3
CHEM	242	Organic Chemistry I Lab	2
MATH	120	Analytic Geometry & Calculus I▶	5
		Social Science Elective	3
		Total	**13**
Second Semester - Sophomore			**Hours**
CHEM	243	Organic Chemistry II	3
CHEM	244	Organic Chemistry II Lab	2
SP	106	Public Speaking▶	3

MATH	230	Elementary Statistics	3
		Humanities Elective	3
		Physical Education Elective	1
		Social Science Elective	3
		Total	**18**

See your advisor for other requirements in the specific biology related fields.

Building Construction Technology

The Building Construction Technology program at Dodge City Community College offers the most comprehensive construction education in our area. Most classes are scheduled to accommodate the student environment, focusing on furthering education without interrupting careers. High school students are also encouraged to continue their education and training at the postsecondary level.

Associate of Applied Science

First Semester – Freshman			**Hours**
BCT	101	Introduction to Construction Industry & Safety	1
BCT	103	Introduction to Craft Skills	3
BCT	151	Carpentry Basics	4
BCT	105	Windows, Doors, Stairs	3
BCT	104	Roof Framing	3
BCT	106	Floors, Walls, Ceiling	4
		Total	**18**

Second Semester – Freshman			**Hours**
BCT	111	Codes and Standards	2
BCT	165	Construction Technology I	5
BCT	161	Concrete and Forming	3
MATH		MATH 089 or above	3
CS		Computer Science Basic Skills Elective	3
		Total	**16**

First Semester – Sophomore			**Hours**
BCT	166	Construction Technology II	5
BCT	171	Commercial Framing and Construction I	5
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
SP	106	Public Speaking or	
SP	206	Interpersonal Communication or	
BUS	143	Introduction to Business	3
		Total	**16**

Second Semester – Sophomore			**Hours**
BCT	240	Cabinet Construction and Installation	5
BCT	172	Commercial Framing and Construction II	5
HLTH	101	First Aid	3
		Total	**13**

Building Construction Technology Certificate (18 hours)

First Semester – Freshman			**Hours**
BCT	101	Introduction to Construction Industry & Safety	1
BCT	103	Introduction to Craft Skills	3
BCT	151	Carpentry Basics	4
BCT	105	Windows, Doors, Stairs	3
BCT	104	Roof Framing	3
BCT	106	Floors, Walls, Ceiling	4
		Total	**18**

Building Construction Technology Certificate (34 hours)

First Semester – Freshman			**Hours**
BCT	101	Introduction to Construction Industry & Safety	1
BCT	103	Introduction to Craft Skills	3
BCT	151	Carpentry Basics	4
BCT	105	Windows, Doors, Stairs	3
BCT	104	Roof Framing	3
BCT	106	Floors, Walls, Ceiling	4
		Total	**18**

Second Semester – Freshman			**Hours**
BCT	111	Codes and Standards	2
BCT	165	Construction Technology I	5
BCT	161	Concrete and Forming	3
MATH		MATH 089 or above	3
CS		Computer Science Basic Skills Elective	3
		Total	**16**

Business Technology

The Business Technology program is designed to meet the needs of students who will be working in various business environments. Computer application courses are included to prepare the student to take the Microsoft Office User Specialist (MOS) exam in five core areas, including Word, Excel, Access, Outlook and PowerPoint, with exams being administered at DC3.

Emphasis is placed not only on computer skill development, but also on learning creative thinking in solving problems encountered in the day-to-day activities of working in a business environment. Several courses include real-life simulation projects to acclimate the student to creative thinking. High technology training is provided using the latest digital equipment and software utilized in today's changing business world. Successful completion of the program prepares students to succeed in the technologically advanced business environment. The program includes internship courses, giving the students practical experience in approved offices under the supervision and guidance of the instructor and cooperating employers.

The Business Technology Associate of Applied Science degree is designed for those who want to be a step ahead when it comes time to begin their careers. It offers a general technological background for anyone.

Associate of Applied Science

First Semester - Freshman			**Hours**
CS		Computer Science Basic Skills Elective	3
MATH		Math 089 or above	3
BST	205	Access Certification	3
BST	211	Word Information Processing	3
		Business Tech Elective (See list below)	3
		Total	**15**

Second Semester - Freshman			**Hours**
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
		Hum/Soc Sci/Natural & Life Science Elective	3
		Physical Education Elective	1
BST	166	Microsoft PowerPoint Presentation	3
BST	204	Excel Spreadsheet Applications	3
		Business Tech Elective (See list below)	3
		Total	**16**

First Semester - Sophomore			**Hours**
SP	106	Public Speaking or	
SP	206	Interpersonal Communication	3
		Hum/Soc Sci/Natural & Life Science Elective	3
BUS	143	Introduction to Business	3
		Physical Education Elective	1
		Business Tech Elective (See list below)	6
		Total	**16**

Second Semester - Sophomore			Hours
		Hum/Soc Sci/Natural & Life Science Elective	3
		Business Tech Elective (See list below)	12
		Total	**15**

Business Technology Electives

BST	130	Internet Research	3
BST	165	Outlook Email Client	3
BST	166	Microsoft PowerPoint Presentation	3
BST	211	Word Information Processing	3
BUS	103	Principles of Management	3
BUS	122	Introduction to Accounting I	3
BUS	123	Introduction to Accounting II	3
BUS	130	Financial Accounting T	3
BUS	131	Managerial Accounting T	3
CS	101	Computer Concepts & Applications T	3
CS	103	Advanced Computer Applications	3
CS	113	Web Programming with JavaScript	3
CS	116	Animation Web Programming	3
CS	125	Windows Operating System	1
CS	140	Robotics Programming	3
CS	141	Python Programming	3
CS	198	Occupational Experience I	3
CS	199	Occupational Experience II	3
CS	206	Visual Basic Business Programming	3
CS	220	Web Page Design	3
CS	225	Advanced Web Page Design	3
CYBS	145	Information Security	3
CYBS	146	Intro to Information Technology	3
CYBS	250	Networking	3
GRD	138	Advertising Graphics I	3
GRD	175	Digital Image Editing	3
GRD	230	Desktop Publishing	3
GRD	250	Introduction to Graphic Design	3
MC	225	Digital Video Production	3

Business Transfer: Accounting

This professional accounting program provides the first two years of a bachelor's degree in accounting. Students transferring to four-year colleges or universities should include courses that are required by those schools. The following program is a suggested guide, and students should plan their programs with faculty advisers.

Associate of Arts

First Semester - Freshman			Hours
ENG	102	English Composition I T	3
MATH	106	College Algebra T (or above)	3
BUS	130	Financial Accounting T	4
		Physical Education Elective	1
		Humanities Elective	3
CS		Computer Science Basic Skills Elective	3
		Total	**17**
Second Semester - Freshman			**Hours**
ENG	103	English Composition II T	3
SP	106	Public Speaking T	3
BUS	131	Managerial Accounting	3
ECON	101	Principles of Macroeconomics T	3
		Natural & Life Science Elective	4
		Physical Education Elective	1
		Total	**17**
First Semester - Sophomore			**Hours**
ECON	102	Principles of Microeconomics T	3
BUS	247	Personal Finance T or higher Math	3
		Natural & Life Science Elective	5
SP	206	Interpersonal Communication T	3
BUS	143	Introduction to Business T	3
		Total	**17**
Second Semester - Sophomore			**Hours**
		Business Electives	6
		Social Science Elective	6
		Humanities Electives	6
		Total	**18**

Recommended electives:

BUS 103	Principles of Management
BUS 149	Human Relations
BUS 250	Business Law I**
MATH 130	Principles of Calculus T**
MATH 230	Elementary Statistics T**

**These two courses may be required at the college or university the student is transferring to for a degree. Electives can be used to fill the requirements.

Business (Transfer to 4-year)

Associate of Arts

This professional business curriculum provides the first two years of bachelor's degree programs in administration, marketing, management, personnel, finance, and many other business related degrees. The following program is a suggested guide, and all students should plan their programs with their faculty advisers.

First Semester - Freshman			Hours
ENG	102	English Composition I T	3
MATH	106	College Algebra T (or above)	3
BUS	130	Financial Accounting T	4
		Physical Education Elective	1
		Humanities Elective	3
CS		Computer Science Basic Skills Elective	3
		Total	**17**
Second Semester - Freshman			**Hours**
ENG	103	English Composition II T	3
SP	106	Public Speaking T	3
BUS	131	Managerial Accounting T	3
ECON	101	Principles of Macroeconomics T	3
		Natural & Life Science Elective	4
		Physical Education Elective	1
		Total	**17**
First Semester - Sophomore			**Hours**
ECON	102	Principles of Microeconomics T	3
BUS	247	Personal Finance T or higher Math	3
		Natural & Life Science Elective	5
SP	206	Interpersonal Communication T	3
BUS	143	Introduction to Business T	3
		Total	**17**
Second Semester - Sophomore			**Hours**
		Business Electives	6
		Social Science Elective	6
		Humanities Electives	6
		Total	**18**

Recommended electives:

BUS 103	Principles of Management
BUS 149	Human Relations
BUS 250	Business Law I**
MATH 120	Analytic Geometry & Calculus I T**
MATH 230	Elementary Statistics T**

**These two courses may be required at the college or university the student is transferring to for a degree. Electives can be used to fill the requirements.

Chemistry

Associate of Science

First Semester - Freshman			**Hours**
CHEM	111	College Chemistry I & Lab	5
ENG	102	English Composition I	3
MATH	120	Analytic Geometry & Calculus I	5
CS		Computer Science Basic Skills Elective	3
		Total	**16**
Second Semester - Freshman			**Hours**
CHEM	112	College Chemistry II & Lab	5
ENG	103	English Composition II	3
MATH	221	Analytic Geometry & Calculus II	5
		Social Science Elective	3
SP	106	Public Speaking	3
		Humanities Elective	3
		Total	**22**
First Semester - Sophomore			**Hours**
CHEM	241	Organic Chemistry I	3
CHEM	242	Organic Chemistry I Lab	2
MATH	222	Analytic Geometry & Calculus III	5
		Physical Education Elective	1
PHYS	231	Engineering Physics I & Lab	5
		Total	**16**
Second Semester - Sophomore			**Hours**
CHEM	243	Organic Chemistry II	3
CHML	244	Organic Chemistry II Lab	2
MATH	229	Differential Equations	3
		Physical Education Elective	1
PHYS	233	Engineering Physics II & Lab	5
		Social Science Elective	3
		Humanities Elective	3
		Total	**20**

*Chemical Engineering requires only the three credit hour CHEM 243 course; the two credit hour CHEM 244 is a transferable elective. The above course of study is recommended for transfer to American Chiropractic Association approved colleges.

Computer Science

The Computer Science program is a one-year certificate or two-year broad based Associate of Applied Science degree program. Computer Science requires courses in Office Applications, business related programming and algorithmic processes, allowing the student to develop a solid foundation of software development. Computer Science majors concentrate on the theory and design of software application and software engineering in current programming languages such as Visual Basic, Java and C#, which includes theory and design of business, internet, Windows, and game programming. Graduates will have the current skills to by employed in the computer programming industry where software development programs are written or maintained, including specializations such as interface design, game and web programming. Students may also choose to pursue an advanced degree at a four-year institution.

Associate of Applied Science

First Semester – Freshman			**Hours**
CS	117	Fundamentals of Programming/Theory & Appl	3
CS	111	Intro to Computer Programming C++ & C#	3
CS	208	C Language Lab	2
CS		Computer Science Basic Skills Elective	3
		Computer Science Elective (See list below)	6
		Total	**17**
Second Semester – Freshman			**Hours**
CS	110	Intro to Computer Programming Using Java	3
CS	145	Computer Programming Lab - Java	2
		Computer Science Elective (See list below)	11
		Total	**16**
First Semester – Sophomore			**Hours**
		Computer Science Elective (See list below)	6
MATH		MATH 089 or above	3
		Hum/Soc Sci/Natural & Life Science Elective	6
		Physical Education Elective	1
		Total	**16**
Second Semester – Sophomore			**Hours**
		Computer Science Elective (See list below)	3
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
BUS	143	Introduction to Business	3
		Hum/Soc Sci/Natural & Life Science Elective	3
		Physical Education Elective	1
		Total	**13**

Computer Science Certificate (30 hours)

First Semester – Freshman			**Hours**
CS	117	Fundamentals of Programming/Theory & Appl	3
CS	111	Intro to Computer Programming C++ & C#	3
CS	208	C Language Lab	2
		Computer Science Elective (See list below)	6
		Total	**14**
Second Semester – Freshman			**Hours**
CS	110	Intro to Computer Programming Using Java	3
CS	145	Computer Programming Lab - Java	2
		Computer Science Elective (See list below)	11
		Total	**16**

Computer Science Electives

BST	130	Internet Research	3
BST	165	Outlook Email Client	3
BST	166	Microsoft PowerPoint Presentation	3
BST	204	Excel Spreadsheet Applications	3
BST	205	Microsoft Access Certification	3
BST	211	Word Information Processing	3
BUS	103	Principles of Management	3
BUS	122	Introduction to Accounting I	3
BUS	123	Introduction to Accounting II	3
BUS	130	Financial Accounting	3
BUS	131	Managerial Accounting	3
BUS	143	Introduction to Business	3
CIS	255	IT Essentials I	3
CIS	256	IT Essentials II	3
CS	101	Computer Concepts & Applications	3
CS	103	Advanced Computer Applications	3
CS	113	Web Programming with JavaScript	3
CS	116	Animation Web Programming	3
CS	125	Windows Operating Systems	1

CS	140	Robotics Programming	3
CS	141	Python Programming	3
CS	198	Occupational Experience I	3
CS	199	Occupational Experience II	3
CS	206	Visual Basic Business Programming	3
CS	210	Advanced Java Programming	3
CS	220	Web Page Design	3
CS	225	Advanced Web Page Design	3
CYBS	145	Information Security	3
CYBS	146	Intro to Information Technology	3
CYBS	250	Networking	3
GRD	138	Advertising Graphics I	3
GRD	175	Digital Image Editing	3
GRD	230	Desktop Publishing	3
GRD	250	Introduction to Graphic Design	3
MC	225	Digital Video Production	3

Cosmetology

The Cosmetology program prepares individuals with the skills necessary to become a licensed cosmetologist, as required by the State Board of Cosmetology. Students interested in continuing their studies toward an Associate of Applied Science degree should consult with the program advisor.

Certificate

First Semester			**750 Clock Hours**
COS1	111	Cosmetology I	11 Credit Hours
COS2	111	Cosmetology II	11 Credit Hours
Second Semester			**750 Clock Hours**
COS3	111	Cosmetology III	11 Credit Hours
COS4	111	Cosmetology IV	11 Credit Hours
		Total	**1500 Clock Hours & 44 Credit Hours**

Cosmetology Training	1500 Clock Hours
Sanitation	40
Hair & Scalp Theory	35
Skin Theory	20
Nail Theory	20
Shampoos & Rinses	35
Scalp & Hair Care	35
Facials & Make-up	150
Manicures & Artificial Nails	180
Hair Color	95
Hair Lightening	80
Perms	150
Relaxing	125
Razor Cutting	75
Scissor Cuts	75
Pincurl & Waves	60
Roller Sets	35
Comb-Outs	30
Curling Iron Sets	50
Blow Dry Styling	25
Hairpieces	10
Business Practices	75
State Law	50
Students' Needs	50

Associate of Applied Science

First Semester – Freshman			**Hours**
COS1	111	Cosmetology I	11
COS2	111	Cosmetology II	11
		Total	**22**
Second Semester – Freshman			**Hours**
COS3	111	Cosmetology III	11
COS4	111	Cosmetology IV	11
		Total	**22**
First Semester – Sophomore			**Hours**
SP	106	Public Speaking T or	
SP	206	Interpersonal Communication T	3
MATH		MATH 089 or above	3
CS		Computer Science Basic Skills Elective	3
		Hum/Soc Sci/Natural & Life Science Elective	3
		Physical Education Elective	1
		Total	**13**
Second Semester – Sophomore			**Hours**
ENG	102	English Composition I T or	
ENG	101	Technical Communications	3
		Hum/Soc Sci/Natural & Life Science Elective	6
		Physical Education Elective	1
		Total	**10**

Nail Technology (Onychology)

The Nail Technology program prepares individuals with the skills necessary to become a licensed nail technician, as required by the Kansas State Board of Cosmetology.

First Semester			**350 Clock Hours**
COS	105	Onychology	10 Credit Hours

Nail Technology Training	350 Clock Hours
Scientific Concepts	60
Manicuring Skills (Manicures, Pedicures)	75
Artificial Nails (Sculpturing, Tipping, Wrapping,)	160
Business Practices	35
State Laws	20

Criminal Justice/Police Science

The Criminal Justice/Police Science program focuses on career preparation in various criminal justice fields and correctional systems. The program is designed to provide a broad-based introduction to criminal justice and correctional systems, as well as provide training in specialized fields including law enforcement of adults and juveniles, the court system, jails, prisons, community corrections, intermediate corrections, and juvenile correctional facilities.

For a degree in criminal justice students must complete the specified criminal justice and corrections courses along with the requirements for an Associate of Arts degree. For those students who have completed the police academy, please speak to the program advisor for credit for training.

Associate of Arts

First Semester - Freshman			**Hours**
ENG	102	English Composition II T	3
MATH	106	College Algebra T (or above)	3
CJC	101	Introduction to Criminal Justice T	3
CJC	250	Criminal Law	3
CS		Computer Science Basic Skills Elective	3
		Physical Education Elective	1
		Total	**16**

Second Semester - Freshman			Hours
ENG	103	English Composition II	3
SP	106	Public Speaking	3
CJC	220	Criminology and Deviance	3
CJC	272	Professional Responsibilities in Criminal Justice	3
		Humanities Elective	3
		Physical Education Elective	1
		Total	**16**

First Semester - Sophomore			Hours
		Natural & Life Science Elective	4
		Social Science Elective	3
		Humanities Elective	6
		CJC Electives	3
		Total	**16**

Second Semester - Sophomore			Hours
		Natural & Life Science Elective	5
		Social Science Elective	6
		Humanities Electives	3
		Total	**14**

Criminal Justice/Police Science Certificate (47 hours)

First Semester - Freshman			Hours
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
MATH		Math 089 or above	3
CJC	101	Introduction to Criminal Justice	3
CJC	250	Criminal Law	3
CS		Computer Science Basic Skills Elective	3
		Physical Education Elective	1
		Total	**16**

Second Semester - Freshman			Hours
SP	106	Public Speaking or	
SP	206	Interpersonal Communication	3
CJC	220	Criminology and Deviance	3
CJC	201	Juvenile Delinquency and Justice	3
CJC	255	Criminal Procedures	3
CJC	271	Criminal Justice Interview & Report Writing	3
PE		Physical Education Elective	1
		Total	**16**

First Semester - Sophomore			Hours
CJC	272	Professional Responsibilities in Criminal Justice	3
CJC	273	Law Enforcement Operations & Procedures	3
CJC	274	Agency Administration	3
CJC	280	Criminal Investigations	3
		Hum/Soc Sci/Natural & Life Science Elective	3
		Total	**15**

Diesel Technology

The program is designed to prepare students to accept a responsible and professional position in the diesel and/or heavy equipment industry. The goal is for the student to meet the education requirements of a professional diesel technician.

Diesel Technology is a career that is important to the transportation industry as well as construction and agriculture. Students interested in farming can take advantage of being able to work on their own equipment and save thousands of dollars in repair costs.

Dodge City Community College's Diesel Technology program offers a wide variety of courses. These courses can prepare the student for either employment in the workforce, or they can be used as a basis to build on with a transfer to a four-year program.

Associate of Applied Science

First Semester – Freshman			Hours
DIE	100	Shop Operations & Customer Relations	5
DIE	110	Electrical/Electronic Systems	5
DIE	120	Diesel Engines	5
DIE	160	Suspension and Steering	3
OSHA	110	OSHA 10	1
		Computer Science Basic Skills Elective	3
		Total	**22**

Second Semester – Freshman			Hours
DIE	130	HVAC	5
DIE	140	Brakes	3
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
		Physical Education Elective	3
		Total	**14**

First Semester – Sophomore			Hours
DIE	180	Advanced Diesel Engines	7
DIE	190	Drive Trains	5
MATH		MATH 089 or above	3
		Total	**15**

Second Semester – Sophomore			Hours
DIE	170	Hydraulics	7
DIE	200	Advanced Electrical/Electronic Systems	7
DIE	230	Drive Trains II (optional)	6
SP	106	Public Speaking or	
SP	206	Interpersonal Communication	3
		Total	**23**

Diesel Technology Certificate (53 hours)

First Semester – Freshman			Hours
DIE	100	Shop Operations & Customer Relations	5
DIE	110	Electrical/Electronic Systems	5
DIE	120	Diesel Engines	5
DIE	160	Suspension and Steering	3
OSHA	110	OSHA 10	1
		Total	**19**

Second Semester – Freshman			Hours
DIE	130	HVAC	5
DIE	140	Brakes	3
DIE	170	Hydraulics	7
DIE	200	Advanced Electrical/Electronic Systems	7
		Total	**22**

First Semester – Sophomore			Hours
DIE	180	Advanced Diesel Engines	7
DIE	190	Drive Trains	5
		Total	**12**

Early Childhood Education

Students desiring a career in the field of Early Childhood Education may choose different levels of education to help them attain their particular goals: a one year certificate, an Associate of Applied Science degree, or a Bachelor of Science degree from a four-year college or university. The two-year degree program at DC3 involves the student in traditional lecture classes and direct practical experiences in Early Care and Education settings.

State licensing standards based on combinations of educational background and prior experience determine minimum requirements for entry into direct Early Childhood Education careers. Education from DC3 allows a student to meet and exceed these requirements. Students who have completed the requirements for an Associate of Applied Science degree in Early Childhood Education are

eligible to apply for program director approval by the Kansas State Department of Health and Environment for Early Care and Education programs of various sizes.

Associate of Applied Science

First Semester - Freshman			**Hours**
ECE	105	Child Growth & Development T	3
ECE	104	Practicum I	3
ECE	107	Guiding Young Children	3
ECE	204	Child Care Administration	2
ECE	111	Infant & Toddler Care	2
ECE	106	The Preschool Child Practicum	2
		Physical Education Elective	1
		Total	**16**
Second Semester - Freshman			**Hours**
ECE	101	Early Childhood Curriculum	3
ECE	102	Early Childhood Curriculum Practicum	2
ECE	210	First Start Care of Handicapped Infant & Toddler	3
ECE	205	Parent Education	3
ECE	110	Child Care Nutrition Practicum or	
AH	140	Basic Nutrition T	2-3
ECE		Elective	2-3
		Total	**15-17**
First Semester - Sophomore			**Hours**
ECE	108	Practicum II	3
CS		Computer Science Basic Skills Elective	3
MATH		MATH 089 or above	3
		Hum/Soc Sci/Natural & Life Science Elective	3
ENG	102	English Composition I T or	
ENG	101	Technical Communications	3
		Physical Education Elective	1
		Total	**16**
Second Semester - Sophomore			**Hours**
ECE	206	Practicum III or	
ECE	202	Family Relationships T	3-4
		Elective	3-4
SP	106	Public Speaking T or	
SP	206	Interpersonal Communication T	3
		Hum/Soc Sci/Natural & Life Science Elective	6
		Total	**15-17**

Suggested electives:

ED	201	Introduction to Education T
ENG	245	Children's Literature
HLTH	101	First Aid T
LANG	107	Conversational Spanish for Educators
PSY	102	Human Growth & Development T
PSY	201	Abnormal Psychology
SOC	101	Principles of Sociology I T
SP	130	Sign Language I

Education courses can also be used to meet the 37 technical hour requirement. Students transferring to a four-year colleges have a different program of study based on the courses needed for the college they will be attending.

Kansas law requires that persons providing direct care to children must be screened for prior felony offenses and child abuse complaints, and those failing this screening are prohibited from providing child care. Additionally, child care providers must have an annual tuberculin test to work with children. Students enrolling in DC3 Child Care practicum courses must agree to this screening and provide evidence of a current negative tuberculin skin test before being allowed to have direct contact with children. Students who fail the criminal/child abuse screening will be removed from their practicum sites and withdrawn from the practicum course.

Early Childhood Education Certificate

Students may also complete a certificate program in Early Childhood Education. The certificate program is recommended for students who are not seeking an academic or technical degree and do not intend to transfer to a four-year institution. Completion of the certificate program requires 31 credit hours. Speak with the ECE program advisor to complete the hours for the Early Childhood Education certificate.

Early Childhood Education Certificate (31 hours)

First Semester – Freshman			**Hours**
ECE	105	Child Growth & Development	3
ECE	104	Practicum I	3
ECE	107	Guiding Young Children	3
		Early Childhood Elective	6
		Total	**15**
Second Semester – Freshman			**Hours**
ECE	101	Early Childhood Curriculum	3
ECE	102	Early Childhood Curriculum Practicum	2
		Early Childhood Elective	11
		Total	**16**

Education

Teaching is one of the most valuable and rewarding careers that students can consider. Few other fields offer as many opportunities for continued learning and personal/professional growth. The curricula listed below are designed to provide a firm foundation for further study at a transfer institution. Since degree requirements in Education are often very specific at four-year colleges, students should be extremely careful to plan their programs of study with an advisor as early as possible.

Elementary Education Associate of Arts

First Semester - Freshman			**Hours**
CS		Computer Science Basic Skills Elective	3
ENG	102	English Composition I T	3
		Humanities Elective	3
PSY	101	General Psychology T	3
ED	201	Introduction to Education T	3
		Total	**15**
Second Semester - Freshman			**Hours**
MATH	106	College Algebra T (or above)	3
SP	106	Public Speaking T	3
ENG	103	English Composition II T	3
		Humanities Elective	3
PSY	102	Human Growth & Development T	3
		Physical Education Elective	1
		Total	**16**
First Semester - Sophomore			**Hours**
		Social Science Elective	3
		Humanities Elective	3
		Natural & Life Science Elective	5
MATH	230	Elementary Statistics T	3
		Physical Education Elective	1
		Total	**15**
Second Semester - Sophomore			**Hours**
		Natural & Life Science Elective	4
SOC	101	Principles of Sociology I T	3

MUSC	131	Elementary School Music*	3
ENG	245	Children's Literature	3
ED	204	Introduction to Education Practicum*	3
		Total	**16**

*Students should take ED 201 before any other course that is related to Education, especially if the other courses are concerned with methodology.

Regents universities and some private colleges require a minimum 2.5 GPA or higher in all college work in order to accept a student into teacher education. In addition, all institutions require that education applicants pass the Core Academic Skills Test; students should check the catalog of the receiving institution for specific information. Many course equivalency lists are found on the websites of the receiving institutions.

Secondary Education Associate of Arts

First Semester - Freshman			**Hours**
CS		Computer Science Basic Skills Elective	3
ENG	102	English Composition I	3
MATH	106	College Algebra	3
		Humanities Elective	3
PSY	101	General Psychology	3
		Physical Education Elective	1
		Total	**16**
Second Semester - Freshman			**Hours**
SP	106	Public Speaking	3
ENG	103	English Composition II	3
		Humanities Elective	3
PSY	102	Human Growth & Development	3
		Physical Education Elective	1
ED	201	Introduction to Education	3
		Total	**16**
First Semester - Sophomore			**Hours**
ENG	255	Literature for Adolescents	3
SOC	101	Principles of Sociology I	3
		Natural & Life Science Elective	5
ED	204	Introduction to Education Practicum	3
		Elective	3
		Total	**17**
Second Semester - Sophomore			**Hours**
		Humanities Elective	3
		Social Science Elective	3
		Natural & Life Science Elective	4
		Elective	3
		Total	**14**

A 2.5 GPA is required in all college work for acceptance into Teacher Education. Some colleges have raised this to a 2.75 GPA, so students should check with the college they plan to attend. All applicants must pass the Core Academic Skills Test before being admitted to Education programs at major colleges and universities. Check the catalog of the college where you wish to transfer. For required courses in a specific teaching major, see your advisor, particularly those who plan to teach science or math.

Some secondary certification programs require Principles of Biology (BIO 102), while others accept General Biology (BIO 101); students should check the catalog of the college or the college website where they wish to transfer. The best way to get information is to call an admissions counselor at the college the student plans to attend.

English

Associate of Arts

First Semester – Freshman			**Hours**
ENG	102	English Composition I	3
ENG	202	Introduction to Literature	3
		Social Science Elective	3
		Natural & Life Science Elective	4
		Humanities Elective	3
		Total	**16**
Second Semester – Freshman			**Hours**
		Humanities Elective	3
CS		Computer Science Basic Skills Elective	3
ENG	103	English Composition II	3
ENG		Literature/Writing Elective	3
		Social Science Elective	3
		Physical Education Elective	1
		Total	**16**
First Semester – Sophomore			**Hours**
ENG		Literature/Writing Elective	3
		Humanities Elective	3
		Social Science Elective	3
MATH	106	College Algebra (or above)	3
SP	106	Public Speaking	3
		Total	**15**
Second Semester – Sophomore			**Hours**
ENG		Literature/Writing Elective	3
		Humanities Elective	3
		Natural & Life Science Elective	5
		Physical Education Elective	1
		Social Science Elective	3
		Total	**15**

Flight Instructor Pilot (Helicopter)

The Flight Instructor Pilot program is a two-year, Associate of Applied Science (AAS) degree program. This education program is made possible by a contract between Dodge City Community College (DC3) and Delta Leasing, Inc. DBA Quantum Helicopters (Quantum) with one exception: the Private Pilot Certification flight course is an "in-house" DC3 course taught by DC3 adjunct flight instructors and the equipment is leased from Quantum. In addition to ground training and flight training certification in Private Pilot, Instrument Pilot, Commercial Pilot, Flight Instructor Pilot, Flight Instructor Instrument Pilot, students will also obtain general education courses that round out the degree program to produce a safe, dependable, highly-desirable, commercial rotorcraft pilot who also holds both Flight Instructor and Instrument Flight Instructor Ratings.

The career pathway to employment as a commercial helicopter pilot includes: Private Pilot Certificate, Instrument Pilot Certificate, Commercial Pilot Certificate, Certified Flight Instructor Certificate, and Certified Flight Instructor Instrument Certificate. Qualified graduates will be considered for employment with DC3 or Quantum Helicopters.

DC3/Quantum utilizes the Robinson R-22 and Robinson R-44. Flight students do not choose the aircraft in which to train. Aircraft determination is based on the height and weight of each flight student and course content. Safety is of utmost importance, always! Flight students must be able to safely operate the aircraft controls and not have operational control hindered by weight, girth,

or height. Students weighing 230 pounds and less receive training in the Robinson R22 (subject to weather). Students weighing 231 pounds or more will receive training in the Robinson R44.

Associate of Applied Science

First Semester - Freshman			**Hours**
FIP	101	Survey of Aviation Science	3
FIP	110	Private Pilot: Ground	3
FIP	210	Private Pilot: Flight	1
FIP	102	Air Transportation Management	3
MATH		Math 102 or above	3
		Total	**13**
Second Semester - Freshman			**Hours**
CS		Computer Science Basic Skills Elective	3
FIP	125	Instrument Pilot: Ground	4
FIP	225	Instrument Pilot: Flight	2
ENG	102	English Composition I or	
ENG	101	Technical Communications	3
		Total	**12**
First Semester - Sophomore			**Hours**
FIP	115	Commercial Pilot I: Ground	4
FIP	215	Commercial Pilot I: Flight	3
MET	105	Introductory Meteorology	5
		Total	**12**
Second Semester - Sophomore			**Hours**
GEL	103	Introduction to Geology	5
FIP	105	Theory of Instruction	3
FIP	135	Certified Flight Instructor: Ground	4
FIP	235	Certified Flight Instructor: Flight	1
		Total	**13**
Third Semester - Sophomore			
SP	106	Public Speaking or	
SP	206	Interpersonal Communication	3
BUS	149	Human Relations	3
HLTH	101	First Aid	3
FIP	140	Certified Flight Instructor Instrument: Ground	4
FIP	240	Certified Flight Instructor Instrument: Flight	1
		Total	**14**

History

Associate of Arts

First Semester - Freshman			**Hours**
ENG	102	English Composition I	3
HIST	120	World History to 1500	3
SP	106	Public Speaking	3
		Social Science Elective	3
MATH	106	College Algebra (or above)	3
		Physical Education Elective	1
		Total	**16**
Second Semester - Freshman			**Hours**
ENG	103	English Composition II	3
HIST	121	World History from 1500	3
		Natural & Life Science Elective	5
		Social Science Elective	3
		Physical Education Elective	1
		Total	**15**
First Semester - Sophomore			**Hours**
HIST	101	American History I	3
		Humanities Elective	3
		Natural & Life Science Elective	4
		Social Science Elective	3
		History Elective	3
		Total	**16**
Second Semester - Sophomore			**Hours**
HIST	102	American History II	3
		Humanities Elective	6
		Social Science Elective	3
CS		Computer Science Basic Skills Elective	3
		Total	**15**

Language

Associate of Arts

First Semester – Freshman			**Hours**
ENG	102	English Composition I	3
		Social Science Elective	3
LANG	101	Elementary French I or	
LANG	103	Elementary Spanish I	5
SP	106	Public Speaking	3
		Physical Education Elective	1
		Total	**15**
Second Semester – Freshman			**Hours**
ENG	103	English Composition II	3
LANG	102	Elementary French II or	
LANG	104	Elementary Spanish II	5
MATH	106	College Algebra (or above)	3
		Physical Education Elective	1
		Social Science Elective	3
		Total	**15**
First Semester – Sophomore			**Hours**
		Natural & Life Science Elective	5
		Humanities Elective	3
LANG	201	Intermediate French I or	
LANG	203	Intermediate Spanish I	3-5
		Social Science Elective	3
		Total	**14-16**
Second Semester – Sophomore			**Hours**
CS		Computer Science Basic Skills Elective	3
		Social Science Elective	3
		Humanities Elective	3
LANG	204	Intermediate Spanish II or	
		Humanities Elective	3
		Natural & Life Science Elective	4
		Total	**16**

Mathematics

Associate of Science

First Semester - Freshman			**Hours**
ENG	102	English Composition I	3
MATH	120	Analytic Geometry & Calculus I	5
		Natural & Life Science Elective	5
		Physical Education Elective	1
SP	106	Public Speaking	3
		Total	**17**
Second Semester - Freshman			**Hours**
ENG	103	English Composition II	3
MATH	221	Analytic Geometry & Calculus II	5
		Physical Education Elective	1
		Natural & Life Science Elective	5
		Social Science Elective	3
		Total	**17**

First Semester - Sophomore			Hours
MATH	222	Analytic Geometry & Calculus III	5
		Natural & Life Science Elective	5
		Humanities Elective	3
CS		Computer Science Basic Skills Elective	3
		Total	**16**
Second Semester - Sophomore			**Hours**
		Natural & Life Science Elective	5
MATH	229	Differential Equations	3
		Humanities Elective	3
		Social Science Elective	3
		Total	**14**

A mathematics major is encouraged to earn either a chemistry or physics minor.

Music

Associate of Arts

First Semester - Freshman			Hours
ENG	102	English Composition I	3
SP	106	Public Speaking	3
		Social Science Elective	3
		Physical Education Elective	1
MUSC	111	Music Theory I	3
MUSC	115	Aural Skills I	2
		Applied Music Lesson	2
		Ensemble	1
		Piano Lessons	1
		Total	**19**
Second Semester - Freshman			**Hours**
ENG	103	English Composition II	3
		Natural & Life Science Elective	4
CS		Computer Science Basic Skills Elective	3
		Physical Education Elective	1
		Humanities Elective	3
MUSC	112	Music Theory II	3
MUSC	116	Aural Skills II	2
		Applied Music Lesson	2
		Ensemble	1
		Piano Lessons	1
		Total	**23**
First Semester - Sophomore			**Hours**
MATH	106	College Algebra (or above)	3
		Natural & Life Science Elective	5
		Humanities Elective	3
		Social Science Elective	3
MUSC	211	Music Theory III	3
MUSC	215	Aural Skills III	2
		Applied Music Lesson	2
		Ensemble	1
		Piano Lessons	1
		Total	**23**
Second Semester-Sophomore			**Hours**
		Social Science Electives	6
		Humanities Electives	6
MUSC	212	Music Theory IV	3
MUSC	216	Aural Skills IV	2
		Applied Music Lesson	2
		Ensemble	1
		Piano Lessons	1
		Total	**21**

Physical Science

Associate of Science

First Semester - Freshman			Hours
ENG	102	English Composition I	3
MATH	120	Analytic Geometry & Calculus I	5
CHEM	111	College Chemistry I & Lab	5
BIO	111	Cellular Biology & Genetics & Lab	5
		Total	**18**
Second Semester - Freshman			**Hours**
ENG	103	English Composition II	3
MATH	221	Analytic Geometry & Calculus II	5
CHEM	112	College Chemistry II & Lab	5
CS		Computer Science Basic Skills Elective	3
		Physical Education Elective	1
		Total	**17**
First Semester - Sophomore			**Hours**
MATH	222	Analytic Geometry & Calculus III	5
PHYS	231	Engineering Physics I & Lab	5
		Physical Education Elective	1
		Social Science Elective	3
		Humanities Elective	3
		Total	**17**
Second Semester - Sophomore			**Hours**
SP	106	Public Speaking	3
PHYS	233	Engineering Physics II & Lab	5
		Humanities Elective	3
CHEM	241	Organic Chemistry I	3
CHEM	242	Organic Chemistry I Lab	2
		Social Science Elective	3
		Total	**19**

Physics

Associate of Science

First Semester - Freshman			Hours
ENG	102	English Composition I	3
MATH	120	Analytic Geometry & Calculus I	5
CHEM	111	College Chemistry I & Lab	5
CS		Computer Science Basic Skills Elective	3
		Physical Education Elective	1
		Total	**17**
Second Semester - Freshman			**Hours**
ENG	103	English Composition II	3
MATH	221	Analytic Geometry & Calculus II	5
		Humanities Elective	3
CHEM	112	College Chemistry II & Lab	5
		Social Science Elective	3
		Total	**19**
First Semester - Sophomore			**Hours**
MATH	222	Analytic Geometry & Calculus III	5
PHYS	231	Engineering Physics I & Lab	5
SP	106	Public Speaking	3
CHEM	241	Organic Chemistry I	3
CHEM	242	Organic Chemistry I Lab	2
		Social Science Elective	3
		Total	**21**
Second Semester - Sophomore			**Hours**
PHYS	233	Engineering Physics II & Lab	5
ENGR	210	Statics	3
		Humanities Electives	3
MATH	229	Differential Equations	3
		Physical Education Elective	1
ECON	101	Principles of Macroeconomics	3
		Total	**18**

Political Science

Associate of Arts

First Semester - Freshman			Hours
ENG	102	English Composition I T	3
HIST	120	World History to 1500 T	3
GOV	101	American National Government T	3
MATH	106	College Algebra T (or above)	3
CS		Computer Science Basic Skills Elective	3
		Physical Education Elective	1
		Total	**16**

Second Semester - Freshman			Hours
ENG	103	English Composition II T	3
HIST	121	World History from 1500 T	3
		Natural & Life Science Elective	5
		Humanities Elective	3
		Physical Education Elective	1
		Total	**15**

First Semester - Sophomore			Hours
HIST	101	American History I T	3
		Natural & Life Science Elective	4
		Social Science Elective	3
SP	106	Public Speaking T	3
		Humanities Elective	3
		Total	**16**

Second Semester - Sophomore			Hours
HIST	102	American History II T	3
		Humanities Elective	3
		History Elective	3
SOC	101	Principles of Sociology I T	3
GOV	102	State & Local Government	3
		Total	**15**

Psychology

Associate of Arts

First Semester - Freshman			Hours
ENG	102	English Composition I T	3
MATH	106	College Algebra T (or above)	3
PSY	101	General Psychology T	3
SP	106	Public Speaking T	3
SOC	101	Principles of Sociology I T	3
		Total	**15**

Second Semester - Freshman			Hours
		Natural & Life Science Elective	5
ENG	103	English Composition II T	3
		Humanities Elective	3
		Physical Education Elective	1
PSY	102	Human Growth & Development T	3
		Total	**15**

First Semester - Sophomore			Hours
CS		Computer Science Basic Skills Elective	3
		Natural & Life Science Elective	4
		Humanities Elective	6
		Social Science Elective	3
		Total	**16**

Second Semester - Sophomore			Hours
		Physical Education Elective	1
		Humanities Elective	3
		Electives	12
		Total	**16**

Social Science

Associate of Arts

First Semester - Freshman			Hours
ENG	102	English Composition I T	3
CS		Computer Science Basic Skills Elective	3
HIST	101	American History I T	3
SP	106	Public Speaking T	3
MATH	106	College Algebra T (or above)	3
		Total	**15**

Second Semester - Freshman			Hours
ENG	103	English Composition II T	3
		Natural & Life Science Elective	5
PSY	101	General Psychology T	3
HIST	102	American History II T	3
		Physical Education Elective	1
		Total	**15**

First Semester - Sophomore			Hours
		Natural & Life Science Elective	4
HIST	120	World History to 1500 T	3
ECON	101	Principles of Macroeconomics T	3
SOC	101	Principles of Sociology I T	3
		Humanities Elective	3
		Physical Education Elective	1
		Total	**17**

Second Semester - Sophomore			Hours
PSY	102	Human Growth & Development T	3
HIST	121	World History from 1500 T	3
ECON	102	Principles of Microeconomics T	3
		Humanities Elective	3
GOV	101	American National Government T	3
		Total	**15**

Social Work

Associate of Arts

First Semester - Freshman			Hours
ENG	102	English Composition I T	3
PSY	101	General Psychology T	3
		Natural & Life Science Elective	5
SP	106	Public Speaking T	3
		Total	**14**

Second Semester - Freshman			Hours
ENG	103	English Composition II T	3
PSY	102	Human Growth & Development T	3
SOC	101	Principles of Sociology I T	3
		Physical Education Elective	1
		Natural & Life Science Elective	4
		Humanities Elective	3
		Total	**17**

First Semester - Sophomore			Hours
		Social Science Elective	6
MATH	106	College Algebra T (or above)	3
SW	201	Introduction to Social Work T	3
		Humanities Elective	3
		Total	**15**

Second Semester - Sophomore			Hours
SW	202	Social Welfare as a Social Institution	3
		Humanities Elective	6
SOC	201	Social Problems T	3
		Physical Education Elective	1
CS		Computer Science Basic Skills Elective	3
		Total	**16**

Sports Administration

Several factors combine to make Sports Administration a growing and important field of study. Amateur sports and intercollegiate competition are swiftly expanding. In addition, professional sports and their governing bodies are growing rapidly. Therefore the need for qualified administrators in the field increases rapidly. Students in Sports Administration combine their classroom instruction with practical experiences in areas such as sports information, event management, and general administration.

Associate of Arts

First Semester - Freshman			**Hours**
ENG	102	English Composition IT	3
SP	106	Public SpeakingT	3
		Humanities Elective	3
SPAD	101	Introduction to Sports Administration	3
		Physical Education Elective	1
		Total	**13**
Second Semester - Freshman			**Hours**
ENG	103	English Composition IIT	3
		Social Science Elective	3
MATH	106	College AlgebraT (or above)	3
		Humanities Elective	3
		Physical Education Elective	1
		Total	**13**
First Semester - Sophomore			**Hours**
		Social Science Elective	3
CS		Computer Science Basic Skills Elective	3
		Natural & Life Science Elective	5
SPAD	201	Facilities Management	3
		Humanities Elective	3
		Total	**17**
Second Semester - Sophomore			**Hours**
		Natural & Life Science Elective	4
		Social Science Elective	6
SPAD	202	Internship in Sports Administration I*	3
SPAD	203	Issues in Sports Administration	3
		Humanities Elective	3
		Total	**19**

*Students should select one section of Internship during either semester of the sophomore year.

Welding

DC3 is an American Welding Society S.E.N.S.E. school participant that offers classes toward Level I & II industry based certifications. DC3 Welding also offers intro level welding classes pertaining to other disciplines like Electrical Lineman in Training, Agricultural Welding, as well as local workforce training.

Associate of Applied Science

First Semester – Freshman			**Hours**
MT	108	Welding Blueprint Reading	5
MT	125	Welding Theory	2
MT	127	Cutting Processes	3
MT	133	SMAW (Shielded Metal Arc Welding)	3
MT	252	GMAW (Gas Metal Arc Welding)	3
MT	254	GTAW (Gas Tungsten Arc Welding)	3
OSHA	110	OSHA 10	1
		Total	**20**
Second Semester – Freshman			**Hours**
MT	116	Introduction to Welding Inspection	1
MT	134	SMAW II (Shielded Metal Arc Welding II)	4
MT	253	Core Wire Welding	2
MT	255	GTAW II (Gas Tungsten Arc Welding II)	4
MT	281	GMAW II (Gas Metal Arc Welding II)	4
MATH		MATH 089 or above	3
		Total	**18**
First Semester – Sophomore			**Hours**
MT	117	Welding and Inspection I Lab	6
		Computer Science Basic Skills Elective	3
		Physical Education Elective	3
Optional		Welding or Technical Elective (see advisor)	2
		Total	**12-14**
Second Semester – Sophomore			**Hours**
MT	117	Welding and Inspection II Lab or Welding/Technical Elective	4-6
ENG	102	English Composition IT or	
ENG	101	Technical Communications	3
		General Ed Elective (Choose One)	
SP	106	Public SpeakingT or	
SP	206	Interpersonal CommunicationT or	
BUS	143	Introduction to BusinessT or	
BUS	132	Computerized Accounting or	
ECON	101	Principles of MacroeconomicsT or	
ECON	102	Principles of Microeconomics	3
		Total	**10-12**

Welding Certificate (20 hours)

First Semester – Freshman			**Hours**
MT	108	Welding Blueprint Reading	5
MT	125	Welding Theory	2
MT	127	Cutting Processes	3
MT	133	SMAW (Shielded Metal Arc Welding)	3
MT	252	GMAW (Gas Metal Arc Welding)	3
MT	254	GTAW (Gas Tungsten Arc Welding)	3
OSHA	110	OSHA 10	1
		Total	**20**

Welding Certificate (35 hours)

First Semester – Freshman			**Hours**
MT	108	Welding Blueprint Reading	5
MT	125	Welding Theory	2
MT	127	Cutting Processes	3
MT	133	SMAW (Shielded Metal Arc Welding)	3
MT	252	GMAW (Gas Metal Arc Welding)	3
MT	254	GTAW (Gas Tungsten Arc Welding)	3
OSHA	110	OSHA 10	1
		Total	**20**
Second Semester – Freshman			**Hours**
MT	134	SMAW II (Shielded Metal Arc Welding II)	4
MT	255	GTAW II (Gas Tungsten Arc Welding II)	4
MT	281	GMAW II (Gas Metal Arc Welding II)	4
MATH		MATH 089 or above	3
		Total	**15**

Welding Electives

AG	143	Farm Welding
DIE	128	Fluid Power
MT	105	Basic Welding I
MT	134	Shielded Metal Arc Welding II
MT	170	Intro to 2D CAD
MT	171	Intro to 3D CAD
MT	253	Core Wire Welding
MT	255	Gas Tungsten Are Welding II
MT	281	Gas Metal Arc Welding II

COURSE DESCRIPTIONS

Addiction Counseling

AD 208 INTRODUCTION TO GAMBLING TREATMENT (4 credit hours) This course will orient students to the history, etiology, future, trajectory, and prevalence of pathological gambling. The class will provide students with the knowledge of assessment, evaluation tools, treatment planning, counseling, interventions, and referral techniques. Students will learn the characteristics and types of problem gamblers and their behaviors, cognitive dysfunctions, stages of progression, relapse prevention, stages of change, motivational interviewing, as well as similarities and differences with other addictions. The course will also cover the psychosocial impact of pathological gambling on families as well as negative consequences involving financial, employment, and legal issues including the co-occurring nature with other mental health conditions.

Agriculture

AG 100 ORIENTATION OF AGRIBUSINESS AND INDUSTRY (1 credit hour) Orientation to modern agribusiness, agricultural production, agricultural science, and related services. The course examines the student's specific interest area and abilities, and fosters a broad understanding of human relations as related to job entry and success.

AG 101 COMMERCIAL DRIVER'S LICENSE TEST PREPARATION AND DEFENSIVE DRIVING (2 credit hours) This seminar is designed to teach students the rules and techniques of operating a vehicle of Class A or Class B status. At the completion of the seminar, the students will be well prepared to take the Kansas State Commercial Driver's License written exam. In addition to CDL exam preparation, the course will consist of a section dedicated to defensive driving specifically for professional drivers of large vehicles.

AG 110 RODEO COMPETITION I (1 credit hour) Designed to provide physical education and college competition for rodeo participants. Course instruction involves conditioning and development of techniques and skills in various entry events, practice sessions and active participation in intercollegiate rodeo competition. Team practice is required for credit.

AG 111 RODEO COMPETITION II (1 credit hour) Designed to provide physical education and college competition for rodeo participants. Course instruction involves conditioning and development of techniques and skills in various entry events, practice sessions and active participation in intercollegiate rodeo competition. Team practice is required for credit. Prerequisite: AG 110

AG 134 AGRICULTURAL MECHANICS (3 credit hours) Shop practice techniques including oxyacetylene, electric arc, heat treating, hand and machine tool operations, and inert gas welding. Eight hours combined lecture and laboratory weekly.

AG 143 FARM WELDING I (3 credit hours) This class is designed for beginning welders to meet farm and ranch requirements. It will include selection and care of electric arc and oxyacetylene welding equipment. Safety precautions and operations of the welding equipment including the use of the cutting torch will be taught. Students will learn how to run flat, vertical and horizontal beads and will construct a simple in-class project.

AG 145 FARM AND RANCH RECORDS (3 credit hours) Development and use of farm records. Emphasis on receipts and expenses, depreciation schedules, inventories, production records, payables, receivables, net worth statements, and family living records.

AG 150 PRINCIPLES OF ANIMAL SCIENCE (3 credit hours) This course is designed for the study of the basic principles which apply to animal agriculture; survey of the industry, individual species, types, purposes and products of livestock, principles of breeding, selection, nutrition, digestion, lactation, reproduction, principles of production, and management.

AG 162 PRINCIPLES OF BREAKING AND TRAINING THE HORSE (3 credit hours) Study of the fundamental principles of breaking and training colts through use of proper equipment, training facilities and aids, systematic behavioral control and basic maneuvers common to Western performance horses.

AG 165 INTERMEDIATE HORSEMANSHIP (3 credit hours) Academic and motor skills development in the areas of application of hands, seat, legs, and voice for communication with the horse, as well as a development of understanding of the routine maintenance and well being that surrounds the animals.

AG 166 EQUINE EVALUATION AND SELECTION (3 credit hours) This course will allow a student to develop competencies in judging. Placement and evaluation of horses will take place in both noncompetitive and competitive situations. In addition, the student will gain valuable skills in oral communication and written preparation of reasons related to placement and evaluation of animals. The student should, after completing this course, be able to place a class of horses and defend his/her placing to a trained evaluator and judge at horse shows. The student should be able to justify his/her placing of halter and performance horses using acceptable terminology and be able to place horses based on conformation, breed characteristics, manners, disposition, way of going, muscling, etc.

AG 181 LIVESTOCK AND MEAT EVALUATION (3 credit hours) Integrated approach to live and post-harvest evaluation, grading and selection of meat animals. Focus on beef, pork, and lamb species. Emphasis on criteria necessary for assessing economically relevant livestock traits for value determination. Evaluation of meat product merit will be discussed, in addition to analysis of proper selection procedures for breeding, feeder and market animals to produce meat products that meet industry demands.

AG 200 AGRICULTURE ECONOMICS (3 credit hours) This course is designed to be a basic introduction and application of economics to agriculture. Basic economic concepts will be presented and related to agricultural problems. The interdependence of the subsectors of agriculture will be emphasized among farming, agribusiness and government; between agriculture and other sectors of the economy; and among individuals within agriculture. The significance and the role of consumers to agriculture will be presented.

AG 210 RODEO COMPETITION III (1 credit hour) A continuation of AG 111. Prerequisite: AG 111

AG 211 RODEO COMPETITION IV (1 credit hour) A continuation of AG 210. Prerequisite: AG 210

AG 212 RODEO COMPETITION V (1 credit hour) A continuation of AG 211. Prerequisite: AG 211

AG 216 LOW STRESS CATTLE SAFETY (3 credit hours) This course is designed to introduce basic low stress cattle handling techniques while identifying sick and injured animals in their natural setting and introduce initial safety precautions of cattle handling.

AG 243 CROP SCIENCE (3 credit hours) Involves the study of the principles of production of economic plans, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization of field and forage crops. Emphasis will be placed on crop production in Kansas with special emphasis placed on the southwestern part of the state. Corequisite: AGL 243

AGL 243 CROP SCIENCE LAB (1 credit hour) The lab exercises are designed to provide hands- on study of Crop Science. Part I studies the botany of crop plants. Part II studies plant growth and development. Part III provides practice in mathematical calculations needed in crop management. Part IV covers identification of important crops, forage and range plants, and weeds. Corequisite: AG 243

AG 247 AGRICULTURAL CHEMICALS (3 credit hours) This course emphasizes the study of the commonly used pesticides in weed and insect control in agriculture. This course is designed to give students an understanding of the principles of pest management in the use of agricultural chemicals. Emphasis on common weed and insect pests, characteristics of pesticides, their safe use, labeling, regulations, and equipment calibration. Agricultural chemical use has been an adopted practice to improve the yield and quality of a crop for many years. This course will prepare students to take the Private Pesticide Applicator's examinations for Kansas certification.Corequisite: AGL 247

AGL 247 AGRICULTURAL CHEMICALS LAB (1 credit hour) The lab exercises are designed to provide hands-on study of Agricultural Chemicals. Corequisite: AG 247

AG 250 RANGE MANAGEMENT (3 credit hours) Field identification of various range species and types. Recognition of their value and ecological requirements, grazing capacity, survey methods and field examination of better management practices. Presents fundamental ecological principles of production, conservation, and utilization of grasslands.

AG 251 ANIMAL HEALTH (3 credit hours) Disease control in livestock production. Approved practices in prevention of disease with emphasis on sanitation, treatment and prevention.

AG 252 PRINCIPLES OF FEEDING (3 credit hours) The digestive system and processes of nutrition. Chemical analysis and feeding values of different feeds. Nutritive requirements for maintenance, growth, and production of meat.

AG 255 BEEF MANAGEMENT (3 credit hours) A study of the genetic principles involved in improving breeding beef animals, crossbreeding and artificial insemination, cow herd management, stocker programs, equipment and facilities, and purebred herd management.

AG 258 ARTIFICIAL INSEMINATION (3 credit hours) A thorough study of beef cattle artificial insemination with emphasis on modern methods of synchronization and management. A practicum is included on the actual methods of synchronization and AI of beef cattle including applying management considerations of herd health and nutrition, genetic selection, facilities and cattle handling, procedures, and associated economics of AI systems. Course includes actual AI projects in real world scenarios. Corequisite: AGL 258

AGL 258 ARTIFICIAL INSEMINATION LAB (1 credit hour) A laboratory course instructing students on successful artificial insemination of beef cattle. Course includes study of anatomy of the beef cattle reproductive system, synchronization strategies, modern genetic selection tools, herd health and nutrition, and tools/equipment. Student will become proficient in artificial insemination in beef cows. Student is also certified through ABS Global, Inc. upon successful completion of this course. Corequisite: AG 258

AG 270 SOILS (4 credit hours) Study of the fundamental physical, chemical, and biological properties of soils, including the formation, fertility and management of soils. Three hours lecture and two hours laboratory weekly. Prerequisite: CHEM 100 Corequisite: AGL 270

AGL 270 SOILS LAB (0 credit hours) This course is designed to give students an understanding of the basic of soil science, particularly the properties and processes that are basic to the use and management of soils. The lab time is designed to reinforce the lecture topics. From the historical development of soils, to the relationship of soils to the environment and cropping systems, and the chemical and physical properties of soil and soil fertility. Corequisite: AG 270

AG 271 FERTILIZER MANAGEMENT (3 credit hours) A study of the processes of formulation of the properties and characteristics of commercial fertilizers. Emphasis on fertilizer rates elements, commercial fertilizers, calculating applications, methods of applying, and the economics of use.

AG 272 AGRIBUSINESS MARKETING (3 credit hours) A study of agriculture economic factors concerning agriculture marketing; designed to supply an understanding of all marketing options of farm production by commodity groups. Includes an overview of the supply marketing systems to serve farmers with specific examples of farm supplies, marketing services, and efficiencies.

AG 274 IRRIGATION TECHNOLOGY (3 credit hours) A study of the principles and practices of irrigation included in the setup and operation of center pivot sprinkler irrigation systems. Includes subjects of soil-water relationship, chemical analysis of water, well testing and maintenance, irrigation system capacities, unit setup and operation, pumps, water hydraulics, unit service and maintenance.

AG 276 COMMODITY INVESTING SEMINAR (1 credit hour) This 15-hour seminar will acquaint the student with the background of commodity trading and value of futures markets. Rules of speculative trading and hedging will be studied to structure a good background for the student.

Allied Health

AH 103 NURSE AIDE (6 credit hours) A theory and clinical course designed to teach the basic skills required to meet the hygiene and comfort needs of an older adult. Emphasis is placed on understanding the unique needs associated with aging. Upon successful completion of the course, the student may make application to write the exam to become a certified nurse aide. Prerequisite: A reading test is required (Nelson Denny). Students must be able to read at the eighth grade level before taking the course.

AH 109 MEDICATION AIDE (5 credit hours) A theory and clinical course designed to teach the basic skills required to administer medication in a nursing home. The course includes medication administration, abuses, side effects and interactions of medications. Upon successful completion of the course the student may make application to write the Certified Medication Aide exam to become certified as a Certified Medication Aide. Prerequisite: Certified Nurse Aide (CNA) certification. A reading test is required. Students must be able to read at the eighth grade level before being allowed to take the course.

AH 113 CERTIFIED NURSE AIDE REFRESHER (1 credit hour) The CNA Refresher course is designed for previously certified nurse aides who have not worked in that capacity for 24 consecutive months. At the completion of this course the student will demonstrate the ability to provide quality care to the adult geriatric resident, meet the CNA role and requirements and understand the long term care regulations as outlined in the state curriculum. Prerequisite: Certified Nurse Aide (CNA) certification

AH 114 MEDICATION AIDE UPDATE (1 credit hour) A course required for re-certification of Certified Medication Aide in the long-term care facility. A general review of current medication and drug administration is included. Prerequisite: Certified Nurse Aide (CNA) certification.

AH 115 WILDERNESS MEDICINE (3 credit hours) Wilderness Advanced First Aid (WAFA) credential is widely recognized. The WAFA is often accepted for professionals and guides. Eleven lesson program combines text books, videos, equipment that is yours to keep, and equipment that must be returned. Not a street medicine course, this is heavy improvisational care.

AH 130 MEDICAL TERMINOLOGY (3 credit hours) Medical Terminology is an introductory course which provides the student with an understanding of medical terminology. Basic anatomical, physiological, and pathological materials related to body systems are presented so the student from varied backgrounds can gain a fundamental knowledge of medical terms and the correct usage of those terms. Pronunciation, spelling, and appropriate application of terms are part of the instruction in this course.

AH 140 BASIC NUTRITION (3 credit hours) A study of the principles of normal nutrition including the functions and food sources of the nutrients and their utilization by the body. Includes nutritional requirements of the life span infant to older adult.

Anthropology

ANTH 111 ANTHROPOLOGY (3 credit hours) An introduction to the four sub-disciplines of Anthropology: Cultural Anthropology, Archeology, Language and Physical or Biological Anthropology. This course introduces students to the physical and cultural development of humanity. Topics include the structure and function of culture, archeology as a toll to uncover the human past, human language and the concept of evolution.

Art

ART 101 ART APPRECIATION (3 credit hours) This course is an introduction to art appreciation intended to provide a foundation in the basic concepts, materials and processes of the visual arts, as well as a brief history of art in Western and non Western societies. Through analysis of examples drawn from the past and the present, it assists the student in recognizing the universal qualities in human aesthetic response and the special differences that define every culture.

ART 105 DESIGN I (3 credit hours) An introductory study of the basic art elements and principles common to all art, emphasizing their creative application in two-dimensional design. A variety of media and techniques will be used to help develop a visual art vocabulary. This course is an introduction of two-dimensional composition through the study of the elements and principles of design. A variety of projects are assigned to explore each concept studied. Design is the use of the art elements arranged according to the principles. These basic concepts are fundamental to the development of artistic expression and interpretation. This course is a foundation on which other studio courses will build.

ART 106 DESIGN II (3 credit hours) A continuation of Design I focusing on three-dimensional problems involved in man-made and natural materials. This course is an introduction to composition through the study of the elements and principles of three-dimensional design. A variety of projects are assigned to explore each concept studied, which includes the use of a variety of materials. The basic concepts of three-dimensional design are fundamental to the development of artistic expression and interpretation. Prerequisite: ART 105

ART 108 PAINTING I (3 credit hours) This course deals with basic contemporary and traditional painting procedures, techniques, and concepts.

ART 109 INTRODUCTION TO WATERCOLOR (3 credit hours) This course is an introduction to transparent and opaque watercolor. Contemporary and traditional techniques will be explored.

ART 110 DRAWING I (3 credit hours) An introductory studio drawing class with an emphasis on developing perceptual and manipulative skills. The student will be introduced to a wide variety of drawing materials and techniques, guided by traditional and contemporary art.

ART 114 INTRODUCTION TO METALSMITHING JEWELRY (3 credit hours) An exploration of media and techniques available in jewelry. Design and execution of small-scale, three-dimensional objects, involving the basic processes

of fabrication in semi-precious metals. A variety of techniques including cutting, soldering, casting, fabrication, and finishing will be employed as well as stone setting.

ART 117 PHOTOGRAPHY I (3 credit hours) An introduction to digital photography using DSLR cameras and image editing software. Major topics will include; DSLR camera operation: auto and manual function, light/exposure, composition, basic editing and image manipulation, HDR, photomerge, saving and storage, printing and professional presentation. No previous photography experience is required.

ART 123 DIGITAL PHOTOGRAPHY (3 credit hours) This course is a practical hands-on approach to understanding the theories and practices behind the art form of photography. These theories will be applied through the digital camera rather than film. The course will cover topics from camera basics, composition and design, to digital darkroom.

ART 150 SURVEY OF ART HISTORY -PREHISTORIC TO MEDIEVAL (3 credit hours) An in-depth examination of art and architecture from Prehistoric to Medieval. The course will study the evolution of art and architecture in the contact of the societies in which they were created. Patrons, techniques, values, concepts, philosophies, and materials used by artists will be studied, as students acquire a basic understanding of how art enhances their lives and culture. Students will be able to evaluate and interpret works of art and architecture utilizing art historical vocabulary and terminology. Fulfills Humanities requirements.

ART 151 SURVEY OF ART HISTORY II (3 credit hours) This course will discuss general concepts and define terms and styles important to the understanding of the visual arts from the Early Renaissance through Modern.

ART 205 METALSMITHING JEWELRY II (3 credit hours) Skills and techniques covered in Introduction to Metalsmithing Jewelry will be improved and expanded. Prerequisite: ART 114

ART 206 ART PROJECTS (3 credit hours) This course will allow students to continue beyond the existing course offerings. The instructor must approve the field of study.

ART 207 DRAWING II ADVANCED DRAWING (3 credit hours) Skills and techniques covered in Drawing I will be improved and expanded. Prerequisite: ART 110

ART 208 PAINTING II (3 credit hours) Skills and techniques covered in Painting I will be improved and expanded. Prerequisite: ART 108

ART 209 WATERCOLOR II (3 credit hours) This course provides the opportunity for students to focus on developing the basic skills they acquired in ART 109. Prerequisite: ART 109

ART 216 INTRODUCTION TO CERAMICS (3 credit hours) This course is an introduction to the basic knowledge of clay and clay processes as applied in contemporary art and traditional craft forms. Students will learn forming methods of pinch, coil, slab, and wheel thrown construction. The nature and origin of clay will be studied. The students will become familiar with glazing and other methods of surface enrichment, stacking, and firing techniques.

ART 217 CERAMICS II (3 credit hours) Skills and techniques covered in Introduction to Ceramics will be improved and expanded. Prerequisite: ART 216

ART 218 CERAMICS III (3 credit hours) Skills and techniques covered in Ceramics II will be improved and expanded. Prerequisite: ART 217

ART 219 CERAMICS IV (3 credit hours) Skills and techniques covered in Ceramics III will be improved and expanded. Prerequisite: ART 218

ART 220 ART TECHNIQUES WORKSHOP (3 credit hours) A studio course offering advanced study work in approved media.

ART 221 ADVANCED PAINTING (3 credit hours) Skills and techniques covered in Painting II will be improved and expanded. Prerequisite: ART 208

ART 231 METALSMITHING JEWELRY III (3 credit hours) Skills and techniques covered in Metalsmithing Jewelry II will be improved and expanded. Prerequisite: ART 205

ART 234 METALSMITHING JEWELRY IV (3 credit hours) Skills and techniques covered in Metalsmithing Jewelry III will be improved and expanded. Prerequisite: ART 231

Automobile Mechanics Technology

AUTO 105 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (3 credit hours) This is a beginning course that is appropriate for both the automotive major and other interested students. Upon successful completion of this course, the student should be able to develop shop safety habits and become proficient in tire, battery, cooling system, lubrication service and minor electrical diagnosis. This course is an introductory course required for all students in the Automotive Technology program. Emphasis will be placed on learning basic skills needed to enter advanced automotive classes. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment.

AUTO 126 LIGHT DIESEL VEHICLE DIAGNOSIS AND REPAIR (3 credit hours) Course designed to teach troubleshooting skills and repair techniques on light diesel vehicle engines.

AUTO 130 MANUAL DRIVE TRAINS AND AXLES I (3 credit hours) In this course students will diagnose drive train issues; diagnose clutch concerns; perform the removal, inspection and/or repair of the clutch and its components; conduct a transmission and transaxle inspection and repair according to service specifications; conduct a differential inspection and repair according to service specifications; conduct the diagnosis, inspection and replacement of drive axle shafts and supporting components; conduct the diagnosis, inspection, adjustment and repair of four- and all-wheel drive components through a variety of classroom and lab/shop learning and assessment activities.

AUTO 135 ELECTRICAL I (3 credit hours) This course will enable the student to gain basic understanding and hands on experience utilizing industry standard procedures in the diagnosis and repair of electrical and electronic systems. Topics presented throughout the course cover complex vehicle multiplexing systems, battery, starting, charging, and lighting systems, as well as driver information systems.

AUTO 136 ENGINE PERFORMANCE I (3 credit hours) In this learning plan students will: complete work order and check history; identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify exhaust system concerns; identify engine mechanical integrity through a variety of learning and assessment activities.

AUTO 137 STEERING AND SUSPENSION I (3 credit hours) This course is designed to provide theory and principles of operation of the automotive chassis and steering systems. Students will be provided specialized training in chassis repair with diagnosis and safety procedures. Four-wheel alignment will be taught.

AUTO 138 BRAKES I (3 credit hours) In this course students will perform system pressure and travel calculations utilizing Pascal's Law; Complete service work orders; Determine appropriate system pressure tests utilizing service specifications; Determine brake system concerns and necessary actions; Diagnose poor stopping, pulling or dragging concerns caused by malfunctions in the hydraulic system; Determine how to inspect, fabricate and/or replace brake lines and hoses; Determine the service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; Apply drum brake repair and replacement procedures; Diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns on disc-brake vehicles; Determine disc brake repair and replacement procedures; Determine how to caliper piston retractions; Diagnose wheel bearing noise, wheel shimmy and vibration concerns; Determine how to remove, inspect and replace bearing and hub assemblies through a variety of classroom and lab/shop learning and assessment activities.

AUTO 139 SERVICE TECHNIQUES I (3 credit hours) A course designed to provide practical garage experience in basic phases of automotive servicing, with related technical content devoted to diagnosis, troubleshooting, and shop management. A refinement of skills learned in other automotive and technical offerings.

AUTO 140 ENGINE REPAIR I (3 credit hours) This course is designed to provide theory of operation, diagnostic procedures, maintenance, and rebuilding procedures of automotive engines. Instruction includes valve grinding, installation of cam bearings, fitting rod and main bearings, and safety procedures.

AUTO 193 AUTOMATIC TRANSMISSIONS (5 credit hours) This course will enable the student to gain basic understanding and hands on experience utilizing industry standard procedures in the diagnosing and repair of the automatic transmission and transaxle systems. Topics presented throughout the course cover diagnoses, removal, repair, and installation of automatic transmissions and transaxles, both on and off the vehicle, including the disassembly of oil pumps, converters, gear trains, shafts, bushings, cases and friction, and reaction units.

AUTO 197 AUTOMOTIVE CLIMATE CONTROL (4 credit hours) This course will enable the student to gain basic understanding and hands on experience utilizing industry standard procedures in the diagnosing and repair of heating and air conditioning systems. Topics presented throughout the course cover all related refrigerant system components, heating, ventilation, and engine cooling systems. Also provided is training on refrigerant recovery and handling in accordance with strict federal government guidelines.

AUTO 198 COOP OCCUPATIONAL EXPERIENCE I (3 credit hours) Students receive college credit for their work experience. This class provides students the opportunity to integrate classroom instruction with planned and supervised work experience related to their field of study. This class offers several specific benefits to students. It provides students an opportunity to obtain work experience in their chosen career. It also provides a chance for the student to earn money for their education and credit towards their degree.

AUTO 199 COOP OCCUPATIONAL EXPERIENCE II (3 credit hours) A continuation of AUTO 198. Prerequisite: AUTO 198

AUTO 235 ELECTRICAL II (3 credit hours) This course will enable the student to gain basic understanding and hands on experience utilizing industry standard procedures in the diagnosis and repair of electrical and electronic systems. Topics presented throughout the course cover complex vehicle multiplexing systems, battery, starting, charging, and lighting systems, as well as driver information systems.
Prerequisite: AUTO 135

AUTO 236 ENGINE PERFORMANCE II (3 credit hours) In this learning plan students will: complete work order and check history; identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify exhaust system concerns; identify engine mechanical integrity through a variety of learning and assessment activities.
Prerequisite: AUTO 136

AUTO 237 STEERING AND SUSPENSION II (3 credit hours) Continuation of Steering and Suspension I. Apply the theory, operation, and repair of chassis and steering systems. Including: alignment angles, front and rear suspension, struts, unibody structure, and tire and wheel balancing techniques, perform four –wheel alignments.
Prerequisite: AUTO 137

AUTO 238 BRAKES II (3 credit hours) The student will learn safety, theory, service and repair of automotive brake systems and their components. Emphasis is on hydraulic and antilock brake systems (ABS) including the repair of master cylinders and brake boosters, caliper rebuild, and brake drum and rotor machining. Course will also concentrate on computer related braking systems, traction control applied braking, and the latest technologies that apply to the braking system. Prerequisite: AUTO 138

AUTO 239 SERVICE TECHNIQUES II (3 credit hours) A continuation of Service Techniques I, AUTO 139, with emphasis on advanced phases of automotive servicing, with related technical content devoted to diagnosis, troubleshooting and shop management. A refinement of skills learned in other automotive and technical offerings.
Prerequisite: AUTO 139

AUTO 240 ENGINE REPAIR II (3 credit hours) Upon successful completion of this course, the student should be able to plan, design, and build a performance engine. The student will also demonstrate knowledge of the relationships between displacement, horsepower and torque; regulations governing performance engines; and current trends in engine modification. The student will be required to provide ANSI Z87 safety glasses and may be expected to provide other basic hand tools and/or equipment. Prerequisite: AUTO 140

AUTO 288 AUTOMOTIVE MERCHANDISING (3 credit hours) A course designed to familiarize the student with the distribution, role, and service of automotive vehicles, including parts and accessories. Discussion will entail vehicle transactions, parts inventory and turnover, selling service, warranty, and personnel.

Biology

BIO 101 GENERAL BIOLOGY (5 credit hours) Four hours lecture and two hours lab per week. A study of basic biological principles, including cell biology, cell physiology, genetics, evolution, and ecology. Designed for non-biology majors with little mathematics or science background. Not open to students who have recent completed BIO 111 or BIO 211. Corequisite: BIOL 101

BIOL 101 GENERAL BIOLOGY LAB (0 credit hours) This course is taught in conjunction with and is a required element of BIO 101. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good biological laboratory techniques and demonstrating the principles of biology that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in BIOL 101 if taking BIO 101. Corequisite: BIO 101

BIO 102 PRINCIPLES OF BIOLOGY (5 credit hours) The course introduces the student to the unifying principles common to all levels of biological organization. Emphasis is at the cellular, organismic and population levels with the inquiry into the nature of scientific investigation. This course is designed to provide students with a biological frame of reference in a liberal education as well as for students selecting additional courses in the department of biology. Students will complete a lab in the course as part of the course requirements.

BIO 111 CELLULAR BIOLOGY AND GENETICS (5 credit hours) A comprehensive study of biological concepts, including biochemistry, cellular energetic, cell biology, genetics, evolutionary theory, viruses, and prokaryote biology. Designed primarily for students majoring in biology and those pursuing careers in pre-professional areas. Four hours of lecture and two hours laboratory per week. A basic course in chemistry strongly recommended. Corequisite: BIOL 111

BIOL 111 CELLULAR BIOLOGY AND GENETICS LAB (0 credit hours) This course is taught in conjunction with and is a required element of BIO 111. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good biological laboratory techniques and demonstrating the principles of biology that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in BIOL 111 if taking BIO 111. Corequisite: BIO 111

BIO 203 ENVIRONMENTAL SCIENCE (3 credit hours) Four hours of lecture and two hours of lab per week, including field trips to local environmental sites. A detailed consideration of the basic principles of environmental science, including geology, oceanography, terrestrial and aquatic ecology, and human ecology. Special consideration will be given to the impact of human activity on the global ecosystem and the consequences of environmental manipulation.
Corequisite: BIOL 203

BIOL 203 ENVIRONMENTAL SCIENCE LAB (2 credit hours) This course is taught in conjunction with and is a required element of BIO 203. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good biological laboratory techniques and demonstrating the principles of biology that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in BIOL 203 if taking BIO 203. Corequisite: BIO 203

BIO 210 MICROBIOLOGY (5 credit hours) Three hours lecture and four hours lab per week. A study of the microorganisms, including non-bacterial groups, and their relationship to health, disease, and each other. The study will include microbial metabolism and growth, distribution, identification, classification, and culture. Prerequisite: BIO 101 or above OR high school equivalent OR permission of instructor. Corequisite: BIOL 210

BIOL 210 MICROBIOLOGY LAB (0 credit hours) This course is taught in conjunction with and is a required element of BIO 210. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good biological laboratory techniques and demonstrating the principles of biology that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in BIOL 210 if taking BIO 210. Corequisite: BIO 210

BIO 211 ANIMAL AND PLANT BIOLOGY (5 credit hours) A comprehensive study of organism-level biological concepts., with focus on the origin, development, structure and function, and importance of representatives from the eukaryote Kingdoms. Designed primarily as a sequential transfer course for students majoring in biology or pursuing careers in preprofessional areas. Four hours lecture and two hours laboratory per week. Prerequisite: BIO 101 or above OR high school equivalent OR permission of instructor. Corequisite: BIOL 211

BIOL 211 ANIMAL AND PLANT BIOLOGY LAB (0 credit hours) This course is taught in conjunction with and is a required element of BIO 211. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good biological laboratory techniques and demonstrating the principles of biology that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in BIOL 211 if taking BIO 211. Corequisite: BIO 211

BIO 212 MICROBIOLOGY (5 credit hours) This course focuses on the study of microorganisms in relation to their physiology, morphology, taxonomy, life cycle, and economic influences. Students will acquire skills in performing lab techniques involved in culturing and studying microorganisms. The course is designed to meet the requirements of those interested in biology and allied health sciences. Students will complete a lab in this course as part of the course requirements. (Please note that you must complete and pass a minimum of 10 of 15 labs to pass the class and these labs are 25% of your final grade.) Prerequisite: BIO 101 or above OR high school equivalent OR permission of instructor.

BIO 216 PATHOPHYSIOLOGY I (3 credit hours) An introductory course that focuses on the pathophysiology of human illness. It is the study of the dynamic aspects of disease with emphasis placed on etiology and manifestation of the abnormal through signs, symptoms, physical, and laboratory findings. The course looks at pathology involved with disease of the cell neoplasia, skin, immune system, central nervous system, and musculoskeletal system.

BIO 217 PATHOPHYSIOLOGY II (3 credit hours) A continuation of BIO 216. The course looks at the pathology involved with diseases of the circulatory, respiratory, digestive excretory, endocrine, and reproductive systems. Prerequisite: BIO 216

BIO 220 PATHOPHYSIOLOGY (4 credit hours) Introduction to Pathophysiology consists of a review of pathophysiological mechanisms with emphasis upon mechanic, infectious, and neoplastic stressors. Stressor induced responses are discussed with emphasis upon inflammation, immunity, and the generalized stress response. Stressor-stress included response mechanisms are applied to diseases of each of the body systems.

Building Construction Technology

BCT 101 INTRODUCTION TO CONSTRUCTION INDUSTRY AND SAFETY (1 credit hour) This course is designed to familiarize students with the OSHA and NCCER (National Center for Construction Education and Research) safety regulations on the job site and around the shop environment.

BCT 103 INTRODUCTION TO CRAFT SKILLS (3 credit hours) This beginning craft course will include introduction to basic safety, construction, math, hand and power tools, construction drawings, and materials handling, along with basic communication and employability skills. This course will also require the student to secure an OSHA-10 card during the semester.

BCT 104 ROOF FRAMING (3 credit hours) Instruction for types of roofs and laying out rafters for roof framing, including stick-built and truss-built rafters. Prerequisite: BCT 103

BCT 105 WINDOWS, DOORS, AND STAIRS (3 credit hours) This course follows the NCCER module for windows and exterior doors, along with basic stair layout. Prerequisite: BCT 103

BCT 106 FLOORS, WALLS, CEILING FRAMING (4 credit hours) Instruction will center on basic skills needed to complete a wood-framed structure up to, but not including, the roof level. Prerequisite: BCT 103

BCT 111 CODES AND STANDARDS (2 credit hours) Construction methods based upon government codes that ensure utility, durability and compliance with safety and health requirements. Prerequisite: BCT 103

BCT 151 CARPENTRY BASICS (4 credit hours) Using NCCER-certified training modules 27101, 102, 103, 104, & 108, students will acquire basic knowledge needed to enhance their carpentry skills.

BCT 161 CONCRETE AND FORMING (3 credit hours) Students will understand site preparation, estimating, layout, forming, placing and finishing concrete through this course. Prerequisite: BCT 101

BCT 165 CONSTRUCTION TECHNOLOGY I (5 credit hours) In this course we will teach the students common materials used in residential roofing, along with safety practices and application methods. This course also will cover types of exterior siding used in residential construction and their installation procedures.

BCT 166 CONSTRUCTION TECHNOLOGY II (5 credit hours) This course will provide basic training in electrical safety rules and regulations, electrical devices and wiring techniques, principles of HVAC, DWV systems, and introduction to plastic and copper pipe/fittings and their installation. Prerequisite: BCT 165

BCT 171 COMMERCIAL FRAMING AND CONSTRUCTION I (5 credit hours) This sophomore-level class presents commercial building to a student, focusing on Commercial Drawings, Thermal and Moisture Protection, Steel Framing, and Drywall Installation & Finishing,

BCT 172 COMMERCIAL FRAMING AND CONSTRUCTION II (5 credit hours) This sophomore-level class presents commercial building to a student, including Commercial Doors & Hardware, Suspended Ceilings, Fine Trim Work, and Cabinet Installation. Prerequisite: BCT 171

BCT 240 CABINET CONSTRUCTION AND INSTALLATION (5 credit hours) This course will demonstrate basic cabinet components & styles, proper use of fasteners for installation, as well as meeting the challenge of a quality installation. Instruction will include cabinetry, materials, and installation used for residential & commercial solutions. Prerequisite: BCT 103 and BCT 151

Building Trades

BT 100 BUILDING TRADES I (7 credit hours) This is a carpentry course designed to give actual experience in the building trades. This course is intended primarily for students with previous shop experience in Building Trades. This course develops technical skills through actual hands on experience in the construction of various structures, from designing, and estimating, through completion. This class is an employment preparation experience.

BT 101 BUILDING TRADES II (7 credit hours) This is a continuation of Building Trades 1. Students will continue

to develop skills in the building trades industry. Students will apply concepts learned in Building Trades 1 as they continue the construction of various building structures.

BT 102 ADVANCED BUILDING TRADES I (7 credit hours) An advanced research and application course covering specific topics in building construction to include management and "green building" skills. The course will specifically discuss the different materials available for many building situations. The student will learn techniques in design, permits, and building codes.

Business

BUS 102 ADVERTISING PRINCIPLES (3 credit hours) The study of newspaper, radio, and television advertising effectiveness. The consumer's reaction to the product and product advertising are compared and evaluated. The organization needed for promotions is also included.

BUS 103 PRINCIPLES OF MANAGEMENT (3 credit hours) An introduction to the principles and techniques of the business management functions, setting objectives, planning and scheduling, organizing, staffing, delegating, and controlling will be stressed.

BUS 122 INTRODUCTION TO ACCOUNTING I (3 credit hours) This course provides a sound basic knowledge of accounting terms, concepts, and procedures. It is an introduction to the basic structure of the accounting system, the accounting cycle, preparation of financial statements, and the use of journals, ledgers, and worksheets. The focus is on accounting principles for service and merchandising businesses organized as sole proprietorships.

BUS 123 INTRODUCTION TO ACCOUNTING II (3 credit hours) This class is a continuation of Introduction to Accounting I. Focus will be on accounting for promissory notes, valuing receivables, inventory and capital assets for merchandising businesses organized as sole proprietorships as well as accounting for partnerships, corporations, decision-making and manufacturing businesses. Prerequisite: BUS 122

BUS 128 BUSINESS ETHICS (3 credit hours) This course studies ethics and social responsibility as they relate to issues, conflicts, decision-making, and program development in business today. The impact of business activities on stakeholders, communities, the environment, and society in general are discussed in detail. The SOX Act as well as other governmental laws and regulations are explored. Students are presented with case studies and ethical dilemmas to analyze.

BUS 130 FINANCIAL ACCOUNTING (3 or 4 credit hours) The study of financial accounting concepts as a basis for communicating financial information about the activities of a business enterprise to external users. Emphasis is placed on the principles underlying the preparation and interpretation of external financial statements. Prerequisite: BUS 122 or approval of instructor

BUS 131 MANAGERIAL ACCOUNTING (3 credit hours) The study of managerial accounting concepts as a basis for accumulating and summarizing information required by the managers of a business enterprise. Emphasis is placed on the use of accounting information for planning and controlling a firm's operations. Prerequisite: BUS 130

BUS 132 COMPUTERIZED ACCOUNTING (3 credit hours) A comprehensive course integrating computer and accounting concepts. Students will apply knowledge of accounting learned in BUS 122 to complete microcomputer applications. Application activities provide hands-on computer exercises using specialized accounting software. Prerequisite: BUS 122 and CS 101

BUS 143 INTRODUCTION TO BUSINESS (3 credit hours) The role and function of business enterprise within the American economic framework is studied. Includes organization, marketing, personnel administration, production, finance, and economics. Designed primarily to help students understand and select a field of business specialization. This is a competency-based course with individualized instruction.

BUS 149 HUMAN RELATIONS (3 credit hours) The goal of this course is to help students understand human behavior as it relates to both social groups and interpersonal relationships. This course will investigate such topics as motivation, managerial leadership, communication, and intergroup conflict. It will include a theoretical as well as a practical orientation.

BUS 202 MARKETING (3 credit hours) An introduction to the principles and procedures of modern marketing and the forces that affect the flow of goods from producer to consumer. Emphasis is placed on the consumer in the marketplace, trends in retail and wholesale, the increasing importance of marketing research, and the effect of government controls in marketing.

BUS 242 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT (3 credit hours) This course discusses the importance of owning or starting a small business, its problems and requirements for success. Characteristics of small firms and entrepreneurship opportunities available in a small business, estimating the value of business for sale, identifying the advantages and disadvantages of different forms of legal business organizations, financing new businesses, and franchising businesses will be stressed.

BUS 247 PERSONAL FINANCE (3 credit hours) A study of finance from the individual's viewpoint: personal and financial planning, career selections, personal and financial records, budgeting, banking services, tax management, credit management and use, consumerism, transportation, housing decisions, insurance management, investment planning and goals.

BUS 250 BUSINESS LAW I (3 credit hours) This course covers acquisition of skills in handling most daily business law applications while studying contracts, agency and employment, commercial paper, and personal property.

BUS 253 HUMAN RESOURCE MANAGEMENT (3 credit hours) The course emphasizes the performance of the personnel function in non-business as well as business firms. The course focuses on enhancing the performance of employees. Emphasis is given to employment laws and regulations as well as to minorities and other workers. Aspects of personnel administration are highlighted.

BUS 277 BUSINESS AND ECONOMIC STATISTICS (3 credit hours) This course will introduce students to many of the important concepts and procedures needed to evaluate various organizational reports. Improve ability to measure and

cope with changing conditions, improve ability to make better decisions over wide range of topics. Emphasis on explaining statistical procedures, interpreting the resulting conclusions. Course augmented with computer lab using Microsoft Excel for statistical analysis.

Business Technology

BST 110 KEYBOARDING FUNDAMENTALS (3 credit hours) The purpose of this course is to teach the student Keyboarding Fundamentals, including learning the keystrokes of the keyboard, as well as the use of the mouse on the computer. After keying is mastered, the student will learn to use Microsoft Word in the preparation of basic business documents, including reports, business letters, tables, correspondence, and employment documents.

BST 130 INTERNET RESEARCH (1 credit hour) The purpose of this course is to teach the student to use the various tools available to conduct thorough research using the internet. Among other topics, the student will become familiar with the various search engines and metasearch engines, as well as the white pages, yellow pages, Government references, periodical listings, maps and subject guides. The student will be expected to complete projects using the Internet as a research tool to accomplish realistic tasks such as job searching, planning travel, retrieving investment and financial information, and marketing a business, among others.

BST 165 OUTLOOK EMAIL CLIENT (2 credit hours) The purpose of this course is to prepare the students for the Microsoft Office Specialist (MOS) Outlook 2013 Certification exam. The skills reinforced are prescribed by the skills list to be sure you will be able to recognize the tasks you are asked to do and complete them successfully enabling you to pass the exam. Each chapter of the book maps directly to the Microsoft Office User Specialist objectives list.

BST 166 MICROSOFT POWERPOINT PRESENTATION (3 credit hours) The purpose of this course is to prepare the student for the Microsoft Office Specialist (MOS) PowerPoint 2013 Certification exam. The skills reinforced are prescribed by the skills list to be sure you will be able to recognize the tasks you are asked to do and complete it successfully to pass the exam. Each chapter of the book maps directly to the Microsoft Office User Specialist objectives list.

BST 204 EXCEL SPREADSHEET APPLICATIONS (3 credit hours) This course covers Microsoft Excel through the advanced level, and prepares the student for the Microsoft Certified Application Specialist (MCAS) certification exam. Among many topics, included are creating a worksheet and embedded chart, creating formulas and using functions for calculations, creating, sorting and querying a list, creating templates, auditing formulas, using macros and Visual Basic in Excel, importing data, creating pivot tables and charts and formula auditing.

BST 205 MICROSOFT ACCESS CERTIFICATION (3 credit hours) The purpose of this course is to prepare the student for the Microsoft Certified Application Specialist (MCAS) exam for Access Core skills. Student will learn how to create a database, and enter, edit, find, sort, and filter data. Student will design, use, and modify tables, queries, forms, and reports, build one-to-many relationships between tables, and import and export data using Microsoft Access. Basic experience with Windows is assumed.

BST 211 WORD INFORMATION PROCESSING (3 credit hours) Fundamentals of word processing including its history, procedures, changes in organizational structure, document work flow (origination, production, reproduction, filing and distribution), and career opportunities. Skills developed on equipment including keyboarding, revising, editing and printing of various documents.

BST 298 OCCUPATIONAL EXPERIENCE III (3 credit hours) Required cooperative work experience with the student receiving on-the-job training. This experience is supervised and coordinated by the teacher/coordinator with classroom instruction correlated with this position. The student completes required reports of learning activities and skills learned.

Chemistry

CHEM 100 GENERAL CHEMISTRY (5 credit hours) This course is scheduled for four hours of lecture and two hours of lab per week and is a survey course designed for students with limited previous experience in chemistry. Topics covered include: measurement techniques, unit conversions, the nature of atoms, molecules and ions, nomenclature of common acids, bases, and salts, empirical and molecular formulas, common reaction types, balancing, stoichiometry, history of chemistry and the development of atomic theory, an introduction to the quantum view of the atom, molecular and ionic bonding, and the gas laws. Simple organic nomenclature and biochemical examples/ discussions are also included. Prerequisite: MATH 090 or above, or high school equivalent
Corequisite: CHML 100

CHML 100 GENERAL CHEMISTRY LAB (0 credit hours) This course is taught in conjunction with and is a required element of CHEM 100. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good chemical laboratory techniques and demonstrating the principles of chemistry that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in CHML 100 if taking CHEM 100. Corequisite: CHEM 100

CHEM 103 FUNDAMENTALS OF CHEMISTRY (5 credit hours) This course is designed for students with some experience in chemistry. It is recommended for nursing, health related fields, agriculture, home economics and physical education majors. Students that need an introductory course before starting a program of study requiring several semesters of chemistry courses may also benefit from the course.
Prerequisite: Math 090 or high school equivalent

CHEM 111 COLLEGE CHEMISTRY I (5 credit hours) This course is scheduled for four hours lecture and three hours of lab a week. It is an intensive course in general inorganic chemistry for chemistry majors, engineering majors, and majors in the pre-medical related fields. Emphasis is on the modern theory and application of the fundamental principles and theories of chemistry. Prerequisite: MATH 090 and CHEM 100 or above or high school equivalents. Corequisite: CHML 111

CHML 111 COLLEGE CHEMISTRY I LAB (0 credit hours) This course is taught in conjunction with and is a required element of CHEM 111. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good chemical laboratory techniques and demonstrating the principles of chemistry that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in CHML 111 if taking CHEM 111. Corequisite: CHEM 111

CHEM 112 COLLEGE CHEMISTRY II (5 credit hours) This course is scheduled for four hours of lecture and three hours of lab a week. It is a continuation of CHEM 111 with special emphasis on solutions, chemical equilibrium, thermodynamics, electrochemistry, and laboratory introduction to Qualitative Analysis. Prerequisite: CHEM 111 with a grade of C or better. Corequisite: CHML 112

CHML 112 COLLEGE CHEMISTRY II LAB (0 credit hours) This course is taught in conjunction with and is a required element of CHEM 112. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good chemical laboratory techniques and demonstrating the principles of chemistry that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in CHML 112 if taking CHEM 112. Corequisite: CHEM 112

CHEM 113 CHEMISTRY I (5 credit hours) This course stresses the conceptual and mathematical approach to understanding inorganic general chemistry and prepares the student to follow a science-oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared chemistry, physics, engineering, pre-med., and etc. majors.
Prerequisite: Elementary Algebra and General Chemistry or high school equivalent

CHEM 114 CHEMISTRY II (5 credit hours) This course stresses the conceptual and mathematical approach to understanding inorganic general chemistry and prepares the student to follow a science-oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared chemistry, physics, engineering, pre-med., and etc. majors. Students will complete a lab in this course as part of the course requirements.
Prerequisite: Chemistry I with C or better

CHEM 212 COLLEGE CHEMISTRY II (HONORS) (5 credit hours) Refer to CHEM 211 specifics—the same description applies but the honors course will be concurrent with CHEM 112 and CHML 112. Prerequisites are a grade of "A" in CHEM 111 or 211 and minimum enrollment of four students. For more information, see the instructor. Prerequisite: Instructor consent

CHEM 241 ORGANIC CHEMISTRY I (3 credit hours) Three hours lecture covering the general principles of organic chemistry, the study of the aliphatic compounds, their substitution products, and the aromatic compounds. This course is offered primarily for those who need organic chemistry for biology, pre-veterinary, pre-medical, some agriculture, and home economics majors. Prerequisite: CHEM 112 or its equivalent with a grade of C or better. Corequisite: Recommended concurrent enrollment in CHEM 242

CHEM 242 ORGANIC CHEMISTRY I LAB (2 credit hours) Six hours a week of laboratory paralleling CHEM 241. Corequisite: Recommended concurrent enrollment in CHEM 241

CHEM 243 ORGANIC CHEMISTRY II (3 credit hours) A continuation of CHEM 241. Three hours of lecture a week covering additional topics in aromatic compounds, condensation reactions and introductory work in advanced topics including the interpretation of spectra. Prerequisite: CHEM 241 with a C or better. Corequisite: Recommended concurrent enrollment in CHEM 244

CHEM 244 ORGANIC CHEMISTRY II LAB (2 credit hours) A continuation of CHEM 242, paralleling CHEM 243. Corequisite: Recommended concurrent enrollment in CHEM 243

Computer Science

CS 101 COMPUTER CONCEPTS AND APPLICATIONS (3 credit hours) This course provides a hands-on, task-driven approach to learning the fundamental concepts and skills of computing and software. Throughout the course the students work through tutorials and realistic case studies. In this way the student is exposed to situations similar to those one might encounter in the workplace. Topics covered include terminology, word processing, spreadsheets, presentations, databases, desktop publishing, operating systems, networking, programming, and telecommunications.

CS 103 ADVANCED COMPUTER APPLICATIONS (3 credit hours) This course provides a hands-on task driven approach to learning the more advanced concepts and skills of computing. Students use tutorials realistic case studies. Topics are terminology, advanced word processing techniques, including desktop publishing, advanced spread sheet techniques, advanced database techniques.

CS 105 MICROCOMPUTER APPLICATIONS – BEGINNING (1 credit hour) Microcomputer Applications – Beginning is a course that covers a brief introduction to the beginning Microsoft applications. The class will cover fundamentals of applications and expose students to practical examples of the software and computer as a business tool. The course will introduce the student to proper procedures to create documents and introduce students to new input technologies.

CS 110 INTRODUCTION TO COMPUTER PROGRAMMING USING JAVA (3 credit hours) This class will introduce the student to fundamentals of programming using the Java language and the Java platform API and developing programs using programming environments. Learning is structured in a carefully designed and logical set of steps at each stage building on what information is obtained at the previous stage. Both Java Applets and Application programs will be covered, along with minimal HTML programming. Main topics covered are theory, terms and concepts explanation of Java language features, runtime errors, threads, key packages in the Java class library and tools used to produce Java programs. Students will "learn by doing" as they create and compile programming projects and questions. Corequisite: CS 145

CS 111 INTRODUCTION TO COMPUTER PROGRAMMING USING C++ AND C# (3 credit hours) This course will introduce students to introductory programming. Topics will include introduction to the field of computer science and covers fundamentals of terminology, software Graphical-user-interface (GUI) components, multimedia (audio, images, animation and video), file processing, database processing and Internet and World Wide Web based client/server networking, programming concepts, problem solving and software engineering as well as skills necessary to create computer programs written in the C# programming language using the .NET framework. This course is modeled after ACM's (Association for Computing Machinery) curriculum guidelines for CS1 - the first course of study for computer science majors. Students will "learn by doing" as they create and compile programming questions and projects and learn about the computer architecture, problem solving, algorithms, the translation of algorithms into programs, programming languages and software engineering. Corequisite: CS 208

CS 113 WEB PROGRAMMING WITH JAVASCRIPT (3 credit hours) This course will introduce students to introductory web programming and development of Web applications using the JavaScript programming language. The course will introduce students to the basic JavaScript programming concepts along with the rules on how to implement them. The World Wide Web, HTML, and JavaScript are introduced along with programming logic. Topics will include creation of a JavaScript source files, variables, functions, objects and events, decision-making, windows and frames, animation, forms and security. Students will "learn by doing" as they create web projects, and learn terminology and skills necessary to create scripts using browsers such as Firefox and Internet Explorer.

CS 116 ANIMATION WEB PROGRAMMING (3 credit hours) Animation Web Programming is a hands-on course that will introduce the student to the basics of creating objects and animating for use in websites and stand alone applications. Students will explore the basics of the animation program, including tools and features, workflow layers, animation and motion tweening, sound, masking and ActionScript. These tools will be used to create different types of animations. After the application is programmed and created, the student will learn how to publish the material for use on a Web page.

CS 117 FUNDAMENTALS OF PROGRAMMING/ THEORY AND APPLICATION (3 credit hours) A class of formal languages known as programming languages. Similar to natural languages, they enable us to reason about algorithms and procedures to solve computational problems on computers. This course will study theory and major structures of modern programming languages, understanding syntax semantics and implementation techniques of this language will allow students to design better programs, learn new programming languages faster and help students design programming languages of tomorrow. This course is designed for Computer Science non-majors and beginning Computer Science majors.

CS 118 INTRODUCTION TO PROGRAMMING C# (3 credit hours) This course will introduce you to .NET Programming using the C# programming language. Emphasis will be placed on understanding not only the syntactical features of the language, but how to effectively use the design of the language to develop robust software. Corequisite: CS 119

CS 119 C# PROGRAMMING LAB (2 credit hours) This course will introduce students to introductory programming in a lab format. Programming applications will include introduction to the field of computer science and covers fundamentals of terminology, software Graphical-user-interface (GUI) components, multimedia (audio, images, animation and video), file processing, database processing and Internet and World Wide Web based client/server networking, programming concepts, problem solving and software engineering as well as skills necessary to create computer programs written in the JAVA programming language using the .NET framework. This course is modeled after ACM's (Association for Computing Machinery) curriculum guidelines for CS1 – the first course of study for computer science majors. Students will "learn by doing" as they create and compile programming questions and projects and learn about the computer architecture, problem solving, algorithms, the translation of algorithms into programs, programming languages and software engineering.
Corequisite: CS 118

CS 125 WINDOWS OPERATING SYSTEM (1 or 2 credit hours) The purpose of this course is to teach students to utilize various functions of the Windows Professional Operating System that include the basics and beyond. Among many topics the student will learn to manipulate windows, use the control panel, work with disks, files, folders and subfolders, create shortcuts, computer maintenance, use Windows Explorer, and use the accessory applications included in Windows. This course will give the student a general background for using all Microsoft applications.

CS 140 ROBOTICS PROGRAMMING (3 credit hours) This course introduces the concepts of robotics. Topics include how robots move, sense, and perceive the world around them. Students will choreograph and program robots in classwork sessions. No previous computer programming or electronics experience is necessary. The objective of this course is to use a hands-on approach to introduce the basic concepts in robotics, focusing on mobile robots. In this class students will use robotics to explore the fundamentals of engineering and electronics.

CS 141 PYTHON PROGRAMMING (3 credit hours) Python programming language is used to teach programming concepts and problem-solving skills. The course will focus on a general introduction to computer programming and robotics programming. Topics covered include basic programming concepts, control structures, modularization, and data processing. An emphasis on the design and implementation of structured and logically correct programs with documentation for business and robotics applications.

CS 142 INTRODUCTION TO QUADCOPTER (3 credit hours) In this course the students will learn the Federal Aviation Aeronautics (FAA) rules and regulation pertaining to hobbyist and commercial flown quadcopters. The students will learn each internal component of a quadcopter and how they work together for a safe and stable flight. Each student will learn battery safety and handling along with different battery ratings. The course will cover general aspects on building and flying a quadcopter safely while following all rules and regulations set forth by the FAA and the Academy of Model Aeronautics (AMA) flight safety and procedures. All students in this class are required to participate in all class activities.

CS 144 ROBOTIC MATERIALS AND HANDLING (3 credit hours) This course is an introduction to robotics and industrial motion control using ER 2U robot and conveyer. Students will be exposed to the operation, programming and applications of a typical robot used for materials and handling, six-axis industrial robot. Hands-on activities will include manual teach programming, testing with simulation software and programming of advance movements.

CS 145 COMPUTER PROGRAMMING LAB – JAVA (2 credit hours) This course covers the fundamentals of programming in the Java language. Java allows software development with platform-independent, object-oriented code for conventional and Internet-based applets and applications. This course is required of all computer science majors.
Corequisite: CS 110

CS 198 OCCUPATIONAL EXPERIENCE I (3 credit hours) This course will give students practical training and experiences in the workplace. The student will have an individual plan developed for him/her by the instructor and the employer. Occupational Experience is a required cooperative work experience with the student receiving on-the-job training. This experience is supervised and coordinated by the teacher/coordinator with classroom instructions correlated with this position. The student completes required reports of learning activities and skills learned.

CS 199 OCCUPATIONAL EXPERIENCE II (3 credit hours) This course will give students practical training and experiences in the workplace. The student will have an individual plan developed for him/her by the instructor and the employer. Occupational Experience is a required cooperative work experience with the student receiving on-the-job training. This experience is supervised and coordinated by the teacher/coordinator with classroom instructions correlated with this position. The student completes required reports of learning activities and skills learned.

CS 206 VISUAL BASIC BUSINESS PROGRAMMING (3 credit hours) This is an introductory course in Visual Basic Programming using the .Net framework. Structured programming techniques will be used to develop business application programs and applications using a graphical environment (.Net). This course is designed to teach the fundamentals of programming in the Visual Basic language. This course is a suggested course for all Computer Information Systems majors but is open to all majors.
Prerequisite: CS 101 or equivalent course

CS 208 C LANGUAGE LAB (2 credit hours) This course covers the fundamentals of programming in the C ++ or C# Language and .NET. C is one of the most popular programming languages in use by professional programmers. Corequisite: CS 111

CS 210 ADVANCED JAVA PROGRAMMING (3 credit hours) This course introduces the students to the fundamental concepts in computer science. After a short description of computer hardware, it concentrates on the basic constructs of a high-level, object-oriented programming language: data types, arithmetic operations, control structures, methods, classes, arrays, strings, and IO. Extensive lab and programming assignments will help students to practice using the constructs to solve problems. Prerequisite: CS110 and CS145 with C- or better or equivalent

CS 220 WEB PAGE DESIGN (3 credit hours) This course introduces web page authoring and web site management concepts. Using HTML, CSS and JavaScript, the student will create web pages that include: text emphasis, lists, nested lists, graphics, URL links, combined formatting and list tags, image maps, forms, tables, and multimedia objects.

CS 225 ADVANCED WEB PAGE DESIGN (3 credit hours) An advanced web design course focusing on the overall production processes with particular emphasis on design elements involving layout navigation and interactivity. Students will "learn by doing" as they complete realistic, step-by-step tutorials and case problems, at the computer, using web design software and the Internet. Students should have basic computer literacy and a basic understanding of the Web. Prior use of an Adobe product desirable but not required.

Cosmetology

COS 105 ONYCHOLOGY (10 credit hours) The student will receive instruction and practice covering a period of 10 weeks of continuous training for a full time student. Upon completion, a student will have basic skills necessary to enter the field of manicuring.

COS 282 COSMETOLOGY TEACHER TRAINING I (9 credit hours) This course is a requirement for cosmetologists wishing to obtain a Cosmetology instructor's license. The course includes salon supervision of cosmetology students' competency skills as well as conducting both theory and demonstration classes in cosmetology. Course outlines will be required of textbook information. 300 clock hours (10 credit hours) will be necessary to complete the Teacher Training course. Cosmetologists with less than one year of salon experience will need to take Cosmetology Training II (COS 284) which requires an additional 150 hours.

COS1 111 COSMETOLOGY I (11 credit hours) This course allows a student to gain a basic understanding of skills required to become a cosmetologist. The student will be required to demonstrate an understanding of procedures and methods to complete the following tasks: manicuring, facials, massage, shampooing, rinsing, scalp and hair care, finger waving, hair styling and permanent wave.

COS2 111 COSMETOLOGY II (11 credit hours) This course requires the learner to put into practice the skill developed in the previous class. The student is expected to work more independently of the instructor. They must be able to demonstrate not only the understanding of theory, but safe procedures and methods to perform tasks. The student will be expected to incorporate personal interactive skills and traits supportive of sound management practice within the profession. Prerequisite: COS1 111

COS3 111 COSMETOLOGY III (11 credit hours) The learner will be able to polish skills and techniques required of the cosmetologist in support of finding entry level employment. Advanced techniques will be developed by the learner utilizing the most current trends in technology. The student will be expected to incorporate personal interactive skills and traits supportive of sound management practice within the profession. Adequate student development will provide the learner with basic knowledge in preparation to take the state board exams. Prerequisite: COS2 111

COS4 111 COSMETOLOGY IV (11 credit hours) This class will also identify those skills and traits that are expected by employers of employees for professional growth and survival. Prerequisite: COS3 111

Criminal Justice/Police Science

CJC 101 INTRODUCTION TO CRIMINAL JUSTICE T▶ (3 credit hours) Provides an introduction to the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student will illustrate how these interrelated components result in the administration of justice today.

CJC 102 INTRODUCTION TO LAW ENFORCEMENT (3 credit hours) Examines the role of police in society and the application of key concepts to policing scenarios. Students identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

CJC 110 INTRODUCTION TO ETHICS IN CRIMINAL JUSTICE (3 credit hours) Explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

CJC 121 BASIC FIREARMS (1 credit hour) The primary objective of this course is to familiarize students with a basic working knowledge of the semi-automatic pistol. The student will be exposed to both dry and live fire exercises conducted by a certified firearms instructor. The basic course will include instruction of the nomenclature of the weapon, ammunition, proper shooting, and handling techniques. The students will participate in the American Criminal Justice Competition Course of fire. Prerequisite: CJC 101 or Instructor Approval

CJC 122 INTERMEDIATE FIREARMS (1 credit hour) The primary objective of this course is to advance firearm skills learned in Basic Firearms. The student will be exposed to both dry and live fire exercises conducted by a certified firearms instructor. The intermediate course will include a review of the nomenclature of the weapon, ammunition, proper shooting, and handling techniques. The students will participate in the American Criminal Justice Competition Course of fire. Prerequisite: CJC 121 or Instructor Approval

CJC 123 ADVANCED FIREARMS (1 credit hour) The primary objective of this course is to expose students to advanced firearms and shotgun training. Students will learn advanced firearm skills such as addressing multiple targets, shooting on the move, and different shooting positions. The student will be exposed to both dry and live fire exercises conducted by a certified firearms instructor. The advanced course will include introduction and instruction of the police 12 gauge pump shotgun. The students will qualify with the handgun and shotgun using the KS C-POST, N.R.A., and Glock courses of fire. Prerequisite: CJC 121 or Instructor Approval

CJC 130 INTRODUCTION TO CORRECTIONS (3 credit hours) Examines the role of corrections in society and the application of key concepts, processes and practices. Students identify, discuss and assess confinement operations appropriate to the safe keeping of individuals who have been arrested, are awaiting trial, or have been tried and convicted of crime.

CJC 165 INTRODUCTION TO HOMELAND SECURITY (3 credit hours) This course provides an introduction to the public and private sector dimension of the broad range theoretical and practical aspects of homeland security and emergency management, including: origins of natural and terrorist-caused disasters; local, state, and federal emergency management planning and operations.

CJC 180 JUSTICE ADMINISTRATION (3 credit hours) Conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organizations.

CJC 201 JUVENILE DELINQUENCY AND JUSTICE (3 credit hours) Examines the historical precedents and philosophical reasons for treating juveniles differently from adults. Reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

CJC 219 CRIMINOLOGY (3 credit hours) An introduction to the history, philosophy and theory of crime and deviance. This course will explore the complexities and causation of crime and deviance. Students will focus on the sociological factors that influence deviance and popular approaches to understanding and responding to these behaviors. The course will explain the different crimes, and organized crime. The course will also cover mass killers and terrorism.

CJC 220 CRIMINOLOGY AND DEVIANCE (3 credit hours) An introduction to the history, philosophy, and theory of crime and deviance. This course will explore the complexities and causation of crime and deviance. Students will focus on the sociological factors that influence deviance and popular approaches to understanding and responding to these behaviors.

CJC 228 MODERN DAY PATROL RESPONSE (6 credit hours) Modern Day Patrol Response is a course that addresses the role that police officers play in the Criminal Justice System. This course is designed to place students through simulated police operations faced by law enforcement officers. The students will be trained in self-defense, patrol procedures, traffic accident investigation, crime scene investigation, handcuffing, prisoner escort, search and seizure, traffic enforcement and less-lethal weapons. The students will utilize the department patrol car and less-lethal weapons during the course. Prerequisite: CJC 101 and CJC 102 and CJC 121 and CJC 250 and CJC 280

CJC 250 CRIMINAL LAW (3 credit hours) Examines the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses. It will cover the elements of misdemeanor and felony crimes.

CJC 255 CRIMINAL PROCEDURES (3 credit hours) Introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

CJC 259 INTERNSHIP IN CRIMINAL JUSTICE (3 credit hours) Participating in first-hand experiences in a specialized area of the criminal justice system, students will learn practical applications in law enforcement, court services, or related settings. This course may be taken for 1, 3 or 6 credit hours. A minimum of 45 contact hours is required for each 1 hour of credit earned.

CJC 261 SERIAL KILLERS AND MASS MURDERERS (3 credit hours) Students will analyze the case histories of many serial killers and mass murderers and identify similarities and differences in their lives. The course will cover psychological, sociological, and biological explanations for criminal behavior; and study male and female as well as team killers and killers in other countries. Students will learn about the investigative problems this type of crime presents.

CJC 262 ORGANIZED CRIME (3 credit hours) This course is an in-depth view of the development of organized criminal activity. Students will study infamous Mafia persons, theories to explain organized crime, how it has changed throughout its history in the U.S., the types of crime committed and how the U.S. deals with organized crime.

CJC 263 GANGS (3 credit hours) This course is designed to give an introduction to gangs, community experience with and reaction to gangs, and policy responses to gangs and gang crime. Students will study different types of gangs, their history, the crimes they commit, and theories of gang involvement. Students will explore alternative responses to deal with gang issues and legal strategies in gang prevention and intervention.

CJC 264 TERRORISM (3 credit hours) Students will examine terrorism within the context of democratic stability. Subjects covered include terrorism definitions, the differences between international and domestic terrorism, types of terrorists, the history of terrorism, and terrorist groups. Students will study terrorist tactics, why people become terrorists, and alternative government responses to terrorists.

CJC 270 READINGS IN CRIMINAL JUSTICE AND CORRECTIONS (3 credit hours) The student, under supervision of a faculty member, will choose a suitable research subject, state objectives, and outline a plan for the project. The student will be responsible for maintaining a log of contacts with the instructor, topics discussed, and document the amount of time spent on the project. The log will also contain the works cited page, and a short synopsis of each work relevant to the topic.

CJC 271 CRIMINAL JUSTICE INTERVIEW AND REPORT WRITING (3 credit hours) This course provides an overview of the art and science of interviews and interrogation. This class will provide the student with an understanding of the legal issues, research findings, and current best practices related to interviews and interrogations, a detailed analysis of the current state of law enforcement interview and interrogation.

CJC 272 PROFESSIONAL RESPONSIBILITY IN CRIMINAL JUSTICE (3 credit hours) Professional Responsibility in Criminal Justice invites students to learn the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. The course is designed to help students understand that the study of crime and justice is always challenging because of the inherent complexity of the topic. In addition, this course is designed to expose students to some of the issues they may face as a criminal justice professional. Thus, the aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to successfully pursue sound ethics in their day-to-day decisions and activities.

CJC 273 LAW ENFORCEMENT OPERATIONS AND PROCEDURES (3 credit hours) This course provides a broad overview of police work, its responsibilities, functions theory, and history. Students will study different law enforcement agencies, different positions within agencies, controversial issues in police work, court decisions that affect police work, police management issues, and problems female officers and minority officers have encountered.

CJC 274 AGENCY ADMINISTRATION (3 credit hours) This course builds on the information provided in CJC 101. Students will learn different leadership styles, and problems unique to each part of the CJC system.

CJC 280 CRIMINAL INVESTIGATIONS (3 credit hours) Explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.

CJC 281 INTERVIEWING AND INTERROGATION (3 credit hours) This course provides an overview of the art and science of interviews and interrogation. This class will provide the student with an understanding of the legal issues, research findings, and current best practices related to interviews and interrogations, a detailed analysis of the current state of law enforcement interview and interrogation.

Cybersecurity

CYBS 110 HACKER TECHNIQUES AND TOOLS (5 credit hours) This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.
Prerequisite: CYBS 145 and CYBS 250

CYBS 115 INTRODUCTION TO LINUX (3 credit hours) This course is intended for students who want to learn about the Linux operating system and prepare to pass the Linux+ certification exam. It does not assume any prior knowledge of Linux and is geared toward those interested in systems administration as well as those who will use or develop programs for Linux systems. The course provides comprehensive coverage of topics related to Linux certification, including Linux distributions, installation, administration, X-Windows, networking, and security.
Prerequisite or concurrent: CYBS 145 and CYBS 250

CYBS 125 SECURITY POLICIES AND IMPLEMENTATION (5 credit hours) The course includes a discussion on security policies that can be used to help protect and maintain a network, such as password policy, e-mail policy and Internet policy. The issues include organizational behavior and crisis management.
Prerequisite: CYBS 145 and CYBS 250

CYBS 145 INFORMATION SYSTEMS SECURITY (3 credit hours) This course provides an overview of security challenges and strategies of countermeasure in the information systems environment. Topics include definition of terms, concepts, elements, and goals incorporating industry standards and practices with a focus on availability, vulnerability, integrity and confidentiality aspects of information systems.

CYBS 146 INTRODUCTION TO INFORMATION TECHNOLOGY (3 credit hours) IC3 (Internet and Computing Core Certification) is a global certification program designed to certify an individual's digital literacy skills associated with basic computer and Internet use. IC3 is the first computer certification to be recognized by the National Skill Standards Board (NSSB).

CYBS 220 MANAGING RISK IN INFORMATION SYSTEMS (5 credit hours) This course addresses the broad topic of risk management and how risk, threats, and vulnerabilities impact information systems. Areas of instruction include how to assess and manage risk based on defining an acceptable level of risk for information systems. Elements of a business impact analysis, business continuity plan, and disaster recovery plan will also be discussed.

Prerequisite or concurrent: CYBS 145 and CYBS 250
Corequisite: CYBS 221

CYBS 221 MANAGING RISK IN INFORMATION SYSTEMS LAB (0 credit hours) Lab designed to reinforce lecture topics of CYBS 220. Prerequisite or concurrent: CYBS 145 and CYBS 250
Corequisite: CYBS 220

CYBS 250 INTRODUCTION TO NETWORKING FUNDAMENTALS (3 credit hours) Provides the technical skills and industry know-how required to begin an exciting career installing, configuring, and troubleshooting computer networks. The course also prepares students for CompTIA's Network+ N10-005 certification exam with fundamentals in protocols, topologies, hardware, and network design. After exploring TCP/IP, Ethernet, wireless transmission, and security concepts, as well as an all-new chapter on virtual networks, students can increase their knowledge with the practical "On-the Job" stories, Review Questions, Hands-On Projects, and Case Projects.

Developmental Studies

DVST 090 READING IMPROVEMENT I (1 credit hour) Reading Improvement I is the first and most basic course in a series of Reading Improvement courses designed to meet the needs of the beginning college student who is likely to have difficulty reading and comprehending college level material. Includes a review of fundamental reading skills and study techniques with individualized programs in reading comprehension, developing analytical skills, and vocabulary development. The course is completely individualized, allowing the student to work at their own level. The instructor will confer regularly with the student to address deficiencies in comprehension skills. Prerequisite: Appropriate score on placement test. Corequisite: HMDV 105

DVST 091 READING IMPROVEMENT II (1 credit hour) Reading Improvement II is the second course in a series of reading improvement courses designed to meet the needs of the beginning college student who is likely to have difficulty reading and comprehending college level material or needs to review and update their reading skills. Emphasis is placed on analytical reading skills, study techniques, flexible reading rate, and vocabulary enhancement. The course is completely individualized, allowing the student to work at their own level. The instructor will confer regularly with the student to address deficiencies in comprehension skills. Prerequisite: Appropriate score on placement test. Corequisite: HMDV 105

Diesel Technology

DIE 100 SHOP OPERATIONS AND CUSTOMER RELATIONS (5 credit hours) This is a beginning course in the theory and practical mechanics. The class will emphasize safety, the use of hand tools, and basic shop operation. This course will also familiarize the student with all phases of the automotive service business. Guest speakers as well as related classroom material will give the auto/diesel student an insight into employment and career options. Included will be such topics as management, planning, organization, liabilities, A.S.E. certification, flat rate, and record keeping. The course will also familiarize the student with heavy duty on highway vehicle operation and components. The student will also learn preventative maintenance inspection procedures and vehicle servicing techniques.

DIE 110 ELECTRICAL/ELECTRONIC SYSTEMS (5 credit hours) Electrical/Electronic Systems studies the principles of electricity through operations and testing procedures and provides an introduction to electronics. Diagnostics and repair of starting and charging electrical systems are covered, in addition to practical applications of the principles of electricity. Electronic management programs are referenced and studied.

DIE 120 DIESEL ENGINES I (5 credit hours) A course to familiarize the student with diesel injection systems, governors, and turbochargers. Also covered are valve train and fuel timing adjustments. Computer control and aneroid management will be emphasized using hands-on procedures to complement classroom instruction.

DIE 128 FLUID POWER (3 credit hours) The student will have an orientation to the principles of operations, testing, and hydraulic systems repair procedures. The student will complete competencies which require troubleshooting and diagnosing hydraulic circuits problems.

DIE 130 HEATING, VENTILATION, AND AIR CONDITIONING (5 credit hours) A course designed to familiarize the student with the operating principles, service, and diagnostic techniques of Heating Ventilation and Air Conditioning systems in today's automobiles and heavy trucks, including farm and heavy equipment applications.

DIE 140 BRAKES (3 credit hours) Brakes will cover the theory and operations of hydraulic and air brake systems, teaching troubleshooting, disassembly, inspection and adjustments of hydraulic and air brake systems, including ABS.

DIE 150 BASIC ELECTRICAL SYSTEMS (5 credit hours) The course is designed to provide the student with a basic understanding of electrical fundamentals and system components. The student will also learn the proper use of electrical test equipment such as meters and scopes. Starting and charging systems component rebuild will be covered.

DIE 160 SUSPENSION AND STEERING (3 credit hours) Suspension and Steering addresses the theory, operations and troubleshooting of various steering and suspension system components.

DIE 170 HYDRAULICS (7 credit hours) The student will have an orientation to the principles of operations, testing, and hydraulic systems repair procedures. The student will complete competencies which require troubleshooting and diagnosing hydraulic circuit problems.

DIE 173 DIESEL ENGINE FUNDAMENTALS (8 credit hours) A course to familiarize the student with diesel injection systems, governors, and turbochargers. Also covered are valve train and fuel timing adjustments. Computer control and aneroid management will be emphasized using hands-on procedures to complement classroom instruction.

DIE 180 ADVANCED DIESEL ENGINES (7 credit hours) This course advances the theory of operation into the applicable analysis and break down of internal combustion engines, parts identification, parts failure operating principles, overhaul of diesel engines, familiarization of shop procedures, areas of specialized repair and preventive maintenance. The learner will be expected to identify component parts, disassemble, take appropriate measurements to evaluate wear, repair, and reassemble to a start-run status. Attention is given to time management, procedure, and proper engine specifications.

DIE 190 DRIVE TRAINS (5 credit hours) This course studies the path of engine torque through clutches, transmissions, drive trains, differentials and final drive units. Operation and characteristics of each of these components are identified, demonstrated and tested. Components are disassembled, inspected, evaluated, adjusted and rebuilt.

DIE 195 TRUCK AND HEAVY EQUIPMENT SYSTEMS (8 credit hours) A course explaining drive mechanisms found in diesel and heavy equipment. The course includes operation and service techniques related to differentials, steering, suspension and brakes on heavy duty vehicles. Students will also learn total wheel alignment on trucks.

DIE 200 ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS (7 credit hours) Program offerings in this area are to provide the Diesel student with new knowledge and technical updates required by the industry to perform occupational oriented service as a technician. This course will focus on current and e-merging technologies in the electronic engine, transmission and antilock braking systems.

DIE 210 ELECTRONIC SYSTEMS I (6 credit hours) Program offerings in this area are to provide the Diesel student with new knowledge and technical updates required by the industry to perform occupational oriented service as a technician. This course will focus on current and emerging technologies in the electronic engine, transmission and antilock braking systems. This course can be taken more than once as the topics change and proficiency requirements are upgraded. This course is designed to be taken in conjunction with Electronic Systems II.

DIE 220 ELECTRONIC SYSTEMS II (6 credit hours) Program offerings in this area are to provide the Diesel student with new knowledge and technical updates required by the industry to perform occupational oriented service as a technician. This course will focus on current and emerging technologies in the electronic engine, transmission and antilock braking systems. This course can be taken more than once as the topics change and proficiency requirements are upgraded. This course is designed to be taken in conjunction with Electronic Systems I. Prerequisite: DIE 210

DIE 230 DRIVE TRAINS II (6 credit hours) Drive Trains II studies the path of engine torque through torque converters, automatic transmissions and automated manual transmissions. Operation and characteristics of each of these components are identified, demonstrated and tested. Components are disassembled, inspected, evaluated, adjusted and rebuilt.

Early Childhood Education

ECE 101 EARLY CHILDHOOD CURRICULUM (3 credit hours) Designing early childhood curricula that meets the criteria of "developmentally appropriate practice" will be emphasized. Students will study how to plan and implement a variety of activities for young children that enhance their physical, social, emotional, and intellectual development. Various established curriculum models for early childhood settings will be reviewed. Prerequisite: ECE 104, ECE 107. Corequisite: ECE 102

ECE 102 EARLY CHILDHOOD CURRICULUM PRACTICUM (2 credit hours) Observation of curriculum and how differentiated segments of the curriculum meet the children's needs. Direct participation in presenting curriculum activities to young children. Prerequisite: ECE 104, ECE 107. Corequisite: ECE 101

ECE 104 PRACTICUM I (3 credit hours) Students learn observation techniques which they then use in child care settings to observe the development of young children. They also assist in providing direct care to children in those settings. Classroom lectures provide information and a forum for discussion of what students are doing in their field experience sites. Corequisite: ECE 107

ECE 105 CHILD GROWTH AND DEVELOPMENT (3 credit hours) An introductory study of the principles of growth and development of children from conceptions through eight years of age. Emphasis is placed upon understanding how children develop physically, socially, emotionally, and intellectually, and how early experiences impact children's overall development.

ECE 106 THE PRESCHOOL CHILD PRACTICUM (2 credit hours) Students observe the development of children three to six years old in an early childhood classroom setting. Working under the supervision of staff at the practicum site, students will complete assignments designed to develop skills and techniques for working with young children in early childhood setting.

ECE 107 GUIDING YOUNG CHILDREN (3 credit hours) An overview of various methods of relating to young children. Emphasis on general child development principles, understanding children's positive and negative behaviors, and appropriate child guidance techniques. Corequisite: ECE 104

ECE 108 PRACTICUM II (3 credit hours) Students gain firsthand experience in planning and presenting curriculum activities for preschool children in an actual child care or preschool setting. The seminar portion of the course allows student to discuss topics relating to curriculum development, and to share information on personal evaluations of their activities. Prerequisite: ECE 101, ECE 102, and ECE 104

ECE 110 CHILD CARE NUTRITION PRACTICUM (2 credit hours) Observation of food service provision in an early childhood setting. Students are exposed to planning appropriate nutritious menus, food preparation and presentation, and administrative concerns, including budgeting.

ECE 111 INFANT CARE (2 credit hours) This course will include an overview of the development and care of infants including language, cognitive, social emotional, physical and intellectual development.

ECE 202 FAMILY RELATIONSHIPS (3 credit hours) A study of the nature of the family in contemporary American society, with emphasis on the impact of current trends on young children's development. Students are exposed to various models of family structure and functions, including the importance of valuing unique cultural characteristics of families.

ECE 204 CHILD CARE ADMINISTRATION (2 credit hours) Students will focus on the establishment and administration of early childhood programs, with emphasis on current Kansas child care regulations. Classroom projects will be enhanced by field trips to community early childhood programs. Students may assist in organizing and participate in community workshops.

ECE 205 PARENT EDUCATION (3 credit hours) This course examines the relationship between early childhood programs and parents. Background information on parenting emphasizes the importance of parents as persons who are growing and developing along with their child. Various techniques for working with parents and encouraging parent involvement will be highlighted.

ECE 206 PRACTICUM III (4 credit hours) Designed for the student to utilize knowledge gained in previous courses and practica, this direct experience course involves the student in extensive curriculum planning and executing activities in an early childhood setting. Prerequisite: ECE 101, ECE 102, ECE 104, ECE 105, ECE 106, ECE 107, ECE 108

ECE 210 FIRST START: CARE OF HANDICAPPED INFANTS AND TODDLERS (3 credit hours) "First Start" is a national training program to prepare paraprofessionals (child care providers and educational assistants) for direct care of infants, toddlers, and young children with disabilities and chronic illnesses. Major sections are special procedures and skills; communication with parents and other household residents; and cooperation between health, education, and child care services. Other education and health professionals, as well as parents, may find this course beneficial.

Economics

ECON 101 PRINCIPLES OF MACROECONOMICS (3 credit hours) An introduction to the foundation theories underlying modern economic thought and practices. This course will acquaint the student with the economy of the United States, the effects of technology on output, the impact of scarcity on a modern day economy, the determinants of national income and employment, monetary policy, as well as economic growth.

ECON 102 PRINCIPLES OF MICROECONOMICS (3 credit hours) An analysis of the theories of price and distribution, factor markets, market structures and social implications, and current related issues and policy determinants.

Education

ED 201 INTRODUCTION TO EDUCATION (3 credit hours) Introduction to Education is designed to provide a general survey of educational thought and practice in the United States. It will help the prospective teacher to evaluate the pros and cons of teaching, to understand better the American system of education, and to become aware of present trends, challenges and innovation in today's schools. The course will help prospective teachers to develop a more concrete personal philosophy of education.

ED 204 INTRODUCTION TO EDUCATION PRACTICUM (3 credit hours) The purpose of the course is to provide students with first-hand experience dealing with schools and children by placing them in area classrooms to observe teachers, children, methodologies, and evaluation processes. Prerequisite: Students enrolling in this course must have an overall grade point average of 2.5 and have completed 24 credit hours including ED 201 (Introduction to Education) and PSY 102 (Human Growth and Development) or Instructor consent

Electrical Power Technician

EPT 103 ELECTRICAL ESSENTIALS (3 credit hours) As a part of the Electrical and Power Transmission Installation/ Installer Program, this course is designed to familiarize the student with electricity and with equipment familiar to the utility industry. The student learns how to apply the theory learned in applied electricity to the industries electrical power systems.

EPT 120 POWER INDUSTRY SAFETY AND RELATIONS (3 credit hours) This course is designed to familiarize the student with safety rules and regulations governing the electric lineman's occupation. Safe work practices, job requirements, employee and employer responsibilities will be addressed. Occupational Safety and Health Administration (OSHA) rules and regulations related to the industry will be taught.

EPT 121 AC/DC FUNDAMENTALS (3 credit hours) This course is designed to familiarize the student with electricity and

with electric theory. The student learns how this applies to the industry and its electrical power systems.

EPT 122 SYSTEM CONSTRUCTION, MAINTENANCE, AND EQUIPMENT (3 credit hours) This course will introduce the student to the specifications of construction for the power line industry. Show him how power lines are constructed and familiarize him with equipment involved in the line construction. Students learn the tools of the trade as well as their application and the physical layout of material and equipment on the power pole and how this makes maintenance easier and manageable.

EPT 123 TRANSFORMERS, METERING, AND FUSING (3 credit hours) This course is designed to reinforce the student's knowledge of electric transformer operation and theory. They will be instructed how to install, connect, protect and troubleshoot distribution transformers. Meter connections will also be discussed and illustrated.

EPT 150 LAB AND FIELD TRAINING I (6 credit hours) This course is part of the Electrical and Power Transmission Installation/Installer Program. Setting poles is the first experience students receive in the field. Students learn the basic skill of setting a pole by hand digging, and then learn to climb and work the poles. Skills learned in the classroom are applied to lab and field exercises.

EPT 151 LAB AND FIELD TRAINING II (6 credit hours) This course is part of the Electrical and Power Transmission Installation/Installer Program. Setting poles is the first experience students receive in the field. Students learn the basic skill of setting a pole by hand digging, and then learn to climb and work the poles. Skills learned in the classroom are applied to lab and field exercises. This course is a continuation of EPT 150 - Lab and Field Training I. Prerequisite: EPT 150

EPT 255 ON THE JOB EXPERIENCE I (6 credit hours) This course is designed to give the student on-the-job experience. The student will experience first-hand the duties and expectations of an electrical lineman and show they are mentally and physically capable of doing the duties of an electrical lineman. Prerequisite: EPT 150

EPT 256 ON THE JOB EXPERIENCE II (6 credit hours) This course is designed to give the student on-the-job experience. The student will experience first-hand the duties and expectations of an electrical lineman and show they are mentally and physically capable of doing the duties of an electrical lineman. Prerequisite: EPT 151

EPT 276 SYSTEM WORK PRACTICES AND UNDERGROUND DISTRIBUTION (3 credit hours) Underground Distribution will prepare the student in the field of underground construction. Students learn the tools of the trade as well as their application. Installation of cables, fuses, transformers, grounds, and switches are the major projects for the apprentice lineman.

EPT 280 APPLIED ELECTRICAL AND SYSTEM EMERGENCY CONCEPTS (3 credit hours) This course is designed to familiarize the student with advanced electricity familiar to the utility industry. The student learns the origin as well as the applications of electricity with emphasis put on three-phase application. This course will also familiarize the student with safe work practices and procedures for dealing with electrical system emergencies and job site emergencies.

Emergency Medical Training

EMT 111 EMERGENCY MEDICAL TRAINING: BASIC (12 credit hours) The Emergency Medical Training course is designed for students interested in providing care to patients in the pre-hospital setting. The course will provide the student with opportunities to gain information, skills and attitudes necessary for the certification and practice as an Emergency Medical Technician (EMT) in the state of Kansas. The course addresses information and techniques currently considered to be the responsibilities of the EMT according to the U. S. Department of Transportation, National Standard Curriculum and the Kansas Statutes Authorized Activities for EMT.

Engineering

ENGR 210 STATICS (3 credit hours) This is a sophomore engineering course devoted to the study of static equilibrium. It includes such topics as general force systems, torque, centroids, and centers of gravity, moments of inertia and friction. Students are encouraged to use CAS and calculators to solve the problems. Prerequisite: PHYS 231 and MATH 221 (or taken concurrently)

English

ENG 095 BASIC ENGLISH COMPOSITION (3 credit hours) A basic composition course with special emphasis on writing sentences and short paragraphs. The course is designed for students who have had limited writing experience and who need to improve at the sentence and paragraph level before progressing to ENG O99 (Preparatory English Composition). Prerequisite: Appropriate score on placement test

ENG 098 SENTENCES: STRUCTURE AND STYLE (2 credit hours) A supplemental composition course for students who have qualified for placement in ENG 102 (English Composition I) but require additional instruction in principles of sentence skills, grammar, and vocabulary; includes essays written for ENG 102. Prerequisite: Appropriate score on placement test or ACT. Corequisite: Appropriate section of ENG 102

ENG 099 PREPARATORY ENGLISH COMPOSITION (4 credit hours) A basic course in composition with special emphasis on constructing paragraphs, combining paragraphs into unified essays, and identifying and using various sentence structures and mechanics accurately. The course focuses on writing as a process. Designed as a prerequisite for ENG 102, students will be placed in the course on the basis of ACT and/or college placement test scores, or upon request of the student. The course will not substitute for ENG 102 or ENG 103 requirements. This course meets four hours a week and does not count toward graduation credit.

ENG 101 TECHNICAL COMMUNICATIONS (3 credit hours) Technical Communications is a course providing instruction in communication for and about business and industry. Course content includes strategies for successful workplace communication in areas of visual and electronic communication; written correspondence, reports, and technical

applications; oral communication; and strategies for effective job searches. Recommended for a technical certificate or two-year Associate of Applied Science Technical degree seeking students.

ENG 102 ENGLISH COMPOSITION I (3 credit hours) A course designed to develop skills in basic expository writing based on a process approach. Includes assigned readings. Prerequisites: Appropriate score on placement test or ACT

ENG 103 ENGLISH COMPOSITION II (3 credit hours) A course designed to expand on writing skills developed in Composition I, with emphasis on the social nature of writing as used in forms of analysis, argumentation and persuasion, and formal research procedures and documentation. Prerequisites: ENG 102

ENG 115 CREATIVE WRITING (3 credit hours) A course designed to stress the fundamentals of creative writing genres (stories, poetry, drama and creative nonfiction), writing best practices, and the different pathways to publication (traditional publishing, independent publishing and self-publishing). This course is intended to fulfill a humanities general education requirement. Students should demonstrate readiness for English Composition II, by placement or course credit.

ENG 202 INTRODUCTION TO LITERATURE (3 credit hours) An introduction to prose fiction, drama, and poetry. This course deals with selected American and European short stories, novels, plays, and poetry. Students should demonstrate readiness for English Composition I, by placement or by course credit.

ENG 204 ENGLISH LITERATURE I (3 credit hours) A general survey of English literature from its beginning to the middle of the 18th Century with emphasis on major writers and influences. Students should demonstrate readiness for English Composition I, by placement or by course credit.

ENG 206 WORLD LITERATURE (3 credit hours) A study of literature from around the world, with emphasis on the diverse historical, geographic and cultural contexts of human values and social orders. Selections include prose fiction, poetry and drama from different time periods and regions of the world. Students should demonstrate readiness for English Composition I, by placement or by course credit.

ENG 209 AMERICAN LITERATURE I (3 credit hours) A general survey of American Literature from the pre-Colonial period to 1865, with emphasis on major writers and movements. Students should demonstrate readiness for English Composition I, by placement or by course credit.

ENG 210 AMERICAN LITERATURE II (3 credit hours) A general survey of representative works for post-Civil War to the present, with emphasis on the major writers and the rise of realism, modern, and postmodern literary trends. Students should demonstrate readiness for English Composition I, by placement or by course credit.

ENG 230 INTRODUCTION TO FILM (3 credit hours) This course introduces the artistic elements of film through an analysis of production techniques, film styles, and critical analysis.

ENG 231 INTRODUCTION TO CINEMA (3 credit hours) An introduction to the development of films from 19th Century experiments in photography through the present. Emphasis will be on understanding of current cinema through study of film vocabulary, criticism, and analysis. Classes and labs will entail lecture/discussion and film showings. Students should demonstrate readiness for English Composition I, by placement or by course credit.

ENG 245 CHILDREN'S LITERATURE (3 credit hours) A course exploring the multifaceted world of children's literature. The course emphasizes reading and interpreting literature in-depth, engaging in substantive literary discussion, and writing critical responses to literature. Diverse course materials both for and about children are designed to serve as life and career resources. Recommended for: elementary education, library science, and child development majors. Students should demonstrate readiness for English Composition I, by placement or by course credit.

ENG 250 WRITING WORKSHOP (1 or 3 credit hours) A course tailored to fit a wide variety of writing needs. Course topics might include such items as process writing, technical writing, creative writing, business writing, writing assessment, writing modes, rhetorical theory, grammar, etc. This course is generally offered on a demand basis for up to three hours credit.

ENG 255 LITERATURE FOR ADOLESCENTS (3 credit hours) A course focusing on literature for and about adolescents. The course texts include literature read by middle school and high school students and adults. Emphasis is on reading and interpreting literature in-depth, engaging in substantive literary discussion, and writing critical responses to literature. Diverse course materials are designed to serve as life and career resources. Recommended for education and library science majors. Students should demonstrate readiness for English Composition I, by placement or by course credit.

English as a Second Language

ESL 094 PREPARATION FOR CITIZENSHIP (1 credit hour) This course is designed for non-native speakers of English who want to prepare for the civics and English test required by the U.S. Citizenship and Immigration Services. The focus of this course is the questions about U.S. history and government asked in the naturalization interview. Important facts about U.S. traditions and holidays will be highlighted and clarified. The instructional strategies will provide practice in listening, reading, writing and speaking in English. Students who engage in the course activities should increase their confidence to engage in the naturalization process.

ESL 111 ESL I (5 credit hours) ESL I is designed to help the beginning non-native speaker improve their English skills. The focus will be finding meaning in written and spoken English. Students will actively practice reading, writing, listening and speaking skills in English. Students will focus on increasing English vocabulary and comprehension through reading, writing, listening and speaking English. Promotion to ESL II requires a grade of C or better in this course, or an ESL AccuPlacer score at the intermediate level.

ESL 112 ESL II (5 credit hours) ESL II is designed to help the intermediate non-native speaker improve English skills. The focus will be on finding meaning in written and spoken English.

Students will intensively practice reading, writing, listening and speaking skills in English. Written and oral presentations are a regular requirement for this course. Promotion to ESL III requires a grade of C or better in this course, or an ESL AccuPlacer score at the advanced level. Prerequisite: A grade of C or higher is ESL 111, or an ESL AccuPlacer score at the intermediate level.

ESL 113 ESL III (4 credit hours) ESL III is designed to help the advanced level non-native speaker improve English skills. The focus will be on increasing comprehension when reading and increasing skills in written English. Students will practice reading, writing, listening and speaking skills in English and practice research skills. Promotion to English Composition I requires an AccuPlacer score of 69 or better. Prerequisite: A grade of C or better in ESL 112 or an ESL AccuPlacer score at the advanced level.

ESL 120 BEGINNING ACADEMIC ESL: LISTENING AND SPEAKING (1 or 2 credit hours) This course is designed to help the beginning non-native speaker improve his or her listening and speaking skills in English. Students will practice listening and speaking strategies to assist in comprehension and expand vocabulary. Participation in small group discussions will assist students to find meaning in spoken English. Various grammar points are highlighted in the lectures. Promotion to the intermediate level requires intermediate-level scores for course grade (C or better) and the final exam (C or better). Prerequisite: Appropriate score on placement test or Instructor consent

ESL 125 BEGINNING ACADEMIC ESL: READING AND WRITING (1 or 2 credit hours) This course is designed to help the beginning non-native speaker improve English reading and writing skills. The focus will be on vocabulary and grammar and the application of grammatical knowledge to real-world writing. Students will be introduced to the more formal style of written English by reading and responding to texts in English taken from a variety of sources: news articles, short stories, cultural articles, dialogues, and excerpts from longer works. Promotion to the intermediate level requires intermediate-level scores on two indicators: course grade (C or better) and the final exam (C or better). Prerequisite: Appropriate score on placement test or Instructor consent

ESL 132 INTERMEDIATE ACADEMIC ESL: LISTENING AND SPEAKING (2 credit hours) This course is designed to help the intermediate non-native speaker improve his or her listening and speaking skills in English. The focus will be on finding meaning in spoken English. Students will practice listening and speaking strategies to assist in comprehension, expand their vocabulary, and participate in small group discussions. Students will practice pronunciation. Various grammar points are highlighted in the lectures. Promotion to the advanced level requires advanced-level scores on two indicators: course grade (C or better) and the final exam (C or better). Prerequisite: Appropriate score on placement test or Instructor consent

ESL 133 INTERMEDIATE ACADEMIC ESL: READING AND WRITING (2 credit hours) This course is designed to help the intermediate-level non-native speaker improve English reading and writing skills. The focus will be on grammar, vocabulary and the application of grammatical knowledge to real-world writing. Students will practice word-building strategies to expand their vocabulary and reading strategies to expand their comprehension. Writing assignments will consider clear sentences, grammar, punctuation, mechanics, and involve revising, editing and sharing of the works. Promotion to the advanced level requires advanced-level scores on course grade (C or better) and the final exam (C or better). Prerequisite: Appropriate score on placement test or Instructor consent

ESL 150 ADVANCED ACADEMIC ESL: WRITING (2 credit hours) This is a course in composition with special emphasis on writing correct sentences and paragraphs and on combining paragraphs into a unified essay. It is designed for advanced nonnative speakers of English and will focus on the relevance of word order, word choice, and punctuation to accurately communicate in writing. This course is designed to lead into either English Composition 102 or Preparatory English Composition 099, depending on final grades. Prerequisite: Appropriate score on placement test or Instructor consent

ESL 155 ADVANCED ACADEMIC ESL: GRAMMAR (2 credit hours) This course is designed to present the non-native speaker with a framework of grammatical structures to use in the organization of spoken and written English. Specific problem areas of different kinds are identified and explanations delivered. Discussion topics and projects for further investigation and practice are intended to advance the language acquisition process. Prerequisite: Appropriate score on placement test or Instructor consent

Fire Science Protection Technology

FS 100 INTRODUCTION TO EMERGENCY SERVICES I (3 credit hours) This course is designed to give the student an introduction to basic skills of Emergency Services.

FS 101 INTRODUCTION TO EMERGENCY SERVICES II (3 credit hours) A continuation of FS 100. This course is designed to give the student an introduction to basic skills of Emergency Services.

FS 102 FIRE FIGHTER I (9 credit hours) This course is designed to give the students the basic skills needed to meet the standards for the Fire Fighter I level as outlined in NFPA 1001.

FS 103 FIRE FIGHTER II (6 credit hours) This course is designed to give students the basic skills needed to meet the standards of Fire Fighter II as outlined in MFPA 1001. Prerequisite: FS 102

FS 113 HAZARDOUS MATERIALS (3 credit hours) Study of chemical characteristics and reactions related to storage, transportation, handling hazardous materials, i.e., flammable solids, oxidizing and corrosive materials, and radio-active compounds. Emphasis on emergency situations and fire fighting and control.

FS 115 FIRE PROTECTION SYSTEM (3 credit hours) Study of the required standard for water supply; protection systems; automatic sprinklers and special extinguishing systems, including analysis of various automatic signaling and detection systems.

FS 120 INTRODUCTION TO FIRE ADMINISTRATION I (3 credit hours)
History and philosophy of fire protection; review of statistics of loss of fire and property of fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; a discussion of current related problems and review of expanding future fire protection problems.

FS 121 FIRE INVESTIGATION I (3 credit hours) This class is a study of basic skills and determining the point of origin and causes of fires and of those persons most likely to become arsonists. Preserving the fire scene and gathering evidence is also addressed.

FS 131 FIREFIGHTER CONDITIONING I (3 credit hours) This course will allow a student to enhance & work on improving their body's development. The class will be job specific in physical movements & nutrition to meet Industry standards. It is highly recommended to be taken at the same time as FS 102, but not mandatory.

FS 132 FIREFIGHTER CONDITIONING I (3 credit hours) A continuation of FS 131.

FS 133 FIREFIGHTER CONDITIONING I (3 credit hours) A continuation of FS 132.

FS 141 FIRE HYDRAULICS AND EQUIPMENT (3 credit hours) Application of the laws of mathematics and physics to properties of fluid states, force, pressure and flow velocities. Emphasis in applying principles of hydraulics to fire fighting problems.

FS 142 BEGINNING RAPPELLING (1 credit hour) This course is designed to give the student an understanding of the basics involved in rappelling, including basic high angle hardware, knots, anchoring, belaying, and the care and use of rope and related equipment.

FS 143 INTERMEDIATE RAPPELLING (1 credit hour) The course will review knots, ropes and rope care, anchoring, and hardware. In addition, this course is designed to give the student an understanding of basic ascending techniques, the use of the brake-bar rack, emergency rappels, and one-person rescue. Prerequisite: FS 142

FS 144 ADVANCED RAPPELLING (1 credit hour) This course is designed to give the students an understanding of slope, evacuation, high-angle lowering, hauling systems, and highlines. Prerequisite: FS 143

FS 145 MOUNTAIN RESCUE (3 credit hours) This course provides the student with skills used by police, fire and rescue, mountain rescue, and cave rescue. The setting up of a tryolene between two fixed objects and from building roof-top to ground as well as low angle rescue, high angle rope rescue, utilizing the litter and tender on a 3:1 and 9:1 hauling system, will be covered. Prerequisite: FS 144

FS 198 OCCUPATIONAL EXPERIENCE I (3 credit hours) A course designed to give the student on the job experience. The selected activity site must be approved by the instructor and complement previous experience taken at the college. Prerequisite: FS 102 (or taken concurrently)

FS 199 OCCUPATIONAL EXPERIENCE II (3 credit hours) A continuation of FS 198. A course designed to give the student on the job experience. The selected activity site must be approved by the instructor and complement previous experience taken at the college. Prerequisite: FS 198 (or taken concurrently)

FS 205 EMERGENCY MANAGEMENT (3 credit hours) Explore emergency management through classroom discussion/lectures. Case studies discussions, small group planning sessions and practical exercises. Students explore new and innovative ideas and increase their awareness. Designed to help individuals and communities identify potential deficiencies in emergency plans and/or staff knowledge so that these weaknesses can be corrected prior to an actual emergency.

FS 298 OCCUPATIONAL EXPERIENCE III (3 credit hours) A continuation of FS 199. A course designed to give the student on the job experience. The selected activity site must be approved by the instructor and complement previous experience taken at the college. Prerequisite: FS 199 (or taken concurrently)

FS 299 OCCUPATIONAL EXPERIENCE IV (3 credit hours) A continuation of FS 298. A course designed to give the student on the job experience. The selected activity site must be approved by the instructor and complement previous experience taken at the college. Prerequisite: FS 298 (or taken concurrently)

Flight Instructor Pilot

FIP 101 SURVEY OF AVIATION SCIENCE (3 credit hours) Designed for all student interested in career opportunities in Aviation Science and general knowledge of aviation and aerospace studies. Includes historical events in aviation and aerospace development. Studies aviation and aerospace terminology, how airplanes and spacecraft fly, research and development of future systems, government and industry roles in the growth of aviation.

FIP 102 AIR TRANSPORTATION MANAGEMENT (3 credit hours) Presents the management skills necessary to be a fixed base operator and entry-level manager for scheduled airlines in the national aviation system. Teaches management functions, marketing, financing, organization and administration, flight operations, maintenance, safety and liability. Provides hands-on experience of management styles through evaluations and critiques of local airlines and airport facilities.

FIP 105 THEORY OF INSTRUCTION (3 credit hours) Designed for advanced pilots preparing for Flight Instructor rating. Stresses psychology of learning and the ability to evaluate student learning. Analyzes student needs and rates of learning. Provides instructional communication techniques. Requires writing a lesson plan, which includes learning objectives, methods of instruction, media selection and adaptation, and teaching. Also requires completion of the Fundamentals of Instructing FAA written exam.
Prerequisite: Instructor consent

FIP 110 PRIVATE PILOT GROUND (3 credit hours) Prepares entry-level student pilots with aeronautical knowledge to include: applicable Federal Aviation Administration (FAA) Regulations for private pilot privileges, limitations, and flight

operations; accident reporting requirements of the National Transportation Safety Board (NTSB); applicable subjects of the Aeronautical Information Manuals and the appropriate FAA advisory circulars; aeronautical charts for Visual Flight Rules (VFR) navigation using pilotage, dead reckoning, and navigation systems; radio communication procedures; recognition of critical weather situations from the ground and in flight, wind shear avoidance, and the procurement and use of aeronautical weather reports and forecasts; safe and efficient operation of aircraft, including collision avoidance, and recognition and avoidance of wake turbulence; effects of density altitude on takeoff and climb performance; weight and balance computations; principles of aerodynamics, power plants, and aircraft systems; aeronautical decision-making; and preflight action that includes how to obtain information on runway lengths at airports intended for use, data on takeoff and landing distances, weather reports and forecasts, and fuel requirements, and how to plan for alternatives if the planned flight cannot be completed or delays are encountered.

Charges:	Tuition	$141.00
	Incidental Fees	$192.00
	Technology Fee	$36.00
	Total	$369.00

FIP 115 COMMERCIAL PILOT PHASE I GROUND (4 credit hours) Prepares Private Pilot students with aeronautical knowledge to include: Federal Aviation Regulations (FAR) that apply to commercial pilot privileges, limitations, and flight operations; accident reporting requirements of the National Transportation Safety Board (NTSB); basic aerodynamics and the principles of flight; meteorology, to include recognition of critical weather situations, wind shear recognition and avoidance, and the use of aeronautical weather reports and forecasts; safe and efficient operation of aircraft; weight and balance computations; use of performance charts; significance and effects of exceeding aircraft performance limitations; use of aeronautical charts and a magnetic compass for pilotage and dead reckoning; use of air navigation facilities; aeronautical decision-making and judgment; principles and functions of aircraft systems; maneuvers, procedures, and emergency operations appropriate to the aircraft; night and high-altitude operations; and descriptions and procedures for operating within the National Airspace System.

Charges:	Tuition	$188.00
	Incidental Fees	$256.00
	Technology Fee	$48.00
	Total	$492.00

FIP 125 INSTRUMENT PILOT GROUND (4 credit hours) Prepares students with aeronautical knowledge to include: Federal Aviation Regulations (FAR) for Instrument Flight Rules (IFR) flight operations; appropriate information in the Aeronautical Information Manual; air traffic control system and procedures for instrument flight operations; IFR navigation and approaches by use of navigation systems; use of IFR in route and instrument approach procedures charts; procurement and use of aviation weather reports and forecasts, and the elements of forecasting weather trends on the basis of weather conditions; safe and efficient operation of aircraft under instrument flight rules and conditions; recognition of critical weather situations and wind shear avoidance; aeronautical decision-making and judgment; and crew resource management to include crew communication and coordination.

Charges:	Tuition	$188.00
	Incidental Fees	$256.00
	Technology Fee	$48.00
	Total	$492.00

FIP 135 CERTIFIED FLIGHT INSTRUCTOR GROUND (4 credit hours) Prepares students who have sufficient and current Commercial Pilot aeronautical knowledge to include: the fundamentals of instructing to include the learning process, elements of effective teaching, student evaluation and testing, course development, lesson-planning, and classroom training techniques; and the additional aeronautical knowledge appropriate to this rotorcraft-helicopter rating.

Charges:	Tuition	$188.00
	Incidental Fees	$256.00
	Technology Fee	$48.00
	Total	$492.00

FIP 140 CERTIFIED FLIGHT INSTRUCTOR INSTRUMENT GROUND (4 credit hours) Prepares students who have sufficient and current commercial aeronautical knowledge to include: the fundamentals of instructing, to include the learning process, elements of effective teaching, student evaluation and testing, course development, lesson-planning, and classroom training techniques; and the additional aeronautical knowledge appropriate to this rotorcraft-helicopter.

Charges:	Tuition	$188.00
	Incidental Fees	$256.00
	Technology Fee	$48.00
	Total	$492.00

FIP 210 PRIVATE PILOT CERTIFICATION FLIGHT (1 credit hour) Provides student pilots with eighty (80) dual instructional hours and five (5) solo instructional hours in helicopters and fifty-two (52) ground training hours, in this course, from a Certified Flight Instructor on the approved areas of operation; cross-country flight training of more than 50 nautical miles distance, takeoffs and landings to a full stop involving a flight in the traffic pattern at an airport, day and night; and preparation for the practical test within sixty (60) days preceding the date of the test. The student must demonstrate satisfactory proficiency prior to receiving an endorsement to operate an aircraft in solo flight and to take the FAA Practical Test.

COURSE OBJECTIVE: The student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirements for a private pilot certificate with a rotorcraft category and a helicopter class rating.

LESSON DESCRIPTION AND STAGES OF TRAINING: Each lesson is fully described within the syllabus, including the objectives, standards, and measurable units of accomplishment and learning. The stage objectives and standards are described at the beginning of each stage within the syllabus.

Course Charges R22 -FIP 210 (section 1031)

Tuition	$47.00
Incidental Fees	$64.00
Technology Fee	$12.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$30,772.00
Total Cost	**$32,425.00**

Course Charges R44 -FIP 210 (section 1032)

Tuition	$47.00
Incidental Fees	$64.00
Technology Fee	$12.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$49,619.00
Total Cost	**$51,272.00**

FIP 215 COMMERCIAL PILOT PHASE I FLIGHT (3 credit hours) Provides a Private Pilot Certificate holder with thirty (30) hours dual VFR, eighty-five (85) solo* instruction hours, thirty (30) ground training hours, and thirty and a half (30.5) pre/post flight hours in this course from a Certified Flight Instructor on the approved areas of operation: control and maneuvering of a helicopter solely by reference to instruments, including using a view-limiting device for attitude instrument flying, and partial panel skills; recovery from unusual flight attitudes; intercepting and tracking navigational systems; cross country flight in daytime conditions in a helicopter that consists of a total straight-line distance of more than fifty (50) nautical miles from the original point of departure; cross country flight in nighttime conditions in a helicopter that consists of a total straight-line distance of more than fifty (50) nautical miles from the original point of departure; and preparation for the practical test within sixty (60) days preceding the date of the test. The student must demonstrate satisfactory proficiency prior to receiving and endorsement to take the FAA Practical Test.

COURSE OBJECTIVE: The student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirements for a commercial pilot certificate with a rotorcraft category and a helicopter class rating.

LESSON DESCRIPTION AND STAGES OF TRAINING: Each lesson is fully described within the syllabus, including the objectives, standards, and measurable units of accomplishment and learning. The stage objectives and standards are described at the beginning of each stage within the syllabus.

Course Charges R22 -FIP 215 (section 1031)

Tuition	$141.00
Incidental Fees	$192.00
Technology Fees	$36.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$37,420.00
Total Cost	**$39,319.00**

Course Charges R44 -FIP 215 (section 1032)

Tuition	$141.00
Incidental Fees	$192.00
Technology Fee	$36.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$66,533.00
Total Cost	**$68,432.00**

FIP 225 INSTRUMENT PILOT RATING FLIGHT (2 credit hours) Provides a Private or Commercial Pilot Certificate holder with thirty-five (35) dual instructional hours in helicopters and thirty (30) ground instructional hours, in this course, from a Certified Flight Instructor on the approved areas of operation: control and maneuvering of a helicopter solely by reference to instruments, including using a view-limiting device for attitude instrument flying, partial panel skills; recovery from unusual flight attitudes; intercepting and tracking navigational systems; cross country flight in daytime conditions in a helicopter that consists of a total straight-line distance of more than fifty (50) nautical miles from the original point of departure; cross country flight in nighttime conditions in a helicopter that consists of a total straight-line distance of more than fifty (50) nautical miles from the original point of departure; and preparation for the practical test within sixty (60) days preceding the date of the test. The student must demonstrate satisfactory proficiency prior to receiving an endorsement to allow the student to take the FAA Practical Test.

COURSE OBJECTIVE: The student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirements for an instrument rating within a rotorcraft category and a helicopter class.

LESSON DESCRIPTION AND STAGES OF TRAINING: Each lesson is fully described within the syllabus, including the objectives, standards, and measurable units of accomplishment and learning. The stage objectives and standards are described at the beginning of each stage within the syllabus.

Course Charges R22 -FIP 225 (section 1031)

Tuition	$94.00
Incidental Fees	$128.00
Technology Fees	$24.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$14,348.00
Total Cost	**$16,124.00**

Course Charges R44 -FIP 225 (section 1032)

Tuition	$94.00
Incidental Fees	$128.00
Technology Fees	$24.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$24,089.00
Total Cost	**$25,865.00**

FIP 235 CERTIFIED FLIGHT INSTRUCTOR FLIGHT (1 credit hour) Provides a Commercial Pilot Certificate holder with twenty-five (25) dual instructional hours in helicopters and forty (40) ground training hours, and eleven and a half (11.5) pre/post flight hours in this course, from a Certified Flight Instructor on the approved areas of operation:

fundamentals of instructing; technical subject areas; preflight preparation; preflight lesson maneuver to be performed in flight; preflight procedures; airport and heliport operations; hovering maneuvers; takeoffs, landings, and go-arounds; fundamentals of flight; performance maneuvers; emergency operations; special operations; and post flight procedures. The student must demonstrate satisfactory proficiency prior to receiving an endorsement to allow the student to take the FAA Practical Test.

COURSE OBJECTIVE: The student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirements for an instrument rating with a rotorcraft category and a helicopter class rating.

LESSON DESCRIPTION AND STAGES OF TRAINING: Each lesson is fully described within the syllabus, including the objectives, standards, and measurable units of accomplishment and learning. The stage objectives and standards are described at the beginning of each stage within the syllabus.

Course Charges R22 -FIP 235 (section 1031)

Tuition	$47.00
Incidental Fees	$64.00
Technology Fees	$12.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$11,796.00
Total Cost	**$13,449.00**

Course Charges R44 -FIP 235 (section 1032)

Tuition	$47.00
Incidental Fees	$64.00
Technology Fees	$12.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$18,176.00
Total Cost	**$19,829.00**

FIP 240 CERTIFIED FLIGHT INSTRUCTOR INSTRUMENT FLIGHT (1 credit hour) Provides a Commercial Pilot Certificate holder with fifteen (15) dual instructional hours in helicopters and fifteen (15) ground training hours, and seven and a half (7.5) pre/post flight hours in this course, from a Certified Flight Instructor Instrument on the approved areas of operation: fundamentals of instructing; technical subject areas; preflight preparation; preflight lesson on a maneuver to be performed in flight; air traffic control clearances and procedures, flight by reference to instruments; navigation systems; instrument approach procedures; emergency operations; and post flight procedures. The student must demonstrate satisfactory proficiency prior to receiving an endorsement to allow the student to take the FAA Practical Test.

COURSE OBJECTIVE: The student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirements for an instrument rating within a rotorcraft category and a helicopter class.

LESSON DESCRIPTION AND STAGES OF TRAINING: Each lesson is fully described within the syllabus, including the objectives, standards, and measurable units of accomplishment and learning. The stage objectives and standards are described at the beginning of each stage within the syllabus.

Course Charges R22 -FIP 240 (section 1031)

Tuition	$47.00
Incidental Fees	$64.00
Technology Fees	$12.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$7,198.00
Total Cost	**$8,851.00**

Course Charges R44 -FIP 240 (section 1032)

Tuition	$47.00
Incidental Fees	$64.00
Technology Fees	$12.00
Registration Fee	$30.00
Aviation Program Operations Fee	$1,500.00
Flight Fees	$11,264.00
Total Cost	**$12,917.00**

Geography

GEO 101 GEOGRAPHY (3 credit hours) This course will emphasize the cultural aspects of geography. It will examine peoples of the world, their lifestyles, religions, politics, and history. The course will also look at how and where people live and how their environment affects their lifestyle.

Geology

GEL 101 INTRODUCTION TO GEOLOGY (3 credit hours) Three hours of lecture and two hours of lab per week. This course will provide information and training necessary to identify rocks and minerals, the geologic history of the Earth as well as the physical processes affecting the interior and the surface of Earth. The rock cycle and plate tectonics will be emphasized. Corequisite: GELL 102

GELL 102 INTRODUCTION TO GEOLOGY LAB (1 credit hour) The laboratory will be based upon a hands-on approach emphasizing exercises to build critical observation and thinking skills. This course will help you to better understand the Earth through the use of geological tools, information, and the scientific method. Students learn the process aspect of science by observing, collecting data and interpreting the data to better understand and appreciate Earth. A list of web links relevant to each lab is also provided. Corequisite: GEL 101

GEL 103 INTRODUCTION TO GEOLOGY (5 credit hours) Introduction to Geology is a one semester survey course that will introduce students to the study of the earth, its processes and materials. It is designed to be for non-science majors as well as students that need an introductory course before starting a program of study requiring several semesters of science. Students will complete a lab in this course as part of the course requirements. Prerequisite: Writing level of English Composition I

Government

GOV 101 AMERICAN NATIONAL GOVERNMENT (3 credit hours) A general survey of the philosophic origins, constitutional and legal framework, and contemporary functioning of the American national government system with emphasis upon recent and current trends, issues, and policy decisions.

GOV 102 STATE AND LOCAL GOVERNMENT (3 credit hours) A survey of the role of the states and intergovernmental relations within the federal system and an examination of the patterns of politics, institutions and variables of the unitary system of the states with particular attention given to Kansas

GOV 106 INTRODUCTION TO SECURITY STUDIES (3 credit hours) This course examines the role and scope of contemporary global security. It underscores the theoretical approaches to international relations and how those approaches influence decision making. This course emphasizes key concepts that underpin all global security challenges. This course discusses the impact of security challenges from global, national, societal, and individual perspectives. Security challenges are examined in reference to each other and in their impact upon civil liberties. Finally, this course covers the role politics plays in deciding what security means, and who benefits (or suffers) from government intervention.

GOV 205 CURRENT POLITICAL ISSUES (3 credit hours) In this course we will discuss current political issues and events. We will research and discuss and learn about current events their historical, political and social importance. Prerequisite: Students should have passed a government, geography or history course offered by one of the instructors with a C or better. *Other courses may be accepted if approved by instructors.

Graphic Design

GRD 120 TYPOGRAPHY (3 credit hours) A graphic design and layout course for the student interested in the field of Graphic Design, Desktop Publishing, Journalism and related fields. The student will be introduced to the fundamentals of typography.

GRD 138 ADVERTISING GRAPHICS I (3 credit hours) A graphic design and layout course for the student interested in the field of graphic design, desktop publishing, and related fields. The student will be introduced to the fundamentals of drawing using computer software.

GRD 175 DIGITAL IMAGE EDITING (3 credit hours) This is a full-semester course covering basic through advanced features of digital image editing. Students will begin with the basics, including terminology, and will learn to work with layers, make selections, place type in an image, create special effects, adjust color and light, annotate an image, and create images for the Web. This course will cover all aspects of digital image editing. Students will learn the differences between preparing images for print or online use, as well as the equipment necessary to create quality digital images.

GRD 230 DESKTOP PUBLISHING (3 credit hours) This is an introduction to desktop publication design. The class will explore the basics of using computer software for desktop publishing and the fundamentals of good publication design. Emphasis will be placed on the creation of clear and concise written messages, and on the creation of attractive and effective visual design. You will be required to collect and discuss examples of good publication design.

GRD 250 INTRODUCTION TO GRAPHIC DESIGN (3 credit hours) This course focuses on the art of graphic design as a toll of communication. Lectures, demonstrations, and class critiques are held to give the student a background in the fundamentals and historical use of design. Students will learn a variety of layout techniques and technologies and practice good craftsmanship in the execution of comprehensive designs.

GRD 275 ADVANCED DIGITAL IMAGE EDITING (3 credit hours) This is a full-semester course in Advanced Digital Editing. Students will work with advanced features of the software, learning advanced techniques using layers, curves, color adjustments, special effects, blending modes, and production tips and techniques to complete images for use in graphic design or fine art. Prerequisite: GRD 175

GRD 298 GRAPHIC DESIGN OCCUPATIONAL EXPERIENCE I (3 credit hours) Course designed to give student cooperative work experience and on-the-job training. Experience is supervised by instructor-coordinator with classroom instruction correlated with this position. Student will gain valuable work experience. Student must work for an employer 12-15 hours per week during the semester. Additional assignments will be given.

GRD 299 GRAPHIC DESIGN OCCUPATIONAL EXPERIENCE II (3 credit hours) Course designed to give student cooperative work experience and on-the-job training. Experience is supervised by instructor-coordinator with classroom instruction correlated with this position. Student will gain valuable work experience. Student must work for an employer 12-15 hours per week during the semester. Additional assignments will be given.

Health

HLTH 100 PERSONAL AND COMMUNITY HEALTH (3 credit hours) A survey of the facts, habits and attitudes of the person and his/her community which affect the health and well-being of both.

HLTH 101 FIRST AID (3 credit hours) This is a course designed to teach the student how to handle first aid emergencies in a setting along with a more advanced understanding of first aid application. It provides them with knowledge of how to handle these emergencies with little or no equipment, to improvise, overcome and adapt to a most any situation and handle the First aid emergency with confidence and skill.

Students will gain competence in emergency recognition, scene safety, injury recognition & triage, and the specific skills necessary for activating the emergency response system, and specific skills designed to stabilize and provide first responder care for injuries and sudden illness. Each action will require competence in observation, critical thinking, action decision making, as well as cognitive and skill acquisition.

Successful completion of this course will result in the Heartsaver First Aid, CPR, AED certification by the American Heart Association. An additional charge is assessed to the student upon enrollment in this course to cover the cost of certification.

HLTH 110 PREVENTATIVE DRUG ABUSE (3 credit hours) This course provides an overview of drugs of use, misuse, and abuse in society. This course is designed as general education and is not part of the Addiction Counselor Program.

History

HIST 101 AMERICAN HISTORY I (3 credit hours) This course covers American History from colonial times through the Civil War and emphasizes the evolution of a democratic political system as well as the economic and social progress of the nation.

HIST 102 AMERICAN HISTORY II (3 credit hours) A study of American History from Reconstruction to the present. Emphasis will be placed on the growth of industrialism, the expansion of the nation's international influence, and its social, economic, and political progress.

HIST 110 KANSAS HISTORY (3 credit hours) A survey of the state's social, economic, and political history from the early Spanish explorations to the present.

HIST 120 WORLD HISTORY TO 1500 (3 credit hours) This course is an introduction to world history to the year 1500. This class will focus on the major political, economic, social, and cultural developments of early human civilization.

HIST 121 WORLD HISTORY FROM 1500 (3 credit hours) This course is an introduction to world history from the year 1500 to the present. This class will focus on the major political, economic, social, and cultural developments of the societies of the globe.

HIST 125 HISTORY OF CIVIL RIGHTS MOVEMENT (3 credit hours) This course is a record of one of the greatest and most turbulent movements of this century. It will be an indispensable course for students and teachers who are interested in civil rights in America.

HIST 126 TRAVEL ABROAD (2 credit hours) This course is offered in conjunction with the annual Chamber Trip offered by the Dodge City Area Chamber of Commerce. This travel course includes a study of the foreign nation's history, geography, culture, politics, and economics. This course will include lectures concerning the foreign nation to be visited, travel to that country, and discussions and a reflection paper concerning the visit after the trip's conclusion.

HIST 231 CURRENT ISSUES (3 credit hours) This course is a study of social, economical, political, and criminal issues that are shaping our society today. It is designed to help students develop their abilities to analyze and share their viewpoints as well as come to understand the viewpoints of others thought class participation and open discussion.

HIST 233 HISTORY OF WORLD WAR II (3 credit hours) This course will cover the history of the World War II era. It will deal with the causes of the war and the events which contributed to the war's outbreak. In addition to covering the strategy, tactics, battles, and campaigns which decided the war's outcome, it will cover diplomatic, political, economic, and social factors.

HIST 234 HISTORY OF WARFARE THROUGH THE CINEMA (3 credit hours) This course is a record of the development of war fighting doctrine, techniques, and weapons from ancient times to the present. War is presented as a great paradox of western civilization.

HIST 235 THE VIETNAM WAR (3 credit hours) This course will cover America's involvement in Vietnam from the beginnings of that involvement through the collapse of the South Vietnamese government in 1975. The course will emphasize the background of the Vietnam War, the strategies of the United States and North Vietnam, military campaigns, diplomacy, causes for U.S. failure, and the results of the war.

Human Development

HMDV 100 COLLEGE ORIENTATION (1 or 3 credit hours) This course is required of all students enrolled at Dodge City Community College and is designed to acquaint students with the function and operation of the college including academic programs and student services. The instructional goals are intended to provide initial assistance in awareness for college life at DC3 and in the community. This course is designed to focus on developing practical skills to enhance academic success, by starting their college experience in the right direction.

HMDV 105 COLLEGE READING (3 credit hours) This course is designed for the student reading at, near, or even below the college level, who would benefit from a comprehensive study of college-level reading strategies, study skills, comprehension skills, and critical reading and thinking skills. This course will aid the student in successfully completing community college studies so a smooth transition can be made to an institution offering a baccalaureate or higher degree. Prerequisite: Appropriate score on placement test. Corequisite: DVST 090 or DVST 091 or DVST 092

Information Technology

CIS 125 WINDOWS OPERATING SYSTEM (1 credit hour) The purpose of this course is to teach students to utilize various functions of the Windows Professional Operating System that include the basics and beyond. Among many topics the student will learn to manipulate windows, use the control panel, work with disks, files, folders and subfolders, create shortcuts, computer maintenance, use Windows Explorer, and use the accessory applications included in Windows. This course will give the student a general background for using all Microsoft applications.

CIS 145 INFORMATION SECURITY (3 credit hours) This course will introduce the fundamentals of information security. Students will learn about the need for secure computer information systems in our society and will explore strategies for securing those systems. This course will include coverage of topics both managerial and technical and will include real-world examples of need for security and results of faulty security as it applies to computer information systems.

CIS 146 INTRODUCTION TO INFORMATION TECHNOLOGY (3 credit hours) Learn basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends.

CIS 147 DIGITAL FORENSICS (3 credit hours) This instructor-led course provides the knowledge and skills necessary to install, configure, and effectively use the AccessData forensic software tools to conduct computer forensic investigations. The AccesssData forensic tools covered in this course include the following: Forensic Toolkit (FTK), FTK Imager, Password Recovery Toolkit (PRTK), & Registry Viewer

CIS 220 WEB PAGE DESIGN (3 credit hours) This course introduces web page authoring and web site management concepts. Using HTML, CSS and JavaScript, the student will create web pages that include: text emphasis, lists, nested lists, graphics, URL links, combined formatting and list tags, image maps, forms, tables, and multimedia objects.

CIS 225 ADVANCED WEB PAGE DESIGN (3 credit hours) An advanced web design course focusing on the overall production processes with particular emphasis on design elements involving layout navigation and interactivity. Students will "learn by doing" as they complete realistic, step-by-step tutorials and case problems, at the computer, using web design software and the Internet. Students should have basic computer literacy and a basic understanding of the Web. Prior use of an Adobe product desirable but not required.

CIS 230 DESKTOP PUBLISHING (3 credit hours) This is an introduction to desktop publication design. The class will explore the basics of using computer software for desktop publishing and the fundamentals of good publication design. Emphasis will be placed on the creation of clear and concise written messages, and on the creation of attractive and effective visual design. You will be required to collect and discuss examples of good publication design.

CIS 250 INTRODUCTION TO NETWORKING FUNDAMENTALS (3 credit hours) This is a course in dedicated file server networks. Topics include designing a network, directory structure, and system security; installing both network and workstation software; and creating user and group network printing as well as log-in scripts. Prerequisite: Any CS/CIS course or Instructor consent

CIS 255 INFORMATION TECHNOLOGY ESSENTIALS I (3 credit hours) Throughout this course the student will learn the beginning technical skills necessary to become an A+ certified technician. These skills will be learned through a series of hands-on lab exercises and review questions designed to teach and improve student PC configuration and troubleshooting skills which are necessary to function as a PC support technician or help desk operator.

CIS 256 INFORMATION TECHNOLOGY ESSENTIALS II (3 credit hours) Students will learn installation procedures for Windows 9X and Windows, dealing with legacy systems (DOS, Windows NT), creating and using emergency boot diskettes and managing printers and other devices. Other topics include networking, communication protocols, Internet access and troubleshooting. Prerequisite: CIS 255

Language

LANG 101 ELEMENTARY FRENCH I (5 credit hours) Introduction to the structure of modern French, stressing understanding, speaking, reading, and writing of French, as well the culture of France and other Francophone countries and regions. Language laboratory exercises are included in this course.

LANG 102 ELEMENTARY FRENCH II (5 credit hours) Continuation of LANG 101. This course completes the basic presentation structure of the French language stressing understanding, speaking, reading, and writing of French, as well the culture of France and other Francophone countries and regions. Language laboratory exercises are included in this course. Prerequisite: A grade of 'C' or better in LANG 101 or two years of high school French.

LANG 103 ELEMENTARY SPANISH I (5 credit hours) Introduction to the structure of the Spanish language. Emphasis is placed on auditory comprehension, basic speech production, reading comprehension, and elementary composition. Grammar and vocabulary are taught through direct instruction, but the focus is on using Spanish as a means of communication. Students who have been reared in a Spanish-speaking country or understand Spanish as a result of having lived in a home where Spanish is spoken should start with LANG 203.

LANG 104 ELEMENTARY SPANISH II (5 credit hours) Continuation of LANG 103. This course completes the basic presentation structure of the Spanish Language. Emphasis is placed on auditory comprehension, basic speech production, reading comprehension, and elementary composition. Grammar and vocabulary are taught through direct instruction, but the focus is on using Spanish as a means of communication. Prerequisite: Completion of LANG 103 with a C or higher or one year of high school Spanish. Students who have been reared in a Spanish-speaking country or understand Spanish as a result of having lived in a home where Spanish is spoken should start with LANG 203.

LANG 107 CONVERSATIONAL SPANISH I (2 credit hours) This course is designed for adult beginners. Students will learn and develop basic communicative skills in order to be able to exchange information in simple conversations with Spanish speakers. Students will be introduced to cultural aspects of Latin America and Spain.

LANG 111 OCCUPATIONAL SPANISH I (1 credit hour) This course is designed for non-Spanish speakers who need work-related phrases for use in their job. Depending on the needs of the learner the content will change to reflect their workplace. This course uses Command Spanish materials and methods. Aspects of Hispanic Culture, as they relate to the workplace may be introduced.

LANG 120 ELEMENTARY GERMAN I (5 credit hours) Elementary German 1 is an introductory Modern Language course that is meant to familiarize the learner with introductory grammar, vocabulary, conversation and culture of the German.

LANG 201 INTERMEDIATE FRENCH I (5 credit hours) Comprehensive review and continuation of the study of French. Emphasis is placed on conversation, advanced grammar, reading, composition and key events in the history of France and Francophone countries and regions. Prerequisite: A grade of 'C' or better in LANG 102 or 3-4 years of high school French or score of 3 or better on the French A.P. exam.

LANG 203 INTERMEDIATE SPANISH I (5 credit hours) Continuation of LANG 104. This course is designed to build upon the language base the student already possesses. The course provides language experiences that move the student beyond the information system in which they function. Students who have been reared in a Spanish-speaking country or understand Spanish as a result of having lived in a home or

community where Spanish is spoken should start with LANG 203. Otherwise, Prerequisite: Completion of LANG 104 with a C or higher or two years of high school Spanish.

LANG 204 INTERMEDIATE SPANISH II (3 credit hours) Continuation of LANG 203. This course continues to build on the students' experiences, skills, and comprehension of oral and written communication in Spanish. Prerequisite: Completion of LANG 203 with a C or higher or three years of high school Spanish or permission of instructor.

Leadership

LEAD 201 THEORY OF LEADERSHIP (3 credit hours) This survey course will look at the definition of leadership and how that definition has evolved over time. By looking at broad range of leadership theories, students will come to understand how a leadership philosophy impacts action.

Manufacturing Technology/Welding

MT 105 BASIC WELDING I (2 credit hours) This course will cover shop safety, measurements, basic print reading, layouts, welding joint identification, preparation, and positions. Processes that may be taught but not limited to are oxy-fuel cutting/welding, plasma arc cutting, SMAW, GMAW, GTAW, and/or FCAW.

MT 108 WELDING BLUEPRINT READING (5 credit hours) The course is an introduction to blueprint reading and drawing procedures used in the industries of production and fabrication. This course involves shape description, size description, and freehand sketching. It incorporates the reading and drawing of welding symbols as well as interpretation of industrial drawings used in the welding industry. The course includes applied math for welders, consisting of a review of fractions, decimals, percent, and ratio/proportion and tape measure reading. It also includes applications to live welding projects.

MT 116 INTRODUCTION TO WELDING INSPECTION (1 credit hour) This course will introduce students to the proper weld inspection process utilizing destructive and nondestructive testing. Students will be introduced but not limited to the following inspection processes: RT, UT, MT, PT, and VT. Certified Welding Inspector/Educator criteria will be discussed.

MT 117 WELDING AND INSPECTION I LAB (6 credit hours) This course is designed to give entry level students that have completed SMAW, GMAW, GTAW, and FCAW the time to complete industry based qualification tests pertaining to Level I requirements. Students shall perform visual testing of all test coupons and assemblies. Students shall perform destructive testing on specified test coupons. Students shall follow industry based guidelines throughout the entire inspection process. Obtaining an industry based Level I Certification is the goal of this course. Prerequisite: MT 125, MT 133, MT 252, MT 253 and MT 254

MT 125 WELDING THEORY (2 credit hours) Students will study the cause and prevention of accidents in shop and industry. First aid and emergency procedures will be covered. Safety, housekeeping, proper use and maintenance of tools and equipment will be emphasized.

MT 127 CUTTING PROCESSES (3 credit hours) This course will include cutting of ferrous and nonferrous materials with manual, motor driven, and oxy-fuel shape cutting equipment. Also included are plasma-arc cutting (PAC) and carbon arc cutting (CAC-A). Safety, equipment and the basic fundamentals of cutting processes will be introduced. Student will be expected to produce acceptable oxy fuel, PAC and CAC-A cuts. Prerequisite: MT 125 (or taken concurrently)

MT 131 ROBOTIC INDUSTRIAL PROGRAMMING (3 credit hours) This course will be delivered through Project Based learning using a Robotic Weld simulator. Students will learn processes and redesign to accomplish these goals. Students will learn to adjust the welding process to increase travel speed results in an increased output. Lessons in the course are designed to use a hands-on approach of robotic programming to make the welding process more efficient. Through structured exercises, the programmer will take a current weld procedure and improve upon it, while becoming acquainted with various joint types and welding processes.

MT 133 SMAW (SHIELDED METAL ARC WELDING) (3 credit hours) Course includes safety, identification, set up, and use of shielded metal arc welding (SMAW) equipment. Students will perform a variety of welds in the flat and horizontal positions with various electrodes. Prerequisite: MT 125 (or taken concurrently)

MT 134 SMAW II (SHIELDED METAL ARC WELDING II) (4 credit hours) Course reviews safety, identification, set up, and use of shielded metal arc welding (SMAW) equipment. Students will perform a variety of out of position welds. Prerequisite: MT 125 and MT 133

MT 145 INTRODUCTION TO METALLURGY (3 credit hours) Intro to Metallurgy will provide the student with instruction on the basic properties, characteristics, and production of the major metal families. Students will learn these basics through tables, diagrams, and photographs showing both the theoretical and practical aspects of metallurgy.

MT 161 PIPE WELDING I (4 credit hours) Pipe Welding I will train students in the process of Shielded Metal Arc Welding and Gas Tungsten Arc Welding procedures using E6010, E7018, ER70S-X and E308L filler metal on carbon steel pipe of various diameters. Welding will be completed in the 1G, 2G, and 5G positions. Students will be educated in the key hole technique in the SMAW welding process as well as how to "Walk the Cup" in the GTAW welding process. Pipe welding safety will also be addressed throughout the course. Students will have the opportunity to qualify on American Welding Society Standard Welding Procedures Specifications. Prerequisite: MT 125 and MT 133

MT 170 INTRO TO 2D CAD (3 credit hours) This course will introduce students to the basic functionality of 2D CAD software. Information given in lectures, workbooks, and online tutorials will familiarize students with 2D drawing and dimensioning techniques.

MT 171 INTRO TO 3D CAD (3 credit hours) This course will introduce students to the basic functionality of 3D CAD software. Information given in lectures, workbooks, and online tutorials will allow students to model 3D objects as well as build and analyze assemblies.

MT 217 WELDING AND INSPECTION II LAB (6 credit hours) This course is designed to give advanced level students that have completed Welding Certification and Inspection Level I and its prerequisites the time to complete industry based qualification tests pertaining to Level II requirements. Students shall perform visual testing of all test coupons and assemblies. Students shall perform destructive testing on specified test coupons. Students shall follow industry based guidelines throughout the entire inspection process. Obtaining an industry based Level II Certification is the goal of this course. Prerequisite: MT 117, MT 125, MT 133, MT 252, MT 253 and MT 254

MT 252 GMAW (GAS METAL ARC WELDING) (3 credit hours) This course includes gas metal arc welding (GMAW) safety, proper equipment set up, as well as technical and manipulative skills. It also includes joint preparation and welding in all positions. Prerequisite: MT 125 (or taken concurrently)

MT 253 CORE WIRE WELDING (2 credit hours) This course will provide instruction in the use of variety of core wire electrodes. Various metals and joints will be welded in all positions. Prerequisite: MT 125 and MT 252

MT 254 GTAW (3 credit hours) In this course students will learn to safely set the power source of a GTAW machine to the correct parameters. The student will perform GTAW welds on various metals in multiple positions according to industry standards. Prerequisite: MT 125 (or taken concurrently)

MT 255 GTAW II (GAS TUNGSTEN ARC WELDING II) (4 credit hours) This course is a continuation of MT 254 GTAW I. In this course students will review information from the GTAW I course and perform out-of-position GTAW welds on various metals. Prerequisite: MT 125 and MT 254

MT 281 GMAW II (GAS METAL ARC WELDING II) (4 credit hours) This course is a continuation of GMAW I. Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; produce basic GMAW welds on selected weld joints in the flat, horizontal, vertical and overhead positions depending on transfer method; conduct visual inspection of GMAW welds. Prerequisite: MT 125 and MT 252

Mass Communications

MC 225 DIGITAL VIDEO PRODUCTION (3 credit hours) Designed to teach the skills necessary to create compelling and exciting video. Student learns basic and advanced skills of pre-production, production, and post-production working in SD (Standard Definition) and HD (High Definition) video. Projects from concept to finished product. Skills learned concept and storyboard development, script and screenplay writing, camcorder operation, cinematography skills, setting and staging, computer editing, digital FX/titling, and professional DVD creation.

MC 226 DIGITAL VIDEO PRODUCTION II (3 credit hours) This course is designed to teach the skills necessary to create compelling and exciting video. It will be an opportunity for advanced students to learn complex skills of pre-production, production, and post-production working in SD (Standard Definition) and HD (High Definition) video. Students will embark on projects from concept to finished product; often working within set parameters issued by a client, or in contrast, working on more creative projects of their design. Students will learn many skills, including concept and storyboard development, script and screenplay writing, camcorder operation, cinematography skills, setting and staging, computer editing, digital FX/titling and professional DVD creation. Advanced students will be expected to take charge of not only the conceptual aspects of their projects, but the overall management of the project based on real-world timelines and criteria. Prerequisite: MC 225

Mathematics

MATH 088 FUNDAMENTALS OF MATH (3 credit hours) This course is a study of basic math operations of whole numbers, fractions, decimals, percentages, ratios and proportions with applications. It also includes a study of measurements in metric and the British systems and geometry. This will not transfer to a major four-year college or university. It is designed to upgrade a student's basic math skills.

MATH 089 BASIC APPLIED MATHEMATICS (3 credit hours) This course is a study of basic math including operations on whole numbers, fractions, and decimals, percentages, ratios and proportions, geometry, and measurements in the Metric and the British systems. Applications to allied health, business, probability, statistics, and right triangle trigonometry are taught to allied health and vocational technical students where appropriate. This course will not transfer to a major four-year college or university. It is designed to upgrade a student's basic math skills.

MATH 090 ELEMENTARY ALGEBRA (3 credit hours) This is a basic course in algebra covering the following topics: operations on integers and rational numbers, evaluating variable expressions, solving linear equations and inequalities, applications of the same in geometry, percent mixture, and motion, graphing linear equations, operations on polynomials and rational expressions, factoring, rules of exponents, and an introduction to radical expressions. This course meets five hours a week and will not transfer to a major four-year college or university. This is a basic course in algebra designed for students who have not previously had an algebra class or who did not place in MATH 102 Intermediate Algebra on the placement test. Prerequisite: Appropriate score on placement test

MATH 092 COLLEGE PREP MATH I (3 credit hours) The College Prep Math course is designed to prepare students for College Algebra. Students who do not test into Intermediate Algebra or higher AND have not previously taken a College Prep Math course should enroll in this course. Topics covered will range from adding and subtracting whole numbers to quadratic equations. Students will work at their own pace through the material, which is organized into modules. Upon successful completion of all modules, the student will be ready to take College Algebra.

MATH 093 COLLEGE PREP MATH II (3 credit hours) The College Prep Math courses are designed to prepare students for College Algebra. Students who have passed College Prep Math I should enroll in this course. Topics covered will range from adding and subtracting whole numbers to quadratic equations.

Students will work at their own pace through the material, which is organized into modules. Upon successful completion of all modules, the student will be ready to take College Algebra. Prerequisite: MATH 092 with a C or better

MATH 094 COLLEGE PREP MATH III (3 credit hours) The College Prep Math courses are designed to prepare students for College Algebra. Students who have passed College Prep Math II should enroll in this course. Topics covered will range from adding and subtracting whole numbers to quadratic equations. Students will work at their own pace through the material, which is organized into modules. Upon successful completion of all modules, the student will be ready to take College Algebra.
Prerequisite: MATH 093 with a C or better.

MATH 095 COLLEGE PREP MATH IV (1 or 2 credit hours)The College Prep Math courses are designed to prepare students for College Algebra. Students who have passed a previous College Prep Math Course AND have less than 4 modules left to finish should enroll in this course. Topics covered will range from adding and subtracting whole numbers to quadratic equations. Students will work at their own pace through the material, which is organized into modules. Upon successful completion of all modules, the student will be ready to take College Algebra. Prerequisite: Permission of the Instructor

MATH 102 INTERMEDIATE ALGEBRA (3 credit hours) The course covers real numbers, linear equations and inequalities, applications of linear equations and inequalities, systems of linear equations, polynomials, radicals, quadratic, rational and radical equations and their applications, and rules of exponents. The course develops topic of graphing in the coordinate plane with analysis of equations and graphs with applications. Development and solutions of mathematical models include variation, mixture, motion, work and geometrical applications. This course meets five hours a week. This course is designed for students who have passed a basic algebra course with a C or above or students who did not place in College Algebra from placement testing. Prerequisite: MATH 090 with a C or better or Appropriate score on placement test

MATH 103 INTERMEDIATE ALGEBRA WITH REVIEW (3 credit hours)This course is a combination of Intermediate Algebra and a review of Introductory Algebra concepts. It will include the study of systems of linear equations, functions, rational exponents and radicals, polynomial division, advanced factoring techniques, solving quadratic equations, rational expressions, and appropriate application problems. Prerequisite: Appropriate score on placement test - this course will allow students who barely miss the cut score for Intermediate Algebra an opportunity to review Elementary Algebra content and complete Intermediate Algebra all in the same semester.

MATH 106 COLLEGE ALGEBRA (3 credit hours)This course is designed for those students who are required by major to complete the course. The course is an extension and application of algebra and the graphical representations of functions. The functions include constant, linear, quadratic, absolute value, square root, piecewise, cubic, polynomial, rational, exponential and logarithmic. The course develops topics of exponents, radicals, linear and nonlinear equations and inequalities, and systems of the same. Prerequisite: MATH 102 with a C or better or two years of high school Algebra and either a qualifying score in placement exam or an ACT score of 23 or better

MATH 110 TRIGONOMETRY (3 credit hours)This course covers the six trigonometric functions, measurement of angles using both radians and degrees, solutions of the right and oblique triangles, verifying trigonometric identities, solving and graphing trigonometric equations, inverse trigonometric functions, complex numbers, trigonometric form of complex numbers, DeMoivre's Theorem, and polar coordinates. Specified computer software and/or graphing calculators are utilized with appropriate topics. Prerequisite: MATH 106 or concurrent, or Appropriate score on placement test

MATH 120 ANALYTIC GEOMETRY AND CALCULUS I (5 credit hours)The course includes analytic geometry, functions, limits and continuity, differentiation and integration of algebraic and trigonometric functions, and applications of differentiation and integration. Specified computer software and/or graphing calculator applications are utilized with appropriate topics. Prerequisite: MATH 106 and MATH 110 with grades of C or above or two years of high school algebra with one semester of trigonometry and an appropriate score on placement test.

MATH 130 PRINCIPLES OF CALCULUS (4 credit hours) This course consists of differential and integral calculus with emphasis toward the application of business, economics, biological and social sciences. Computer algebra systems and graphics calculators are utilized. Not open to students in MATH 120. Prerequisite: MATH 106 or above or two years of high school algebra with a C grade or above.

MATH 221 ANALYTIC GEOMETRY AND CALCULUS II (5 credit hours)The course is a continuation of MATH 120 to include differentiation of exponential, logarithmic, and inverse trigonometric functions, improper integrals, indeterminate forms and L-Hospital's rule, further techniques and applications of integration, parametric equations, polar coordinates, conic sections, and infinite sequences and series. Specified computer software and/or graphing calculators utilized with appropriate topics. Prerequisite: MATH 120 with a grade of a C or above

MATH 222 ANALYTIC GEOMETRY AND CALCULUS III (5 credit hours) The course is a continuation of MATH 221 to include vector functions, functions of more than one variable, partial derivatives, multiple integrals, vector calculus, and applications of the above. Specified computer software and/or graphing calculators utilized with appropriate topics. Prerequisite: MATH 221 with a grade of a C or above

MATH 229 DIFFERENTIAL EQUATIONS (3 credit hours) This course consists of methods of solving ordinary differential equations by such methods as variation of parameters, approximations, undetermined coefficients, series, Laplace transforms, systems of equations, and practical applications. Computer algebra systems are utilized.
Prerequisite: MATH 222 with a C grade or above

MATH 230 ELEMENTARY STATISTICS (3 credit hours) This is a basic course in statistical concepts and methods. The course includes descriptive statistics, probability, binomial and normal distributions, interval estimates and hypothesis testing. Optional topics are Anova and non-parametric statistics. Problems come largely from business and social sciences. A statistical computer program is utilized. Prerequisite: MATH 106 or above with at least a C grade

Meteorology

MET 105 INTRODUCTORY METEOROLOGY (5 credit hours) This course will be 5 credit hours including lab. This course provides an introduction to atmospheric phenomena and weather and an introduction to the sciences of meteorology and climatology. It is designed to provide comprehensive knowledge of the earth's atmosphere and its changing behavior as it relates to human activities and how it influences our daily lives. How scientists evaluate atmospheric processes using the scientific method will be emphasized throughout the course. This course provides a first look at various aspects of meteorology including solar radiation, global circulation, environmental issues, winds, cloud formation, stability, precipitation processes, weather systems, and severe weather. The course will also cover meteorological terminology, large-scale climate processes such as El Niño, and will discuss techniques of weather forecasting. Basic physical principles and processes are emphasized that are important for understanding the world around us. Corequisite: METL 105

METL 105 INTRODUCTORY METEOROLOGY LAB (0 credit hours) The laboratory exercises encourage critical thinking about atmospheric processes through data analysis, problem solving and experimentation. Several computer modules accompany the lab manual. A list of web links relevant to each lab is also provided. Corequisite: MET 105

Music

All ensemble and Applied Music courses may be taken numerous times for credit.

MUSC 103 CLASS GUITAR (1 credit hour) A course designed primarily for student enjoyment and enrichment, basic techniques necessary for the performance of simple melodies and chords utilizing both standard notation and tablature are included.

MUSC 105 UNDERSTANDING MUSIC (3 credit hours) Open to all students, this course is designed to develop a broader listening and understanding of music and musical culture in western civilization. Also included are an introduction to music fundamentals, aesthetics, musical criticism and the musical process.

MUSIC THEORY courses are sequential, covering the following material: major and minor scales, intervals, primary and secondary triads, dominant seventh chords, secondary dominants and non-dominant chords, cadences, inversions, part-writing using figured bass and soprano lines, analysis of hymns and chorales, augmented sixth chords, musical forms, late romantic compositional styles, and 20th century techniques.

MUSC 111 MUSIC THEORY I (3 credit hours) Corequisite: MUSC 115
MUSC 112 MUSIC THEORY II (3 credit hours) Prerequisite: MUSC 111 and MUSC 115. Corequisite: MUSC 116
MUSC 211 MUSIC THEORY III (3 credit hours) Prerequisite: MUSC 112 and MUSC 116. Corequisite: MUSC 215
MUSC 212 MUSIC THEORY IV (3 credit hours) Prerequisite: MUSC 211 and MUSC 215. Corequisite: MUSC 216

MUSC 115 AURAL SKILLS I (2 credit hours) This is the first semester of a four-semester course specifically for music majors examining the material and structure of music. This course is designed to train the student in the skills of ear training, including diatonic melodic dictation, rhythmic dictation, and harmonic dictation and sight singing with solfege syllables. The course is designed to accompany Music Theory I. Corequisite: MUSC 111

MUSC 116 AURAL SKILLS II (2 credit hours) This course is a continuation of Aural Skills I and is specifically for music majors. This course is designed to train the student in the skills of ear training, including chromatic melodic dictation, rhythmic dictation in compound meters, and harmonic diction using chord progression, and sight singing in simple, compound, and syncopated meters. The course is designed to accompany Music Theory II. Prerequisite: MUSC 111 and MUSC 115. Corequisite: MUSC 112

MUSC 125 COMMERCIAL MUSIC STUDIO (5 credit hours) This is directed at the student who is interested in learning music studio techniques with either a career or avocational activities in mind. The student will learn the techniques required to build, set up, and run a music studio in this class. Corequisite: MUSC 173

MUSC 131 ELEMENTARY SCHOOL MUSIC (3 credit hours) This course is designed to train students who will be teaching in the elementary classroom in the skills of music, both singing and playing simple instruments such as recorder and guitar. The course will also develop student growth through the development of a program of singing, listening, and rhythmic and creative activities designed for integrating music into the elementary classroom. Prerequisite: ED 201 or Instructor consent

DODGE CITY JAZZ ORCHESTRA is a combination college and community ensemble, the Dodge City Jazz Orchestra performs a wide variety of music from all eras of the jazz orchestra, from the swing era to the present. Participation is open to all students and members of the community with experience performing on standard jazz instruments (saxophone, trumpet, trombone, piano, guitar, bass, drums).
Prerequisite: Ability to play a jazz orchestra instrument and read music.

MUSC 132 DODGE CITY JAZZ ORCHESTRA I (1 cretdit hour)
MUSC 133 DODGE CITY JAZZ ORCHESTRA II (1 credit hour)
MUSC 134 DODGE CITY JAZZ ORCHESTRA III (1 credit hour)
MUSC 135 DODGE CITY JAZZ ORCHESTRA IV (1 credit hour)

CONCERT CHOIR is open to all students. The choir rehearses and performs both sacred and secular music from various style periods. There are a minimum of two performances per semester.

MUSC 140 CONCERT CHOIR I (1 credit hour)
MUSC 141 CONCERT CHOIR II (1 credit hour)
Prerequisite: MUSC 140
MUSC 240 CONCERT CHOIR III (1 credit hour)
Prerequisite: MUSC 141
MUSC 241 CONCERT CHOIR IV (1 credit hour)
Prerequisite: MUSC 240

COLLEGE SINGERS is a small, auditioned ensemble. The repertoire performed by this group includes both sacred and secular music from the various style periods including Renaissance and Jazz literature. There will be a minimum of two performances per semester as well as off campus concerts.

MUSC 142 COLLEGE SINGERS I (1 credit hour)
Corequisite: MUSC 140
MUSC 143 COLLEGE SINGERS II (1 credit hour)
Prerequisite: MUSC 142. Corequisite: MUSC 141
MUSC 242 COLLEGE SINGERS III (1 credit hour)
Prerequisite: MUSC 143. Corequisite: MUSC 240
MUSC 243 COLLEGE SINGERS IV (1 credit hour)
Prerequisite: MUSC 242. Corequisite: MUSC 241

CHORAL UNION is open to any student or community resident. It rehearses and performs a broad base of repertoire including traditional classical, oratorio and operetta. There will be a minimum of one performance per semester.

MUSC 144 CHORAL UNION I (1 credit hour)
MUSC 145 CHORAL UNION II (1 credit hour)
Prerequisite: MUSC 144
MUSC 244 CHORAL UNION III (1 credit hour)
Prerequisite: MUSC 145
MUSC 245 CHORAL UNION IV (1 credit hour)
Prerequisite: MUSC 244

WIND ENSEMBLE is open to all students with experience playing traditional wind and percussion instruments. The ensemble performs both traditional and contemporary repertoire, in numerous concerts both on campus and in the community including a tour each spring.

MUSC 150 WIND ENSEMBLE I (1 credit hour)
MUSC 151 WIND ENSEMBLE II (1 credit hour)
MUSC 250 WIND ENSEMBLE III (1 credit hour)
MUSC 251 WIND ENSEMBLE IV (1 credit hour)

PEP BAND provides entertainment and school spirit at numerous sporting events throughout the year, performing a variety of traditional and popular styles.

MUSC 152 PEP BAND I (1 credit hour)
MUSC 153 PEP BAND II (1 credit hour)
MUSC 252 PEP BAND III (1 credit hour)
MUSC 253 PEP BAND IV (1 credit hour)

JAZZ ENSEMBLE draws upon the Big Band tradition, performing music from Ragtime to Modern Fusion with an emphasis upon both individual style and group techniques. Improvisation and Jazz vocabulary are stressed.

MUSC 154 JAZZ ENSEMBLE I (1 credit hour)
MUSC 155 JAZZ ENSEMBLE II (1 credit hour)
MUSC 254 JAZZ ENSEMBLE III (1 credit hour)
MUSC 255 JAZZ ENSEMBLE IV (1 credit hour)

DODGE CITY SYMPHONY is a combination college and community orchestra and performs a wide variety of music from both the traditional and popular repertoire. Participation is open to all students and members of the community with experience performing on standard orchestral instruments.

MUSC 162 DODGE CITY SYMPHONY I (1 credit hour)
MUSC 163 DODGE CITY SYMPHONY II (1 credit hour)
MUSC 262 DODGE CITY SYMPHONY III (1 credit hour)
MUSC 263 DODGE CITY SYMPHONY IV (1 credit hour)

APPLIED MUSIC VOICE are weekly private voice lessons.

MUSC 171 APPLIED MUSIC VOICE I (1 or 2 credit hours)
MUSC 172 APPLIED MUSIC VOICE II (1 or 2 credit hours)
MUSC 271 APPLIED MUSIC VOICE III (1 or 2 credit hours)
MUSC 272 APPLIED MUSIC VOICE IV (1 or 2 credit hours)
Prerequisite: Applied Music Voice courses II and above require completion of previous level course

APPLIED MUSIC KEYBOARD are weekly private piano lessons.

MUSC 173 APPLIED MUSIC KEYBOARD I (1 or 2 credit hours)
MUSC 174 APPLIED MUSIC KEYBOARD II (1 or 2 credit hours)
MUSC 273 APPLIED MUSIC KEYBOARD III (1 or 2 credit hours)
MUSC 274 APPLIED MUSIC KEYBOARD IV (1 or 2 credit hours)
Prerequisite: Applied Music Keyboard courses II and above require completion of previous level course

APPLIED MUSIC WOODWINDS are weekly private flute, oboe, clarinet, saxophone, or bassoon lessons.

MUSC 175 APPLIED MUSIC WOODWINDS I
(1 or 2 credit hours)
MUSC 176 APPLIED MUSIC WOODWINDS II
(1 or 2 credit hours)
MUSC 275 APPLIED MUSIC WOODWINDS III
(1 or 2 credit hours)
MUSC 276 APPLIED MUSIC WOODWINDS IV
(1 or 2 credit hours)
Prerequisite: Applied Music Woodwinds courses II and above require completion of previous level course

APPLIED MUSIC BRASS are weekly private trumpet, horn, trombone, baritone, or tuba lessons.

MUSC 177 APPLIED MUSIC BRASS I (1 or 2 credit hours)
MUSC 178 APPLIED MUSIC BRASS II (1 or 2 credit hours)
MUSC 277 APPLIED MUSIC BRASS III (1 or 2 credit hours)
MUSC 278 APPLIED MUSIC BRASS IV (1 or 2 credit hours)
Prerequisite: Applied Music Brass courses II and above require completion of previous level course

APPLIED MUSIC PERCUSSION are weekly private percussion instrument lessons.

MUSC 181 APPLIED MUSIC PERCUSSION I
(1 or 2 credit hours)

APPLIED MUSIC STRINGS are weekly private violin, viola, cello, bass, or guitar lessons.

MUSC 183 APPLIED MUSIC STRINGS I (1 or 2 credit hours)
MUSC 184 APPLIED MUSIC STRINGS II (1 or 2 credit hours)
MUSC 283 APPLIED MUSIC STRINGS III (1 or 2 credit hours)
Prerequisite: Applied Music Strings courses II and above require completion of previous level course

MUSC 200 LYRIC DICTION (2 credit hours)This course consists of an intensive study of English, Italian, German, and French lyric diction through the use and application of the International Phonetic Alphabet (IPA).

MUSC 215 AURAL SKILLS III (2 credit hours)This course is a continuation of Aural Skills II and is specifically for music majors. This course is designed to train the student in the skills of ear training, including melodic dictation with compound meters, syncopated rhythmic dictation, and chromatic harmonic dictation using all chords, and sight singing in more than one part. The course is designed to accompany Music Theory III. Prerequisite: MUSC 112 and MUSC 116. Corequisite: MUSC 211

MUSC 216 AURAL SKILLS IV (2 credit hours)This course is a continuation of Aural Skills III and is specifically for music majors. This course is designed to train the student in the skills of ear training, including atonal melodic dictation, multiple meter rhythmic dictation, and four-part harmonic dictation using all chords, and chromatic sight singing. The course is designed to accompany Music Theory IV. Prerequisite: MUSC 211 and MUSC 215. Corequisite: MUSC 212

Nursing

NR 101 FUNDAMENTALS OF NURSING (6 credit hours) A theory and clinical foundation course with a core content common to both the Level I and Level II nursing student is introduced. The basic principles and techniques of nursing are presented through the use of selected concepts. Prerequisite: AH 140, BIO 210, ENG 102, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201, and ZOO 202

NR 102 MATERNAL CHILD NURSING I (3 credit hours)Maternal Child Nursing I is a theory and clinical course which introduces the student to the basic concepts of pregnancy, childbearing, and care of children from birth through adolescence. Integrated throughout the course are the concepts of humanity, nursing, health, education, and environment. Prerequisite: AH 140, BIO 210, ENG 102, NR 101, NR 103, NR 106, NR 107, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201, and ZOO 202

NR 103 MEDICAL SURGICAL NURSING I (5 credit hours)Medical Surgical Nursing I is a theory and clinical course which places emphasis on understanding the principles relative to basic, common and recurring health concerns. Integrated throughout the course are the concepts of humanity, nursing, health, education, and environment. Prerequisite: AH 140, BIO 210, ENG 102, NR 101, NR 107, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201, and Z00 202

NR 106 MEDICAL SURGICAL NURSING II (6 credit hours)Medical Surgical Nursing II is a continuation of Medical Surgical theory and clinical course which places emphasis on understanding the principle relative to simple common and recurring health concerns. Integrated throughout the course are the concepts of humanity, nursing, health, education, and environment. Prerequisite: AH 140, BIO 210, ENG 102, NR 101, NR 103, NR 107, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201 and ZOO 202

NR 107 NURSING PHARMACOLOGY (3 credit hours) Pharmacology is a theory course that introduces the student to drug classifications and the effects of selected medications on the human body. Learning strategies to develop student abilities in making critical assessments and decisions about pharmacological interventions are introduced. Integrated throughout the course are the concepts of nursing, health, environment, humanity, and education. Prerequisite: AH 140, BIO 210, ENG 102, NR 101, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201 and Z00 202

NR 200 NURSING TRANSITION SEMINAR (1 credit hour) The Nursing Transition course is required for all Associate Degree Level II, Advanced Standing nursing students. The course is designed to acquaint students with the philosophy and purpose of the Dodge city Community College Department of Nurse Education programs and to review selected content areas critical to student progression in the Associate Degree Nursing programs. Prerequisite: Must be a Licensed Practical Nurse and Admitted to the AASN Program

NR 203 MENTAL HEALTH NURSING (4 credit hours) This is a theory and clinical course that emphasizes utilization of the nursing process to meet the mental health needs of clients and their families. Environment and interpersonal relationships are discussed and analyzed. Integrated throughout the course are the concepts of humanity, nursing, health, education, and environment. Prerequisite: AH 140, BIO 210, ENG 102, NR 101, NR 103, NR 106, NR 107, NR 204, NR 206, NR 207, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201, and ZOO 202

NR 204 THE NURSING ENVIRONMENT (2 credit hours) This is a theory course which emphasizes the role of the Associate Degree Nurse in current issues and trends. Integrated throughout the course are the concepts of humanity, nursing, health, education, and environment. Prerequisite: AH 140, BIO 210, ENG 102, NR 101, NR 103, NR 106, NR 107, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201, and ZOO 202

NR 206 MATERNAL NEWBORN NURSING (3 credit hours) Maternal/Newborn Nursing is a theory and clinical course, which emphasizes common to complex health problems of childbearing women and newborns. Integrated throughout the course are the concepts of humanity, nursing, health, education, and environment. Prerequisite: AH 140, BIO 210, ENG 102, NR 101, NR 103, NR 106, NR 107, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201, and ZOO 202

NR 207 PEDIATRIC NURSING CARE (3 credit hours) Pediatric Nursing Care is a theory and clinical course which emphasizes common to complex health problems of the pediatric stage from infant to adolescent. Integrated throughout the course are the concepts of humanity, nursing, health, education, and environment. Prerequisite: AH 140, BIO 210, ENG 102, NR 101, NR 103, NR 106, NR 107, PSY 101, PSY 102, SOC 101, SP 106 or SP 206, ZOO 201, and Z00 202

NR 208 NURSING CARE OF THE ADULT I (4 credit hours) This is a theory and clinical course which emphasizes utilization of the nursing process to meet the selected needs of adult clients with complex health problems as found in structured settings. Integrated throughout the course are the concepts of humanity, nursing, health, education, and the environment. Prerequisites: NR 101, NR 103, NR 106, NR 107, NR 206, NR 207

NR 209 NURSING CARE OF THE ADULT II (4 credit hours) This is a theory and clinical course which emphasizes utilization of the nursing process to meet the selected needs of adult clients with complex critical health problems as found in structured settings. The course expands the opportunities to develop the role of leadership. Integrated throughout the course are the concepts of humanity, nursing, health, education and the environment. Prerequisites: NR 101, NR 103, NR 106, NR 107, NR 206, NR 207

NR 210 MATERNAL CHILD NURSING (6 credit hours) Maternal Child Nursing is a theory and clinical course which

emphasizes complex health problems of childbearing women and of children from birth through adolescence. Integrated throughout the course are the concepts of humanity, nursing, health, education, and environment.
Prerequisites: NR 101, NR 103, NR 106, NR 107, NR 206, NR 207

Occupational Safety and Health Administration

OSHA 110 OSHA 10 (1 credit hour) This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry/construction safety and health principles. Topics include scope and application of the OSHA general industry/construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

Philosophy

PHIL 201 INTRODUCTION TO PHILOSOPHY (3 credit hours) This course situates philosophy in broad cultural and historical contexts, introduces basic philosophical theories, terminology and concepts, and develops skills in analysis, argumentation, and evaluation.

PHIL 202 INTRODUCTION TO ETHICS (3 credit hours) Introduction to Ethics will provide an opportunity for students to encounter the ethical theories of some of the great thinkers of the Western World. These theories will provide a basis for study of contemporary ethical issues.

Physical Education

PE 104 LIFESTYLE MANAGEMENT (2 credit hours) This online class is intended to expand the student's knowledge of physical fitness and wellness enabling students to examine and alter their lifestyle to achieve a higher degree of physical fitness and wellness.

PE 105 BEGINNING GOLF (1 credit hour) Includes instruction in the fundamentals of the stance, grip and stroke, knowledge of the rules and golf course etiquette.

LIFE TIME FITNESS courses are designed to develop strength and endurance through weight lifting, calisthenics, and running. Home exercise program and maintenance of fitness in later life are also considered.

PE 108 LIFETIME FITNESS I (1 credit hour)
PE 109 LIFETIME FITNESS II (1 credit hour)
PE 208 LIFETIME FITNESS III (1 credit hour)
PE 209 LIFETIME FITNESS IV (1 credit hour)

PHYSICAL CONDITIONING courses are designed to develop the speed, agility, strength, and endurance of the student-athlete. These physical attributes will be acquired through calisthenics, movement, drills, and weight-lifting programs.

PE 112 PHYSICAL CONDITIONING I (1 credit hour)
PE 122 PHYSICAL CONDITIONING II (1 credit hour)

FOOTBALL courses are designed to provide physical education participation for football players. Conditioning, football techniques, all aspects of the game will be covered in practice and game situations. Varsity participation required for credit.

PE 116 FOOTBALL I (1 credit hour)

BASKETBALL courses are designed to provide physical education participation for basketball players. Conditioning, basketball techniques, all aspects of the game will be covered in practice and game situations. Varsity participation required for credit.

PE 118 BASKETBALL I (1 credit hour)

GOLF courses are designed to provide physical education participation for golf players. All aspects of golf techniques and strategy will be taught in a practice and match situation. Varsity participation required for credit.

PE 120 GOLF I (1 credit hour)

PE 123 CROSSFIT (1 credit hour) High-intensity regimen using functional movements while strengthening the body core. Focus is on the major axis of the human body.

TRACK courses are designed to provide physical education participation for track students. Conditioning, track and field techniques, all aspects of the sport will be covered in practice and competitions. Varsity participation required for credit.

PE 124 TRACK I (1 credit hour)

BASEBALL courses are designed to provide physical education participation for baseball players. Conditioning, baseball skills and techniques, all aspects of the sport will be covered in a practice and game situation. Varsity participation required for credit.

PE 126 BASEBALL I (1 credit hour)

VOLLEYBALL courses are designed to provide physical education participation for volleyball players. Condition, volleyball skills and techniques, all aspects will be covered in a practice and game situation. Varsity participation required for credit.

PE 128 VOLLEYBALL I (1 credit hour)

DANCE LINE courses are designed to extend student knowledge of dance performance at a collegiate level. Students will perform at various athletic and social events representing DC3.

PE 130 DANCE LINE I (2 credit hours)

CHEERLEADING courses are designed to provide physical education participation for sport cheerleaders. Practice time will be spent learning new yells and methods of achieving crowd motivation. Varsity participation required for credit.

PE 132 CHEERLEADING I (1 credit hour)

PE 136 WEIGHT TRAINING (1 credit hour) A course designed to educate the student in different methods and techniques of weight training. A regular workout program and development of a weight training notebook are required. Students are required to assist with day-to-day operations of the strength and conditioning program.

SOFTBALL courses are designed to provide physical education participation for softball players. Conditioning, softball skills and techniques, all aspects of the sport will be covered in a practice and game situation. Varsity participation required for credit.

PE 139 SOFTBALL I (1 credit hour)

WEIGHT TRAINING courses teach the basics of exercise selection, muscle groups, program development, advanced training techniques, and flexibility techniques through Proprioceptive Neuromuscular Facilitation.

PE 140 WEIGHT TRAINING I (1 credit hour)

PILATES courses enable the student to achieve excellent physical condition through gentle, but focused exercise combining key elements of yoga including: reducing stress, strengthening "core" muscles of the abdomen, and increasing flexibility in the legs, arms and smaller supporting muscle groups. Rather than building bulk, these techniques lengthen define and sculpt muscles.

PE 144 PILATES I (1 credit hour)
PE 145 PILATES II (1 credit hour)

PE 146 OUTDOOR FIRST AID (3 credit hours) This is a course designed to teach the student how to handle first aid emergencies in an outdoor setting. It provides students with knowledge of how to handle these emergencies with little or no equipment, to improvise, overcome and adapt to almost any situation in the outdoors and deal with the first aid emergency with confidence and skill. This class is taught in fall and spring semesters, and may be used for EMT re-certification.

PE 150 INTRODUCTION TO ATHLETIC TRAINING (3 credit hours) This course is designed to introduce the student to the profession of athletic training and provide a preparatory background of duties and responsibilities within the sports medicine field. Emphasis will be placed on the understanding of general concepts important to developing a fundamental base necessary for creating competence in more specific athletic training domains.

YOGA enables the student to achieve physical condition through exercise, strength, flexibility, and relaxations. This program will be for all fitness levels, allowing students to achieve personal goals at their own pace. This program takes a non-impact approach to building bone density, therapeutic restoration of the mind and body. This course will focus on Power Vinyasa Yoga (Barron Bapiste), but other styles of yoga will be introduced (BKS Iyengar, Ashtanga, Bikram, Yin Yoga, etc….).

PE 151 YOGA I (1 credit hour)
PE 152 YOGA II (1 credit hour)
PE 153 YOGA III (1 credit hour)
PE 154 YOGA IV (1 credit hour)

PE 155 OUTDOOR SURVIVAL I (3 credit hours) This course is designed to teach participants the methods of outdoor survival. The participants will learn when, why, and how to treat water for safe drinking. In addition they will learn how to identify food items with proper preparation and disposal, plus environmentally sound fire sites.

VARSITY SOCCER courses are designed to provide physical education participation for soccer players. All aspects of soccer techniques and strategy will be taught in practice and tournament situations. Varsity team members required for credit.

PE 156 VARSITY SOCCER I (1 credit hour)

BEGINNING BOOT CAMP is a challenging workout for your entire body increasing strength and improving your definition while working muscular endurance. Boot Camp incorporates balance, strength and flexibility using small equipment not limited to free-weights, stability balls, foam rollers, resistance bands and your own body weight. Beginning Boot Camp is a perfect class for all fitness levels as all the exercises can be modified to your ability.

PE 157 BEGINNING BOOTCAMP I (1 credit hour)
PE 158 BEGINNING BOOTCAMP II (1 credit hour)
PE 159 BEGINNING BOOTCAMP III (1 credit hour)
PE 160 BEGINNING BOOTCAMP IV (1 credit hour)

PE 167 TRAP SHOOTING (1 credit hour) Trap Shooting is an introduction to target shooting techniques in the sport of shotgun shooting at clay targets. The primary objective of this course is to familiarize students with a basic working knowledge of the sport of shotgun shooting. The student will be exposed to both dry and live fire exercises conducted by a certified shotgun instructor. The basic course will include instruction of the nomenclature of the shotgun, ammunition, proper shooting, and handling techniques. Prerequisite: State Approved Hunter Safety Certification or instructor consent.

PE 170 ATHLETIC TRAINING PRACTICUM I (1 credit hour) This course is an introductory course in hands on practical experience in athletic training. The student will assist the head athletic trainer in the day to day administration and organization of the athletic training facility, practices, and games. The student will be provided the opportunity to observe and obtain hands on experience in the areas of injury evaluation rehabilitation, and first aid under the supervision of a certified and licensed athletic trainer. The student wishing to pursue athletic training as a career choice, will be able to accrue necessary practical skills hours needed to successfully transfer to an accredited athletic training education program at a four year school, and develop eligibility to sit for the certification exam.

ZUMBA taught by a licensed Zumba instructor, provides a combination of high energy and motivating music. Zumba is a fusion of Latin and International music. It is a dance-based workout that enhances cardiovascular endurance, coordination and balance, concentration, agility, and muscle tone. Zumba is a program designed to burn fat and tone the total body.

PE 171 ZUMBA I (1 credit hour)

COURT & RACQUET SPORTS is designed as an introductory course on various court and racquet sports and activities. A large portion of the student's grade will be based on participation in the following activities:

Badminton	Pickle Ball	Ultimate Frisbee
Basketball	Racquetball	Various Games
Flag Football	Softball/Whiffleball	Volleyball
Indoor Soccer	Team Handball	Wally Ball

PE 173 COURT & RACQUET SPORTS I (1 credit hour)
PE 174 COURT & RACQUET SPORTS II (1 credit hour)
PE 175 COURT & RACQUET SPORTS III (1 credit hour)
PE 176 COURT & RACQUET SPORTS IV (1 credit hour)

PE 204 SUPERVISION AND OFFICIATING OF INTRAMURALS I (2 credit hours) Classroom study of rules, rules interpretation, techniques, qualification, ethics, duties, responsibilities and mechanics of officiating. The intramural program will serve as a laboratory for practical work. Fall sports include flag football, basketball, volleyball, and handball.

PE 217 SOCIOLOGY OF SPORT (3 credit hours) This course is an introduction to the sociology of sport, which is a discipline in the field of Physical Education. This class examines the emergency of organized sport in becoming a major social institution in American society.

KARATE courses are designed for the beginning student of karate. The basic techniques of karate are included and emphasis towards defense against grabbing by an attacker.

PE 245 KARATE I (2 credit hours)

PE 251 BASIC CARE AND PREVENTION OF ATHLETIC INJURIES (3 credit hours) This course teaches preventive methods such as first aid, taping, bandaging, therapeutic heat and cold, conditions, injury recognition, crisis procedures and other information specific to athletic injuries. This course is a lecture and discussion course with daily reading assignments. Through lecture, reading, and discussion, the student should develop safe and scientific methods of preventing and treating athletic injuries.

PE 253 ATHLETIC TRAINING TAPING AND BRACING LAB (1 credit hour) This course is designed to orient the student to the profession of athletic training and provide a preparatory knowledge base concerning the practical/ hands on skills necessary for developing competence in the various athletic taping, bracing and padding techniques unique to athletics . General and sport specific aspects will be addressed. This is a preparatory course for students wishing to pursue the profession of athletic training or other related fields including physical therapy, occupational therapy, physical education/ coaching, or other allied health fields.

PE 259 SPORTS MEDICINE PRACTICUM (1 credit hour) This course offers the student interested in sports, and/ or sports medicine to learn through practical experience about athletics and its associated injuries. Prior experience with participation in athletics, or theoretical knowledge of athletic injuries and the body are recommended but not required. This course will expose the student to the athletic injury process (pre-injury through post-injury rehabilitation and/or prevention), maintenance of the athletic training facility, and preventive injury measures.

PE 270 THEORY AND PRACTICE OF FOOTBALL (3 credit hour) Analysis, instruction and demonstration of the fundamental skills in football. A study of the various systems of play and the strengths and weakness of each.

PE 271 THEORY AND PRACTICE OF VOLLEYBALL (3 credit hours) Analysis, instruction and demonstration of the fundamental skills in volleyball. A study of the various systems of play and the strengths and weaknesses of each.

Physics

PHYY 104 PHYSICAL SCIENCE LAB (0 credit hours) This course is taught in conjunction with and is a required element of PHYS 105. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good physical laboratory techniques and demonstrating the principles of physics that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in PHYY 104 if taking PHYS 105. Corequisite: PHYS 105

PHYS 105 PHYSICAL SCIENCE (5 credit hours) Physical Science is an introductory survey course for those students who are not science majors and whose backgrounds are not strong in the physical sciences. Studies include most of the areas of science that are not directly related to living organisms. Some knowledge of mathematics related to each area will be explained as the area is introduced. Much emphasis is placed on the principles and processes of the physical to the various disciplines and everyday life. Students will complete a lab in this course as part of the course requirements.
Prerequisite: MATH 090 or above or high school equivalent

PHYS 110 INTRODUCTION TO ASTRONOMY (5 credit hours) Three hours of lecture and three hours of lab per week. We are stardust. This course is an overview of how stars are born, how they produce energy, and the different ways they die. The lives and deaths of stars include quasars, pulsars, black holes, and supernovas. In addition, we will discuss the underlying physical concepts, theories, and laws that govern the behavior of celestial bodies. Corequisite: PHYS 112

PHYS 112 ASTRONOMY LABORATORY (0 credit hour) The purpose of this course is to help students get a better understanding of the universe through the use of astronomical tools, information, and methods. Students will learn the process aspect of science by observing, collecting data, and interpreting the data to produce information. Corequisite: PHYS 110

PHYS 201 GENERAL PHYSICS I (5 credit hours) Four hours of lecture and three hours of lab per week. Basic principles of mechanics, gravity, thermodynamics, and sound. Prerequisite: MATH 106. Corequisite: PHYY 201

PHYY 201 GENERAL PHYSICS I LAB (0 credit hours) This course is taught in conjunction with and is a required element of PHYS 201. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good physical laboratory techniques and demonstrating the principles of physics that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in PHYY 201 if taking PHYS 201. Corequisite: PHYS 201

PHYS 203 GENERAL PHYSICS II (5 credit hours) Four hours of lecture and three hours of lab per week. Basic principles of electricity, magnetism, light and modern physics. Prerequisite: PHYS 201 with a grade of C or better or Instructor consent. Corequisite: PHYY 203

PHYY 203 GENERAL PHYSICS II LAB (0 credit hours) This course is taught in conjunction with and is a required element of PHYS 203. Lecture topics are re-emphasized in these

lab sections as students gain hands-on experience learning good physical laboratory techniques and demonstrating the principles of physics that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in PHYY 203 if taking PHYS 203. Corequisite: PHYS 203

PHYS 231 ENGINEERING PHYSICS I (5 credit hours) Four hours of lecture and three hours of lab per week. The basic principles of linear and rotational mechanics, gravity, sound, and thermodynamics are covered. Prerequisite: MATH 120 or Instructor consent. Corequisite: PHYY 231

PHYY 231 ENGINEERING PHYSICS I LAB (0 credit hours) This course is taught in conjunction with and is a required element of PHYS 231. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good physical laboratory techniques and demonstrating the principles of physics that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in PHYY 231 if taking PHYS 231. Corequisite: PHYS 231

PHYS 233 ENGINEERING PHYSICS II (5 credit hours) Four hours of lecture and three hours of lab per week. The basic principles of electromagnetism, electromagnetic radiation, and atomic physics are covered. Prerequisite: MATH 221 and PHYS 231 with a grade of C or better or Instructor consent. Corequisite: PHYY 233

PHYY 233 ENGINEERING PHYSICS II LAB (0 credit hours) This course is taught in conjunction with and is a required element of PHYS 233. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good physical laboratory techniques and demonstrating the principles of physics that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in PHYY 233 if taking PHYS 233. Corequisite: PHYS 233

Psychology

PSY 101 GENERAL PSYCHOLOGY (3 credit hours) A lecture course that provides students with an introduction to the science of psychology as the discipline we charge with explaining human behavior and mental processes. This course will focus on the theoretical perspectives and applications psychologists use to describe, explain, and predict human behavior in practical, everyday settings.

PSY 102 HUMAN GROWTH AND DEVELOPMENT (3 credit hours) A study of the development of the individual from birth to death. Attention is given to physical, social, sexual, emotional, intellectual, and linguistic development. Required for nursing students as well as elementary and secondary education majors. Prerequisite: PSY 101

PSY 201 ABNORMAL PSYCHOLOGY (3 credit hours) This course is designed to help students identify the historical perspectives in human behavior as they relate to mental disorders, causation, and characteristics. This course will examine the traditional models of abnormality, assessment, diagnosis, and treatment found in the field. Prerequisite: PSY 101

PSY 202 DEVELOPMENTAL PSYCHOLOGY (3 credit hours) This course is approached from a life-span perspective and tells the story of human development from conception to death. This class will convey research in the biological, cognitive, and social processes in relation to each stage of life. Development at every stage of life span is presented and the processes of diversity that encompass these life span stages.

Religious Studies

RS 101 OLD TESTAMENT SURVEY (3 credit hours) An introduction to the literature and history of the Old Testament. Provides the student with an understanding of Hebrew literary forms. The record of the history of Israel is related to world history contemporary to Old Testament times. Upon completion, the student will have a good basic understanding of the chronology of the Old Testament.

RS 102 NEW TESTAMENT SURVEY (3 credit hours) An introduction to the literature and history of the New Testament. Provides the student with an understanding of Greek and Aramaic literary forms. The history of Christianity is related to world history contemporary to the New Testament.

Social Work

SW 201 INTRODUCTION TO SOCIAL WORK (3 credit hours) This course is designed to serve as an introduction to the profession of social work and the various fields of social service by observing, experiencing and analyzing social work and its place in society. Emphasis to acquainting the student with the range of knowledge, values and skills needed for the different levels of practice.

SW 202 SOCIAL WELFARE AS A SOCIAL INSTITUTION (3 credit hours) The study of poverty and welfare in the United States. Alternative views on the causation of poverty will be examined in addition to the analysis of historical and contemporary systems of public welfare.

Sociology

SOC 101 PRINCIPLES OF SOCIOLOGY I (3 credit hours) This course is an introduction to the field of sociology. The course emphasizes units covering methodology in the social sciences, personality theory, role and status, culture and its evolution, group dynamics, different forms of social stratification and inequality, social institutions and a brief look at the family as an institution.

SOC 201 SOCIAL PROBLEMS (3 credit hours) This course involves the application of sociological concepts and principles to the description and critical analysis of major social problems of modern societies. A founding assumption to this course is that it is crucial for people to be able to subject their own society to scrutiny in order to arrive at intelligent assessments of particular social problems. It is equally important that people understand the general patterns of societal development that often cause or aggravate these problems. Within this framework this course will examine various problems including those of wealth and poverty, class stratification, race and ethnicity, crime and deviance, gender, and problems of our consumer society.

SOC 202 RACE AND ETHIC RELATIONS (3 credit hours) In this course, students will learn to think about the problematic aspects of racial and ethnic group differences and inequality in modern society, with particular emphasis on the USA, but with some cases drawn from around the globe. The course will explore ethnicity and race both from an institutional perspective as well as from the perspective of social actors in everyday life.

SOC 203 SOCIOLOGY OF FAMILIES (3 credit hours) The goal of this course is to enable students to think critically and analytically about the family both as an institution of American society as well as a field of interaction in the everyday lives of parents and children and husbands and wives.

SOC 204 INTRODUCTION TO INEQUALITY (3 credit hours) An introduction to sociological thinking about social inequalities both in the U.S. and throughout the world. Topics will include race, ethnicity, gender, disability, age, and social class.

Speech/Communication

SP 106 PUBLIC SPEAKING (3 credit hours) An elementary course in speech emphasizing fundamental skills in speaking, listening and audience analysis. The student is given an opportunity to increase his/her skills in all phases of oral communications.

SP 130 SIGN LANGUAGE I (3 credit hours) An introductory course designed to teach finger spelling and a core of signed vocabulary. Development of understanding and use of sign language in gradually increasing levels of conversation. Signs are presented in a variety of systems, including: SEE, ASL, and western Kansas dialect.

SP 132 SIGN LANGUAGE II (3 credit hours) A continuation of Sign Language I with particular emphasis on idiomatic expressions as well as speed and accuracy in finger spelling and use of Sign, and discussion of different signing systems and their application in socially problematic areas for the deaf. Students will review current literature on deafness and hearing impairments and develop an understanding of issues in a deaf lifestyle.

SP 206 INTERPERSONAL COMMUNICATION (3 credit hours) This course will familiarize the student with interpersonal communication or the study of communication in human relationships with emphasis on the patterns and processes of face-to-face communication. Students will have an understanding of the process of communicating with another person, and how this process is impacted by context and mode. This course will provide better methods of building meaningful relationships with a significant other, colleague, supervisor, or friend. Readings and group interactions will be used to improve interpersonal skills.

Sports Administration

SPAD 101 INTRODUCTION TO SPORTS ADMINISTRATION (3 credit hours) The course will provide an overview of the business of sport including career opportunities. All basic concepts will be covered such as marketing, promotion, public relations, fund raising, facilities and so forth.

SPAD 201 FACILITIES MANAGEMENT (3 credit hours) The course will provide a detailed background of the principles and practices of public and private facility management and event promotion. The course will focus on arenas, convention and trade show facilities, stadiums and multipurpose centers.

SPAD 202 INTERNSHIP IN SPORTS ADMINISTRATION (3 credit hours) Students will be assigned to one or more specific athletic administration components of their choice such as event management, sports information or ticket operations. Interns will be directly supervised by the institution's representative responsible for the specific component area.

SPAD 203 ISSUES IN SPORTS ADMINISTRATION (3 credit hours) The course will provide an in-depth analysis of the major issues facing sports administrators and the industry of sports today. Each issue will be viewed from historical, current and projected aspects.

Theatre

THR 216 READERS THEATRE AND ORAL INTERPRETATION (3 credit hours) Oral Interpretation is the performance of literature and other material that reproduces the inherent experience for an audience. All readers theatre is presentational by nature. Readers theatre does not seek the illusion of conventional theatre that events are actually occurring on the stage. They suggest the events; the performers make the literature come alive in the theatre of the mind through specific methods.

THR 217 READERS THEATRE AND ORAL INTERPRETATION (2 or 3 credit hours) A continuation of THR 216. Oral interpretation is the performance of literature and other material that reproduces the inherent experience for an audience. All readers theatre is presentational by nature. Readers theatre does not seek the illusion of conventional theatre that events are actually occurring on the stage. They suggest the events, the performers make the literature come alive in the theatre of the mind through specific methods.

Zoology

ZOO 201 HUMAN ANATOMY AND PHYSIOLOGY I (4 credit hours) A study of the basic principles of human anatomy and physiology and their interrelationships. This course considers biochemistry, cell biology, tissues, integument, skeletal system, muscular system, nervous system and the special senses. Three hours lecture and two hours lab per week.
Prerequisite: BIO 101 or above OR high school equivalent OR permission of instructor. Corequisite: ZOOL 201

ZOOL 201 HUMAN ANATOMY AND PHYSIOLOGY I LAB (0 credit hours) This course is taught in conjunction with and is a required element of ZOO 201. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good biological laboratory techniques and demonstrating the principles of zoology that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in ZOOL 201 if taking ZOO 201. Corequisite: ZOO 201

ZOO 202 HUMAN ANATOMY AND PHYSIOLOGY II (4 credit hours) A continuation of ZOO 201 which covers the endocrine, circulatory, lymphatic, respiratory, digestive, excretory and reproductive systems, as well osmoregulation and metabolism. This course will be three hours of lecture and two hours of lab per week. Prerequisite: ZOO 201 or Instructor consent. Corequisite: ZOOL 202

ZOOL 202 HUMAN ANATOMY AND PHYSIOLOGY II LAB (0 credit hours) This course is taught in conjunction with and is a required element of ZOO 202. Lecture topics are re-emphasized in these lab sections as students gain hands-on experience learning good biological laboratory techniques and demonstrating the principles of zoology that have been studied in class. Using good scientific method techniques are required operating procedure for these labs. Students must be enrolled in ZOOL 202 if taking ZOO 202. Corequisite: ZOO 202

ZOO 203 ANATOMY AND PHYSIOLOGY I (4 credit hours) This course introduces the integration of structure and function within the human body. An emphasis is placed on the correlation of gross and microscopic structure with functional maintenance of the following human organ systems: Integumentary, skeletal, muscular, and nervous. A holistic approach is used to encourage the student to develop an integrated understanding of the human body. Students will complete a lab in this course as part of the course requirements.
Prerequisite: BIO 101 or above OR high school equivalent OR permission of instructor.

ZOO 204 ANATOMY AND PHYSIOLOGY II (4 credit hours) This course completes the second half of a two-semester sequence intended to provide the student with a basic understanding of anatomy and physiology by studying the structures and their functions and grasping the correlation between structure and function. The systems studied in this course are special senses, endocrine, circulatory, respiratory, digestive, urinary and reproductive. This course should improve the student's ability to use and understand the terms relating to the human body and encourage the development of a scientific attitude. This course is also designed to develop within the student a greater appreciation for the phenomena with which one comes in contact with on a daily basis. Students will complete a lab in this course as part of the course requirements.
Prerequisite: Anatomy & Physiology I or Instructor consent

ZOO 205 ANATOMY AND PHYSIOLOGY (5 credit hours) The goal of this online course is to provide the student with a working knowledge of the structure and function of the human body, in addition to knowledge of gross anatomy.
Prerequisite: BIO 101 or above OR high school equivalent OR permission of instructor.

PERSONNEL DIRECTORY

BOARD OF TRUSTEES

GARY HARSHBERGER
Chair

JEREMY PRESLEY, M.D.
Vice-chair

FLORIS JEAN HAMPTON

MIA SCHRAEDER KORBELIK

TERRY MALONE, J.D.

KATHY RAMSOUR

DAN REICHENBORN

ADMINISTRATION

NOLTE, HAROLD hnolte@dc3.edu
President
A.S., McLennan Community College; B.S. Baylor University; M.S. Baylor University; Ed.D. Mississippi State University

JOHN, ADAM ajohn@dc3.edu
Provost
A.S., Salt Lake Community College; B.A., University of Utah; M.B.A., University of Phoenix; Ph.D., Capella University

FORGEY, GLENDON gforgey@dc3.edu
Vice President of Administration and Finance
B.S. University of Central Oklahoma; M.S. University of Central Oklahoma; Ed.D. University of Oklahoma

HOLWERDA, JANE jholwerda@dc3.edu
Vice President of Academic Affairs
B.A., Marymount College; M.A., Saint Louis University; Ph.D., Saint Louis University

TEMAAT, BEVERLY G. bgtemaat@dc3.edu
Vice President of Student Affairs and Risk Management
B.S., Fort Hays State University; M.S., Fort Hays State University

FACULTY & PROGRAM-TECHNICAL STAFF

ABERSON, MARTI maberson@dc3.edu
ABE Program Coordinator/Instructor
B.A., Truman State University; M.A., Fort Hays State University

AGUADO, DAVID daguado@dc3.edu
Professor of Spanish and ESL
B.S., University of Toronto, M.A., Ontario Institute for Studies in Education; Ph.D., Arizona State University

ARAGON, ANTHONY aaragon@dc3.edu
Associate Professor of Biology
B.S., University of New Mexico; M.S., University of New Mexico; Ph.D., University of New Mexico

BALLARD, COLE cballard@dc3.edu
Head Track & Cross Country Coach
B.S., Kansas State University

BAYLESS, RITA rbayless@dc3.edu
Director of Financial Aid
A.G.S., Dodge City Community College; B.A., St. Marys of the Plains; M.B.A., Friends University

BENNETT, TIM tbennett@dc3.edu
Asistant Football Coach
B.S. Indiana University

BERNATIS, JENNIFER jbernatis@dc3.edu
Associate Professor of Biology
B.S., Fort Hays State University; M.S. University of Nevada, Las Vegas; Ph.D., University of Florida

BIVIN, HARRIS hbivin@dc3.edu
Assistant Football Coach
B.S., Western Kentucky University; M.S., Western Kentucky University

BOLLINGER, MEL mbollinger@dc3.edu
Security Officer
A.A.S., Garden City Community College

BORTEY, STEWARD sbortey@dc3.edu
Head Women's Soccer Coach
B.S., Sterling University; M.B.A., Oklahoma Christian University

BRISENO, TINA tbriseno@dc3.edu
Professor of Cosmetology
A.S., Dodge City Community College

BROWN, CAMERON cbrown@dc3.edu
Nursing Success Center Coordinator
B.S.N., Baker University School of Nursing

BURKHARD, JAMES
Security Officer
A.A., Kansas City Community College; B.A., St. Marys of the Plains

BURROWS, GABE gburrows@dc3.edu
Head Rodeo Coach
A.A.S., Pratt Community College; B.S., Oklahoma Panhandle State University

CALLAHAN, SCHUYLER callahan@dc3.edu
Title V Virtualization Specialist
Network Administrator's Certificate.

CEDERQUIST, CLAY ccederquist@dc3.edu
Instructor of Speech
A.S., Frezno City College; B.A., California State University; M.S., California State University

CEPHUS, LOIS lcephus@dc3.edu
Professor of Para-Professional Nursing
A.S.N., Dodge City Community College; A.A., Dodge City Community College; B.S.N., Fort Hays State University; R.N.

CHAUSSEE, MELANIE mchaussee@dc3.edu
Assistant Volleyball Coach
B.S., Baker University, M.S., Baker University

CHISM, RODNEY rchism@dc3.edu
Band Director
B.A., University of Arkansas at Pine Bluff; M.A., Jackson State University

CLAYTON, RODNEY rclayton@dc3.edu
Assistant Professor of Sociology.
B.A., Arkansas Tech University; M.S., Oklahoma State University

COLE, JEFFREY jcole@dc3.edu
Professor of Diesel Technology
A.A.,Dodge City Community College; B.S.,Pittsburg State University; M.S., Pittsburg State University

COLLIER, BAILEY bcollier@dc3.edu
Assistant Track & Cross Country Coach
B.S., Southwestern College

COON, RICKY rcoon@dc3.edu
Head Football Coach
B.S., Bethel College

COX, PATRICK pcox@dc3.edu
Defensive Coordinator/Assistant Football Coach
B.A., Lousianna State Univesity; M.A., Lousianna State Univesity;

CRAGHEAD, KENT kent@dc3.edu
Professor of Mathematics
A.A., Colby Community College; B.S., Kansas State University; M.S., Emporia State University

CULVER, TYSON tculver@dc3.edu
Systems Engineer I

CURTIS, SHERRY scurtis@dc3.edu
Associate Professor of Physical Science
B.S., Kansas State University; M.S., Fort Hays State University

DEBNAM, NIKKI ndebnam@dc3.du
Assistant Professor of Nursing
R.N., Dodge City Community College

DONALDSON, DEWAYNE ddonaldson@dc3.edu
Professor of HPER
B.S., Oklahoma State University; M.S., Oklahoma State University

DONOVAN, DORIS ddonovan@dc3.edu
Professor of Business
B.S., Fort Hays State University; M.B.A., Fort Hays State University

EDGER, SCOTT sedger@dc3.edu
Communications Assistant

EGGER, ELI eegger@dc3.edu
Assistant Baseball Coach
B.A., Emporia State University; M.A., Emporia State Univesity

ELLIS, STEPHEN sellis@dc3.edu
Professor of Chemistry & Physics
B.S., Auburn University; Ph.D., New York University.

ESTRELLA-PEREZ, JORGE jestrella@dc3.edu
Director of SARC
B.S., Purdue University; M.S., Purdue University

EWY, MARSHA mewy@dc3.edu
Professor of Para-professional Nursing
A.S.N., Dodge City Community College; B.S.N., Emporia State University; R.N.

FAULLIN, DYLAN dfaullin@dc3.edu
Assistant Professor of Mathematics
B.S., University of Florida; M.S., University of Tennessee

FERGUSON, BRANDIE bferguson@dc3.edu
Director of Adult Learning Center
B.S., Friends University

FIGGER, CHARLENE cfigger@dc3.edu
Academic Affairs Coordinator

FORD, LORNA lford@dc3.edu
Professor of Early Childhood Education.
A.A.S., Cloud County Community College; B.S., Kansas State University; M.S., Kansas State University

FRAZEE, JOHN jfrazee@dc3.edu
Interim Assistant Athletic Trainer
B.S., Oregon State University; M.E., Northwestern Oklahoma State University

GENOVESE, NOLAN ngenovese@dc3.ed
Offensive Coordinator/Assistant Football Coach
B.S., Middle Tenessee State University; M.S., Middle Tenessee State University

GIBBS, SUSAN sgibbs@dc3.edu
Registrar
A.S., Pratt Community College; B.S., Kansas State University

GOLDWORM, DEVLIN dgoldworm@dc3.edu
Associate Professor of Art
B.F.A., Kansas State University; M.F.A., Fort Hays State University

GOMEZ, JOSUE jgomez@dc3.edu
Admissions Representative
B.S., Kansas State University

GRASSER, TRAVIS tgrasser@dc3.edu
Professor of Criminal Justice
A.S., Garden City Community College; B.S., Wichita State University; M.L.S., Fort Hays State University

GRUVER, STEPHANIE sgruver@dc3.edu
Professor of Mathematics
B.S., Purdue University; M.S., Purdue University;

GUSTAVSON, KAREN kgustavson@dc3.edu
Title V Activity Director/Connection Center Director
B.S., Emporia State University; M.A., Friends University

HAILEY, MECHELE mhailey@dc3.edu
Professor of Nursing
M.S.N., Walden University

HANSEN, KODI khansen@dc3.edu
Assistant Rodeo Coach
B.S., Northwestern Oklahoma State University

HANUS, TAYLOR thanus@dc3.edu
Residence Hall Director/Student Activities Coordinator
B.S., Fort Hays State University

HASELHORST, CHRISTINA chaselhorst@dc3.edu
Foundation Director
B.S., Friends Univesity

HICKS, SUNSHINE shicks@dc3.edu
Associate Professor of Para-Professional Nursing
B.S.N., South Western University; M.S.N., South Western University

HIGA, JESSICA jhigga@dc3.edu
Admissions Representative
B.G.S., Fort Hays State University

HOLMES, WILLIAMS wholmes@dc3.edu
Associate Professor of Social Sciences
B.A., University of Alabama at Birminghan; M.A., University of Alabama at Birminghan;

JOHNSON, BRIAN bjohnson@dc3.edu
CDL Coordinator

KELSON, MARIA mkelson@dc3.edu
Professor of English and Literature
B.S., Colorado State University; M.S., University of California, Davis

KENTON, VAN vkenton@dc3.edu
Professor of Mathematics
B.A., St. Mary's of the Plains; M.S., Fort Hays State University

KLINE, COLBY ckline@dc3.edu
Associate Professor of Diesel Technology
A.O.S., Universal Technical Institute

KOSEGI, KORY kkosegi@dc3.edu
Head Spirit Coach
A.A., Dodge City Community College

KUPLIC, KERRY kkuplic@dc3.edu
Assistant Professor of Vocal Music
B.M., University of Wisconsin-Green Bay; M.M., University of Wisconsin-Milwaukee

LIX, JENNIFER jlix@dc3.edu
Assistant Professor of Nursing
A.S.N., Dodge City Community College; B.S.N., Ottawa University

LOLL, ANDREA aloll@dc3.edu
Director of Marketing and Public Relations
B.S., Southern Illinois University, M.S., Southern Illinois University

LOLL, ZACH zloll@dc3.edu
Head Women's Basketball Coach
B.S., University of Illinois, M.S., Eastern Illinois University

LUCAS, RICK rpl@dc3.edu
Academic Coach
B.S., Fort Hays State University; B.A., Fort Hays State University; M.A., Fort Hays State University

LYNCH, MICHAEL mlynch@dc3.edu
Assistant Professor of Communication
B.S., Indiana University of PA; M.S. New Mexico State University; Ph.D., South Dakota State University

MAY, CHRISTY cmay@dc3.edu
Nursing Skills Lab Coordinator
A.S.N., Dodge City Community College; A.A., Dodge City Community College

MCBEE, RUSS rmcbee@dc3.edu
Director of Facilities and Operations
A.A., Dodge City Community College; B.B.A., Friends University

MCCOLLUM, DAVID mac@dc3.edu
Professor of Animal Science
B.S., Iowa State University; M.S., Iowa State University

MORALES, MARGARITA mmorales@dc3.edu
Residence Life Director
A.A., Dodge City Community College; B.A., University of Hawaii, Hilo

NEUSCHAFER, CHARLOTTE cneuschafer@dc3.edu
Child and Adult Food Care Program Director
B.S., TUI University

NICHOLSON, TERRI tnicholson@dc3.edu
Professor of Chemistry
B.S., Emporia State University; M.S., Emporia State University

NOLAN, JENNIFER M. jnolan@dc3.edu
Assistant Professor of Art
B.F.A., Fort Hays State University; M.F.A., Fort Hays State University

O'BRIEN, JORDAN jobrien@dc3.edu
Assistant Women's Basketball Coach
B.S., Western Illinois

OCHS, THERESA tochs@dc3.edu
Director, Child Development Center
A.A.S., Dodge City Community College, B.S.W., Fort Hays State University

OHLSCHWAGER, KRISTI kohlschwager@dc3.edu
Director of Human Resources
B.A., Bethany College; MHRM, SHRM-CP Colorado State University

O'NEIL, KATHRYN koneil@dc3.edu
Assistant Professor of English
B.A., University of Texas Pan American; M.C.S. Fort Hays State University; M.A., University of Texas Rio Grande Valley

OTTERSTEIN, MICHAEL motterstein@dc3.edu
Professor of Welding

PATEE, CARLA cpatee@dc3.edu
Executive Assistant to the President/Deputy Secretary to the Board of Trustees/College Freedom of Information Officer
A.A.S., Dodge City Community College

REED, KATLIN kreed@dc3.edu
Assitant Softball Coach
B.A., Lubbick Christian University

REYNOLDS, TRACY treynolds@dc3.edu
Associate Professor of Nursing
A.S., Pratt Community College; B.S.N., Southwestern College

RICHMOND, ARTHUR arichmond@dc3.edu
Instuctor of English
A.A., Eastern Flordia State College; B.A., University of Florida; M.A., University of South Florida

RICKERS, RUSSEL rrickers@dc3.edu
Math Lab Coordinator
B.S., Kansas State University

RIPPLE, JACOB jripple@dc3.edu
Athletic Director
B.A., Sterling College; M.S. Fort Hays State University

ROBERTS, GREGORY groberts@dc3.edu
Student Support Services Director
B.A., Idaho State University; M.A., University of Idaho; Ed.D., Prescott College

RODENBUR, GAYLA grodenbur@dc3.edu
Director of Counseling, Testing, and Training
A.A., Seward County Community College; B.A., St. Marys of the Plains; M.A., Fort Hays State University

ROSS, KATIE kross@dc3.edu
Financial Aid Specialist
A.A., Dodge City Community College; B.S., Fort Hays State University

RUIZ, JOSE jruiz@dc3.edu
Instructor of Welding
A.S., Dodge City Community College

RUPP, GINGER grupp@dc3.edu
Professor of Nursing
L.P.N., Colby Community College; B.S.N., Fort Hays State University; M.S.N., Grantham University

SALMANS, CRISSA csalmans@dc3.edu
Director of RSVP
A.A., Dodge City Community College

SCHMIDT, NANCY nschmidt@dc3.edu
Professor of Speech and English
B.S., Newman University; M.S., Newman Univeristy; J.D. Newman University

SCHULTE, DEBRA dschulte@dc3.edu
Associate Director of Student Financial Assistance
A.A., Hutchinson Community College; B.A., Fort Hays State University

SCOTT, MARY mscott@dc3.edu
Professor of Biology
B.S., Pittsburg State University; M.D., University of Kansas

SEARCY, SCOTT sseary@dc3.edu
Director of Accreditation/Institutional Research & Distance Education
B.S., New Mexico Highlands; M.S., New Mexico Highlands; D.A., Idaho State

SHADDIX, ABBIGAIL ashaddix@dc3.edu
Head Women's Golf Coach/Athletic Academic Advisor
B.S., Wichita State University

SHEAN, RAMONA ramona@dc3.edu
Assistant Director of Facilities and Operation

SHIEW, PATRICK pshiew@dc3.edu
Professor of Building Construction Technology
A.S., Dodge City Community College; B.S., Sterling College

SMITH, HEATHER hmsmith@dc3.edu
Director of Wellness Center
A.A., Dodge City Community College

SMITH, MELANIE msmith@dc3.edu
SSS Academic Advisor
B.S., Manhattan Christian College

SMITH, ROBERT (HOWIE) hsmith@dc3.edu
Head Women's Softball Coach
B.A., Bethany College

STEPHENSON, PHIL pstephenson@dc3.edu
Head Baseball Coach
B.B.A., Wichita State University

TATE, THERESA ttate@dc3.edu
Financial Accountant
B.S., Devry University

TAYLOR-BIRNEY, JULIE A. jtaylor@dc3.edu
Professor of Cosmetology
Cosmetology Certificate; Cosmetology Instructor Certificate

THEWMAN, BROCK bthewman@dc3.edu
Assistant Men's Basketball Coach
B.S., Sul Ross State University; M.S., Sul Ross State University;

THOMAS, JEREMY jthomas@dc3.edu
Assistant Football Coach/Residence Hall Supervisor
M.S., University of Georgia

THOMPSON, JOSHUA jthompson@dc3.edu
Director of Security

TUCKER, SHANE satucker@dc3.edu
Assistant Football Coach
B.S., Middle Tennesse State University

TUCKER, STEVE stucker@dc3.edu
Head Men's Basketball Coach
B.A., Mississippi College; M.A., Pacific Western University

VENSON, BRANDON bvenson@dc3.edu
Chief Judicial Officer/Residence Hall Supervisor/Intramural Coordinator
B.S., Illinois State University

WEBSTER, MICHAEL mwebster@dc3.edu
Director of Educational Technology
A.A.S., Moorpark Community College; B.B.A. Jones International University

WEIL, JUSTIN jweil@dc3.edu
Professor of Welding

WERREMEYER, NATHAN nwerremeyer@dc3.edu
Assistant Athletic Director/Compliance Coordinator
M.S., Missouri Baptist University

WEST, JESSICA jwest@dc3.edu
Comptroller
B.B.A, Fort Hays State University

WHITELEY, MARK mwhitely@dc3.edu
Instructor of Psychology
A.S., Brigham Young University Idaho; B.S., Brigham Young University Idaho; M.S., Brigham Young University Utah

WILEY, TONY twiley@dc3.edu
Professor of Social Sciences
B.A., Bemidji State University; M.A., Unversity of Nebraska Omaha

WILLIAMS, RACHEL rwilliams@dc3.edu
Head Volleyball Coach
B.A., University of Arizona; M.A., University of Concordia-Irvine

WILSON, AUSTIN aawilson@dc3.edu
Webmaster
A.S., American Business and Technology University

WILSON, JUSTIN jwilson@dc3.edu
Assistant Director of Marketing & Public Relations
A.S., Dodge City Community College

WURST, CHOLE cwurst@dc3.edu
Title V Advising Specialist
B.S., University of California; M.A., University of Lauverne

ZELAYA, OSCAR ozelaya@dc3.edu
Head Men's Soccer Coach
A.S., Garden City Community College

FULL-TIME SUPPORT STAFF

ARAGON, MARINITA maragon@dc3.edu
Accounts Payable Clerk

BLACKWELL, KAMILLA kblackwell@dc3.edu
Tutor Coordinator, Student Support Services

BRACKEY, MATTHEW mbrackey@dc3.edu
IT Technician

BRADFIELD, ASHLEY abradfield@dc3.edu
Administrative Assistant to Director of Human Resources

CARPENTER, LISA lcarpenter@dc3.edu
Administrative Assistant, Allied Health

COCA, MARCOS
Custodian General/Maintenance

CRAIG, BRADLEY
Mechanic, Maintenance

CRUZ DE LA CRUZ, JESSICA
CDC Lead Teacher

CULVER, LORA lculver@dc3.edu
Bookstore Clerk

CUMMINS, BRAD
Carpenter, Maintenance

DENSON, CYNTHIA cdenson@dc3.edu
VA Coordinator

EDMOUNDS, AMANDA aedmounds@dc3.edu
Bookstore Manager

EDWARDS, DANE
Groundskeeper/General Maintenance

FADENRECHT, SAVANNAH sfadenrecht@dc3.edu
Foundation Administrative Assistant

FORRESTER, SYDNIE sforrester@dc3.edu
Payroll Supervisor

FULLER, AMBER afuller@dc3.edu
Enrollment Management Assistant

GARCIA, COREY
Carpenter/Maintenance

HERGERT, JUSTIN jhergert@dc3.edu
Fleet Operations Manager
HERRERA, STEPHANIE sherrera@dc3.edu
SARC Assistant
HUTTON, JENNIFER jhutton@dc3.edu
Executive Assistant to VP of Academic Affairs
JOHNSON, PAUL pjohnson@dc3.edu
Network Administrator
KESSEN, LYNETTE lkessen@dc3.edu
Executive Secretary, Vice President of Operations & Finance
KNOX, THERESA tknox@dc3.edu
Payroll Clerk
LOPEZ, MARIA
Custodian
MANIATES, SHAE smaniates@dc3.edu
Testing Center Coordinator
MARSHALL, CASSIE cmarshall@dc3.edu
Accounts Payable Clerk
MARTIN, DIANE
CDC Lead Teacher
MILLS, MELVIN
Groundsman, Maintenance
NOLAN, ANDREW anolan@dc3.edu
Inventory/Central Stores/Purchasing Clerk
O'NEAL, PATRICIA poneal@dc3.edu
Clerk, Copy Center/Mailroom
PALMER, LEWIS
General Maintenance
PANKRATZ, JOSHUA
General Maintenance
PORTENIER, SHALA sportenier@dc3.edu
Executive Secretary to Dean of Workforce Development
RICHARDSON, MICHELLE mrichardson@dc3.edu
Records Specialist
ROHR, BRITTANY brohr@dc3.edu
Executive Secretary to Vice President of Student Affairs & Risk Management
SHAW, TRACY tshaw@dc3.edu
Office Manager, Residence Life
SHULTZ, DAVID
Electrician/General Maintenance
STANTON, SHIRLEY sstanton@dc3.edu
Bookkeeper II/Accountant
STEFANICH, MARIA
Residence Life Maintenance/Custodian
STELLE, GREG
Carpenter, Maintenance
STEVENS, JARED jstevens@dc3.edu
Grounds Supervisor/General Maintenance
TORRES, YADIRA ytorres@dc3.edu
Accounts Receivable Clerk
WASKO, SARA swasko@dc3.edu
Records Specialist/Student Services Assistant
WILSON, APRIL awilson@dc3.edu
ABE/A-OK Instructor
WILSON, SARA swilson@dc3.edu
Library Clerk

ADJUNCT FACULTY

MEGAN ADAMS
DANIEL AISTRUP
DAVID ANDERSON
DONNA ANDERSON
COLE BALLARD
LEE BIVIN
STEWARD BORTEY
BRANDIE BROCK
WILLIAM BROWN
GABRIEL BURROWS
MARILYN BUTLER
NICHOLE BYER
ERIKA CRAGHEAD
PATRICK CUDDY
JILL DEGES
THOMAS DERSTEIN
JORGE ESTRELLA
BRITT EWY
AIMEE FIELDS
TOSHA FIELDS
DIANE FREGON
ISABEL GARCIA
JOHANNA GARZON CASTRO
JONATHAN GILBERT
TRAVIS GOETZ
DEBRA HAGANS
LYNNE HEWES
BRIAN JOHNSON
JEFF JONES
LORRAINE KELLNER
JANE LINDAMOOD
ZACHARY LOLL
JESSICA LUALLEN
KRIS MOORE
STEVEN NEELY
KATIE OLSON
MISSY PALRANG
STACY PRICKETT
ADAM RICHARDS
RUSSEL RICKERS
JACOB RIPPLE
CHRISTOPHER ROBINSON
CONNIE SCHAEF
WILLIAM SIMKULET
HEATHER SMITH
ROBERT SMITH
PHIL STEPHENSON

STEVE TUCKER
KATHERINE VIERTHALER
WANDA WALDMAN
RACHEL WILLIAMS
OSCAR ZELAYA

INDEX

M

N

O

P

R

S

T

U

V

W

Z

DODGE CITY
COMMUNITY COLLEGE

2501 N. 14th Ave
Dodge City, KS 67801-2316
(620) 225-1321
1-800-FOR-DCCC
www.dc3.edu